

# *Town of North Topsail Beach*

Daniel Tuman, Mayor  
Joann M. McDermon, Mayor Pro Tem  
Aldermen:  
Mike Benson  
Jerry Heid  
Tom Leonard  
Richard Peters



Bryan Chadwick, MPA  
Town Manager

Laura Oxley, JD, MPA  
Town Clerk

*Nature's Tranquil Beauty*

## Planning Board

Regular Meeting Draft Minutes  
Thursday, January 9, 2020 at 5:30 PM  
1330 NC HWY 210, Sneads Ferry, NC

Present: Pat Stigall – Chair, Paul Dorazio – Vice Chair, Hanna McCloud, Scott Morse, Mia Green – Alternate 1, Rebecca Dickson Alternate 2, Deborah Hill – Planning Director, Kate Winzler – Clerk to the Planning Board.

Absent: Gunnar Matthews.

CALL TO ORDER: Mrs. Stigall called the meeting to order at 5:43 p.m.

ADOPTION OF AGENDA: **Mr. Dorazio made a motion to adopt the Agenda as presented. Mrs. Dickson seconded, motion passed unanimously, 6-0.**

APPROVAL OF MINUTES: **Mr. Dorazio made a motion to adopt the November 14, 2019 minutes. Mrs. McCloud seconded, motion passed unanimously, 6-0.**

PUBLIC COMMENT: none.

### DISCUSSION/TRAINING:

- A. CAMA Land Use Plan joint workshop: Planning Director Hill explained that a Doodle calendar poll will be sent to the members of the Planning Board and Board of Adjustments to select the best date.
- B. Community Rating System Cycle Visit: Planning Director Hill explained the Program for Public Information (PPI) will meet February 13, 2020 Planning Board meeting with appointed members of the community.
- C. Flood Damage Prevention Ordinance: Planning Director Hill reviewed the structure of the model flood ordinance and asked the Planning Board if they preferred to comb through the model ordinance section by section and make recommendations, or if they would rather be presented with a complete rough draft to review. The Board directed Ms. Hill to send them a complete rough draft of the Flood Damage Prevention Ordinance for review.
- D. Hazard Mitigation Grant Program: Planning Director Hill updated the Board that the Board of Aldermen approved a grant with Holland and Associates for the Hazard Mitigation Grant Program.

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1000 NC Hwy 210  
Sneads Ferry, NC 28460*

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phone (910) 328-1349

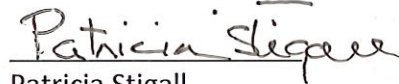
- E. Planning & Development Regulation: Planning Director Hill reviewed the due date of January 1, 2021 for the adoption of the new Chapter 160D Planning & Development Ordinance, and that she would be attending a workshop on January 23, 2020 regarding this topic. She offered two options for the Board of Aldermen to consider regarding this project: revision of the ordinance in-house, or revision of the ordinance out-of-house.
- F. Rogers Bay Parking: Planning Director Hill noted that this item will placed on the agenda pending receipt of the parking plan.
- G. Southeast North Carolina Regional Hazard Mitigation Plan: Planning Director Hill explained this is being worked on by a consultant ESP. There was discussion.

**ADJOURNMENT: Mr. Dorazio made a motion to adjourn. Mrs. McCloud seconded, motion passed unanimously, 6-0.**

The Planning Board meeting adjourned at 6:24 p.m.

APPROVED

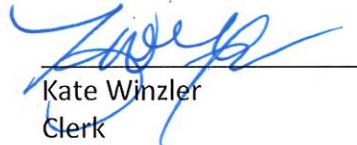
This 13th day of February, 2020



Patricia Stigall  
Chair

CERTIFIED

This 13th day of February, 2020



Kate Winzler  
Clerk

*Town of North Topsail Beach*

Daniel Tuman, Mayor  
Joann M. McDermon, Mayor Pro Tem  
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Mike Benson  
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Tom Leonard  
Richard Peters



Bryan Chadwick, MPA  
Town Manager

Laura Oxley, JD, MPA  
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*Nature's Tranquil Beauty*

**Planning Board**

**Regular Meeting Draft Minutes**

**Thursday, February 13, 2020 at 5:00 PM**

**1330 NC HWY 210, Sneads Ferry, NC**

Present: Pat Stigall – Chair, Paul Dorazio – Vice Chair, Rebecca Dickson, Mia Green, Gunnar Matthews, Hanna McCloud, Susan Meyer and PPI: Pam Dabney, Christi Jenkins.  
Staff: Deborah Hill – Planning Director, Kate Winzler – Clerk to the Planning Board.

Absent: Richard Grant, Scott Morse and PPI: Scott Wheeler and Patti Davis.

**Call to Order:** Mrs. Stigall called the meeting to order at 5:03 p.m.

**Adoption of Agenda:** Mr. Dorazio made a motion to adopt the Agenda as presented. Mrs. McCloud seconded, motion passed unanimously, 5-0.

**Approval of Minutes:** Mrs. McCloud made a motion to adopt the ~~November 14, 2019~~ <sup>January 9, 2020</sup> minutes. Mrs. Dickson seconded, motion passed unanimously, 5-0.

**Public Comment:** none.

**Program for Public Information (PPI) Committee**

The PPI Committee shall continue to meet at least once a year, to evaluate the program and incorporate any needed revisions to the Program for Public Information document.

Based on the committee's evaluation, the Planning Director shall prepare an annual evaluation report for the committee to review, approve and submit to the Board of Aldermen.

This evaluation report shall also be included in the Town's annual CRS recertification. At each subsequent CRS verification visit and annual recertification, the Planning Director shall provide:

1. Documentation that the PPI document has been reviewed and updated annually. This is in the form of a report, table, or spreadsheet that summarizes each outreach project, what was done, and the outcomes. More information can be found in Developing a Program for Public Information at [www.CRSresources.org/300](http://www.CRSresources.org/300).
2. Minutes of the meetings, sign-in sheets, or other documentation of the committee members' participation.

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1000 NC Hwy 210  
Sneads Ferry, NC 28460

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The PPI Committee will evaluate the program and meet again in 60 days to discuss proposed updates. The evaluation shall cover:

- A review of the projects that were completed;
- Progress towards the desired outcomes;
- Recommendations regarding projects not completed; and
- Changes in the target audiences.

## **New Business**

### **Oath of Office**

Mrs. R. Dixon and Mrs. M. Green were sworn in as regular members. Mrs. S. Meyer was sworn in as alternate.

