



## Shallotte Board of Aldermen Regular Meeting Agenda

February 03, 2026 at 5:15 PM

Meeting Chambers – 110 Cheers Street

---

**I. CALL TO ORDER**

**II. INVOCATION & PLEDGE**

**III. CONFLICT OF INTEREST**

1. Statement

**IV. AGENDA AMENDMENTS & APPROVAL OF AGENDA**

**V. CLOSED SESSION**

Pursuant to N.C.G.S. 143-318.11 (a) (3), a motion to go into closed session to consult with the Attorney in order to protect the attorney-client privilege.

**VI. PUBLIC COMMENTS (3 minutes or less per person. Sign in for the record please.)**

**VII. DEPARTMENT REPORTS**

1. POLICE

2. FIRE

3. PLANNING

4. PUBLIC WORKS

1. Sewer Bill Adjustments

A. Minuteman Foodmart

B. Larry Wilson

2. Plumbing Bill Reimbursement Request (447 Laurel Valley Dr.)

5. FINANCE

6. PARKS & RECREATION

7. ADMINISTRATION

1. Price Landing

8. MAYOR

1. Wilmington Harbor Project

**VIII. CONSENT AGENDA**

[A.](#) January 6, 2026 Regular Meeting Minutes

[B.](#) January 20, 2026 Recessed Meeting Minutes

[C.](#) Request to Extend Preliminary Approval for the Tryon Village Subdivision

**IX. PUBLIC HEARING**

**[1.](#) TXT 26-01 (CB Gravel Parking - Citizen Initiated)**

1. Motion to open public hearing

2. Public Comments/Questions

3. Motion to close public hearing

4. Board Comments-Questions

5. Consider a motion to approve the Board of Aldermen Statement of Consistency

6. Consider a motion to approve Ordinance 26-01 amending the Town of Shallotte Unified Development Ordinance, specifically Article 20, Section 20-3(E).

**X. DISCUSSION**

**XI. ADJOURN**

Taking into consideration the general statute below and the items described on this month's agenda, does any member of the Board of Aldermen or staff have any potential conflicts of interest that should be addressed by the Board at this time? If so, please make those concerns known now.

§ 160D-109. Conflicts of interest.

(a) Governing Board. – A governing board member shall not vote on any legislative decision regarding a development regulation adopted pursuant to this Chapter where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. A governing board member shall not vote on any zoning amendment if the landowner of the property subject to a rezoning petition or the applicant for a text amendment is a person with whom the member has a close familial, business, or other associational relationship.

(b) Appointed Boards. – Members of appointed boards shall not vote on any advisory or legislative decision regarding a development regulation adopted pursuant to this Chapter where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. An appointed board member shall not vote on any zoning amendment if the landowner of the property subject to a rezoning petition or the applicant for a text amendment is a person with whom the member has a close familial, business, or other associational relationship.

(c) Administrative Staff. – No staff member shall make a final decision on an administrative decision required by this Chapter if the outcome of that decision would have a direct, substantial, and readily identifiable financial impact on the staff member or if the applicant or other person subject to that decision is a person with whom the staff member has a close familial, business, or other associational relationship. If a staff member has a conflict of interest under this section, the decision shall be assigned to the supervisor of the staff person or such other staff person as may be designated by the development regulation or other ordinance.

No staff member shall be financially interested or employed by a business that is financially interested in a development subject to regulation under this Chapter unless the staff member is the owner of the land or building involved. No staff member or other individual or an employee of a company contracting with a local government to provide staff support shall engage in any work that is inconsistent with his or her duties or with the interest of the local government, as determined by the local government.

(d) Quasi-Judicial Decisions. – A member of any board exercising quasi-judicial functions pursuant to this Chapter shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons' constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter.

(e) Resolution of Objection. – If an objection is raised to a board member's participation at or prior to the hearing or vote on a particular matter and that member does not recuse himself or herself, the remaining members of the board shall by majority vote rule on the objection.

(f) Familial Relationship. – For purposes of this section, a "close familial relationship" means a spouse, parent, child, brother, sister, grandparent, or grandchild. The term includes the step, half, and in-law relationships. (2019-111, s. 2.4; 2020-3, s. 4.33(a); 2020-25, s. 51(a), (b), (d).)



## Shallotte Police Department

### January 2026 Monthly Report

#### Highlights

- SPD had 5619 calls for service and self-initiated incidents
- 46 traffic citations
- 29 traffic accident investigations
- 134.50 volunteers hours
- Staff met with AXON (New body camera system) Body cameras are on-line and working great!
- Detective Heather Newman was selected as the SPD Officer of the Year.
- Mrs. Sally June Kuka was selected as the Volunteer of the Year.

#### Incident and Investigation Summary

During the month of January 2026, the Shallotte Police Department's Investigative Division remained highly proactive in safeguarding the community by successfully managing a total of 56 criminal cases.

Additionally, the division's attention to property crimes proved especially effective, as investigators handled 14 property crime and larceny cases.

Details of some of this month's newly assigned cases and one follow-up are provided below.

#### Summary of Major Cases

##### 1. Larceny Cases / Property crimes – Multiple Businesses (Shallotte)

- **Incidents:** 14 reported larceny cases at various businesses in Shallotte.
- **Outcome:**
  - Detective Division has closed 3 cases with charges and recovered some property and are still working the other 11 cases.



## 2. Larceny of MV from Brooks Court

**Details:** The Detective division assisted the Patrol officers at the scene of a vehicle theft. Detectives were able to obtain video footage from a neighbor showing 3 males (possibly juvenile) getting into the unlocked vehicle with the keys in the ignition. The vehicle then is seen driving North on HWY 17 and out of camera view. Video was shown to neighbors who do not recognize the offenders. Vehicle has been entered into NCIC, Detectives still working leads.

---

## 3. Discharging a Firearm in City limits

**Details:** Witnessed heard several shots and thought they were coming from a car driving down Main Street, Detectives reviewed video footage but were unable to determine if a firearm was discharged or not.

## 4. Structure Fire / Death Investigation

On January 17, 2026, at approximately 1:47 p.m., the Shallotte Police Department and Fire Department responded to a structure fire with a person possibly trapped inside at 4730 Milliken Street.

Shallotte Police Department officers arrived on scene and observed smoke visible from the residence. Officers were able to remove one individual from the structure. That individual was transported by Brunswick County EMS to a local hospital for treatment.

During fire suppression efforts, another individual was located inside the residence and was pronounced deceased at the scene.

A Shallotte firefighter sustained an injury while combating the fire and was transported to Brunswick Novant Medical Center, where the firefighter was treated and later released.

Multiple agencies assisted in the response, including the Shallotte Fire Department, Ocean Isle Beach Fire Department, Civietown Fire Department, Sunset Beach Fire Department, Tri-Beach Fire Department, Shallotte Point Fire Department, Brunswick County EMS, Brunswick County Sheriff's Office, Brunswick and NC Fire Marshal's Offices, and the North Carolina State Bureau of Investigation (SBI)

The cause of the fire and the circumstances surrounding the incident are currently under investigation by Shallotte PD, Fire Marshal's Office and the State Bureau of Investigation. This remains an ongoing investigation.



# TOWN OF SHALLOTTE FIRE/RESCUE

## Monthly Activity Report

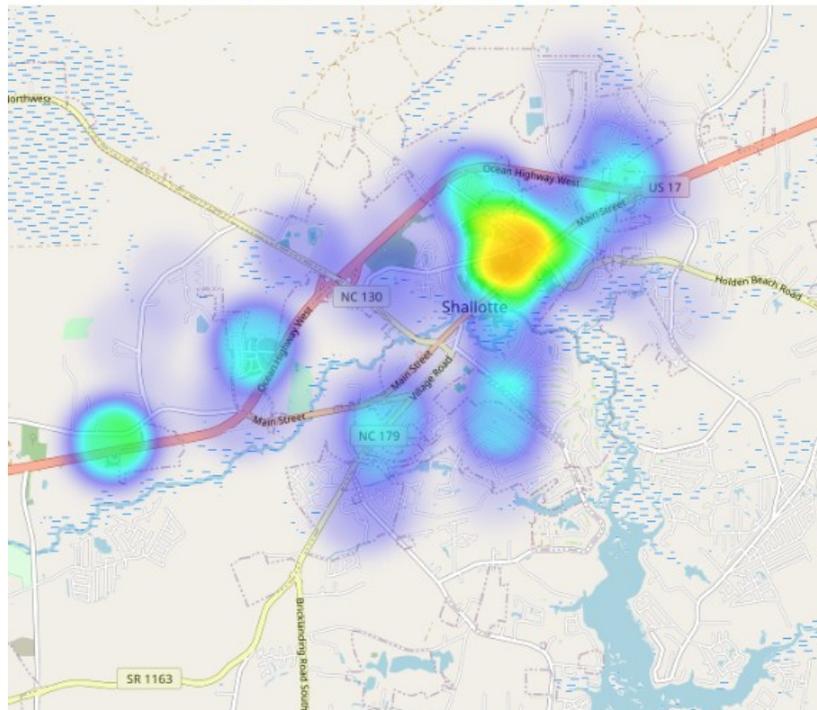
FISCAL YEAR ENDING 30 JUN 2026  
Reporting Period: 27 DEC 2025 – 27 JAN 2026

### NCGS § 58-79-45: Incident Reports...

#### Incident Map Overview (Past 4 weeks)

#### Scene Locations of Fire Incidents

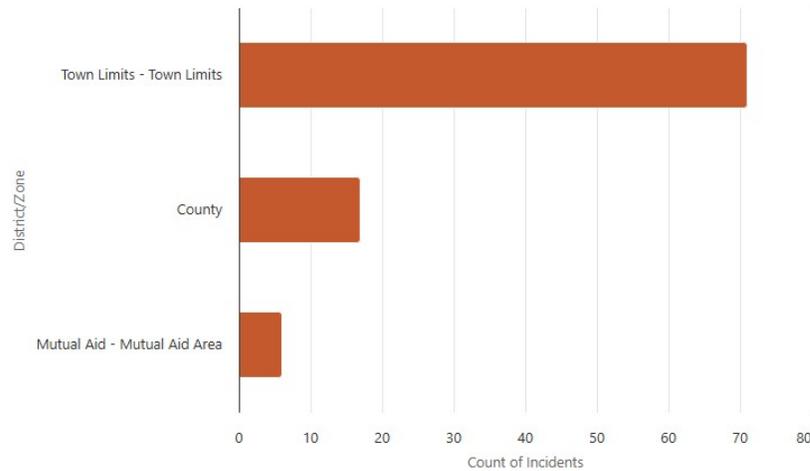
N = 96 Jan 01, 2026 12:00 AM to Jan 31, 2026 11:59 PM



(Past 4 weeks) **Town 71**; **County 17**; **Mutual Aid 6**

#### Incidents by District/Zone

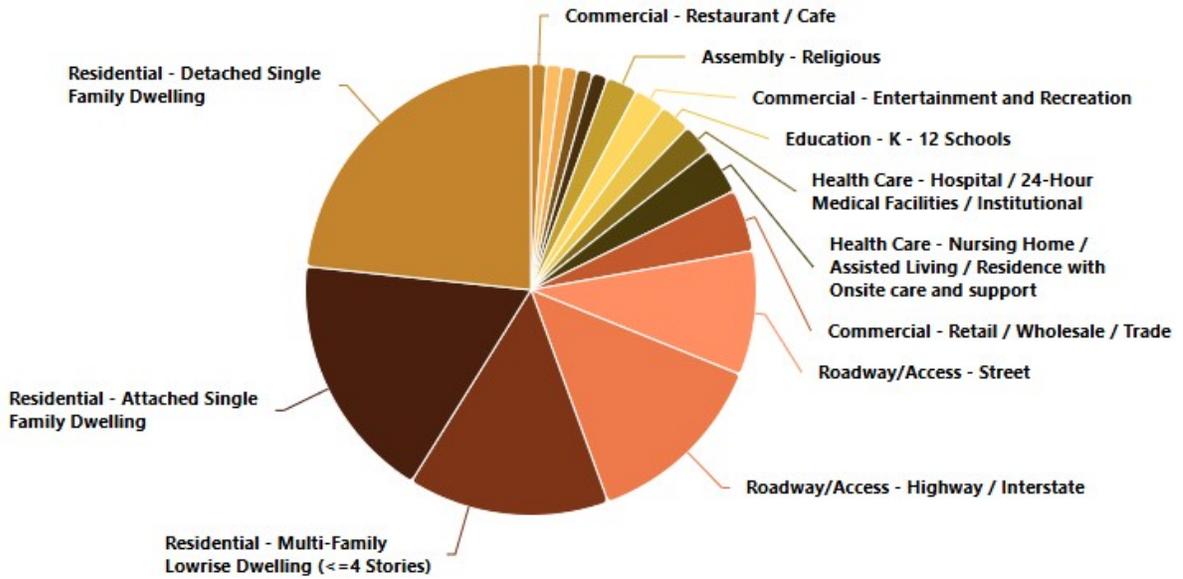
Jan 01, 2026 12:00 AM to Jan 31, 2026 11:59 PM



