

# *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, January 14, 2021 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, Lisa Brown, Alfred Fontana, Deborah Hill – Planning Director, Kate Winzler – Clerk to the Planning Board.

Absent: Gunnar Matthews, Rebecca Dickson

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

**ADOPTION OF AGENDA: Mr. Dorazio made a motion to approve the Agenda. Mrs. Stigall seconded the motion, motion passed unanimously, 7-0.**

**APPROVAL OF MINUTES: Mr. Dorazio made a motion to adopt the minutes, December 10, 2020, as presented. Mrs. Brown seconded the motion, motion passed unanimously, 7-0.**

PUBLIC COMMENT: None.

#### **NEW BUSINESS:**

##### **A. Southeastern NC Regional Hazard Mitigation Plan (SENCRHMP)**

Planning Board and Planning Director participated in the update of the SENCRHMP. In September, the plan was forwarded by NCEM to FEMA and is either being reviewed or waiting to be reviewed. Having passed the State's review, participating local governments to include the Town of North Topsail Beach, may adopt the plan. A public comment period prior to adoption must be conducted to receive CRS credit. The Planning Director is working with Onslow County Emergency Management to facilitate public comment.

**Mr. Fontana made a motion to recommend a public hearing be held and then the Board of Aldermen adopt the Resolution Adopting Southeastern NC Regional Hazard Mitigation Plan. Mr. Dorazio seconded the motion, the motion passed unanimously, 7-0.**

#### **DISCUSSION:**

The Planning Director reviewed items that the Planning Board addressed in 2020 and discussed major projects scheduled for 2021: adoption of the CAMA Land Use Plan and Southeastern NC


Regional Hazard Mitigation Plan; the Program for Public Information (PPI) Committee; and required NCGS 160D updates to the UDO.

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

The Planning Board meeting adjourned at 5:37 p.m.

APPROVED

This 11th day of February 2021



Hanna McCloud  
Chair

CERTIFIED

This 11th day of February 2021



Kate Winzler  
Clerk

# Town of North Topsail Beach

Joann M. McDermon, Mayor  
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### Planning Board

#### Regular Meeting Draft Minutes

Thursday, February 11, 2021 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, Scott Morse, Mia Green, Alfred Fontana, Deborah Hill – Planning Director, Kate Winzler – Clerk to the Planning Board.

Absent: Gunnar Matthews, Rebecca Dickson, Pat Stigall, Lisa Brown.

CALL TO ORDER: Mrs. McCloud called the meeting to order at 5:04 p.m.

ADOPTION OF AGENDA: Planning Director Hill recommended amending the agenda to remove V. New Business A. Program for Public Information. **Mrs. Green made a motion to adopt the agenda as amended. Mr. Dorazio seconded the motion, motion passed unanimously, 5-0.**

APPROVAL OF MINUTES: **Mr. Dorazio made a motion to adopt the minutes, January 14, 2021, as presented. Mr. Morse seconded the motion, motion passed unanimously, 5-0.**

PUBLIC COMMENT: None.

#### NEW BUSINESS:

SUP 21-01 (Lori Morris of Parker & Associates attending via ZOOM)

Ms. Hill presented the staff report to the Planning Board. She pointed out several required changes to the site plan, including, but not limited to:

1. Tie down mean high water line with bearings and distances.
2. Indicate the square footage above the mean high water line per GS §77-20.
  - a. Use this to calculate impervious surface, open space, and any other dimensional requirements.
3. Include proposed water system and firefighting facilities such as hydrants or sprinkler connections.
4. Indicate types of surfacing, slope, grade and cross sections of drives, sidewalks and the like (private streets shall be designed to assure proper access and turn around for service and emergency vehicles).
5. Include landscaping, heights and locations of fencing.
6. Include Lighting Plan consistent with §6.02.06 (C), including height of the lights and type of lighting.



7. Provide accurate location of the existing townhouses.
8. Update the CAMA line.
9. Include the pool dimensions.
10. Indicate actual right-of-way width from the NCDOT.
11. Include "Ocean Hazard AEC" in Site Plan note 3.
12. Site plan note 14 not adequate. Include Lighting Plan consistent with §6.02.06 (C), including height of the lights and type of lighting.
13. Calculate Tract Data based upon square footage above the mean high water line.
14. Remove the approval block for approval of the subdivision.