### **Flood Damage Prevention Ordinance (draft update)**

The Planning Board reviewed the proposed amendments based on the State's Model Flood Damage Prevention Ordinance (Coastal Regular Phase). The Planning Board opposes the 4 outlet/4 switches limitation (bottom of p. 29 in Model Ord). Vice Chair Dorazio questioned (7) (d) on p. 28 that Elevator shafts/enclosures that extend below the RFPE shall be constructed of reinforced masonry block or reinforced concrete walls and located on the landward side of the building to provide increased protection from flood damage; and it "**must** be located on the landward side of the building." The Planning Director commented on the Model's language that a registered professional engineer or architect must certify the finished construction is compliant with the design, specifications and plans for VE Zone construction. **Mrs. Dickson made a motion that the Board of Aldermen conduct a public hearing on or before June 19, 2020 and adopt the amendments to the Unified Development Ordinance Article 7 Flood Damage Prevention and § 11.02 Definitions with the caveat they disagree with the 4-outlet limitation. Mrs. McCloud seconded, motion passed unanimously, 6-0.**

### **Discussion**

The Planning Director provided the following updates to the Planning Board:

- A. CAMA Land Use Plan joint workshop (TBD)**  
Planning Director will work with the Town Clerk and Landin Holland to set date.
- B. Community Rating System Cycle Visit 2020**  
Planning Director will prioritize as time-sensitive projects are completed.
- C. Hazard Mitigation Grant Program**  
Planning Director is working with a sub-contractor with North Carolina Emergency Management (NCEM) on the HMGP acquisition applications from Hurricane Florence and has requested that the state confirm status of elevation applications, as previous correspondence indicated that none were accepted.

**D. Planning & Development Regulation: UDO Amendments (due by 01/01/2021)**

Planning Director attended the UNC School of Government's Chapter 160D Regional Workshop in Wilmington on January 23, 2020. Planning Director proposes developing in-house, using the G.S. Chapter 160D Checklist of Changes to Local Ordinances, Policies, and Practices. American Legal states that it would be impossible to provide a quote for FY20/21 budget prep without knowing the amount of required changes. However, the page rate is \$19.50 and if the UDO were 200 pages, then the cost would be \$3,900, for FY20/21 budget planning.

**E. Southeastern NC Regional Hazard Mitigation Plan (meeting 2/11/20)**

Planning Director was not able to attend the meeting but has since met with Stacie Miles/Onslow County Emergency Services to facilitate documentation of the Town's participation for FEMA. Planning Director will also work with the Manager and other staff to develop the Mitigation Action Plan and Basic Mitigation Strategies before the March 13<sup>th</sup> deadline. Ideally, draft documents will be included in the Planning Board's March 12<sup>th</sup> package.

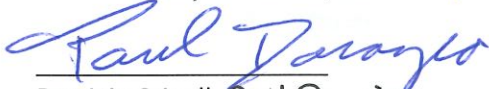
**Adjournment**

**Mr. Dorazio made a motion to adjourn. Mr. Matthews seconded, motion passed unanimously, 6-0.**

The Planning Board meeting adjourned at 7:09 p.m.

APPROVED

This 12th day of March, 2020

  
\_\_\_\_\_  
Patricia Stigall Paul Dorazio

ViceChair

CERTIFIED

This 12th day of March, 2020

  
\_\_\_\_\_  
Kate Winzler  
Clerk

# *Town of North Topsail Beach*

Daniel Tuman, Mayor  
Joann M. McDermon, Mayor Pro Tem  
Aldermen:  
Mike Benson  
Jerry Heid  
Tom Leonard  
Richard Peters



Bryan Chadwick, MPA  
Town Manager

Laura Oxley, JD, MPA  
Town Clerk

## *Nature's Tranquil Beauty*

### **Planning Board**

#### **Regular Meeting Draft Minutes**

**Thursday, March 12, 2020 at 5:00 PM**

***Sneads Ferry Branch of the Onslow County Library  
1330 NC HWY 210, Sneads Ferry, NC 28460***

Present: Paul Dorazio – Vice Chair, Hanna McCloud, Gunnar Matthews, Mia Green, Susan Myer, Deborah Hill – Planning Director, Kate Winzler – Clerk to the Planning Board.

Absent: Pat Stigall – Chair, Scott Morse, Rebecca Dickson, Richard Grant.

CALL TO ORDER: Mr. Dorazio called the meeting to order at 5:03 p.m.

ADOPTION OF AGENDA: **Mr. Matthews made a motion to adopt the Agenda as presented. Mrs. McCloud seconded the motion, motion passed unanimously, 5-0.**

APPROVAL OF MINUTES: **Mrs. McCloud made a motion to adopt the minutes, February 13, 2020, amending the date of minutes approved at the meeting to January 9, 2020. Mr. Matthews seconded the motion, motion passed unanimously, 5-0.**

PUBLIC COMMENT: none.

#### OLD BUSINESS:

- A. Roger's Bay Private Parking: CASE SUP-19-01; SUP-19-02; SUP-19-03; SUP-19-04  
Charles Riggs of Charles F. Riggs and Associates, Inc. spoke on behalf of the applicants, commenting that Lot 4 wished to add one more private parking space next to the ice machine, for a total of 10. He explained that every parking spot will be identified by either vertical posts with numbers or rope with numbers, and that easements will match the existing easements of record. **Mrs. McCloud made a motion to approve CASE SUP-19-01; SUP-19-02; SUP-19-03; SUP-19-04. Mrs. Myer seconded; motion passed unanimously, 5-0.**
- B. Flood Damage Prevention Ordinance (draft update)  
Planning Director Hill asserted her confidence that the draft Flood Damage Prevention Ordinance meets the model requirements, and commended the Planning Board on their challenging the specific items they saw issue with. **Mr. Matthews made a motion that the Planning Board recommends that the Board of Aldermen conducts a public hearing on or before June 19, 2020 and adopts the amendments as indicated in the draft Unified Development Ordinance Article 7 Flood Damage**

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**Prevention and §11.02 Definitions (attachment 1) to be effective June 19, 2020.  
Mrs. Green seconded the motion; motion passed unanimously, 5-0.**

NEW BUSINESS:

- A. SENC RHMP Mitigation Action Plan and Basic Strategies  
**Mrs. McCloud made a motion to direct the Planning Director to submit the mitigation actions as presented to Nathan Slaughter, ESP Associates, Inc. no later than March 13, 2020. Mrs. Meyer seconded; motion passed unanimously, 5-0.**

DISCUSSION:

Planning Director Hill suggested the Planning Board prepare for the annual organizational meeting, noting that several terms will be expiring in May; those positions may be renewed at the regular Planning Board meeting in April, with the updated roster presented for approval at the Board of Aldermen regular May meeting. Both the Chair and Vice Chair will need to be elected. She also suggested the Board review the Planning Board's rules and procedures, so that any changes may be reviewed during the April meeting. She emphasized the need to create a comfortable environment while also maintaining respectfulness- a balance between formal and informal procedures.