(Past 4 weeks)

### Incidents by Location Use Category

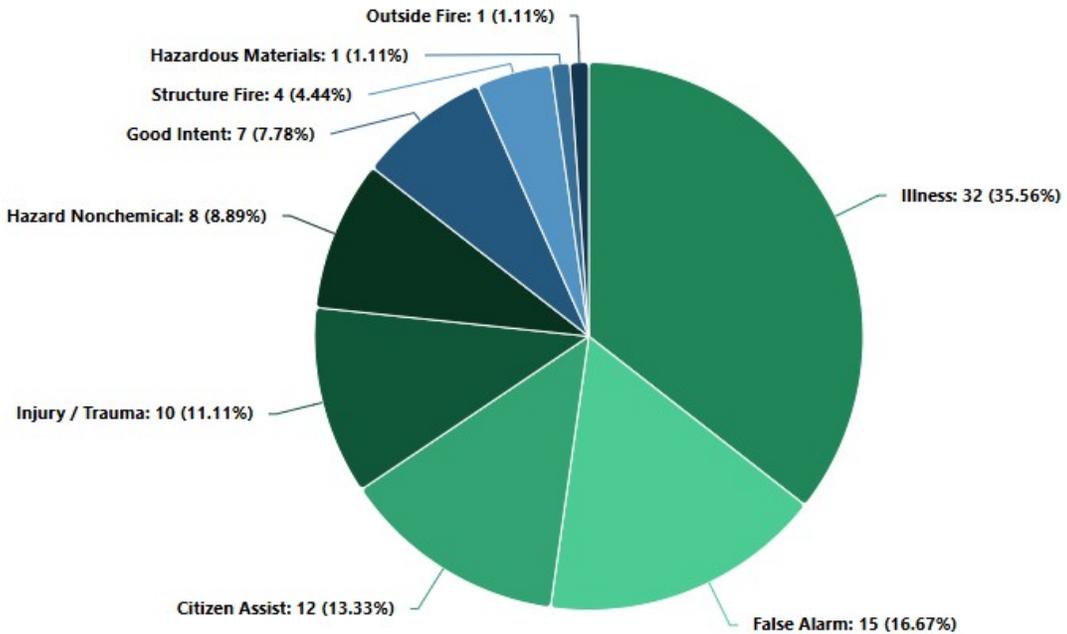
Jan 01, 2026 12:00 AM to Jan 31, 2026 11:59 PM



(Past 4 weeks)

### Incidents by Type

Jan 01, 2026 12:00 AM to Jan 31, 2026 11:59 PM



### System Transition Note

As part of the transition to the new national reporting system, NERIS, several reporting functions have changed. During this transition, the department temporarily lost the ability to track call volume and response performance by geographic zones, which previously supported identifying areas of increasing demand and forecasting where future growth may require additional resources.

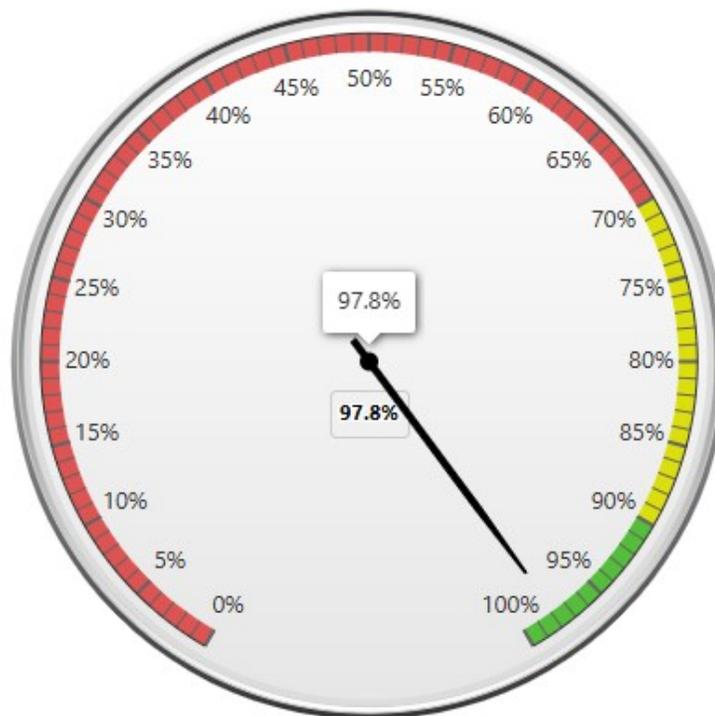
In addition, all response-time and performance metrics should be interpreted with the understanding that portions of the data rely on manual entry by telecommunicators and dispatch personnel. Monitoring radio traffic and entering unit status updates introduces a human element that can result in delayed or approximate timestamps, particularly during periods of high call volume. These variances may affect calculated times and trends without reflecting actual field performance. While recent improvements in automation are expected to PSAP times, accuracy and consistency, some uncertainty remains.

The department is actively working to restore accurate time collection, retrieve complete 2025 data, and reestablish zone-based tracking. Until full functionality is restored, these metrics are best used as system-level indicators to support trend analysis, accountability, and performance planning rather than as precise incident-level measurements.

*(Past 4 weeks)*

### Percentage of Unit Total Response Times Under 09:00 Minutes

Jan 01, 2026 12:00 AM to Dec 31, 2026 11:59 PM



While the percentage of unit responses under nine minutes is an important indicator of overall service reliability, it is not an appropriate metric for evaluating patient survivability, clinical outcomes, or fireground effectiveness related to fire dynamics. This measure does not account for call acuity, patient condition, on-scene interventions, or the specific stages of fire development at the time of arrival and should not be interpreted as a predictor of medical or fire suppression outcomes. However, this metric is a standardized performance measure within the current NERIS reporting environment and is therefore subject to review and scrutiny by system users, external stakeholders, and those responsible for

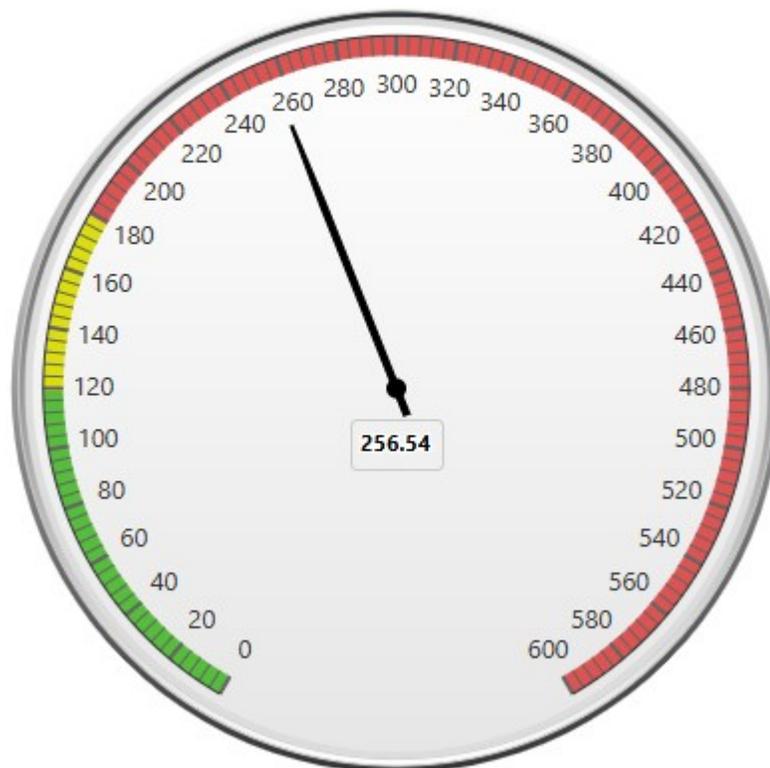
oversight of service delivery and organizational performance. As such, it is best understood and applied as a system-level planning and accountability indicator, reflecting overall workload, readiness, and response consistency rather than incident-level effectiveness.

*(Past 4 weeks)*

Apparatus Resource ID	Count of Incidents	Incident Average Apparatus Dispatch to En Route in Minutes
1561TO	15	00:03:50
1571E	1	00:02:37
1572P	73	00:04:30
1580C	2	00:02:15
1581S	21	00:04:00

### Unit Average Turnout Time (Seconds)

Jan 01, 2026 12:00 AM to Dec 31, 2026 11:59 PM

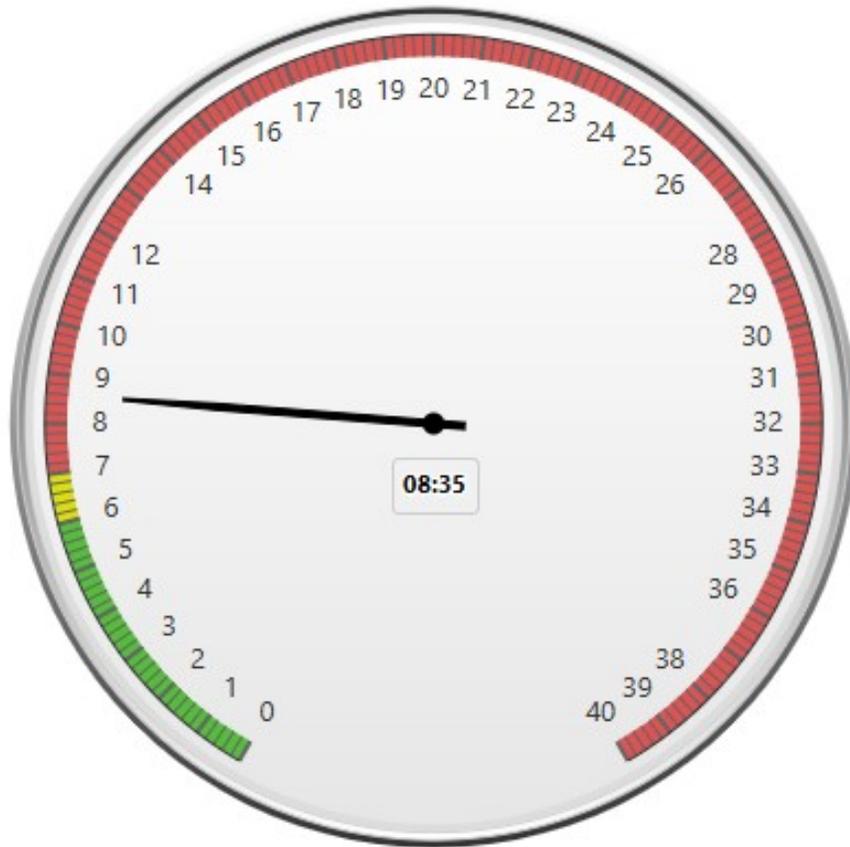


Transitioning to the current reporting environment limits our ability to isolate high-acuity emergency calls for performance analysis. As a result, turnout time metrics presently reflect overall response activity, inclusive of low-acuity medical calls, non-emergency responses, service-related incidents, and high-acuity emergency events. These blended metrics should not be interpreted as exclusive measures of critical incident performance. Even when turnout time data cannot be fully stratified by call acuity or geographic zone, it remains a critical indicator of system performance, organizational accountability, and future planning needs.

