



## Town of North Topsail Beach Planning Board Regular Meeting

Thursday, January 09, 2025, at 6:00 PM  
Town Hall - 2008 Loggerhead Court, North Topsail Beach, NC 28460

(910) 328-1349 | [www.northtopsailbeachnc.gov](http://www.northtopsailbeachnc.gov)

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**PRESENT:** Susan Meyer - Chair, Fred Fontana - Vice Chair, Lisa Brown, Charles "Rusty" Walker - Alternate, Keith Wilkerson - Alternate

**ABSENT:** Teri Ward

### I. CALL TO ORDER

Chair Meyer called the meeting to order at 6:01 p.m.

### II. ADOPTION OF AGENDA

**Ms. Brown made a motion to adopt the agenda. Vice Chair Fontana seconded the motion. The motion passed unanimously, 5-0.**

### III. APPROVAL OF MINUTES: December 12, 2024, Regular Meeting Minutes

**Ms. Brown made a motion to approve the minutes of December twelfth. Vice Chair Fontana seconded the motion. The motion passed unanimously, 5-0.**

### IV. ORGANIZATION: Rules of Procedure

Planning Director Hill provided background information regarding the "Suggested Procedural Rules for Local Appointed Boards" by Trey Allen and A. Fleming Bell, II as well as the most recent edition of "Robert's Rules." Ms. Hill explained that parliamentary procedures are used to formally move the Planning Board business for discussion and action in an orderly fashion, as well as to provide a framework for fairness and openness. All Planning Board votes count equally, and the Chair gets to vote.

The Planning Board procedural rules were adopted around 2007. The intent is for the Planning Board to review the rules of procedure every May and adjust them if needed. They were amended after Hurricane Florence in 2018 to accommodate the displaced administration. The rules of procedure assign the meeting place and time, which is published. The rules provide guidance for changing the meeting schedule.

Planning Director Hill asked Attorney Payson for guidance on Rule 29: Duty to Vote. Attorney Payson suggested:

*"...The unexcused failure to vote by a member who is physically present in the meeting room, or who has withdrawn without being excused by the majority vote of the remaining member present, shall be recorded as an **affirmative vote**."*

Ms. Brown asked about Rule 21 stating no second is required. She noted that the Planning Board seconds every motion and asked if the rule should be revised.

Planning Director Hill suggested and Attorney Payson agreed to rewriting the rule to read:

**"Rule 21: Second Required**

Second is required on any motion."

Chair Meyer explained her understanding was that a motion and a second were required to have discussion, since a motion without a second dies.  
There was discussion regarding motion seconds.  
Vice Chair Fontana asked about closed session briefings.  
There was discussion about closed sessions.

**Mr. Walker made a motion to accept the document as printed.**

**Mr. Walker revised the motion to approve the changes and amendments to the procedures. Mr. Wilkerson seconded the motion. The motion passed unanimously, 5-0.**

**V. PUBLIC COMMENT**

None.

**VI. DISCUSSION: American Planning Association Presentation Video: Legal Decision-Making**

The Planning Board watched the training video. There was discussion.

**VII. ADJOURNMENT**

**Ms. Brown made a motion to adjourn. Vice Chair Fontana seconded the motion. The motion passed unanimously, 5-0.**

The Planning Board meeting adjourned at 7:04 p.m.

APPROVED

This 13<sup>th</sup> day of February 2025

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Susan Meyer, Chair

CERTIFIED

This 13<sup>th</sup> day of February 2025

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Kate Winzler, Clerk to the Planning Board