Planning Director Hill also discussed the possible need for a modified remote meeting format during the developing world-wide virus outbreak. She noted that the current remote participation procedure required a quorum present in-person with additional board members participating remotely. She explained that health and safety is the paramount consideration for any Planning Board meeting.


Planning Director Hill asked the Planning Board to contemplate upcoming training and training materials they are interested in for consideration in the upcoming annual town budget.

**ADJOURNMENT: Mr. Matthews made a motion to adjourn. Mrs. Green seconded the motion, motion passed unanimously, 5-0.**

The Planning Board meeting adjourned at 5:57 p.m.


APPROVED

This 11th day of June, 2020

  
\_\_\_\_\_  
Patricia Stigall  
Chair

CERTIFIED

This 11th day of June, 2020

  
\_\_\_\_\_  
Kate Winzler  
Clerk

# Town of North Topsail Beach

Joann M. McDermon, Mayor  
Mike Benson, Mayor Pro Tem

Aldermen:  
Richard Grant  
Tom Leonard  
Susan Meyer  
Richard Peters



David J. Gilbride  
Interim Town Manager  
Laura Oxley, JD, MPA  
Town Clerk

Nature's Tranquil Beauty

## Planning Board

Regular Meeting Minutes Thursday, June 11, 2020 at 5:00 PM

Sneads Ferry Branch of the Onslow County Library, 1330 NC HWY 210, Sneads Ferry, NC 28460

Present: Hanna McCloud (Chair), Paul Dorazio (Vice Chair), Gunnar Matthews, Scott Morse, Mia Green, Susan Myer, Pat Stigall, Deb Hill (Planning Director), Kate Winzler (Clerk to the Planning Board).

Absent: Rebecca Dickson.

CALL TO ORDER: Mrs. Stigall called the meeting to order at 5:03 p.m.

ADOPTION OF AGENDA: **Mr. Dorazio made a motion to adopt the Agenda as presented. Mr. Matthews seconded the motion, motion passed unanimously, 6-0.**

APPROVAL OF MINUTES: **Mr. Dorazio made a motion to adopt the minutes, March 12, 2020, as presented. Mr. Morse seconded the motion, motion passed unanimously, 6-0.**

PUBLIC COMMENT: none.

### ORGANIZATIONAL MEETING

- A. Planning Board Membership: Deb Hill stated vacancies have been created on the Planning Board with two of its members being appointed to the Board of Aldermen. She said that 2 or 3 citizens have indicated an interest in serving on the Planning Board and Zoning Board of Adjustment.
- B. Rules of Procedure: Mrs. Green requested several editorial modifications to the existing text. **Mr. Dorazio made a motion to adopt the Rules of Procedures. Mr. Matthews seconded the motion, motion passed unanimously, 6-0.**
- C. Election of Chair: There was discussion regarding the appointment of a new Chair to the Planning Board. Mrs. McCloud arrived at 5:13 pm. **Mr. Dorazio made a motion to elect Mrs. Hanna McCloud as Chair to the Planning Board. Mrs. Green seconded the motion, the motion passed unanimously, 7-0.**
- D. Election of Vice Chair: There was discussion regarding the appointment of Vice Chair to the Planning Board. **Mrs. Green made a motion to elect Paul Dorazio as Vice Chair to the Planning Board. Mrs. Myer seconded the motion. The motion passed unanimously, 7-0.**

Temporarily located at 1000 NC HWY 210, Sneads Ferry NC 28460

2008 Loggerhead Court  
North Topsail Beach NC 28460

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## NEW BUSINESS

- A. Food Trucks: The conditions of the beach vendor permit were reviewed. Staff was asked to investigate a cart that was being left on the Jeffries lot.
- B. Paid Parking: Deb Hill conveyed the directive from the Board of Aldermen to review a proposal to consider paid parking within the Town of North Topsail Beach. **Mr. Matthews made a motion to recommend the Board of Aldermen direct the paid parking vendor to begin working immediately with Police Chief Younginer, Fire Chief Soward and Deb Hill to create a paid parking recommendation which supports the USACE minimum parking standards for the entire Town of North Topsail Beach, and to enact paid parking immediately in all off-street parking areas; as well as securing a letter from Onslow County stating there will be no financial repercussions or financial withholding from North Topsail Beach if the Town institutes paid parking in non-county parking areas. Mr. Dorazio seconded the motion. The motion passed unanimously, 7-0.**

## DISCUSSION

Mrs. Green suggested that the Planning Board craft a statement showing what they are willing to say as a community. Deb Hill read a statement from the American Planning Association, "Let's stand in solidarity with communities of color nationwide at this painful time, moving beyond righteous anger and advocating for peaceful dialogue that educates and builds the bonds of great communities for all." Planning Board consensus was for Ms. Hill to craft a statement and upon the Planning Board's approval of such language to forward the statement to the Board of Aldermen for consideration.

Deb Hill provided updates on the following items:

- CAMA Land Use Plan joint workshop - Currently with CAMA.
- Community Rating System Cycle Visit 2020 – on the Planning Director's agenda.
- Hazard Mitigation Grant Program – Elevation portion passed, and no additional information has come from Raleigh.
- Planning & Development Regulation: UDO Amendments (due by 7/1/2021)
- Southeastern NC regional Hazard Mitigation Plan (meeting 2/11/2020) on hold due to COVID-19.

Mr. Dorazio inquired about the adoption of the new flood maps. Deb Hill explained that on June 4<sup>th</sup>, the Board of Aldermen had a hearing and adopted the new flood maps to be effective June 19<sup>th</sup>, 2020. Mrs. Stigall inquired if the calculation for flood insurance might change. Deb Hill explained that FEMA/NFIP are changing how flood insurance premiums are calculated, effective in October 2021, and are based upon the actual reconstruction cost.. She also mentioned that the flood zones within North Topsail Beach have historically been 75% VE and 25% AE. The new flood maps will effectively swap these figures to 75% AE and 25% VE, and also place some lots out of the flood zone.

ADJOURNMENT

**Mr. Dorazio made a motion to adjourn. Mrs. Stigall seconded the motion, motion passed unanimously, 7-0.**

The Planning Board meeting adjourned at 6:20 p.m.