(Past 4 weeks)

## Average Total Response Time (MM:SS)

Date Reported: Jan 01, 2026 12:00 AM to Dec 31, 2026 11:59 PM

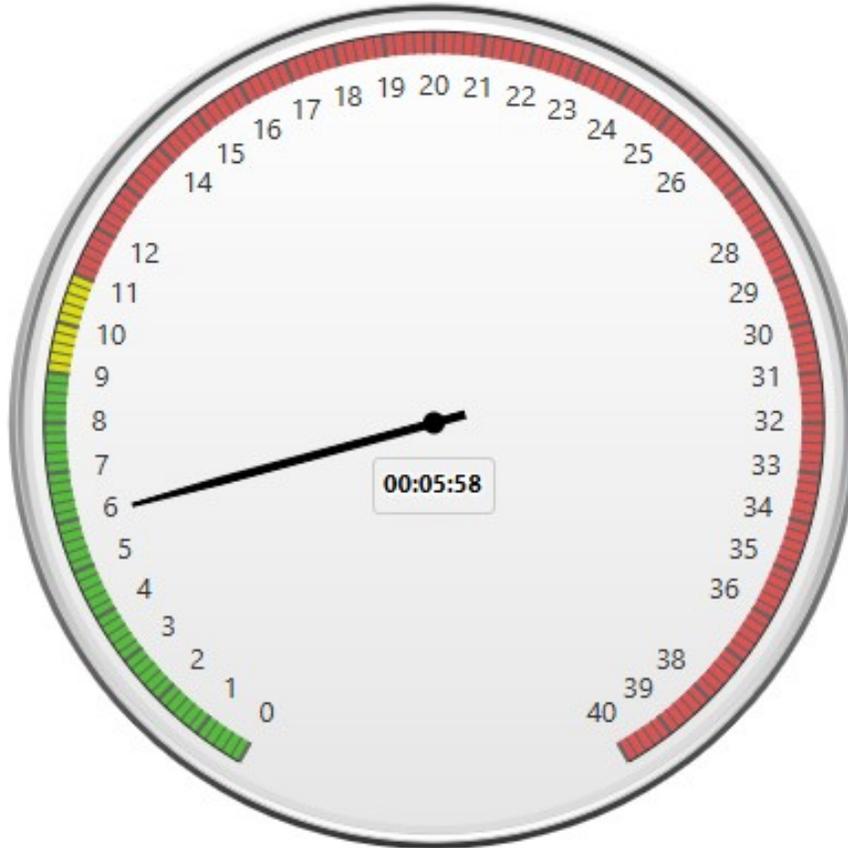


This metric is important because it measures the portion of the response most directly influenced by fire department operations, specifically the time from dispatch through arrival on scene. It reflects how efficiently units are able to turn out and travel once a call has been assigned, providing insight into staffing readiness, unit availability, station placement, apparatus utilization, and travel conditions. When compared to the overall average response time from PSAP call receipt to arrival of **8 minutes 35 seconds**, and the unit average dispatch-to-arrival time of **5 minutes 58 seconds**, we can deduce that approximately **2 minutes 37 seconds** represents PSAP call handling and dispatch processing prior to unit notification. Although PSAP time cannot currently be reported as a standalone metric, this comparison allows for reasonable system-level inference and supports accountability, trend analysis, and data-driven deployment and performance planning, while not serving as a measure of patient outcomes or fireground effectiveness.

(Past 4 weeks)

## Unit Average Total Response Time (HH:MM:SS)

Jan 01, 2026 12:00 AM to Dec 31, 2026 11:59 PM



**Unit Average Total Response Time** is tracked in the current reporting environment and is measured from **dispatch to arrival on scene**, combining **turnout time and travel time**. It does not include PSAP call receipt or call-processing time.

This metric is important because it reflects the portion of the response that is **directly controlled by field operations**, including staffing readiness, unit availability, station location, and travel conditions. It provides a clear view of how efficiently units mobilize and reach incidents once they are dispatched, independent of PSAP performance.

By comparing this value to the overall PSAP-to-arrival response time, we can **infer the impact of PSAP call handling and dispatch**, even though that time cannot currently be reported separately. The difference between the two metrics represents the front-end processing that occurs before units are notified. This makes the metric valuable for deployment planning, workload assessment, and system performance evaluation, while not serving as a measure of clinical outcomes or fire behavior.

(Past 4 weeks)

**Data not Available**

Past 4 weeks	Zone Reference by Number of Incidents from Greatest to Lowest	YTD
#1 Zone One = 44 #2 Zone Four = 20 #3 Zone Six = 7 #4 Zone Three = 5 #5 Zone Five = 4 #6 Zone Two = 3 #7 Zone Seven = 1	#1 Zone One = <a href="#">Wall St Station</a> (Town Central Commercial District) #2 Zone Four = <a href="#">Red Apple Station</a> area (Rourke Woods/Brierwood/River's Edge/Shalotte Point area) #3 Zone Three = <a href="#">Naber Dr Station</a> (Shalotte District Park/Wildwood/Union School/McMilly Rd area) #4 Zone Five = (Green Bay Village/Cardinal Point/Highlands/N Mulberry/Express Dr area) #5 Zone Two = <a href="#">HWY 130 Station</a> (WBHS/McMilly Rd/Industrial Park area) #6 Zone Six = (Greybridge Rd/Red Bug Rd/Holden Beach Rd/Solserra area) #7 Zone Seven = (SECU/Ford & Chevy/Cumbee Rd areas)	#1 Zone One = 524 #2 Zone Four = 251 #3 Zone Three = 175 #4 Zone Five = 98 #5 Zone Two = 78 #6 Zone Six = 64 #7 Zone Seven = 12

**NCRRS 5: Training...**

**526:00 hours**

- (EMT) Continuing Education
- (ISO) Fire Officer Training
- (ISO) Recruit Training
- (ISO) Company Training
- (ISO) Driver/Operator Training
- (ISO) Facility Training
- (ISO) Community Outreach

**Notes:**

**Technical Review (TR) and Code Enforcement Items**

- County TRC – Recycling Center – Gated Access Approval
- County TRC – Sheetz
- Town Tech Review – Cottages at Rourke Woods
- Site Visits – Village Point Rd
- Site Visits – Smith Ave Ext
- Site Visits – Old Shalotte Rd
- Site Visits – Greybridge Rd
- Site Visits – Brierwood

**Staffing Notes**

- One staff position on light-duty
- One staff position open
  - Chief and Deputy Chief covering staffing shortages when part-time staff are unavailable.
  - New Position Jan 01.
    - Process underway

**Other Notables**

- Open Investigation
  - Al Street
    - SBI Report Cause and Origin Report Pending
    - Met with the Medical Examiner's Office
- Open Investigations
  - Milliken Street
    - SBI Report Cause and Origin Report Pending
    - Pending Medical Examiner's Office findings
- Shalotte Hazard Mitigation Plan Actions
  - Re-Submitted to County
    - Reviewed and added to County Regional Plan
- Safety Committee Meeting
  - Findings being reviewed
- Meetings with Mayor
  - Fire Inspection Revenue
  - Fire Tax
  - VFD Chief's Association updates
  - Strategic Planning Overview
    - Facilities
    - Staffing
    - Equipment



# TOWN OF SHALLOTTE

## PLANNING & ZONING DEPARTMENT

TO: Board of Aldermen  
FROM: Robert Waring, Planning Director  
DATE: February 3, 2026  
RE: Monthly Planning Department Report

This memo & attached reports provide a summary of the Planning & Zoning Dept. in the past month:

1. The Planning Board met on January 13 to review the following:
  - a. TXT 25-35 gravel parking, CB
  - b. The Board’s next meeting is scheduled for February 10.
2. TRC did not meet in January for lack of business:
  - a. The next meeting scheduled for February 19
3. Staff attended the Board’s monthly workshop meeting to review
4. Staff attended the bi-monthly traffic impact analysis meetings with NCDOT
5. Staff attended the November GSATS TCC meeting to discuss the following:
  - a. MTIP Updates
  - b. STIP Updates
  - c. Safety Performance Targets
6. Staff attended a meeting with the County Manager to discuss fire fees & standards
7. Staff has scheduled the first CAT meeting for the Town’s NCRCCP (resiliency) grant
  - a. Staff has received an application from James Murray for the CAT & would ask he be appointed to the committee
8. Staff has received any alternatives for the GSATS/NCDOT adaptive signalization project discussed for Main St.
  - a. Staff will discuss potential design & funding with GSATS & NCDOT
9. Staff met with developers to discuss the following potential projects:
  - a. Palm Bay vested right subdivision, Pigot Rd.
  - b. Expansion to the Creekside Landing PUD (Copas to Village Pt. Rd.)
10. Please forward any zoning or nuisance complaints to Brandon Eaton, Planner, [beaton@townofshallotte.org](mailto:beaton@townofshallotte.org) Phone: (910) 754-4032
11. The Town collected \$91,090 for January 2026
  - a. Fees collected in January 2025 totaled \$42,982

# Permit Report

1/1/2026 - 1/27/2026

Permit #	Parcel Address	Permit Date	Permit Type	Total Fees
4174	418 Laurel Valley Dr	1/27/2026	Building	\$7,136.00
4173	4637 Swimming Ln	1/26/2026	Building	\$7,196.00
4172	24 Fairway Dr	1/26/2026	Building	\$100.00
4171	4924 Main St Unit 8	1/23/2026	Change of Use	\$100.00
4170	124 Country Club Dr	1/22/2026	Building	\$3,124.00
4169	4648 Swimming Ln	1/21/2026	Building	\$8,708.00
4168	4645 Swimming Ln	1/21/2026	Building	\$8,708.00
4167	4642 Swimming Ln	1/21/2026	Building	\$7,196.00
4166	4641 Swimming Ln	1/21/2026	Building	\$8,708.00
4165	130 Shallotte Crossing Pkw. Unit 6	1/20/2026	Sign	\$75.00
4164	600 Summers Walk Rd	1/20/2026	Building	\$32,468.00
4163	1360 Whiteville Rd	1/20/2026	Zoning	\$100.00
4162	4292 Frogie Ln	1/15/2026	Building	\$7,196.00
4161	1395 Ocean Hwy W	1/15/2026	Building	
4160	4812 Main St	1/14/2026	Sign	
4159	110 Shallotte Crossing Pkwy Unit 2	1/8/2026	Sign	\$75.00
4158		1/6/2026	Mobile Food Unit	\$50.00
4157		1/6/2026	Mobile Food Unit	\$50.00
4156	218 Country Club Dr Sw	1/5/2026	Building	\$100.00
				<b>\$91,090.00</b>

Total Records: 19

1/27/2026

**Monthly Code Report (Town of Shallotte, NC) 1/2026**  
**Prepared by Brandon Eaton, CZO, CCEO (Planner II/Code Enforcement)**

**Public Nuisances**

**1. Case Number: PN-24-005 (4450 Main Street)**

**Original Complaint:** Tall grass/junk, etc.\* See also Z-24-007

**Latest Update:** 1/21/26

- *Waiting on potential application for commercial project on property that may eliminate the violation without cost to the Town.*
- *CE preparing for contract abatement of property.*
- *Property owner has still not completed abatement. Code Enforcement has no new word on judgement. Public records show that property was recently arrested and has a court hearing scheduled for December of 2025. Mr. Simmons is out on a secured bond, so CE believes service of judgement information should be able to be accomplished.*
- *BOA addressed the case at their 8/5/25 meeting. Town attorney informed that service has not been made on issued injunction. CE is unaware if service has been made since 8/5/25.*
- *The time allotted for abatement during the judgement has passed without any compliance.*
- *The case was heard by Brunswick County District Court on 5/28/2025.*
- *A judgment was issued in favor of the Town to compel the property owner to comply with the Town's order of abatement and payment of civil penalties issued in the amount of \$20,000 (\$10,000 per parcel in violation).*
- *The property owner has 30 days to comply. After 30 days, the Town may abate the violations in full, charging the property owner for any related expenses.*
- *The Town was awarded attorney fees related to the motion.*