Ms. Hill made the recommendation to remand the application back to the applicant to make the corrections as indicated in the staff report, pursuant to §2.05.02 (A).

Planning Director Hill answered questions from the Board. There was discussion.

**Mr. Dorazio made a motion to remand the application back to the applicant to make corrections as indicated in the staff report. Mr. Morse seconded the motion, the motion passed unanimously, 5-0.**

DISCUSSION: None.

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

The Planning Board meeting adjourned at 6:01 p.m.

APPROVED

This 11th day of March 2021



Hanna McCloud  
Chair

CERTIFIED

This 11th day of March 2021



Kate Winzler  
Clerk

# *Town of North Topsail Beach*

Joann M. McDermon, Mayor  
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David J. Gilbride  
Town Manager

Sherrie H. Hancock  
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## *Nature's Tranquil Beauty*

### Planning Board

#### Regular Meeting Draft Minutes

Thursday, March 11, 2021 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, 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. Stigall made a motion to adopt the agenda. Mr. Morse seconded the motion, motion passed unanimously, 7-0.**

APPROVAL OF MINUTES: **Mr. Dorazio made a motion to adopt the minutes, February 11, 2021, as presented. Mrs. Stigall seconded the motion, motion passed unanimously, 7-0.**

PUBLIC COMMENT: None.

#### OLD BUSINESS:

SUP-21-01 (Charles Riggs of Charles F. Riggs & Associates, Inc.)

Ms. Hill presented the staff report to the Planning Board. She recommended approval with the conditions outlined in the staff report and Response to Standards to include site plan review comments; and “after development approval has been issued, no deviations from the terms of the application or the development approval shall be made without written approval of the proposed changes or deviations has been obtained.”

Mr. Fontana inquired about the Fire Department’s approval of a shared driveway with the adjacent property. Ms. Hill affirmed that they would approve.

Mr. Riggs answered questions from the Board.

**Mr. Dorazio made a motion to approve. Mr. Morse seconded the motion, motion passed unanimously, 7-0.**

#### NEW BUSINESS:

SUP 20-05 (Charles Riggs of Charles F. Riggs & Associates, Inc.)

Ms. Hill presented the staff report to the Planning Board. She noted this was a modification from the previous site plan to one three-unit townhouse, and she noted that this lot site plan contained a proposed sign for both this lot and the adjacent lot with a shared driveway. Mrs. McCloud inquired about a fence located between this lot and the adjacent Onslow County Beach Access. Mr. Riggs answered that a fence was not planned, however landscaping installed to code was an option. Mrs. Green joined the meeting as a non-voting member. Ms. Hill recommended approval including any fencing or landscaping approved by the developer and with the conditions outlined in the staff report and Response to Standards to include site plan review comments; and "after development approval has been issued, no deviations from the terms of the application or the development approval shall be made without written approval of the proposed changes or deviations has been obtained."

**Mr. Dorazio made a motion approve with landscaping approved by the developer. Mr. Fontana seconded the motion, the motion passed unanimously, 7-0.**

DISCUSSION:

Planning Director Hill noted that the demand for development in North Topsail Beach is continually increasing, and that she continues to work on 160D. She pointed out that there would be a few variances for the Zoning Board of Adjustment to review at a meeting on March 30, 2021 at 6 pm. She also noted the continual work of the Town to fulfill additional required parking spaces for the federal project, which were recently requested.

Mrs. Green requested that the Planning Board members consider volunteering for the North Carolina Guardian Ad Litem Program, which needs volunteers presently.

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

The Planning Board meeting adjourned at 5:48 p.m.