APPROVED

This 9th day of July, 2020



Hanna McCloud  
Chair

CERTIFIED

This 9th day of July, 2020



Kate Winzler  
Clerk

# *Town of North Topsail Beach*

Daniel Tuman, Mayor  
Joann M. McDermon, Mayor Pro Tem  
Aldermen:  
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Jerry Heid  
Tom Leonard  
Richard Peters



Bryan Chadwick, MPA  
Town Manager

Laura Oxley, JD, MPA  
Town Clerk

## *Nature's Tranquil Beauty*

### Planning Board

#### Regular Meeting Draft Minutes

Thursday, July 9, 2020 at 5:00 PM

*Sneads Ferry Branch of the Onslow County Library*

*1330 NC HWY 210, Sneads Ferry, NC 28460*

Present: Hanna McCloud - Chair, Paul Dorazio – Vice Chair, Pat Stigall, Gunnar Matthews, Mia Green, Rebecca Dickson, Deborah Hill – Planning Director, Kate Winzler – Clerk to the Planning Board.

Absent: Scott Morse.

CALL TO ORDER: Mrs. McCloud called the meeting to order at 5:05 p.m.

ADOPTION OF AGENDA: **Mr. Dorazio made a motion to adopt the Agenda adding a New Business B. Use Table Discussion and Consideration of Guest Houses/Garage Apartments. Mrs. Stigall seconded the motion, motion passed unanimously, 5-0.**

APPROVAL OF MINUTES: **Mrs. Green made a motion to adopt the minutes, June 11, 2020, as presented. Mr. Matthews seconded the motion, motion passed unanimously, 5-0.**

PUBLIC COMMENT: none.

#### NEW BUSINESS:

- A. Application for Minor Subdivision: (Sketch) CASE SD-20-01 John L. Pierce & Associates, P.A. on behalf of Dabbs Brothers, LLC  
Ms. Hill outlined the sketch review of the minor subdivision application (Staff Report attached) noting all lots are compatible with Future Land Use Map 13B and meet the minimum dimensional requirements for R-5 zoning district, and the plat meets sketch plan requirements for a proposed subdivision pursuant to §2.06.05(A). Ms. Hill requested a jurisdictional determination on the wetlands from the USACE.  
**Mr. Dorazio made a motion to approve the preliminary sketch. Mrs. Stigall seconded the motion, motion passed unanimously, 5-0.**
- B. Discussion and Consideration of Guest Houses/Garage Apartments  
Planning Director Hill reviewed the current ordinance and corresponding use table which do not allow for the accessory structures with living spaces. She explained that FEMA does not view detached garages with living spaces or guest apartments as Accessory Buildings, therefore opening the possibility for North Topsail Beach to reconsider how the ordinance defines garage apartments and mother-in-law suites.

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Ms. Hill noted the state acknowledges that the current North Topsail Beach position of denying these types of accessory structures is strictly a zoning denial since it is not consistent with the zoning ordinance.

Mrs. Dickson arrived at 5:22 pm.

Ms. Hill continued by offering several paths forward on this issue. An applicant could appeal the Planning Director's denial determination of their application and request a variance hearing. A developer could proactively petition the Board of Aldermen and Planning Board for a UDO text amendment. Lastly, the Planning Board could proactively consider a UDO text amendment, and make a recommendation to the Board of Aldermen for their next regular meeting in August.

**Mr. Dorazio made a motion to amend North Topsail Beach Unified Development Ordinance §4.02 Table 4-1 Use Table to allow Garage Apartment/Guest House for zones MHR, R5, R8, R10, R15, R20, and RA; Mrs. Green seconded the motion, the motion passed unanimously, 6-0.**

**DISCUSSION:**

Planning Director Hill reviewed the following items, with Board discussion:

- A. The codification of 160D was not approved in the FY20-21 budget.
- B. The CRS review continues and is increasingly challenging with new rules.
- C. Proposed bike path progress with the Board of Aldermen.
- D. The Board of Aldermen accepted the Planning Board's parking recommendation almost verbatim.
- E. The Ocean City Community reviewed the Planning Board's statement of unity, and replied that they wished to reply with their own statement, possibly seeking an additional historic neighborhood overlay. There has been no action by the Board of Aldermen.

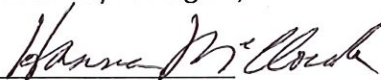
Mrs. Stigall commended the North Topsail Beach Police Department on their responsiveness to complaints of people walking on the dunes.

**ADJOURNMENT: Mr. Dorazio made a motion to adjourn. Mrs. Stigall seconded the motion, motion passed unanimously, 6-0.**

The Planning Board meeting adjourned at 6:46 p.m.

APPROVED

This 13th day of August, 2020



Hanna McCloud  
Chair

CERTIFIED

This 13th day of August, 2020



Kate Winzler  
Clerk

*Town of North Topsail Beach*

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Joann M. McDermon, Mayor Pro Tem  
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Tom Leonard  
Richard Peters



Bryan Chadwick, MPA  
Town Manager

Laura Oxley, JD, MPA  
Town Clerk

*Nature's Tranquil Beauty*

**Planning Board**

**Regular Meeting Draft Minutes**

**Thursday, August 13, 2020 at 5:00 PM**

***Sneads Ferry Branch of the Onslow County Library  
1330 NC HWY 210, Sneads Ferry, NC 28460***

Present: Hanna McCloud - Chair, Paul Dorazio – Vice Chair, Pat Stigall, Scott Morse, Mia Green, Rebecca Dickson, Lisa Brown, Alfred Fontana, Deborah Hill – Planning Director, Kate Winzler – Clerk to the Planning Board.

Absent: Gunnar Matthews.

CALL TO ORDER: Mrs. McCloud called the meeting to order at 5:08 p.m.

ADOPTION OF AGENDA: **Mr. Dorazio made a motion to adopt the Agenda as presented. Mrs. Green seconded the motion, motion passed unanimously, 6-0.**

APPROVAL OF MINUTES: **Mr. Dorazio made a motion to adopt the minutes, July 9, 2020, as presented. Mrs. Stigall seconded the motion, motion passed unanimously, 6-0.**

OATH OF OFFICE: Mrs. Winzler administered the Oath of Office to the Planning Board's new alternate members Lisa Brown and Alfred Fontanana. Ms. Hill noted that Mrs. Brown would be participating as a voting member in tonight's meeting in Mr. Matthews' absence.

PUBLIC COMMENT: none.

OLD BUSINESS:

- A. Island Walk Subdivision: John Pierce (Preliminary/Final)  
Ms. Hill reviewed the process of approving minor subdivisions, and explained that the Technical Review Committee (TRC) included several entities, including but not limited to JOEMC, ONWASA, PLURIS, and the North Topsail Beach Fire Chief. She outlined several changes Mr. Pierce would need to make on the final submission and noted that there were several members of the TRC who had not provided feedback as of today, and for Mr. Pierce to anticipate additional requirements as such.  
**Mr. Dorazio made a motion to approve the subdivision contingent upon the incorporation of all changes required by the TRC. Mrs. Green seconded the motion, motion passed unanimously, 7-0.**
- B. Proposed Amendment § 4.02 (Table 4-1), § 4.03 Use Standards:  
Accessory Dwelling Unit

*Temporarily located at  
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Ms. Hill reviewed the request of the Board of Aldermen for the Planning Board to consider a Special Use Permit (SUP) for Accessory Dwelling Units, providing applicants with specific conditions to meet when applying for such a project. Ms. Hill provided samples of Accessory Dwelling Unit requirements from sixteen North Carolina jurisdictions, highlighting the coastal/local jurisdictions in relation to North Topsail Beach. There was discussion regarding the difference between permitting by SUP versus permitting by right, associated costs to the applicant, potential requirements, impact to density, and impact to traffic. The Planning Board decided to review the information further and continue the discussion at the next Planning Board meeting on September 10, 2020. No action was taken.