**2. Case Number: PN-24-006 (4479 Main Street)**

**Original Complaint:** Tall grass/junk, etc.\* See also Z-24-008

**Latest Update:** 12/19/25

- *CE preparing for contract abatement of property.*
- *Property owner has still not completed abatement. Code Enforcement has no new word on judgement. Public records show that property owner was recently arrested and has a court hearing scheduled for December of 2025. Mr. Simmons is out on a secured bond, so CE believes service of judgement information should be able to be accomplished.*
- *BOA addressed the case at their 8/5/25 meeting. Town attorney informed that service has not been made on issued injunction. CE is unaware if service has been made since 8/5/25.*
- *The time allotted for abatement during the judgement has passed without any compliance.*
- *The case was heard by Brunswick County District Court on 5/28/2025.*
- *A judgment was issued in favor of the Town to compel the property owner to comply with the Town's order of abatement and payment of civil penalties issued in the amount of \$20,000 (\$10,000 per parcel in violation).*
- *The property owner has 30 days to comply. After 30 days, the Town may abate the violations in full, charging the property owner for any related expenses.*
- *The Town was awarded attorney fees related to the motion.*

**3. Case Number: PN-25-007 (27 Brierwood Rd.)**

**Original Complaint:** Tall grass, debris, dilapidated structure. Surrounding property owners have been maintaining the property as they can.

**Latest Update:** 1/22/26

- Property owner has not continued with potential violation and has complied with all other requests. **Case closed 1/22/26.**
- Property owner reached out to CE to discuss use of the former golf maintenance building as a “personal shed”. As the conversation continued, the property owner alluded to the fact that the shed would actually be used as an accessory entertainment facility to his “Air BnB” that will be operated out of his personal residence in the former clubhouse. CE informed the property owner that such a use would not be residential/short term rental in nature, and instead would be a commercial use needed zoning approval.
- Property owner is working to convert the former clubhouse on the property into a single-family residence (which is permitted in this zoning district). In doing so, violations are being addressed. CE will recheck in two weeks for a follow-up.
- Property owner has installed a wire fence around the former parking area that CE has deemed a safety hazard. The property owner has been informed that corrective measures must take place.
- Property owner has been working to abate violations. Property scheduled for reinspection.
- A new inspection is scheduled for 7/29/2025. Civil penalties will begin if violations remain. An order will also be issued relating to nonresidential violations.
- Violation notice mailed. The owner had until 7/25/25 to abate violations.
- A hearing before the code enforcement officer was scheduled for 7/24/25 relating to nonresidential code violations. The property owner did not show up or reach out to CE.

**4. Case Number: PN-25-008 (98 Wildwood St.)**

**Original Complaint:** Tall grass, debris, downed silt fencing.

**Latest Update:** 1/21/26

- Property owner is working to correct violations. Will monitor.
- CE conducted a site visit. Some violations have been addressed, but more have surfaced since the last visit. Contact is being made with property owner to discuss.
- CE Still working to have the remaining violations abated.
- Some work completed, but abatement still needed. CE is reaching out to property owner.
- Violations have not been abated as required. Final notice being sent to serve as last step before civil penalties.
- NOV mailed. Owner has until 8/6/25 to comply.

**5. Case Number: PN-25-011 (Tryon Rd NW)**

**Original Complaint:** Illegal dumping/junk.

**Latest Update:** 1/21/26

- CE waiting on potential development o remove potential further violations.
- No response received from initial contact. Follow-up inspection and notice scheduled.
- Abatement notice mailed. Owner has until 11/14/25 to make corrections.
- 9/25/25, contact attempted.
- Inspection shows what seems to be a crushed vehicle and other metal junk.

**6. Case Number: PN-25-013 (103 Forest Dr.)**

**Original Complaint:** Tall grass/weeds, potential nuisance structure.

**Latest Update:** 1/27/26

- CE has not received response from property owner. One more attempt will be made to address nuisance issues before violation notice is mailed.
- Courtesy contact made.

**Zoning Violations**

**1. Case Number: Z-24-007**

**Original Complaint:** 4450 Main St. Old junk mobile home that was once used for office, shipping container, nuisances.

**Latest Update:** 1/21/26

- Waiting on potential application for commercial project on property that may eliminate the violation without cost to the Town.
- CE preparing for contract abatement of property.
- Property owner has still not completed abatement. Code Enforcement has no new word on judgement. Public records show that property was recently arrested and has a court hearing scheduled for December of 2025. Mr. Simmons is out on a secured bond, so CE believes service of judgement information should be able to be accomplished.
- BOA addressed the case at their 8/5/25 meeting. Town attorney informed that service has not been made on issued injunction. CE is unaware if service has been made since 8/5/25.
- The time allotted for abatement during the judgement has passed without any compliance.
- The time allotted for abatement during the judgement has passed without any compliance.
- The case was heard by Brunswick County District Court on 5/28/2025.
- A judgment was issued in favor of the Town to compel the property owner to comply with the Town's order of abatement and payment of civil penalties issued in the amount of \$20,000 (\$10,000 per parcel in violation).
- The property owner has 30 days to comply. After 30 days, the Town may abate the violations in full, charging the property owner for any related expenses.
- The Town was awarded attorney fees related to the motion.

**2. Case Number: Z-24-008**

**Original Complaint:** 4479 Main St. Old junk mobile home that was once used for auto sales business. Sign violation. Accessory structure violation and nuisances.

**Latest Update:** 12/19/25

- CE preparing for contract abatement of property.
- Property owner has still not completed abatement. Code Enforcement has no new word on judgement. Public records show that property was recently arrested and has a court hearing scheduled for December of 2025. Mr. Simmons is out on a secured bond, so CE believes service of judgement information should be able to be accomplished.
- BOA addressed the case at their 8/5/25 meeting. Town attorney informed that service has not been made on issued injunction. CE is unaware if service has been made since 8/5/25.
- The time allotted for abatement during the judgement has passed without any compliance.
- The case was heard by Brunswick County District Court on 5/28/2025.
- A judgment was issued in favor of the Town to compel the property owner to comply with the Town's order of abatement and payment of civil penalties issued in the amount of \$20,000 (\$10,000 per parcel in violation).

- The property owner has 30 days to comply. After 30 days, the Town may abate the violations in full, charging the property owner for any related expenses.
- The Town was awarded attorney fees related to the motion.

**3. Case Number: Z-24-009**

**Original Complaint:** Crane business not meeting the conditions of an issued special use permit.

**Latest Update:** 1/27/26

- CE is still waiting on court date and information.
- Property owner has filed an appeal in Superior Court.
- Town Clerk mailed Board Findings to property owner via certified mail
- Board of Adjustment hearing was conducted on 2/27/2025.

**4. Case Number: Z-25-005 (4600 Main Street)**

**Original Complaint:** Illegal signage and potential business operating without zoning approval.

**Latest Update:** 1/19/26

- CE waiting on response from property owner.
- Final notice mailed to property owner on 11/25/2025.
- Business owner reached out to ask for more time. Said that property owner had not given them the notice.
- CE has not had any response to NOV. CE removed sign in ROW.
- Notice issued 5/28/25.
- Inspection conducted on 5/21/25. Business operating without zoning approval.
- CE opened a case and has initiated the inspection and notice process.

**5. Case Number: Z-25-008 (5285 Main St Unit 1)**

**Original Complaint:** Restaurant operating outside of the conditions approved in the initial permit. Business is also preparing food inside a semi-permanent food truck/trailer to serve inside in a seated environment. Illegal signage also installed.

**Latest Update:** 1/23/26

- Tenant complying with ordinance relating to restaurant operation. CE will open a case related to mobile food unit operations if owner commits further violation. **Case closed 1/23/26.**
- The business owner is now operating the food truck around Town without a permit. CE has reached out to inform the owner of the business that he must have a mobile food unit permit to operate in the Town.
- 11/18/25, CE spoke to County Environmental Health. A new business has applied to move into the building. CE will reinspect to determine if violations are removed with change of use on 12/1/2025.
- 10/28/25, courtesy notice mailed to outline ordinance updates. Code Enforcement continues to monitor for compliance.
- 9/26 inspection shows food truck has returned. Parked in no parking area. New notice being mailed to address newly adopted UDO violations.
- The tenant still does not have a valid food truck permit but has not been seen cooking on site to serve in the restaurant. CE has been in communication with the County regarding potential health code violations and is crafting a comprehensive list of violations and necessary abatement requirements, which include revocation of the original permit (which was applied for using incorrect information) and the stipulation that the tenant must apply for a new permit to continue operations as a restaurant. This does **not** permit the tenant to cook and/or prepare food on the food truck and sell inside the restaurant.
- Sign has been removed from ROW as well.

- Property owner reached out on 7/30/25 to ask for a week to try and get the tenant to come into full compliance.
- Notice issued 6/25/25.
- Inspection conducted on 6/18/25.

**6. Case Number: Z-25-015 (1360 Whiteville Rd.)**

**Original Complaint:** Camper being used as a dwelling. Business operating without zoning approval.

**Latest Update:** 1/23/26

- Tenant has received zoning approval for the business. A code case is being created to cover violations on the adjacent sections of the parcel that do not pertain to the original violator. **Case closed 1/23/26.**
- Business owner has been working with CE to bring the property into compliance. An application was received as of 12/29/25 and is under review.
- CE has been attempting to get owner to correct issues, but violations remain. Notice of violation mailed to property owner on 11/24/2025.
- 10/28/25, complainant is subleasing the property to the business owner. CE has given the complainant until 11/4/25 to compel the business owner to comply before CE issues a notice.

**7. Case Number: Z-25-016 (Former Pizza Hut Main St.)**

**Original Complaint:** Food truck business operating without zoning approval.

**Latest Update:** 1/23/26

- Food truck has not been seen. CE will monitor. **Case closed 1/23/26.**
- Brunswick County Health Department reach out to CE to report a food truck operating without a health certificate.
- CE to issue notice to property owner, as food truck is only operating during non-business hours.

**8. Case Number: Z-25-017 (Southeastern Christian Academy)**

**Original Complaint:** Shipping/cargo containers being used as accessory structures.

**Latest Update:** 1/22/26

- Town management reached out to the property owner and has given the owner six months to comply with Town ordinance. CE will check back in six months for compliance.
- Notice of violation drafted to issue on 12/31/25.
- Site inspection conducted on 12/19.

**9. Case Number: Z-26-001 (2950 Frontage Rd.)**

**Original Complaint:** Potential land development without zoning approval.

**Latest Update:** 1/27/26

- The property owner reached out to Town management to state that "NCDOT is using the property for material laydown for the intersection project". CE has requested written information substantiating these claims.

**10. Case Number: Z-26-002 (4540 Main St. - Walmart)**

**Original Complaint:** Shipping containers used as accessory structure.

**Latest Update:** 1/27/26

- Containers are actually being used as storage for Walmart fuel station and expansion projects. **Case closed to CE 1/27/26.**
- NOV issued on 1/15/26.

**11. Case Number: Z-26-003 (422 Village Rd.)**

**Original Complaint:** Former residential structure located in the HB zoning district potentially being used as an event center.

**Latest Update:** 1/22/26

- CE reached out to the owners to inform them that zoning approval would be needed before using the home as commercial property. A site and landscape plan is required. The owners protested to CE, explaining that they were living in the home part time, and were only having guests over. CE will monitor.
- The property owner has been using social media to promote “open houses” to view the home’s renovations and the potential for its use as an event center/AirBnB.

