



**Town of North Topsail Beach
Planning Board Regular Meeting**

Thursday, June 11, 2026, at 6:00 PM

Town Hall - 2008 Loggerhead Court, North Topsail Beach, NC 28460

(910) 328-1349 | www.northtopsailbeachnc.gov

Present: Fred Fontana - Chair, Lisa Brown, Teri Ward, Jan Bellamy-Genee - Alternate, Charles "Rusty" Walker – Alternate

Absent: Keith Wilkerson, Sam Ferreri

Staff Present: Deb Hill – Planning Director, Brady Golden – Planner, Donna Sayre - Clerk

CALL TO ORDER

Chair Fontana called the meeting to order at 6:02 p.m.

ADOPTION OF AGENDA

Ms. Brown made a motion to adopt the agenda. Ms. Ward seconded the motion. The motion passed unanimously.

APPROVAL OF MINUTES

No minutes were presented for approval.

PUBLIC COMMENT

There were no public sign-ups.

OLD BUSINESS

- A. Amendment to Article 3 Zoning of the Unified Development Ordinance to Establish the Official Zoning Map in Electronic GIS Geodatabase Format.

Planning Director Deb Hill presented the staff report by stating that converting a paper zoning map into an officially adopted electronic zoning geodatabase (Onslow County GIS-based map).

Ms. Hill stated that the proposed ordinance would amend the Unified Development Ordinance to designate the Town's official zoning map in electronic GIS geodatabase format using the Onslow County GIS-based map as the Town's zoning map of record. North Carolina law allows zoning maps be maintained in digital format if approved by the local government and dept available for public inspection. This amendment is intended to modernize map administration, improve accessibility, and clarify that archived paper maps be retained only for historical reference.

Ms. Hill also stated that the draft also identifies the Planning Director as the zoning map administrator, provides for maintenance of the authoritative electronic map in coordination with Onslow County GIS, establishes how adopted map amendments will be incorporated, and states that the Board of Aldermen retains sole legislative authority over zoning designations and amendments.

Ms. Hill provided the Board with the proposed ordinance language. She stated that the Board of Alderman have a meeting scheduled July 1, 2026, which would allow this ordinance to become effective July 1, 2026.

Ms. Hill stated that she contacted the Onslow County GIS Director to inquire as to whether any other towns had adopted the digital format to which they responded negatively. The Onslow County GIS Director stated that he contacted the Director of Land Use Management to inquire as to whether he or she was aware as to an agreement between any Town and the GIS Department for maintaining the digital map. The GIS Director was told that there is not one presently that they are aware of but feels it is a good idea to have a clearly laid out agreement in case questions arise. Ms. Hill stated since there is not an agreement draft to be used, that the Board recommends that the Town's attorneys draft an agreement on behalf of the Town.

Ms. Hill stated that the proposed text amendment is reasonable and in the public interest because it improves the administration and accessibility of the zoning map without changing underlying zoning districts through this ordinance. It is consistent with the Town's adopted land use policies and with North Carolina General Statutes permitting zoning maps in digital format.

Chair Fontana asked if the Board members had any questions for Ms. Hill and no questions were presented.

Ms. Ward made a motion to recommend to the Board of Alderman to amend the ordinance to establish the official zoning map in Electronic GIS Geodatabase format. Ms. Brown seconded the motion. The motion passed unanimously.

NEW BUSINESS

A. Article 7 Flood Damage Prevention

Planning Director Hill stated that the 2206 changes were made available by North Carolina Emergency Management Department of Public Safety and once received by the Town, changes to made to Article 7.

Ms. Hill stated that the items highlighted in green are mandatory changes while the blue text was optional. She stated that some of the highlighted blue texts have already been adopted by the Town. Ms. Hill then stated that the only optional change is that the Town is proposing is the non-conversion agreement. She then clarified the definition of a non-conversion agreement.

Ms. Hill stated that conversions are currently treated as violations. She informed the Board that the Town is basically managing the situation in the same way now but without the additional benefits tied to the CRS points, which are substantial.

Ms. Ward stated that she one question that was not answered yet. She stated her remaining question refers to the placement of recreational vehicles in a VE or Coastal A zone. Ms. Ward asked how that would affect the travel trailer parks within the Town of North Topsail Beach such as Rogers Bay. Ms. Hill stated that Rogers Bay is an existing travel trailer park. Ms. Ward then asked if it would only pertain to new travel trailers and not existing. Ms. Hill read the wording and stated that the language is defined as no new travel trailers can be placed in Rogers Bay. The trailers that exist now would be grandfathered in but once these ordinance changes were adopted, no new travel trailers would be allowed.

Chair Fontana asked if a travel trailer owner is seasonal with bringing travel trailer here for the summer season but taking it off the island at the end of summer.

Planner Brady Golden stated that he and Deb would speak with the with the NFIP Planner who is reviewing the document for clarification.

Ms. Hill made note of a correction that needed to be made in Section 7.05.B4.F. She stated that all text pertaining to non-conversion agreement should be in blue.

Ms. Brown stated a correction needed to be made in the fine section. She stated that the fine of one hundred dollar per day needs to be written in all sections.

Ms. Brown made a motion that the Planning Board recommends to the Board of Alderman adoption of the amendments to Article 7, based on the language that is required by NFIP along with any changes or clarifications required after the review by the NFIP Planner. Ms. Ward seconded the motion. The motion passed unanimously.

Ms. Brown made a motion to amend her motion to include adopting Section 11, Definition. Ms. Ward seconded the motion. The motion passed unanimously.

DISCUSSION

Ms. Hill stated that FEMA approved the Hazard Mitigation Plan on April 21, 2026. She stated that the Town has already adopted it as part of the draft.

ADJOURNMENT

Ms. Brown made a motion to adjourn. Ms. Walker seconded the motion. The motion passed unanimously.

The Planning Board meeting adjourned at 6:52 p.m.

APPROVED

This ____ day of _____, 2026

Fred Fontana, Chair

CERTIFIED

This ____ day of _____, 2026

Donna Sayre, Clerk to the Planning Board