



**Town of North Topsail Beach**  
**Planning Board Committee Report 3/5/2025**  
**for meeting held on Thursday, February 13, 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, Teri Ward, Keith Wilkerson, Jan Bellamy - Alternate

**Absent:** Lisa Brown, Charles "Rusty" Walker – Alternate

**I. CALL TO ORDER**

Chair Meyer called the meeting to order at 6:03 p.m.

**II. ADOPTION OF AGENDA**

**Vice Chair Fontana moved to adopt it. Ms. Ward seconded the motion. The motion passed unanimously, 4-0.**

**III. OATH OF OFFICE**

Deputy Town Clerk Winzler administered the Oath of Office to Keith Wilkerson for appointment as a regular member to the Planning Board, and to Jan Bellamy for appointment as an alternate member to the Planning Board.

**IV. APPROVAL OF MINUTES**

**Ms. Ward made a motion to approve the minutes of January 9th's meeting. Mr. Wilkerson seconded the motion. The motion passed unanimously, 5-0.**

**V. PUBLIC COMMENT**

None.

**VI. PRESENTATION OF TRAINING CERTIFICATES**

Planning Director Hill expressed appreciation for the current and past members of the Planning Board, thanking them for serving the community. Ms. Hill presented Planning Officials Training Program Certificates of Completion to Keith Wilkerson, Teri Ward, Susan Meyer, Fred Fontana, Ricky Schwisow, and Kate Winzler.

**VII. ADJOURNMENT**

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

The Planning Board meeting adjourned at 6:16 p.m.