**Vehicles**

**Currently no cases**

# Town of Shallotte Board Interest Form



Section VII, Item 3.

Name: James David Murray

Date: 1/28/2026

Street Address: 2803 Winfree Way SW

Home Phone: N/A

Shallotte, NC 28470

Mobile Phone: (910) 619-4272

Email: jdm0131@yahoo.com

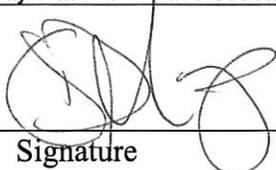
Have you ever served on a municipal board before? No

What type of experience do you have regarding Town government? I have effectively served as a liaison or consultant to various townships for over 20 years in my roles as a Brunswick County employee and of McGill Associates, PA. I have been consulted frequently on matters of general finance/funding, operations & logistics; civil engineering infrastructure planning, funding and installation; Health and Human Services operations, finance and logistics to include (but not limited to) public housing, veterans affairs, public health and social services.

What types of changes would you like to see happen in our community? I would simply like to assist staff in decision making processes to ensure continued adherence to the most effective and efficient use of funds in an attempt to maintain or advance the health, safety, and wellbeing of the residents of the Town of Shallotte.

What areas of concern do you feel Shallotte needs to work on? Infrastructure is always a big point of contention among the residents, part-time residents, and visitors alike. As such, finding ways to expand or improve existing infrastructure through judicious use of Town funds and prospective grant and public assistance funds that may be available. I have prior experience administering Golden Leaf grants and the like.

List your goals and comments regarding the Town of Shallotte: My only goals are to continue to support the Town of Shallotte as best I can (I am a resident of the ETJ, so we are impacted directly by decision making processes), seeking effective and clear communication to achieve goals and would eagerly apply such appropriately service of the Town and its various boards. I believe there is a way to communicate Town decision making in a way that informs and educates residents while maintaining a positive relationship between them and the Town.

  
Signature

1/28/2026  
Date

\_\_\_\_\_  
Mayor/Alderman Date

# Public Works Monthly Report

*January 2026*

To: *Board of Aldermen*

From: *Dan Formyduval, Director of Public Services*

## **Sewer**

- Responded to **14** sewer calls during the day and **7** after hours (**7** of the total were not Town issues).
- Randomly inspected **18** pressure sewer services.
- Conducted **136** Lift Station inspections.
- Repaired and replaced a main line valve on Main St.
- Installed a new main line valve on Village Point Rd.
- Installed two residential pressure services and one commercial.
- Removed root intrusion in Woodsong that was found during routine inspections.
- Repaired on gravity service lateral in River's Edge.
- Located Force Main on Hwy 17 and missing sewer man holes in Rourk Woods and at Garris Evans.
- Spotted utility for the NCDOT project.
- Worked with a developer to ensure new gravity sewer lines were cleaned before being put in service.
- Assisted JP Russ with the sewer utility as it relates to the Mulberry St project.
- Met with In Pipe technologies to discuss installation of hydrogen sulfide control devices.

### **Parks & Streets**

- Have begun prepping Main St. for spring mulching by trimming vegetation and removing old mulch.
- Removed Christmas Decorations.
- Cleaned street drains in Rourk Woods
- Removed old Mulch at Mulberry Park.
- Informed the contractor for the Russ Tract that they must stop using the emergency access entrance to Wildwood. They did not. Since that time damage occurred and we are now seeking to have the contractor repair the damage.

### **Construction & Engineering**

- Responded to **157** NC811 locate tickets.
- Have begun the Mulberry St portion of the Price Landing Project.
- Participated in Quarterly Wastewater Partnership meeting with Brunswick County Public Utilities.
- Witnessed Pressure testing for sewer in Village Point Estates.
- Witnessed the final proof roll for Summers Walk
- Assisted with some punch list items at Price Landing.
- Met with the engineer and builder of the Kayak Launch to insure proper installation.
- Met with Rourk Woods home owner and HOA representative to finalize a drainage repair.
- Met with NCDOT on the R-5857 project.
- Responded to property owner concerns for new development encroachment.

**Fleet Maintenance**

- (4) Oil Changes For PD
- (2) Tire Replacement on Patrol Vehicles
- (2) Tire Replacement on Landscaping vehicles
- Repaired head gasket on T-19
- Replace gas valve at fire training center
- Repair Fire service air compressor.
- Completed up fitting on New Police vehicles
- Begin tune up of landscaping equipment.
- Replaced Hydraulic Hose on Vac Truck



Town of Charlotte Board of Aldermen  
**ACTION AGENDA ITEM**  
2026

**TO:** Board of Aldermen

**ACTION ITEM #:** \_\_\_\_\_

**MEETING DATE:** \_\_\_\_\_

**FROM:** Kirstie White

**DATE SUBMITTED:** \_\_\_\_\_

**ISSUE/ACTION REQUESTED:**

**PUBLIC HEARING:**  YES  NO

Customers have requested an adjustment to their sewer bill due to a leak.

**BACKGROUND/PURPOSE OF REQUEST:**

Minuteman Food Mart 33 (25 Parkview Dr) – Customer had a leak outside and contacted Brunswick County. According to the customer, the county maintenance technician fixed the leak. Usage for the September billing was 311,812 gallons. Customer's average usage is 56,850 gallons. Requesting adjustment to bring the bill down to the customer's average sewer usage. The total bill amount for September was \$5,325.52. The amount of the adjustment would be \$4,421.04, bringing the bills down to \$904.48.

Larry Wilson (2144 Arnold Palmer Dr) - Brunswick County installed a new irrigation meter that is separated from the main (house) meter. Customer is required to connect their irrigation system to this new meter. Customer evidently misunderstood what was necessary and was irrigating, but had not connected the irrigation system to the new meter. Therefore, he was charged sewer on his irrigation usage. Usage for the September billing was 67,802 gallons. Usage for the November billing was be 94,985 gallons. Customer's average usage is 10,890 gallons. Requesting adjustment to bring the bill down to the customer's average sewer usage. The total bill amount for September & November is \$2,497.33. The amount of the adjustment would be \$2,197.03, bringing the bills down to \$300.30.

**FISCAL IMPACT:**

- BUDGET AMENDMENT REQUIRED:**  YES  NO
- CAPITAL PROJECT ORDINANCE REQUIRED:**  YES  NO
- PRE-AUDIT CERTIFICATION REQUIRED:**  YES  NO
- REVIEWED BY DIRECTOR OF FISCAL OPERATIONS**  YES  NO

**CONTRACTS/AGREEMENTS:**

**REVIEWED BY TOWN ATTORNEY:**  YES  NO  N/A

**ADVISORY BOARD RECOMMENDATION:**

**TOWN ADMINISTRATOR'S RECOMMENDATION:** Recommend approval as this is consisted with Town Policy on sewer leaks. – MOG

**FINANCE RECOMMENDATION:**

**ATTACHMENTS:**

1. Minuteman Foodmart #33: Adjustment application, pictures of leak & calculations
2. Wilson, Larry: Adjustment application, payment to plumber & calculations
- 3.

<b><u>ACTION OF THE BOARD OF ALDERMEN</u></b>		
<b>APPROVED:</b> <input type="checkbox"/>	<b>ATTEST:</b>	<b>CLERK TO THE BOARD</b>
<b>DENIED:</b> <input type="checkbox"/>		
<b>DEFERRED UNTIL:</b> _____		
<b>SIGNATURE</b>		
<b>OTHER:</b>		



# Town of Shallotte Adjustment Application

If you have filled a pool from your irrigation meter, there is no need to complete this application.  
If you had a leak, attach a copy of the plumbing repair bill or a copy of the receipts for any parts purchased to repair the leak. There is a chance that if this is not provided, an adjustment may not be granted.

Adjustments **will not** be approved for bills that are higher than normal without proof that a leak has been fixed.

Name: Minuteman Foodmart #33  
Sewer Bill Account Number: 200 2200-97  
Service Address (or Physical Address): 25 Naber Dr.  
Telephone Number: 910-754-6091 Store - for Questions 910-515-4900  
Reason for requesting adjustment (pool fill, water leak from broken pipe outside, etc.):  
Pipe Break at Meter

If filling a pool, what date(s) was the pool filled:  
If filling a pool, how many gallons does your pool hold?  
If this was a leak, what date was the leak fixed? 6-6-25  
If this was a leak, where was the leak located? at the Meter Vault  
Do you have a plumbing repair bill or receipts for parts purchased to repair the leak?  Yes  No  
If no, why are receipts not available? County made the repair while onsite. However they did not slow it in their system  
Scott Gerner Scott Gerner 11-26-25  
Applicant's Signature Date

**The following is for office use only:**

Estimated average consumption: 56,850 gals.  
Estimated average bill amount: \$904.48  
Current consumption: July: 68,400gals. Sept: 311,812gals. Nov: 52,544gals.  
Current bill amount: July: \$1,104.76 Sept: \$5,325.52 Nov: \$  
Notes:

Town Administrator Date

kirstiewhite@atmc.net

**From:** Scott Garner <scottg@campbelloilcompany.com>  
**Sent:** Wednesday, November 26, 2025 11:04 AM  
**To:** kirstiewhite@atmc.net  
**Cc:** Scott Garner  
**Subject:** Sewer Adjustment Request  
**Attachments:** IMG\_2356.jpeg; IMG\_2358.mov; IMG\_8360.jpeg; IMG\_8362.jpeg

Good Morning,  
We have submitted a Sewer Adjustment Request for the Car Wash at Minuteman #33 - 25 Parkview Place due to a water line break at the meter that was found on 6-6-25.  
I have attached pics and video to this email to supplement the application submitted at town hall.  
Please let me know if you have any questions.  
Scott 910-515-4900

**Scott Garner**  
**Minuteman Food Mart | Manager, Facilities and Maintenance**

- 📍 418 Peanut Rd. Elizabethtown, NC 28337
- 📞 910-862-8423
- 📠 910-515-4900
- ✉ scottg@campbelloilcompany.com

**in**   campbelloil.net | minutemanfoodmart.com







kirstiewhite@atmc.net

**From:** Migdalia Towles <migdalia.towles@brunswickcountync.gov>  
**Sent:** Friday, January 9, 2026 11:22 AM  
**To:** kirstiewhite@atmc.net; Adam Redmon; Amanda Killets  
**Cc:** 'Anna Woodard'  
**Subject:** Re: Additional information for adjustment

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Good Morning to all,

I've not received any paperwork in reference to county made repairs while on site. However, I am checking with Stephanie.

Thank you,



**Migdalia Towles | Billing Technician**  
**Brunswick County Utility Billing**  
3769 Old Ocean Hwy | PO Box 469 | Bolivia, NC 28422  
Phone: 910-253-2655 | Fax: 910-253-2669  
Email: migdalia.towles@brunswickcountync.gov  
Website: www.brunswickcountync.gov

E-mail correspondence to and from this address may be subject to the North Carolina Public Records Law and may be disclosed to third parties.

---

**From:** kirstiewhite@atmc.net <kirstiewhite@atmc.net>  
**Sent:** Friday, January 9, 2026 10:49 AM  
**To:** Migdalia Towles <migdalia.towles@brunswickcountync.gov>; Adam Redmon <adam.redmon@brunswickcountync.gov>; Amanda Killets <amanda.killets@brunswickcountync.gov>  
**Cc:** 'Anna Woodard' <awoodard523@atmc.net>  
**Subject:** RE: Additional information for adjustment

---

**CAUTION:** This email originated from outside of Brunswick County Government. Do not click links or open attachments unless you recognize the sender and know the content is safe.

---

Hi,

Did you ever receive a workorder for this one?

