



Nice Matters!

**Town of Emerald Isle**  
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Emerald Isle, NC 28594

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**Mayor**  
Jason Holland

**Mayor Pro-Tem**  
Mark Taylor

**Board of Commissioners**  
Roy D. Brownlow  
Alesia Sanderson  
Josh Sawyer  
Jay Wootten

*Commissioner Emeritus*  
Floyd Messer, Jr.

**Town Manager**  
Frank A. Rush, Jr.  
[frush@emeraldisle-nc.org](mailto:frush@emeraldisle-nc.org)



**A Family Beach**

## **ACTION AGENDA**

*Note: The Town experienced technical difficulties associated with the audio broadcast of the October 14 meeting, and is currently working to enhance the quality of the audio recording to make it more intelligible for the public. We hope to post a better quality audio and/or video recording of the October 14 meeting on the Town's website and Facebook page in the near future. We apologize for this issue, and are working to ensure it does not happen again.*

The Board of Commissioners took the following actions at the October 14 meeting:

### **Regular Meeting of the EMERALD ISLE BOARD OF COMMISSIONERS**

**Tuesday, October 14, 2025 6:00 pm**  
**7500 Emerald Drive**

1. Call to Order *Jason Holland, Mayor*  
*Mayor Holland called the meeting to order at 6:00 pm.*
2. Roll Call *Laura Rotchford, Acting Town Clerk*  
*Mayor Holland and all 5 Commissioners were in attendance.*
3. Opening Prayer *Jason Holland, Mayor*  
*Mayor Holland led the group in prayer.*
4. Pledge of Allegiance *Jason Holland, Mayor*  
*Mayor Holland led the group in the Pledge of Allegiance.*
5. Public Comment  
*A total of 6 individuals provided public comment. A response to these public comments will be prepared and available for public distribution at the November 18 meeting.*
6. We Heard You – *Jason Holland, Mayor*  
Follow-Up To Prior Public Comments  
*A document with responses to previous public comments was provided to the public at the meeting, and also posted on the Town's website.*
7. Identification of Any Conflict of Interest *Laura Rotchford, Acting Town Clerk*  
*No conflicts of interest were identified by the Mayor or any member of the Board.*
8. Adoption of Agenda *Board of Commissioners*  
*The Board unanimously adopted the meeting agenda for the October 14 meeting, 5-0.*
9. Introduction of New Employees /  
Recognition of Employees *Mike Panzarella, Police Chief*
  - a. Jessica Archie, Police Officer
  - b. Xavier Pittman, Police Officer
  - c. Leland Reigher, Police Officer
  - d. Kerri Thomasson, Police Officer

Chief Panzarella introduced the Town's 4 new Police Officers to the Mayor, Board, and audience.

10. Proclamations / Public Announcements *Jason Holland, Mayor*  
Mayor Holland announced various upcoming meetings and events in Emerald Isle over the next month.

11. NCLM Fire Service Risk Assessment *TJ DeLuca, NCLM*  
*Bill Matthias, Fire Chief*  
TJ DeLuca, a representative of the NC League of Municipalities, recognized the Emerald Isle Fire Department for its completion of the Fire Service Risk Assessment.

12. Consent Agenda *Frank Rush, Town Manager*  
a. Minutes – September 9, 2025 Regular Meeting  
b. Resolution Amending Board of Commissioners  
Rules of Procedure Regarding Special Use Permits

The items on the Consent Agenda were approved by a unanimous vote, 5-0.

13. Carteret County Comprehensive Transportation Plan *Mickey Anderson, DERPO*  
*Amanda Killian, NCDOT*  
a. Presentation *Hemal Shah, NCDOT*  
b. Public Hearing *Len White, NCDOT*  
c. Resolution Adopting Carteret County Comprehensive Transportation Plan

Amanda Killian, NCDOT, presented the proposed Carteret County Comprehensive Transportation Plan to the Mayor, Board, and audience. A public hearing was conducted, however, there were no commenters.

The Board approved the Resolution Adopting Carteret County Comprehensive Transportation Plan by a unanimous vote, 5-0.

14. Resolution Authorizing Friendly Condemnation of Property at 9201 Coast Guard Road *Frank Rush, Town Manager*  
*Bill Matthias, Fire Chief*

Frank Rush, Town Manager, explained the Town's proposed acquisition of a 2-acre tract of land located on Pebble Beach condominium complex common area along Coast Guard Road. The 2-acre tract of land would be utilized for a future new Fire Station 3 serving western Emerald Isle.

The Board approved the Resolution Authorizing Friendly Condemnation of Property at 9201 Coast Guard Road by a unanimous vote, 5-0. The resolution authorizes the Town Manager and Town Attorney to file necessary notices and legal actions to complete the condemnation and acquire the property. The entire formal process is likely to occur over the next 4 – 5 months.

15. Appointments – Board of Adjustment *Board of Commissioners*  
a. Assignment of Regular Member, Alternate #1  
b. Appointment of Alternate #2

The Board appointed Andrew Frick to a regular member term on the Board of Adjustment that expires in June 2026 by unanimous roll call vote, 5-0.

The Board appointed Tim Kinch to an alternate member term on the Board of Adjustment that expires in June 2026 by a unanimous roll call vote, 5-0.

The Board appointed Mark Wicker to an alternate member term on the Board of Adjustment that expires in June 2026 by a unanimous roll call vote, 5-0.

**16. Comments from Town Clerk, Town Attorney, and Town Manager**

The Town Attorney encouraged members of the community to vote during the early voting period or on Election Day, November 4.

The Town Manager updated the Board on several items of general interest.

**17. Comments from Board of Commissioners and Mayor**

Each Commissioner and the Mayor each offered various comments, and thanked the public for their interest and participation in Town government.

**18. Adjourn**

The meeting adjourned at 7:39 pm by unanimous vote, 5-0.