#### NEW BUSINESS:

##### A. Ocean City Beach Citizen Council Recommendation

Ms. Hill summarized the communication with the Ocean City Beach Citizen Council regarding the crafting of a unity statement for the Town of North Topsail Beach. She read the recommended resolution:

“We embrace the historic Ocean City Beach Community and all citizens town wide. Let our work be a force that helps steer our town to a place of rest and be an extension of inclusion, unity and of peace that is inviting for all races, colors and creed. Let our work provide a model for the pursuit of a diverse and vibrant town ensuring that all people in our town are free to live without fear of racism and discrimination in all its forms.”

Ms. Hill suggested installing a permanent display indicating the history and significance of Ocean City through hosting a charrette with the members of the Ocean City Beach Citizen Council to collect historical Ocean City community pictures for potential display at the renovated North Topsail Beach Town Hall, as well as erecting permanent signage indicating where people are entering and leaving the Ocean City Community. She also mentioned the requested adoption of a commitment for North Topsail Beach to continue its support of the Ocean City Jazz Festival.

There was discussion among the Planning Board showing support of the Ocean City Beach Citizen Council’s recommendation, as well as the Planning Board’s role in making community recommendations to the Board of Aldermen. Mrs. Green spoke of her family’s history of vacationing in Ocean City for decades, that it was the only place to which they could go. She pointed out that long before this land was North Topsail Beach, it was Ocean City. She emphasized the importance of recognizing and preserving the memory of Ocean City.

**Mrs. Green made a motion to send Ocean City Beach Citizen Council’s recommendation to the Board of Aldermen as presented. Mrs. Stigall seconded the motion, motion passed 6-0 with Mrs. Dickson abstaining.**

##### B. Proposed Amendment to Article 7 Flood Damage Prevention

Ms. Hill reflected upon the previously adopted amendments to § 7.04 (B) (1) (d) (iii) (1); § 7.04 (B) (3) (f) and § 7.05 (G) (9) and recommended removing the requirement for Certification of Final Construction, as it proved to be convoluted, being

“impractical and would add unnecessary costs to construction to have a design professional duplicate the inspections currently performed by both the Building Inspector and Floodplain Administrator.”

**Mr. Dorazio made a motion to recommend that the Board of Aldermen conduct a public hearing and approve the amendments to § 7.04 (B) (1) (d) (iii) (1); § 7.04 (B) (3) (f) and § 7.05 (G) (9), replacing “In addition, prior to the Certificate of Compliance/Occupancy issuance, a registered professional engineer or architect shall certify the finished construction is compliant with the design, specifications and plans for VE Zone construction.” *With former text:* “Prior to the certificate of compliance/occupancy issuance, the Floodplain Administrator may require that a registered professional engineer or architect certify the finished construction is compliant with the design, specifications and plans for VE Zone construction.”**

**Mr. Morse seconded the motion, motion passed unanimously, 7-0.**

**DISCUSSION:**

Planning Director Hill reviewed the following items, with Board discussion:

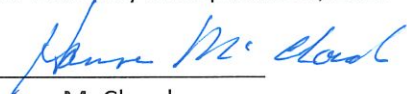
- A. CAMA Land Use Plan staff review of recommendations.
- B. Community Rating System Cycle Visit 2020 requested extension due to Hurricane Isaias and the COVID-19 pandemic.
- C. Hazard Mitigation Grant Program forward progress.
- D. Planning & Development Regulation: UDO Amendments (due by 7/21/2021).
- E. Southeastern NC Regional Hazard Mitigation Plan draft is being developed.
- F. Review the subdivision ordinance at the September Planning Board Meeting.

**ADJOURNMENT: Mr. Dorazio made a motion to adjourn. Mrs. Stigall seconded the motion, motion passed unanimously, 7-0.**

The Planning Board meeting adjourned at 6:39 p.m.

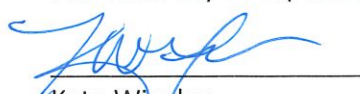
APPROVED

This 10th day of September, 2020

  
\_\_\_\_\_  
Hanna McCloud  
Chair

CERTIFIED

This 10th day of September, 2020

  
\_\_\_\_\_  
Kate Winzler  
Clerk

# *Town of North Topsail Beach*

Joann M. McDermon, Mayor  
Mike Benson, Mayor Pro Tem

Aldermen:  
Richard Grant  
Tom Leonard  
Susan Meyer  
Richard Peters



David J. Gilbride  
Town Manager

Laura Oxley, JD, MPA  
Town Clerk

## *Nature's Tranquil Beauty*

### **Planning Board Regular Meeting Draft Minutes Thursday, September 10, 2020 at 5:00 PM Sneads Ferry Branch of the Onslow County Library 1330 NC HWY 210, Sneads Ferry, NC 28460**

Present: Hanna McCloud - Chair, Paul Dorazio – Vice Chair, Pat Stigall, Scott Morse, Mia Green, Rebecca Dickson, Lisa Brown, Alfred Fontana, Deborah Hill – Planning Director, Kate Winzler – Clerk to the Planning Board.

Absent: Gunnar Matthews.

CALL TO ORDER: Mrs. McCloud called the meeting to order at 5:00 p.m.

ADOPTION OF AGENDA: Mrs. McCloud recommended amending the agenda by removing Items V A. and B. **Mrs. Stigall made a motion to approve the agenda as amended. Mrs. Dickson seconded the motion, motion passed unanimously, 7-0.**

APPROVAL OF MINUTES: **Mrs. Green made a motion to adopt the minutes, August 13, 2020, as presented. Mr. Dorazio seconded the motion, motion passed unanimously, 7-0.**

#### **PUBLIC COMMENT:**

David Dalsimer, President of the Crystal Shores HOA of 28 Osprey Drive requested that the Planning Board consider granting a beach access for the Crystal Shores community.

Mrs. McCloud clarified that the Planning Board only makes recommendations to the Board of Aldermen. She recognized that the application for a beach access was denied by the Board of Aldermen, and the task for the Planning Board was to consider the speed limit on New River Inlet Road.