Thanks,



Kirstie A White  
Utilities Billing Officer

Mailing Address: PO Box 2287, Shallotte, NC 28459  
Web: www.townofshallotte.org

---

**From:** Migdalia Towles <migdalia.towles@brunswickcountync.gov>  
**Sent:** Wednesday, December 3, 2025 3:18 PM  
**To:** kirstiewhite@atmc.net; Adam Redmon <adam.redmon@brunswickcountync.gov>; Amanda Killets <amanda.killets@brunswickcountync.gov>; Melissa Bryant <melissa.bryant@brunswickcountync.gov>  
**Cc:** Anna Woodard <awoodard523@atmc.net>  
**Subject:** Re: Additional information for adjustment

Good afternoon to all,

I will reach out to the maintenance department since we currently have no record of a water line break at MINUTEMAN FOOD MART 33, located at 25 Parkview Place, Shallotte. Meter number at this location, 99963873 2" size meter. I will keep you informed as I receive more information.

This meter was installed back in 6/02/2025.

Account number- 80881-0

Thank you,



**Migdalia Towles | Billing Technician**  
Brunswick County Utility Billing  
3769 Old Ocean Hwy | PO Box 469 | Bolivia, NC 28422  
Phone: 910-253-2655 | Fax: 910-253-2669  
Email: migdalia.towles@brunswickcountync.gov  
Website: [www.brunswickcountync.gov](http://www.brunswickcountync.gov)

E-mail correspondence to and from this address may be subject to the North Carolina Public Records Law and may be disclosed to third parties.

---

**From:** kirstiewhite@atmc.net <kirstiewhite@atmc.net>  
**Sent:** Wednesday, December 3, 2025 12:21 PM  
**To:** Adam Redmon <adam.redmon@brunswickcountync.gov>; Amanda Killets <amanda.killets@brunswickcountync.gov>; Melissa Bryant <melissa.bryant@brunswickcountync.gov>; Migdalia Towles <migdalia.towles@brunswickcountync.gov>  
**Cc:** Anna Woodard <awoodard523@atmc.net>  
**Subject:** Additional information for adjustment

**CAUTION:** This email originated from outside of Brunswick County Government. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello,

25 Naber Dr (Minuteman Food Mart 33 – Serial# 99963873) – This customer has completed adjustment paperwork due to their high bill. They have pictures of a waterline break near the meter. They wrote down that BCPU made the repair while they were onsite (approximately 6/6/25). Could we possibly get your workorder (or something similar) to present with their adjustment paperwork, please?

**Minuteman Food Mart 33**  
**2002200 97 – 25 Parkview Dr**  
Average usage: 56,850 gallons

Sewer: Regular Rate for avg usage

**September 2025**

<b>Average Usage:</b>	56,850 gallons	Price: \$904.48
<b>Total Sewer Usage:</b>	<u>-311,812 gallons</u>	
<b>Overage:</b>	-254,962 gallons	Consumption Adjustment
	904.48	Sewer Charge for Average Usage
	<u>-5,325.52</u>	Original Sewer Charge
	-4,421.04	Sewer Adjustment

September Adjustment: -4,421.04



Sept: - 876.43  
Nov: - 1000.00

Section VII, Item 4.  
Nov 05 2025  
9:35A

# Town of Shallotte Adjustment Application

If you have filled a pool from your irrigation meter, there is no need to complete this application.  
If you had a leak, attach a copy of the plumbing repair bill or a copy of the receipts for any parts purchased to repair the leak. There is a chance that if this is not provided, an adjustment may not be granted.

Adjustments **will not** be approved for bills that are higher than normal without proof that a leak has been fixed.

Name: Larry Wilson

Sewer Bill Account Number: 350122100093

Service Address (or Physical Address): 2144 Arnold Palmer Dr. Shallotte, NC 28470

Telephone Number: 910-591-9016

Reason for requesting adjustment (pool fill, water leak from broken pipe outside, etc.):

New water meter was installed which runs both the house & irrigation. This bill dated 9-29-25 includes both house & irrigation usage. NO deduction was made off the sewer bill for irrigation usage.

If filling a pool, what date(s) was the pool filled: ←

If filling a pool, how many gallons does your pool hold? 2

If this was a leak, what date was the leak fixed? ←

If this was a leak, where was the leak located? ←

Do you have a plumbing repair bill or receipts for parts purchased to repair the leak?  Yes  No

If no, why are receipts not available? u/c

[Signature]  
Applicant's Signature

Date 11-4-25

### The following is for office use only:

Estimated average consumption: 10,890 gals.

Estimated average bill amount: \$150.15

Current consumption: Sept: 67,802 gals. Nov: 94,985 gals. Jan: 27,422 gals.

Current bill amount: Sept: \$1,026.58 Nov: \$1,470.75 Jan: \$391.40

Notes:

Town Administrator

Date

We have now hooked up the irrigation bypass  
to the deduction meter. This was completed on  
9-23-25. See copy of check.

2:52

84

Section VII, Item 4.

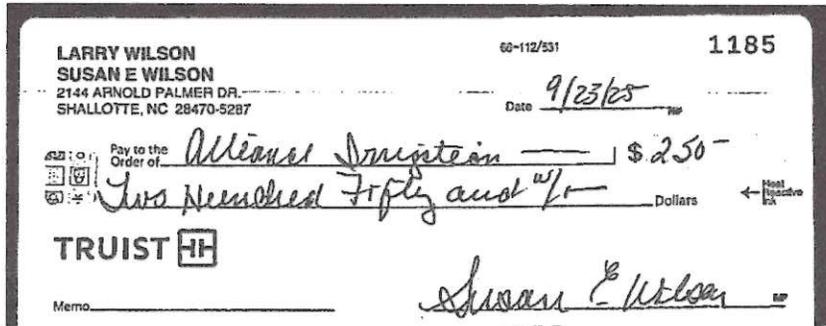


# Check #1185

Front check image

Front

Back



**Wilson, Larry A**  
**35012210 93 – 2144 Arnold Palmer Dr**

Average usage: 10,890 gallons

Sewer: Regular Rate for avg usage

**September 2025**

<b>Average Usage:</b>	10,890 gallons	Price: \$150.15
<b>Total Sewer Usage:</b>	<u>-67,802 gallons</u>	
<b>Overage:</b>	-56,912 gallons	Consumption Adjustment
	150.15	Sewer Charge for Average Usage
	<u>-1,026.58</u>	Original Sewer Charge
	-876.43	Sewer Adjustment

11/14/25  
mailed part. adj. bill;  
adjust. considering next  
bill.

September Adjustment: -876.43

**November 2025**

<b>Average Usage:</b>	10,890 gallons	Price: \$150.15
<b>Total Sewer Usage:</b>	<u>-94,985 gallons</u>	
<b>Overage:</b>	-84,095 gallons	Consumption Adjustment
	150.15	Sewer Charge for Average Usage
	<u>-1,470.75</u>	Original Sewer Charge
	-1,320.60	Sewer Adjustment

November Adjustment: -1,320.60

**Total Adjustment (September & November Bills): -2,197.03**



# Town of Shallotte

## ACTION AGENDA ITEM

2026

TO: Board of Alderman

ACTION ITEM #: \_\_\_\_\_

MEETING DATE: \_\_\_\_\_

FROM: Mimi Gaither, Town Manager  
EXT. #

DATE SUBMITTED: \_\_\_\_\_

**ISSUE/ACTION REQUESTED:** Mr. Dozier is seeking payment for his plumbing bill from repairs.

**PUBLIC HEARING:**  YES  NO

**BACKGROUND/PURPOSE OF REQUEST:** See Mr. Dozier’s attached request. He had to call a plumber on Christmas Eve resulting in a bill of \$543.00. Mr. Dozier did not contact the Town, he states he didn’t know to call us. I told Mr. Dozier that we would not reimburse for the bill and he wanted to appeal to the BOA.

Attached you will see a bill from Coleman Fine Homes and a note both provided from Marion Reynolds on Sept 22, 2025, stating the bill should be put in their name. On our sewer bill you can see the number for the Town Hall and the after-hours number to call for service issues.

**FISCAL IMPACT:**

**BUDGET AMENDMENT REQUIRED:**  YES  NO

**CAPITAL PROJECT ORDINANCE REQUIRED:**  YES  NO

**PRE-AUDIT CERTIFICATION REQUIRED:**  YES  NO

**REVIEWED BY DIRECTOR OF FISCAL OPERATIONS**  YES  NO

**CONTRACTS/AGREEMENTS:**

**REVIEWED BY TOWN ATTORNEY:**  YES  NO  N/A

**PUBLIC WORKS RECOMMENDATION:**

Public works was first notified of an issue at this location on 12/29/25 as contact from the builder. Through conversation with Mr. Dozier it became apparent that the issue had been going on for some time. Further conversation revealed that it was common practice for cooking grease to be disposed of directly down the drain. Clearing and videoing the drain line showed extraordinary amounts of grease build up. We have never observed such build up in a service that has been in use for such a short period of time. Through the inspection it was determined that a coupling could cause solids to build up which could also contribute to the issue. Steps were taken to ensure no further issues would occur until a repair could be made.

Since the first notification on 12/29/25 there have been no reported issues. I believe the Town has completely fulfilled its obligations of service and reimbursement is not warranted.

**TOWN MANAGER’S RECOMMENDATION:**

**FINANCE RECOMMENDATION: N/A**

**ATTACHMENTS:**

- 1.

<b><u>ACTION OF THE BOARD OF ALDERMEN</u></b>		
<b>APPROVED:</b>	<input type="checkbox"/>	<b>ATTEST:                      CLERK TO THE BOARD</b>
<b>DENIED:</b>	<input type="checkbox"/>	
<b>DEFERRED UNTIL:</b>	_____	
	<b>SIGNATURE</b>	
<b>OTHER:</b>		



**TOWN OF SHALLOTTE**  
 PO BOX 2287  
 Shallotte, NC 28459-2287

Town Hall: (910) 754-4032  
 After Hours Sewer Emergency: (910) 233-5693

www.townofshall

Section VII, Item 4.

ACCOUNT NUMBER	SERVICE	
350837000 97	447 LAUREL VALLEY DR	
BILL DATE	DATE DUE	AMOUNT DUE
07/28/2025	09/12/2025	\$192.85

18270293-2215-1 1 1 2215 1 SP 0.780 1



**COLEMAN FINE HOMES**  
 1497 MILITARY CUT OFF RD SUITE 200  
 WILMINGTON NC 28403



**TOWN OF SHALLOTTE**  
 PO BOX 2287  
 SHALLOTTE NC 28459-2287



Please make checks payable to the Town of Shallotte (see back of statement for payment details)

SERVICE LOCATION	PAYMENT ACCOUNT NUMBER		BILLING DATE	
447 LAUREL VALLEY DR	350837000 97		07/28/2025	
SERVICE DESCRIPTION	PREVIOUS READ	CURRENT READ	USAGE	AMOUNT
SEWER IN S01 97516037	36724	50571	13,847	192.85
ACCOUNT NUMBER	PREVIOUS READ DATE	PRESENT READ DATE	DUE DATE	AMOUNT DUE
350837000 97	03/03/2025	05/03/2025	09/12/2025	\$192.85

Office hours are 8:00 am – 5:00 pm Monday through Friday. After hours payment may be placed in the drop box located on the parking lot side of the Town Hall. We also accept Visa, Mastercard and Discover card payments at the Town Hall or online at [www.townofshallotte.org](http://www.townofshallotte.org). If you are interested in having your payment drafted from your checking or savings account, ask us for more information. Bills are considered delinquent if paid after 5:00pm on the stated due date. A late penalty of 10% will be charged and a delinquent notice will follow. There is a \$25.00 service charge for returned checks or bank drafts.

**MESSAGE:**

Examine statement carefully & if not correct, notify our auditor of differences in writing. Thompson, Price, Scott, Adams & Co.,P.A. 1626 S Madison St. Whiteville, NC 28472

Wastewater Annual Report is available at [townofshallotte.org](http://townofshallotte.org) or a copy can be viewed at the Town Hall

Payments can be made by Visa, MasterCard or Discover at [www.townofshallotte.org](http://www.townofshallotte.org)  
 Call (910) 754-4032 for more information.