APPROVED

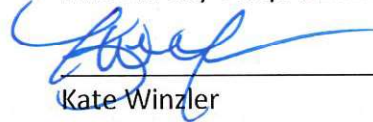
This 8th day of April 2021



Hanna McCloud  
Chair

CERTIFIED

This 8th day of April 2021



Kate Winzler  
Clerk



# *Town of North Topsail Beach*

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

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Richard Grant  
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Richard Peters



David J. Gilbride  
Town Manager

Sherrie H. Hancock  
Town Clerk

## *Nature's Tranquil Beauty*

### **Planning Board**

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

**Thursday, May 13, 2021 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, Rebecca Dickson, Lisa Brown, Alfred Fontana, Deborah Hill – Planning Director, Kate Winzler – Clerk to the Planning Board.

Absent: Gunnar Matthews and Mia Green.

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

**ADOPTION OF AGENDA: Mrs. Dickson made a motion to adopt the agenda. Mr. Dorazio seconded the motion, motion passed unanimously, 7-0.**

**APPROVAL OF MINUTES: Mrs. Stigall made a motion to approve the minutes, March 11, 2021, as presented. Mrs. Brown seconded the motion, motion passed unanimously, 7-0.**

PUBLIC COMMENT: None.

NEW BUSINESS:

#### **CASE #SUP 21-02 PADGETT ROGER'S BAY PARKING AREA**

Ms. Hill presented the staff report to the Planning Board. She reminded that the Board may approve, approve with conditions, or recommend denial of the application to the Board of Aldermen. She noted that the proposed parking area was intended for use by trucks, cars, or boats only. The intent to ease the crowdedness in Roger's Bay and increase public safety by allowing fire trucks to enter and exit in emergencies.

Mrs. Dickson inquired about the public's ability to park there and walk across Island Drive to the beach access. The applicant noted that beach access parking was not the intent of this application. Mrs. Dickson further inquired if overnight parking would be allowed. The applicant answered yes. Mrs. Dickson asked if RV's would be allowed to park there, and the applicant stated no.

Mrs. Stigall inquired how the applicant intended on monitoring the lot, especially on holiday weekends. The applicant said he would be present to monitor the lot, that the spots would be sold for 1 year, that each spot would be numbered and there would be towing signs posted.

Mr. Dorazio inquired if this lot was the location which was just bush hogged. Ms. Hill confirmed and noted that the applicant did not apply for a land clearing permit.

Mrs. McCloud asked what would be done with the remainder of the lot? Ms. Hill noted that if the special use permit was issued for 81 parking spots, no additional parking is allowed. She discussed banning RV parking, requiring the applicant to maintain the property and pick up trash. If the applicant breaks the conditions of the special use permit, that renders the special use permit null and void.

Ms. Hill recommended if the Planning Board wished to approve the SUP, to consider mutually beneficial conditions, such as working with the Fire Chief to allow emergency vehicles the ability to move through Roger's Bay. Public safety must come first, and this is a positive opportunity to work together.

Mr. Fontana inquired if parking could occur against the property line? Ms. Hill answered that there are no setbacks for parking, and if the Board wanted to, they could include a condition that parking is set 20' off the property line.

The applicant inquired what does a firetruck have to do with the parking lot? Ms. Hill suggested this was the perfect opportunity to bring Roger's Bay into a safer situation.

Mrs. McCloud inquired if the applicant intended to place rock on the drive? He answered yes. She then inquired if the applicant intended to have grass under the parking areas? He again answered yes.

Mr. Fontana inquired if the parking area could accommodate a turning fire truck? The applicant offered to widen the driveway to 15', then inquired if Deb Hill would coordinate with the Fire Chief about the width of the driveway.

**Mrs. Dickson made a motion accept the preliminary parking plan as proposed with the following conditions: ensure the gravel accommodates an emergency vehicle, no RV parking allowed, add buffering vegetation along the fence line, and the plan must meet with the fire chief's approval for emergency vehicle access. Mr. Dorazio seconded the motion, the motion passed unanimously, 7-0.**

#### J. POWELL FISHER OFFER TO LEASE LAND FOR PUBLIC PARKING

Ms. Hill presented Mr. Fisher's offer to lease his land for public parking, providing additional parking revenue for the Town. Ms. Hill recommended that the Planning Board accept Mr.



Fisher's offer and recommend that the Board of Aldermen negotiate a lease that is mutually beneficial to the Town, citizens, and Mr. Fisher.