Kevin Finger, Member of the Crystal Shores HOA of 17 Osprey Drive offered information regarding the public beach access across from Crystal Shores. He expressed his support of paid parking.

#### **NEW BUSINESS:**

A. Case SUP-20-5: Lot 4 Shipwatch Villas Parker & Associates



Ms. Hill presented the staff report for the request to construct 3-unit townhouses, noting that specified corrections must be made and submitted by the applicant by September 21, 2020 in order to make the Board of Aldermen Regular meeting on October 1, 2020.

Lori Morris of Parker & Associates addressed the Board and promised a final recorded plat of subdivision illustrating easements, access easements, and common areas. She identified that this townhouse development would include an HOA, and in the future possibly apply to build a beach crossover for the 3 units. Ms. Morris clarified that this development is not part of the Shipwatch Villas development, despite the existing name of the lot "Ship Watch Villas Lot 4."

Ms. Hill recommended changing the future name of the proposed subdivision to avoid confusion with the existing Ship Watch development. Ms. Morris pledged to discuss the name with the owner.

Ms. Hill explained that the Planning Board may recommend approval of the special use permit to the Board of Aldermen contingent upon all corrections being submitted to Deb Hill for review by September 21, 2020 for the staff report that goes before the Board of Aldermen for their October 1, 2020 meeting.

Ms. Hill stated that the UDO subdivision use standards requiring a special use permit were designed for much larger subdivisions. She suggested that the Planning Board review the use standards and Chapter 2 requirements.

**Mr. Dorazio made a motion to recommend approval of the special use permit to the Board of Aldermen with the condition that all corrections are submitted to Deb Hill for review no later than September 21, 2020. Mrs. Stigall seconded the motion, the motion passed unanimously, 7-0.**

B. Osprey-Crystal Shores Request: Golf Cart Parking & Beach Access

Mrs. McCloud noted that the title of this agenda item needed clarification.

Ms. Hill stated that the Planning Board does not have the burden of reviewing a decision made by the Board of Aldermen. The Board of Aldermen have made their decision. After the decision was made, the Town Attorney recommended that "as the request pertains to the Jeffries lot and public safety issues, the Board send the matter to the Planning Board to try and come up with more of a global for that area situation, particularly if you're talking about speed limit changes." By consensus, the Board agreed.

Mr. Fontana stated that New River Inlet Road is a state road; wouldn't NCDOT be the one to approve reducing the speed limit from 45 mph to 35 mph?

Mr. Fontana requested clarification that New River Inlet Road is a state-maintained road. He stated that the NCDOT would have to approve a reduction in the speed limit from 45 mph to 35 mph. and that the Planning Board would be making a recommendation to the Board of Aldermen to request a review by NCDOT of the speed limit on New River Inlet Road.

**Mr. Fontana made a motion that Deb Hill consult with NCDOT to conduct a review of the speed limit on New River Inlet Road. Mr. Dorazio seconded the motion. There was discussion. The motion passed unanimously, 7-0.**

Mrs. Green stated that she was concerned regarding a potential easement appurtenant of the Crystal Shores HOA. Ms. Hill stated that it would be up to the HOA to hire an attorney to do the research.

DISCUSSION:

Planning Director Hill reviewed the following items, with Board discussion:


- A. Community Rating System Cycle Visit 2020 (PPI)
- B. Hazard Mitigation Grant Program
- C. Ocean City Beach Citizen Council Recommendation
- D. Planning & Development Regulation: UDO Amendments (due by 7/21/2021)
- E. Southeastern NC Regional Hazard Mitigation Plan
- F. Training

**ADJOURNMENT: Mrs. Dickson made a motion to adjourn. Mr. Dorazio seconded the motion, motion passed unanimously, 7-0.**

The Planning Board meeting adjourned at 6:50 p.m.

APPROVED

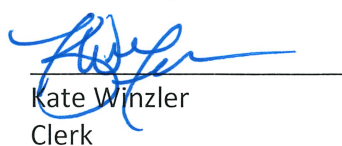
This 8th day of October 2020



Hanna McCloud  
Chair

CERTIFIED

This 8th day of October 2020



Kate Winzler  
Clerk

# Town of North Topsail Beach

Joann M. McDermon, Mayor  
Mike Benson, Mayor Pro Tem

Aldermen:  
Richard Grant  
Tom Leonard  
Susan Meyer  
Richard Peters



David J. Gilbride  
Town Manager

Laura Oxley, JD, MPA  
Town Clerk

## Nature's Tranquil Beauty

### Planning Board Regular Meeting Draft Minutes Thursday, October 8, 2020 at 5:00 PM Sneads Ferry Branch of the Onslow County Library 1330 NC HWY 210, Sneads Ferry, NC 28460

Present: Hanna McCloud - Chair, Pat Stigall, Scott Morse, Lisa Brown, Alfred Fontana, Deborah Hill – Planning Director, Kate Winzler – Clerk to the Planning Board.

Absent: Rebecca Dickson, Paul Dorazio – Vice Chair, Mia Green, Gunnar Matthews.

CALL TO ORDER: Mrs. McCloud called the meeting to order at 5:00 p.m.

ADOPTION OF AGENDA: **Mr. Fontana made a motion to approve the agenda as amended. Mrs. Stigall seconded the motion; motion passed unanimously, 5-0.**

APPROVAL OF MINUTES: **Mrs. Stigall made a motion to adopt the minutes, October 8, 2020, as presented. Mr. Morse seconded the motion; motion passed unanimously, 5-0.**

PUBLIC COMMENT: None.

OLD BUSINESS:

A. Osprey-Crystal Shores Request: Golf Cart Parking & Beach Access

BACKGROUND On September 3, after denying Osprey's request to sublease the Jeffries lot, the Board sent the New River Inlet Road speed limit to the Planning Board.