<b>CUT OFF DATE</b>	10/06/2025
<b>PREVIOUS BALANCE</b>	\$87.18
<b>PREVIOUS PAYMENT</b>	-\$87.18
<b>Current Charges</b>	\$192.85
<b>Total Amount Due</b>	\$192.85
<b>AFTER DUE DATE</b>	\$212.14

**COLEMAN FINE HOMES**  
 1497 MILITARY CUT OFF RD SUITE 200  
 WILMINGTON NC 28403



**Maria O'Sullivan Gaither**

---

**From:** Chuck Dozier <dozierck@yahoo.com>  
**Sent:** Wednesday, January 21, 2026 10:47 AM  
**To:** mgaither@townofshallotte.org; Larry Shapiro  
**Subject:** Sewer Incident

Ms. Gaither,

On Christmas Eve night, approximately 7:00pm we had a sewer backup at our home. We live at 447 Laurel Valley Dr. in Shallotte. Our home is less than a year old, and still under warranty with our builder. We contacted them, that night, but they were not available. We had raw sewage backing up through our shower floor drain in our master bedroom area, when we discovered it. After leaving a message for our builder, we called several plumbing companies around the area, including those with 24 hour availability. After more than an hour of trying to find someone to repair this problem, we found that ARS Rescue, had a technician available in Conway, SC. He came out and discovered that the problem existed on the City's portion of our sewer line. He kept running into a blockage that was approximately 20-30 feet under the street. After several attempts, he broke through the blockage, only to run into another blockage a few feet further, that he could not penetrate. He used his camera to investigate the cause for the blockage, after he managed to get the sewage to drain. He confirmed that there were several issues in the line, including a low (bell) place that was collecting standing sewage that would not continue to drain completely. He could not confirm what it was that was causing the blockage, with his equipment. His camera would not go into the main sewer.

On Monday of the following week, my builder seems to have contacted your office with the complaint. Your people from the town of Shallotte maintenance, came out with their equipment and ran into the same issues that ARS had discovered. At least one of the blockages was under my neighbor's driveway, across the street.

The town crews seem to have corrected the problem, after digging a large hole in the street, and tunneling a ways under my neighbor's driveway, across the street. They replaced a long section of the pipe, and replaced a coupling that was, approximately 5 or 6 feet before the line entered the main sewer connection.

We are seeking reimbursement from the Town of Shallotte, for our expenses for the repairs we incurred from ARS. The amount is \$543, plus interest. The total amount should not exceed \$600. We were unable to hire a company to come in and clean up our home because of the holiday, so we managed to do that part ourselves. Therefore, there will be no charge for that portion.

I will be unable to attend the next scheduled Council meeting, which I understand will review this incident. I will be out of town on that day. Please respond to this correspondence by email and I will contact you upon my return.

Thanks,  
Chuck Dozier  
Homeowner  
447 Laurel Valley Dr.  
Shallotte, NC 28470

9/27/25

~~MA~~  
MARION REYNOLDS  
447 Laurel Valley Dr.  
Charlotte, NC. 28420

We moved to the above address in 1/25 and was unaware that we needed to setup a new sewer account. The bills were going to our builder (Coleman Fine Home). Please establish our account for the above address. I'm including \$20.00 application fee + the balance for the previous invoice.  
Thank you.



# TOWN OF SHALLOTTE

Monthly Financial Dashboard  
FISCAL YEAR ENDING June 30, 2026

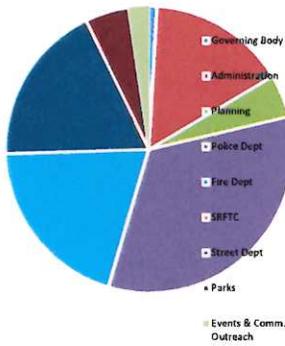
Reporting Period: January 31, 2026

SPECIFIC REVENUE COLLECTIONS AT A GLANCE...			
General Fund	Collected TD	FY Budget	Total Budget
<b>PROPERTY TAX</b>		\$ 3,188,102	\$ 11,083,927
Revs YTD/% Col/% of Budget	\$ 3,559,086	111.64%	28.76%
<b>SALES &amp; USE TAX</b>			
Fiscal Year Budget	\$ 2,004,566		\$ 11,083,927
Revs YTD/% Col/% of Budget	\$ 755,126	37.67%	18.09%
<b>UTILITY FRANCHISE TAX</b>			
Fiscal Year Budget	\$ 471,286		\$ 11,083,927
Revs YTD/% Col/% of Budget	\$ 143,647	30.48%	4.25%
<b>FIRE FEES</b>			
Fiscal Year Budget	\$ 1,082,431		\$ 11,083,927
Revs YTD/% Col/% of Budget	\$ 953,028	88.05%	9.77%
<b>OTHER REVENUES</b>			
Fiscal Year Budget	\$ 4,337,542		\$ 11,083,927
Revs YTD/% Col/% of Budget	\$ 1,608,735	37.09%	39.13%
<b>Enterprise Fund</b>			
<b>OTHER REVENUES</b>		\$ 4,940,224	\$ 7,650,109
Revs YTD/% Col/% of Budget	\$ 3,270,160	66.19%	64.58%
<b>SYSTEM DEV FEES</b>		\$ 300,000	\$ 7,650,109
Revs YTD/% Col/% of Budget	\$ 583,964	194.65%	3.92%
Revs YTD/% Col/% of Budget	\$ -	0.00%	0.00%
<b>SEWER CHARGES</b>		\$ 2,409,885	\$ 7,650,109
Revs YTD/% Col/% of Budget	\$ 1,474,299	61.18%	31.50%
<b>FUND TOTALS</b>			<b>90% of Budget</b>
<b>General Fund</b>		\$ 11,083,927	\$ 9,975,534
Revenues FYTD	\$ 7,019,622	63%	
<b>Enterprise Fund</b>		\$ 7,650,109	\$ 6,885,098
Revenues FYTD	\$ 5,328,423	70%	

EXPENDITURES AT A GLANCE...			
GENERAL FUND	Fiscal Year		YTD Expenses
DEPARTMENTS	25/26 Budget	Current FY	Current FYTD%
Governing Body	\$ 100,820	\$ 46,863	46.48%
Administration	1,720,059	1,182,362	68.74%
Planning	535,281	310,526	58.01%
Police Dept	3,687,413	2,333,276	63.28%
Fire Dept	2,205,537	1,273,500	57.74%
SRFTC	8,039	3,583	44.57%
Street Dept	2,023,650	922,546	45.59%
Parks	543,898	248,088	45.61%
Events & Comm. Outreach	259,230	139,325	53.75%
	\$ 11,083,927	\$ 6,460,070	58.28%
<b>Fiscal Year Budget</b>	\$ 11,083,927	\$ 6,460,070	
Unspent Budget Remaining	\$ 4,623,857	41.72%	
<b>ENTERPRISE FUND</b>	Fiscal Year		YTD Expenses
DEPARTMENTS	25/26 Budget	Current FY	Current FYTD%
Sewer Department	\$ 7,650,109	\$ 5,004,144	65.41%
	\$ 7,650,109	\$ 5,004,144	65.41%
<b>Fiscal Year Budget</b>	\$ 7,650,109	\$ 5,004,144	
Unspent Budget Remaining	\$ 2,645,965	34.59%	

OUR CASH AND INVESTMENTS			
Balances on Jan 27, 2026 in whole dollars - Bold - As of 12.31.25			
CASH & INVESTMENTS BY FUND			
GENERAL FUND	June 2025	Jan 2026	
General Fund	\$ 967,876	\$ 1,437,013	
NCCMT	9,222,400	9,976,665	
General Fund Savings	49,619	25,007	
<b>TOTAL GENERAL FUND</b>	<b>\$ 10,239,895</b>	<b>\$ 11,438,685</b>	
ENTERPRISE FUNDS	June 2025	Jan 2026	
Sewer Fund	\$ 1,069,349	\$ 1,535,439	
NCCMT	3,862,465	4,205,580	
Sewer Fund Savings	86,636	25,008	
<b>TOTAL OTHER FUNDS</b>	<b>\$ 5,018,450</b>	<b>\$ 5,766,027</b>	
Special Revenue Fund	\$ 100	\$ 100	
Police Evidence Acct	313	119	
Capital Project Acct	1,861,172	680,465	
<b>TOTAL CASH &amp; INVESTMENTS TOWN-WIDE</b>			
	<b>June 2025</b>	<b>Jan 2026</b>	
<b>ALL FUNDS</b>	<b>\$ 17,119,930</b>	<b>\$ 17,885,396</b>	

General Fund



Capital Project - Riverfront Project			
CP Expenditures	FY Budget	Current Exp	
Mulberry Park	\$ 1,662,873.00	\$ 756,401.54	
Riverwalk II	\$ 1,132,300.20	\$ 363,398.96	
Professional Svc	\$ 170,178.95	\$ 4,700.00	
Price Landing Cap	\$ 2,500,000.00	\$ 2,500,000.00	
New Town Hall	\$ 17,494,785.00	\$ 455,800.47	
Cheers St Parking	\$ 337,396.00	\$ -	
		\$ -	
<b>Total</b>	<b>\$23,297,533.15</b>	<b>\$4,080,300.97</b>	
CP Revenues	FY Budget	Current Rev	
App Fund Balance	\$ 250,000.00	\$ -	
Transfer from GF	\$ 2,982,177.16	\$ 712,202.01	
Grant-Riverwalk	\$ 250,000.00	\$ -	
SCIF Grant-Riverw	\$ 815,355.99	\$ 368,098.96	
SCIF Grant-Mulb	\$ 3,000,000.00	\$ 3,000,000.00	
USDA Loan	\$ 16,000,000.00	\$ -	
<b>Total</b>	<b>\$23,297,533.15</b>	<b>\$4,080,300.97</b>	

Capital Project



Cash:	January-25	January-26	Difference
General Fund	\$ 11,896,767	\$ 11,438,685	
Sewer Fund	5,254,352	5,766,027	
Special Revenue Fd	100	100	
Police Evidence Acct	313	119	
Capital Account	2,714,094	680,465	
	<b>\$ 19,865,626</b>	<b>\$ 17,885,396</b>	<b>(1,980,230)</b>
Receipts for Jan 26:			
Oct 2025 Sales Tax	170,542.94		
3rd Qtr Fire Fees	318,508.98		
Jan 1-15 26 Town Taxes	405,899.65		
Dec 25 NCDMV Taxes	29,373.47		
Dec 25 Town Taxes	913,683.01		

NCCMT Interest Rate May 25	4.28%
NCCMT Interest Rate June 25	4.14%
NCCMT Interest Rate July 25	4.30%
NCCMT Interest Rate August 25	4.30%
NCCMT Interest Rate September 25	4.11%
NCCMT Interest Rate October 25	4.13%
NCCMT Interest Rate November 25	3.85%
NCCMT Interest Rate December 25	3.82%



# Town Of Shallotte

## Expenditure Statement : 2025 - 2026

### for Accounting Period 1/31/2026

GENERAL FUND	Dept #	Department	Approp Amount	Activity this Period	Expenditure YTD	Encumbrance YTD	Unencumbered Balance	% Exp. & Enc.
	4100	Governing Body	\$100,820.00	\$46,841.13	\$46,841.13	\$21.99	\$53,956.88	46.48
	4200	Administration	\$1,720,058.85	\$1,178,925.84	\$1,178,925.84	\$3,436.19	\$537,696.82	68.74
	4300	Planning Department	\$535,281.04	\$310,525.72	\$310,525.72	\$0.00	\$224,755.32	58.01
	4400	Events & Community Outreach	\$259,230.00	\$138,969.12	\$138,969.12	\$356.32	\$119,904.56	53.75
	5100	Police	\$3,687,412.97	\$2,325,557.24	\$2,325,557.24	\$7,718.85	\$1,354,136.88	63.28
	5300	Fire	\$2,205,537.31	\$1,291,252.62	\$1,291,252.62	(\$17,753.01)	\$932,037.70	57.74
	5400	SRFTC	\$8,038.87	\$3,424.92	\$3,424.92	\$158.13	\$4,455.82	44.57
	5600	Streets	\$2,023,650.00	\$882,704.03	\$882,704.03	\$39,842.18	\$1,101,103.79	45.59
	5700	Parks	\$543,898.00	\$284,540.39	\$284,540.39	(\$36,451.94)	\$295,809.55	45.61
<b>Total Fund</b>		<b>GENERAL FUND</b>	<b>\$11,083,927.04</b>	<b>\$6,462,741.01</b>	<b>\$6,462,741.01</b>	<b>(\$2,671.29)</b>	<b>\$4,623,857.32</b>	<b>58.28</b>