Mrs. Dickson spoke opposing generating more revenue through paid parking to go to sand renourishment. She spoke in support of generating parking revenue to support the fire and police departments only.

Mr. Fontana suggested that the \$38,000,000 needs to come from somewhere, better from paid parking and not additional taxes.

Mrs. Brown inquired about the benefit to having additional paid parking?

Mrs. McCloud mentioned that there is no paid parking from this lot to the furthest point north on the island.

Mrs. Stigall inquired if any land had been purchased to create more parking spaces? Ms. Hill answered no, and that this spot was not within Phase 5, where she has been directed to identify 801 parking spaces. Mrs. Stigall suggested that she took no issue with Mr. Fisher's offer.

Mr. Fisher mentioned that he gave an easement to the people behind this lot to access the beach along the Topsail Reef parking lot.

**Mrs. Dickson made a motion to table this item to next month's Planning Board meeting. Mr. Fontana seconded, the motion passed unanimously, 7-0.**

**TEXT AMENDMENT: BOAT RAMPS/BOAT HOUSES AS PRINCIPLE USE**

Ms. Hill presented some examples of where the Planning Board might consider allowing the construction of a boat house in areas that have allowed boat ramps as a principle use, such as CON D, where no housing is allowed. She posed the question: "What is reasonable use of water access?" Ms. Hill noted that the UDO needs to define "boat house."

Mr. Fontana requested that Ms. Hill look up definitions of boat house in other towns, such as Holden Beach, Surf City and Topsail Beach.

Mrs. McCloud stated she thought of a boat house as just a shelter over a boat lift.

Ms. Hill asked if the Planning Board thought that boat houses should be permitted by right or by a special use permit?

It was the consensus of the Board that the Planning Director offer more options and 2-3 definitions of boat house, what other towns allow, regulations, photos, and maximums for the next meeting in June.


DISCUSSION: none.

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

The Planning Board meeting adjourned at 6:23 p.m.

APPROVED

This 10th day of June 2021



Hanna McCloud  
Chair

CERTIFIED

This 10th day of June 2021



Kate Winzler  
Clerk

*Town of North Topsail Beach*

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

Aldermen:  
Richard Grant  
Tom Leonard  
Susan Meyer



William Younginer, Police Chief  
Acting Town Manager

Sherrie H. Hancock  
Town Clerk

*Nature's Tranquil Beauty*

**Planning Board**

**Regular Meeting Draft Minutes**

**Thursday, June 10, 2021 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, Alfred Fontana, Rebecca Dickson, Lisa Brown, Deborah Hill – Planning Director.

Absent: Scott Morse, Kate Winzler – Clerk to the Planning Board.

CALL TO ORDER: Mrs. McCloud called the meeting to order at 5:12 p.m.

**ADOPTION OF AGENDA Mrs. McCloud requested the removal of New Business VII.C. Uniform Development Ordinance. Mrs. Green made a motion to adopt the amended agenda. Mr. Dorazio seconded the motion, motion passed unanimously, 7-0.**

**ORGANIZATIONAL MEETING**

Planning Director Hill congratulated Mrs. Green and Mrs. McCloud on their re-appointments to the Planning Board by the Board of Aldermen. Ms. Hill continued by reviewing the procedures for appointing a Chair and Vice Chair to the Planning Board. There was discussion.

**Mrs. Dickson nominated Hanna McCloud to Chair and Paul Dorazio to Vice Chair. Mr. Matthews seconded, motion passed unanimously, 7-0.**

**APPROVAL OF MINUTES Mr. Dorazio made a motion to approve the March 11, 2021 minutes. Mrs. Dickson seconded, motion passed unanimously, 7-0.**

**PUBLIC COMMENT none.**

**OLD BUSINESS**

**J. POWELL FISHER OFFER TO LEASE LAND FOR PUBLIC PARKING**

Ms. Hill noted that Mr. Charles Riggs was in attendance to discuss the proposal with the Planning Board.