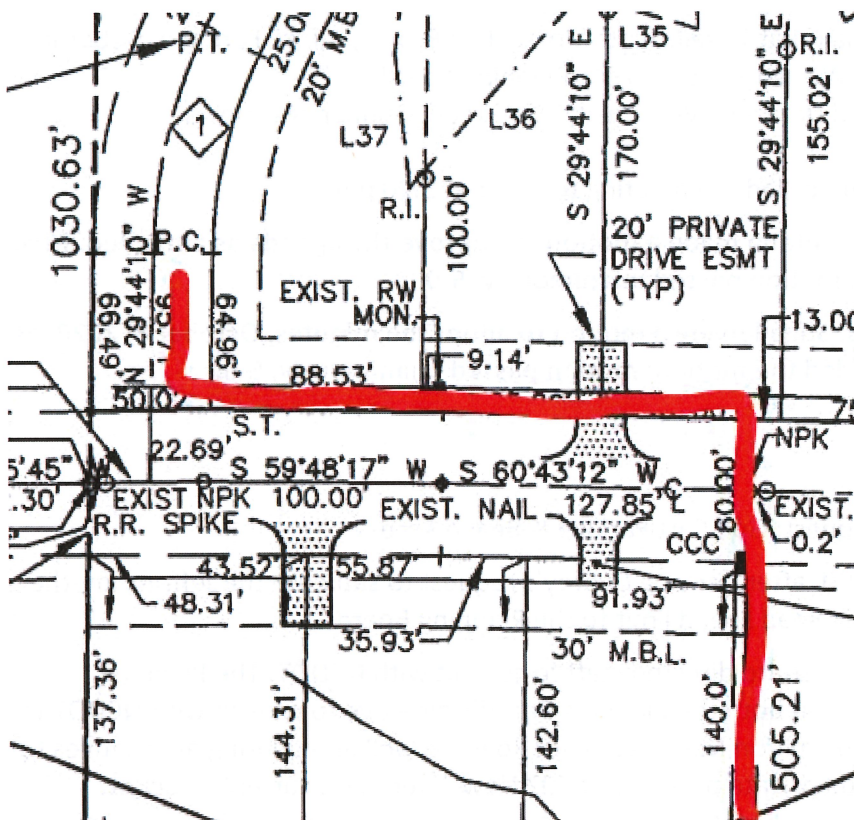
On September 10, the Planning Board directed staff to consult with NCDOT. The Planning Director has completed efforts on both the Planning Board's directive to consult with NCDOT to conduct a review of the speed limit on New River Inlet Road, as well as exploring alternatives to HOA members parking carts on private property at 402 New River Inlet, currently vacant.

The District Engineer's response was that the town could request that the speed limit be reduced. He did indicate that NCDOT does not have 'a dog in that fight' with regards to carts traveling along – but outside of - the 10-foot easement running on the soundside parallel to the New River Inlet right-of-way. The recent New River Inlet traffic count analysis and video revealed that there is not currently any queuing other than momentary delays less than 10-15 seconds.

Reducing the speed limit to 35 mph would permit street legal golf carts along New River Inlet Road, which could possibly exasperate the congestion issue with cars queuing behind golf carts, as observed in Surf City. The enforcement of a seasonal 35 mph speed limit is challenging and not recommended.

With regards to Osprey homeowners, golf carts and beach access, the 10-foot public beach access with walkway was part of the recorded Chrystal Shores subdivision plat. Golf carts are typically 4 feet wide and 8 feet long. The golf carts could travel north on the 10 ft easement (which is +/- 17 ft from the roadway) and cross directly onto the 10 foot wide public beach access w/walk and line up one behind the other with 6 feet to spare for pedestrians.

Staff has inquired if Osprey would be willing to install post and rope along the 10-foot easement along the Osprey side of New River Inlet Road. This would keep the carts safely out of the right of way. Staff recommends that the Town install post and rope on the oceanside public easement for BA 32.



RECOMMENDATION that the Planning Board recommends to the Board of Aldermen that if the Osprey HOA is willing to install post and rope on the Osprey side 10-foot easement, that the Town install post and rope on the BA-32 10-foot easement and allow for cart parking parallel to the walkway within the public easement.

The Planning Board recommends to the Board of Aldermen that if the Osprey HOA is willing to install and maintain post and rope on the Osprey side 10-foot easement, that the Town install

post and rope on the BA-32 10-foot easement and post cart parking only parallel to the walkway within the public easement.

**Mr. Fontana made a motion to recommend to the Board of Alderman the Planning Director's proposal with the following conditions: 1) Crystal Shores uses same materials; 2) HOA responsible for maintaining it; 3) Town staff to post "Golf Cart Parking Only." Mr. Morse seconded the motion; motion passed unanimously, 5-0.**

#### B. CAMA Land Use Plan

BACKGROUND The Board of Aldermen held a special meeting on July 21, 2020 and reviewed the draft CAMA Land Use Plan. Planning Director Hill and Mr. Landin Holland of Holland Consulting Planners presented. Mr. Holland explained that the Town cannot yet approve. Today is only a discussion.

Alderman Leonard suggested a sentence about post WWII Ocean City. Regarding the section concerning the Labor Force, he suggested information about Camp Lejeune. Alderman Grant agreed with Alderman Leonard's additions.

Mayor Pro Tem Benson had a few concerns with the Plan. It should recognize the importance of land use policies and coastal resiliency. Essentially, when the infrastructure or plan is in place with consideration for resiliency measures such as fortified roofs or restoring dunes, the community is more prepared to recover. Mayor Pro Tem Benson recommended adding the language in the introduction.

Mayor Pro Tem Benson's second concern is the conservation of coastal wetlands. He would like a strong policy statement about conservation of coastal wetlands. He also recommended that a Conservation D policy statement be added to prevent rezoning by future Boards.

Alderman Grant would like the Town Attorney's advice before making decisions that place any restrictions on privately owned property. He also has reservations about tying the hands of future Boards.

Alderman Meyer had concerns that some of the Mayor Pro Tem's comments were too restrictive.

Mayor Pro Tem Benson asked the consultants to create another GIS layer to clarify low-density residential.

Mayor McDermon expressed a concern about taking the document too far. She believed there is merit in keeping the document broad.

Mayor Pro Tem Benson also wanted Conservation D areas marked on the map. His goal is to protect the coastal wetlands.

Planning Director Hill explained that “wetlands” is not synonymous with “conservation.” She appreciates the Mayor Pro Tem’s concerns, but the Division of Coastal Management and the Army Corps of Engineers are the permitting authorities, which is an extensive permitting process.

Mayor Pro Tem Benson believes that the multi-use imagery on page 65 is out of date. He also suggested that the map’s key may need modification. Mr. Holland will try to find a better replacement.

Alderman Peters asked how the Town can become a higher priority for DOT. Planning Director Hill suggested participating in the JUMPO.

The Mayor Pro Tem stated that the Inlet Hazard Area process has been delayed because of COVID-19, but he believes changes will occur and an update may be needed in the future.

Mayor Pro Tem Benson asked that page 77 have an addition to include coastal resiliency as a bullet point.

Alderman Meyer asked Mayor Pro Tem if he has a definition of “coastal resiliency” to add to the Plan. She believes some of these ideas already covered by zoning and building code.

Mayor Pro Tem Benson raised some concerns for potential contradictions. For example, at one point, the Plan states that it does not support marinas or boat ramps, but later, it supports access to estuary areas. He recommended deleting the “boat ramp” section.

Planning Director Hill responded that the statements do not necessarily conflict.

Other Board members discussed the potential conflict. Planning Director Hill responded that she understands the confusion and will work to clarify.

