



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

**Thursday, June 06, 2024, 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 - Vice Chair, Scott Morse, Lisa Brown, Teri Ward, Fred Fontana (Alternate), Stu Harness (Alternate- not voting).

**ABSENT:** None.

**I. CALL TO ORDER**

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

**II. OATH OF OFFICE**

Notary Public Keri Simpson administered the Oath of Office to Fred Fontana for appointment as a regular member to the Planning Board.

**III. ADOPTION OF AGENDA**

**Mr. Fontana made a motion to amend the agenda by removing item 5.E. Meeting Time. Mr. Morse seconded the motion. The motion passed unanimously, 5-0.**

**IV. APPROVAL OF MINUTES: May 2, 2024, Regular Meeting**

**Ms. Brown made a motion to approve the minutes. Mr. Morse seconded the motion. The motion passed unanimously, 5-0.**

**V. ORGANIZATIONAL MEETING (UDO § 2.02, NCGS 160D Article 3)**

**A. Planning Board Membership**

Planning Director Deb Hill reviewed the current Planning Board membership: Scott Morse, Fred Fontana, Lisa Brown, Teri Ward, and Susan Meyer as regular members with two regular positions vacant; and Stu Harness resigning as an alternate member after the meeting, leaving two alternate positions vacant.

**B. Rules of Procedure**

Planning Director Hill reviewed the history of the Planning Board rules of procedure, dating back to the first reference of the Planning Board bylaws in the Board of Aldermen meeting minutes from June 6, 2002. The bylaws were adopted by the Board of Aldermen on September 5, 2002. The Planning Board rules of procedure were adopted on October 13, 2001, and are generally reviewed annually at the organizational meeting. The rules of procedure were based upon a template with comments from A. Fleming Bell of the University of North Carolina School of Government. The latest edition, edition four, was reviewed, revised, and readopted on September 9, 2022.

Rule number one – Regular Meetings currently reads that meetings are held at 5:00 p.m. and requires a revision to 6:00 p.m. Historically, the only changes to the rules of procedure have been the regular meeting time and/or place, depending on the condition of Town Hall after hurricanes. Ms. Hill invited the Planning Board to review the rules of procedure and submit any typo or correction feedback for revision and adoption at the next Planning Board meeting.

There was discussion regarding the Planning Board membership, vacancies, application process, and the appointment process. There was concern voiced about a quorum at the August 1, 2024, regular Planning Board meeting. When the meeting schedule was changed earlier in the year, neither Ms. Ward nor Ms. Brown will be in attendance. Vice Chair Meyer noted the Planning Board needed guidance and clarification from the Board of Aldermen for membership numbers.

Planning Director Hill stated that staff's recommendation was that the Planning Board recommend that the Board of Aldermen fill the two vacant regular positions and the two vacant alternate positions in their July Planning Board committee report to the Board of Aldermen. Ms. Hill offered to work with the Chair to craft the committee report.

Mr. Morse spoke about the importance of training alternate members to have a basis of knowledge for the matters they vote on, based upon his previous experience as an alternate member.

Vice Chair Meyer asked the Planning Board for a show of hands in favor of asking the Board if they can use the poll and vote at the next meeting on regular members, and then have the alternates stay as it is in the paperwork and whatnot. All five voting members raised their hands.

There was discussion about the language of the recommendation.

Planning Director Hill offered the following "The Planning Board respectfully requests that the Board of Aldermen appoint two regular members to the Planning Board due to the unexpected resignation of Mr. Stu Harness and the unavoidable absence of Ms. Brown and Ms. Ward from the next Planning Board meeting."

There were several recommended changes brought forth regarding inserting the date of the meeting and a reference to the roster provided by the Town Clerk.

There was further discussion regarding Planning Board membership.

#### C. Election of Chair

**Mr. Fontana nominated Susan Meyer as the Chair. Mr. Morse seconded the motion. The motion passed unanimously, 5-0.**

#### D. Election of Vice Chair

**Ms. Ward nominated Fred Fontana for the Vice Chair. Ms. Meyer seconded the motion. The motion passed unanimously, 5-0.**

### VI. PUBLIC COMMENT:

None.

### VII. DISCUSSION: TRAINING

#### A. Planning vs. Zoning

Planning Director Hill explained that in larger departments, there would typically be someone in charge of Planning, and a different person in charge of Zoning. She explained further that Planning tends to be the local Town's vision, and Zoning tends to be the function to achieve that vision. Prior to the creation of a Unified Development Ordinance, there was a subdivision ordinance and a separate zoning ordinance. The zoning districts set the tone for the allowable uses on a parcel, and the Board Room used to have the zoning map displayed on the wall.

#### B. Training: Comprehensive Plan

##### a. Review of the Town's CAMA Land Use Plan

Planning Director Hill explained that the Comprehensive Plan or CAMA (Coastal Area Management Act) Land Use Plan is how the Town formalizes their growth and development policies.

##### b. Review of NCGS requirements of Comprehensive Plan

Ms. Hill explained to the Planning Board the reading material and the North Carolina General Statutes regarding the CAMA Land Use Plan sent previously. Several members noted they did not receive the documents.

##### c. APA Video: Comprehensive Plan

The Planning Board viewed the training video.

Planning Director Hill emphasized her belief in good government, and that the Town must have a Planning Board and a Board of Adjustment to respond to applications in a professional and timely manner.

Ms. Brown asked if there should be a July special meeting.

Planning Director Hill polled the Planning Board for availability on July 11<sup>th</sup>. Ms. Brown, Mr. Morse, Chair Meyer, Vice Chair Fontana, and Ms. Ward all raised their hands. Ms. Hill offered to contact the applicant regarding their availability for a Special Meeting on July 11<sup>th</sup>.

### **VIII. ADJOURNMENT**

**Mr. Fontana made a motion to adjourn. Mr. Morse seconded the motion. The motion passed unanimously, 5-0.**

The Planning Board meeting adjourned at 6:53 p.m.

Approved this 11<sup>th</sup> day of July 2024.

Certified this 11<sup>th</sup> day of July 2024.

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Susan Meyer, Chair

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Kate Winzler, Clerk to the Planning Board