Mr. Riggs noted that Mr. Fisher was also in attendance. He explained that the 2 parking plans provided to the Planning Board were concept plans, not formal parking plans, and the difference between them was the angle of the parking. His understanding was that the Planning Board would review the concepts for feedback to the Board of Aldermen.

Ms. Hill suggested leaving the lease negotiations up to the Board of Aldermen, and only forwarding the proposition to the Board for their consideration. She noted that the mayor requested that the concepts be presented to the Planning Board for their input.



Mrs. Dickson asked who would clear the land.

Mr. Riggs offered some history on the land, being comprised of four residential lots with a private beach access running alongside of them, with a recorded easement for use by the area residents with property on the sound side. Leasing the property would allow all the residents in this area to access the beach and provide parking. The negotiation of clearing the property would be negotiated between the Board of Aldermen and Mr. Fisher. He asked the Planning Board for their thoughts and concerns.

The Board asked Mr. Riggs and Ms. Hill questions, which they answered. There was discussion. **Mrs. Dickson made a motion to move this matter forward to the Board of Aldermen with the recommendation that they do not accept this offer. There was discussion. Mrs. Dickson repeated the motion. The motion failed for lack of a second.**

**Mrs. Green made a motion to continue reviewing this matter, getting some more info. There was discussion. The motion failed for lack of a second.**

**Mr. Dorazio made a motion that the Board of Aldermen make a decision on what they want to do with this property. There was discussion. Mrs. Stigall requested that the Board of Aldermen have a public hearing regarding this matter. Mr. Dorazio repeated his motion. Mrs. Brown seconded, the motion passed, 4-3.**

#### TEXT AMENDMENT: BOAT RAMPS/BOAT HOUSES AS PRINCIPLE USE

Planning Director Hill thanked the Planning Board for their picture input on boat houses. She explained the challenge of allowing boat houses, but not permitting them to be enclosed and then converted into habitable space. Ms. Hill explained that the Town has adopted several higher standards to benefit the CRS score that the Town receives. The Town's definition of water dependent structures included docks and piers; but Division of Coastal Management defines water dependent structures to also include boat houses and boat ramps. Ms. Hill recommended that the Town adopt the Division of Coastal Management's definition of water dependent structures and allow for boat houses and boat ramps consistent with Division of Coastal Management. The Army Corps of Engineers does not allow the walls of a boat house to be built all the way down, so the conversion to habitable space should not be a concern. She is recommending that boat houses and boat ramps be added as a permitted principle use.

There was discussion.

**Mrs. Dickson made a motion to support what staff has brought up and that we go along with (Division of) Coastal Management as far as permitting and allowing these structures as principle structures. Chair McCloud read staff's recommendation, "that the Planning Board consider 'what constitutes reasonable use' relative to principle use, as applied to boat lifts, private boat ramps and boat houses; and if it is determined that boat ramps, boat houses, docks and bulkheads as a principle use are desirable, recommend an amendment to Table 4-1 to the Board of Aldermen, accordingly." Mrs. Green seconded, the motion passed unanimously, 7-0.**

#### NEW BUSINESS:

CASE #R-21-01 RODRIGUEZ

Planning Director Hill pointed out the lack of statutory requirement for more than one public hearing, and the recent emails sent on the day of a public hearing or Board meeting are not statutorily required to be sent to the Board on the day of or the day before a meeting and will not as such.

Ms. Hill presented the staff report for Case #R-21-01 and the history of the land.

There was discussion.

Ms. Hill introduced the property owner, Mr. Rodriguez, who addressed the Board.

There was discussion.

**Mrs. Dickson made a motion to change the zoning from B-1 to R-8. Mrs. Stigall seconded, the motion passed unanimously, 7-0.**

CASE #R-21-02 HERRING

Planning Director Hill presented the staff report for Case #R-21-02.

Mr. Charles Riggs addressed the Board on behalf of the applicant.

**Mrs. Green made a motion to rezone from R-10 to R-5. Mr. Dorazio seconded, the motion passed unanimously, 7-0.**

The Board requested that the Planning Director bring forth the remaining non-conforming lots for the Planning Board to address all at once.

The Planning Director requested that the meeting be continued until Thursday, June 17, 2021 at 5:00 p.m.