Mayor Pro Tem referenced page 85 and asked if it was meant to imply the Town is no longer allowing condominiums.

Planning Director Hill stated that it is possible to have a condo development, but the building height and setbacks requirements would be tough to overcome.

Mayor Pro Tem Benson proposed that the Planning Director and Planning Consultant review his edits, make suggestions and present to the Board.

Mayor McDermon asked for objections to the Mayor Pro Tem’s proposal. No one objected.

Mayor McDermon asked if it would be appropriate to send the suggestions back to the Planning Board.

Mr. Landin Holland and the Planning Director have reviewed and discussed the Board’s comments.

Mr. Landin Holland has updated the CAMA Land Use Plan, which is currently available on the Town's Planning Department web page.

RECOMMENDATION that the Planning Board recommend that the Board of Aldermen adopt the CAMA Land Use Plan as presented.

ATTACHMENT [DRAFT 2020 CAMA Land Use Plan](https://www.ntbnc.org/planning) available online at <https://www.ntbnc.org/planning>

**Mr. Morse made a motion to submit the CAMA Land Use Plan to the Board of Aldermen with discussed changes. Mrs. Brown seconded the motion; motion passed unanimously, 5-0.**

DISCUSSION: The Planning Director stated that material for CRS recertification has been submitted. She will focus on the NCGS 160D update to the Town's Unified Development Ordinance and then go back and reestablish the Program for Public Information.

ADJOURNMENT: **Mr. Morse made a motion to adjourn. Mrs. Stigall seconded the motion; motion passed unanimously, 5-0.**

The Planning Board meeting adjourned at 5:39 p.m.

APPROVED

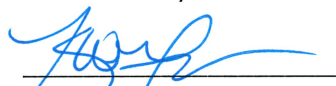
This 10th day of December 2020



Hanna McCloud  
Chair

CERTIFIED

This 10th day of December 2020



Kate Winzler  
Clerk





# Town of North Topsail Beach

Joann M. McDermon, Mayor  
Mike Benson, Mayor Pro Tem

Aldermen:  
Richard Grant  
Tom Leonard  
Susan Meyer  
Richard Peters



David J. Gilbride  
Town Manager

Sherrie H. Hancock  
Town Clerk

## Nature's Tranquil Beauty

### Planning Board

#### Regular Meeting Draft Minutes

Thursday, December 10, 2020 at 5:00 PM

Sneads Ferry Branch of the Onslow County Library  
1330 NC HWY 210, Sneads Ferry, NC 28460

Present: Hanna McCloud - Chair, Paul Dorazio – Vice Chair, Rebecca Dickson, Lisa Brown, Alfred Fontana, Deborah Hill – Planning Director, Kate Winzler – Clerk to the Planning Board.

Absent: Gunnar Matthews, Pat Stigall, Scott Morse, Mia Green

CALL TO ORDER: Mrs. McCloud called the meeting to order at 5:00 p.m.

ADOPTION OF AGENDA: Mr. Dorazio made a motion to approve the Agenda. Mrs. Dickson seconded the motion, motion passed unanimously, 5-0.

APPROVAL OF MINUTES: Mrs. Brown made a motion to adopt the minutes, October 8, 2020, as presented. Mr. Dorazio seconded the motion, motion passed unanimously, 5-0.

PUBLIC COMMENT: Planning Director Hill reviewed the method for members of the public to submit comments for planning board meetings. None were submitted for this meeting.

#### NEW BUSINESS:

##### A. Case SD-20-20 Howington Building Group LLC/Weston Lyall

Ms. Hill presented CASE SD-20-20 to the Planning Board, a subdivision request to create 2 lots from one, noting that specified corrections and conditions must be made and submitted by the applicant. Ms. Hill noted the following conditions:

- CAMA LPO to update toe of dune.
- Surveyor to indicate Ocean Hazard AEC (180' landward of the FLSNV) and
- Label on the plat.
- Indicate wetland delineation and review/approval by USACE.
- Plat needs to include note: "This property is within Unit L06 of the Coastal Barrier Resources System. Federal flood insurance through the National Flood Insurance Program is not available for new construction or substantially improved structures on or after October 1, 1983.
- Correct the Flood Insurance Rate Map 3720428800K and effective date to 6/19/2020 and Flood Zone to AE and VE and appropriate flood lines.

- Considerations before a CO Is issued on this development, presented for the Town’s approval
- Correct the Plat (§ 2.06.05) and design (§ 6.01) deficiencies highlighted in Response to Standards and TRC Comments sections.

Ms. Hill explained that the Planning Board may recommend approval of the subdivision application to the Board of Aldermen with the conditions that all notes outlines in red throughout the staff report as well as the Response to Standards are met. Deb Hill will be responsible for reviewing the information to expedite it.

Ms. Hill answered questions from the board.

**Mr. Dorazio made a motion to recommend approval of the subdivision application to the Board of Aldermen with the condition that all corrections as indicated in the staff report are submitted to Deb Hill for review. Mrs. Dickson seconded the motion, the motion passed unanimously, 5-0.**

**B. Case SUP-20-06 Capital Asset Properties (Chris A. Plaford/Charles Riggs)**

Ms. Hill presented Case SUP-20-06 to the Planning Board, a special use permit to construct two 3-unit and one 2-unit townhouses with a common swimming pool and wood boardwalk, noting that specified corrections and conditions must be made and submitted by the applicant. Ms. Hill noted the following conditions:

- All notes highlighted in red within the Response to Standards must be completed.

Mr. Charles Riggs of Charles F. Riggs and Associates, Inc., representing Capital Asset Properties and Chris Plaford, answered questions from the Board. There was discussion.

**Mr. Fontana made a motion to approve the special use permit to the Board of Aldermen contingent upon meeting the rest of the requirements as outlined in Chapter 4.03.01 Condominium Development referenced under Townhouse Development. Mr. Dorazio seconded the motion. The motion passed unanimously, 5-0.**

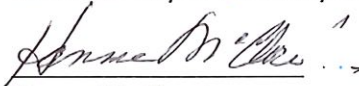
**DISCUSSION:**

Planning Director Hill reviewed citizen involvement in the current pandemic environment, including the challenges of broadcasting meetings while concurrently presenting and participating in those meetings. There was discussion.


**ADJOURNMENT: Mr. Dorazio made a motion to adjourn. Mrs. Dickson seconded the motion, motion passed unanimously, 5-0.**

The Planning Board meeting adjourned at 5:46 p.m.

APPROVED *January*  
This 14th day of ~~February~~ 2021

  
Hanna McCloud  
Chair

CERTIFIED *January*  
This 14th day of ~~February~~ 2021

  
Kate Winzler  
Clerk