**Mrs. Dickson made a motion to continue the meeting until next Thursday, June 17, 2021 at 5:00 p.m. Mrs. Green seconded, the motion passed unanimously, 7-0.**


DISCUSSION: none.

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

The Planning Board meeting adjourned at 7:19 p.m.

APPROVED

This 12th day of August 2021



Hanna McCloud  
Chair

CERTIFIED

This 12th day of August 2021



Kate Winzler  
Clerk

*Town of North Topsail Beach*

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

Aldermen:  
Richard Grant  
Tom Leonard  
Susan Meyer



William Younginer, Police Chief  
Acting Town Manager

Sherrie H. Hancock  
Town Clerk

*Nature's Tranquil Beauty*

**Planning Board**

**Regular Continued Meeting Draft Minutes**

**Thursday, June 17, 2021 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, Scott Morse, Alfred Fontana, Deborah Hill – Planning Director, Kate Winzler – Clerk to the Planning Board.

Absent: Pat Stigall, Gunnar Matthews, Mia Green, Rebecca Dickson, and Lisa Brown.

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

**Mr. Dorazio made a motion to continue the meeting from Thursday, June 10, 2021. Mr. Morse seconded the motion, motion passed unanimously, 4-0.**

NEW BUSINESS:

UNIFORM DEVELOPMENT ORDINANCE

Planning Director Hill presented the NCGS 160D amendments to the UDO. The Board discussed.

**Mr. Dorazio made a motion to recommend that the Board of Aldermen adopt the proposed amendments to the UDO based on NCGS 160-D, as indicated on "G.S. Chapter 160-D Checklist of Changes to Local Ordinances, Policies, and Practices." Mr. Fontana seconded the motion, motion passed unanimously, 4-0.**

DISCUSSION: none.

ADJOURNMENT: **Mr. Dorazio made a motion to adjourn. Mr. Fontana seconded the motion, motion passed unanimously, 4-0.**

The Planning Board meeting adjourned at 7:02 p.m.

APPROVED

This 12th day of August 2021

Hanna McCloud  
Chair

CERTIFIED

This 12th day of August 2021

Kate Winzler  
Clerk



*Town of North Topsail Beach*

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

Aldermen:  
Richard Grant  
Tom Leonard  
Susan Meyer  
Connie Pletl



Chief William Younginer  
Interim Town Manager

Danyale Lundy  
Town Clerk

*Nature's Tranquil Beauty*  
**Planning Board**  
**Regular Meeting Draft Minutes**  
**Thursday, August 12, 2021 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, Mia Green, Alfred Fontana, Lisa Brown, Deborah Hill – Planning Director, Kate Winzler – Clerk to the Planning Board.

Absent: Pat Stigall, Gunnar Matthews, Scott Morse, Rebecca Dickson.

CALL TO ORDER Mrs. McCloud called the meeting to order at 5:04 p.m.

**ADOPTION OF AGENDA Mr. Dorazio made a motion to adopt the agenda. Mrs. Green seconded the motion, motion passed unanimously, 5-0.**

**APPROVAL OF MINUTES Mr. Dorazio made a motion to approve the June 10, 2021 minutes. Mrs. Green seconded, motion passed unanimously, 5-0.**

**Mr. Fontana made a motion to approve the June 17, 2021 minutes. Mr. Dorazio seconded, motion passed unanimously, 5-0.**

PUBLIC COMMENT none.

DISCUSSION Planning Director Hill reviewed HB496 regarding local government tree ordinances, and HB401 regarding the elimination of single-family districts. There was discussion. The Board directed Ms. Hill to draft a letter of opposition to both for the next Board of Aldermen Meeting.

Planning Director Hill noted that the next Planning Board regular meeting would include the definition of measuring heated square feet, examining the language and standards of the North Carolina Real Estate Commission, including the verbiage of habitable rooms.

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

The Planning Board meeting adjourned at 5:35 p.m.

APPROVED

This 14th day of October 2021

Hanna McCloud  
Chair

CERTIFIED

This 14th day of October 2021

Kate Winzler  
Clerk