**Town Of Shallotte**  
**Expenditure Statement : 2025 - 2026**  
**for Accounting Period 1/31/2026**

<b>ENTERPRISE FUND</b>		Approp Amount	Activity this Period	Expenditure YTD	Encumbrance YTD	Unencumbered Balance	% Exp. & Enc.
Dept #	Department						
8200	Sewer	\$7,650,108.92	\$4,881,693.21	\$4,881,693.21	\$122,450.66	\$2,645,965.05	65.41
	<b>Total Fund</b>	\$7,650,108.92	\$4,881,693.21	\$4,881,693.21	\$122,450.66	\$2,645,965.05	65.41
	<b>Grand Total</b>	\$18,734,035.96	\$11,344,434.22	\$11,344,434.22	\$119,779.37	\$7,269,822.37	61.19



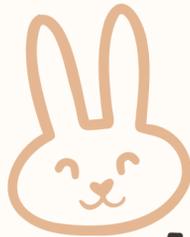
## February Board Report

January was focused on planning and preparation across the department.

- **Concert Series:** The summer concert lineup is nearly finalized, with **11 bands** scheduled from **July 2 through September 10**.
- **Market-Fests:** Monthly markets will begin in **March**. Sheila has done an excellent job adding **monthly themes, children's activities, and live music** to enhance each event.
- **Event Planning & Marketing:** Ongoing work includes scheduling, preparing marketing materials, and coordinating promotions for upcoming events.
- **Board Retreat Preparation:** With the Board Retreat scheduled for March, the department is preparing reports, PowerPoint presentations, and budget materials.
- **Community Engagement:** Staff attended the **Chamber of Commerce Annual Event** to share updates on current and upcoming projects in Shallotte.
- **Safety Committee:** Participated in a Safety Committee meeting to review emergency incidents and response efforts as a whole.
- **Department Updates:** Continued internal updates including departmental files, the Welcome to Shallotte packet, PIO materials, and website content.
- **Looking Ahead:** Spring activities will include **Career Days, Market-Fests, the Easter Event**, and finalizing the **summer and fall event schedules**.

HOP ON OVER FOR OUR  
*Easter Egg hunt*

with Town of Shallotte &  
Brunswick County Parks &  
Recreation



*Saturday, March 28*  
*9am*  
(hunt starts 9am)

DIFFERENT FIELDS TO  
ACCOMMODATE DIFFERENT  
AGE GROUPS

PICTURES WITH THE BUNNY

*Mulberry Park*  
*123 Mulberry St. Shallotte*



TOWN OF

# SHALLOTTE *North Carolina*

Section VII, Item 6.

## *Market - Fest Upcoming Events*

All Fest ~ Markets will be held at the Shallotte Riverwalk



**Founders Day Fest~ Market**

**March 7, 2026**

**9:00AM ~ 2:00PM**



**Spring Daze Fest ~ Market**

**April 11, 2026**

**9:00AM ~ 2:00PM**



**May Days on the Riverwalk**

**May 16, 2026**

**9:00AM ~ 2:00PM**



**Home Town Summer Fest**

**June 13, 2026**

**9:00AM ~ 2:00PM**



**Harvest Fest ~Market**

**September 19, 2026**

**9:00AM ~ 2:00PM**



**Harvest to Holiday  
Fest ~ Market**

**November 14, 2026**

**9:00AM ~ 2:00PM**



**Holiday Fest  
Kringle Market**

**December 19, 2026**

**9:00AM ~ 2:00PM**

**LIVE Music Kids Craft Corner and other SPECIAL events each month.**



# February

# 2026

Community Garden Newsletter

## February Gardening To-Do List

### 1. Prep Your Garden Beds

- Clean out dead plants and debris from winter.
- Add compost or aged manure to enrich the soil.
- Turn soil on warm, dry days (avoid when wet to prevent compaction).

### Pro Tip for February

This is the planning month—sketch out your garden layout, order seeds, and get tools sharpened before the busy spring rush!

Dear Garden Friends,

As February settles in, our garden is quietly preparing for the busy season ahead. This is the perfect time to refresh beds, start seeds indoors, and plan for spring planting. A little preparation now will make all the difference in the months to come.

Thank you for your continued care, patience, and love for the community garden. I'm excited to see everything grow alongside you this season!

Warmly, Sheila





---

---

**MEMORANDUM**

---

---

**TO:** BOARD OF ALDERMEN  
**FROM:** MIMI GAITHER, TOWN MANAGER  
**SUBJECT:** MANAGER'S REPORT - NOVEMBER 2025 MEETING  
**DATE:** 1.28.26

---

- Review Price Landing re new paving company 1.5.26
- Phone call with Matt Bouchard re Samet Contract 1.6.26
- BOA Meeting – 1.6.26
- Grant paperwork for quarterly reporting.
- SAMS requirements on website 1.7.26
- Worked on retreat paperwork and sent to BOA 1.9.26
- Budget review data – prep info for workshop 1.12 – 1.14.26
- Worked on exemption listing on builders, homeowners and subsidized housing 1.15.26
- TH Closed 1.19.26
- BOA workshop with Creech, Samet and BOA 1.20.26
- Review staff documents and post workshop discussions 1.22.26
- County weather briefing 1.22.26
- Retreat preparation and County weather briefing 1.23.26
- County weather briefings on the weekend 1.24.26 and 1.25.26
- Meeting with County and municipal managers 1.26.26
- Phone conference USDA and Matt Bouchard – final comments on Samet contract.
- USDA paperwork 1.28.29

- Staff Meeting, Safety committee meeting and County weather briefing 1.29.26
- Retirement Party for Adam Stanley 1.30.26

**Project Update – Price Landing**

No changes from the update email of 12.23.25 other than some minor landscaping. Hopefully we will have McGill’s report and more information by the BOA Tuesday.

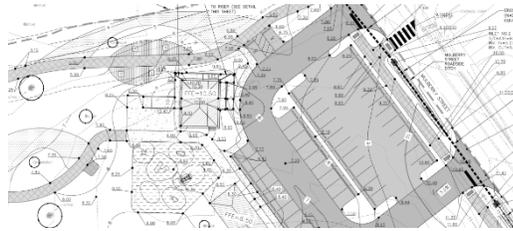
**Fire Fee Update**

Some of the municipal managers met with County Manager, Steve Stone, and his staff on 1.26.26. They gave us a portion of the contract that was sent to the nonprofit departments regarding standards. They said they will be sending out contract to the municipal departments that will include the same standards. This contract will be for the portion of our fire district that doesn’t lie in the corporate limits. It is necessary to apply for the supplemental funds being distributed by the County (not the fire fees). Municipal departments can request the additional funds and will have to show how the additional funds would be for the benefit of the unincorporated portions of the fire district. He also stated that none of the municipal departments have any issues with the standards. I will advise when we receive the contract.

**Town Hall Complex**

The BOA conducted a workshop with Creech and Samet outlining steps that had been taken. Town Staff gave a presentation on the financial side. The BOA agreed to proceed with the project and review the contract at the BOA meeting in February.

**Workshop scheduled for February 17 at 5:15.**



**MONTHLY  
JOB REPORT**  
January 2026  
1/28/2025

Project Number: 22.07019  
Town of Shallotte Project # 8/07/2024  
Project Owner: Town of Shallotte  
Project Name: Price Landing Park

Contractor: Cinderella Partners (or “Cinderella” herein)

Contract Amount: \$3,070,099.60  
No. of Contract Modifications: 6  
Revised Contract Amount: \$3,078,517.87

NTP: 8/07/2024  
Original Contract Time: 211 Calendar Days to Substantial Completion  
225 Calendar Days to Final Completion

Contract Time Remaining: 0 Calendar Days to Final Completion  
Completion Date (Substantial): 5/29/2025 (CO #4)  
Completion Date (Final): 6/13/2025 (CO #4)  
Liquidated Damages \$500 Per Calendar Day after Substantial Completion  
\$500 Per Calendar Day after Final Completion

**Contractor’s Schedule**

- Contractor had been granted a time extension to June 13, 2025, for final completion. As of this date the project is not complete, and the Contractor has not been granted any further time extensions. The latest updated schedule submitted by the Contractor has a final completion date of November 28, 2025. A copy has been attached.
- As a result of the Section 3.1 meeting that was held between the Owner, McGill, Contractor and Contractor’s Surety Company the Contractor was advised that the Substantial Completion date has been set at December 5, 2025, and the Final Completion date is December 19, 2025. Contractor has not met either date.

**Construction Activities – Past 30 Days**

- Due to poor subgrade soil conditions in the North Parking Lot Owner directed Contractor to put all work related to the North Parking Lot on hold until further notice.
- Restroom structure completed. Contractor needs to get final inspections and Certificate of Occupancy from Brunswick County.
- Picnic Pavilion complete. Contractor needs to get final inspection and Certificate of Occupancy from Brunswick County.

- South boardwalk construction complete. Contractor needs to get final inspection and Certificate of Occupancy from Brunswick County.
- South Parking Lot paving and walking trail are complete.
- Landscape beds have been planted, and irrigation piping has been installed but not tested as of this date.

**Construction Activities – Remaining**

- Complete irrigation testing
- Complete all thermoplastic parking stall and fire lane striping
- Complete water service testing
- Coordinate energizing electric service to the site with BEMC
- Provide all submittals and testing reports for products being used
- Obtain Certificate of Occupancy for Restroom, Picnic Pavilion, South Boardwalk (including Pavilion) and overall site
- Provide as-built survey of complete site
- Provide all required Close Out documents
- Finalize change order credit for North Parking Lot deletion

However, completion of the above items does not relieve the Contractor of his contractual responsibilities to complete items inadvertently omitted from this list. A punch list will be developed and provided to the contractor when the Contractor applies for Substantial Completion.

**Submittals**

- None outstanding by Engineer

**Request for Information**

- None outstanding by Engineer

**Request for Proposals**

- No requests for proposal have been initiated

**Proposals Received**

- No proposals received

**Change Orders Billed Against Owner’s Contingency**

- CO #1 – Water Connection Changes (Brunswick County) – \$9,980.00
- CO #2 – Overage on Excavation / Unsuitable Soils – \$9,992.24.
- CO #3 – Drainage revisions (ECS) for North Parking Lot – \$21,333.76
- CO #5 – Restroom Roof Material & Circuit for Grinder Pump - \$9,012.50 (\$3,686.24 toward contingency; \$5,326.26 added to contract)

- CO #6 – 30 LF of Trench Drain - \$3,092.01 added to contract

**Change Orders to Contract**

- CO #1 – Water Connection Changes (Brunswick County) – 5 Days
- CO #2 – Overage on Excavation / Unsuitable Soils – 5 Days
- CO #3 – Drainage revisions (ECS) for North Parking Lot – 7 Days
- CO #4 – Final Completion Extension to June 13, 2025.
- CO #5 – Restroom Roof Material and Circuit for Grinder Pump - \$5,326.26 added to contract
- CO #6 – 30 LF of Trench Drain - \$3092.01 added to contract
- CO #7 – Credit for changing the lighting at the boardwalk to low voltage – \$4,600.00 deleted from contract
- CO #8 – Credit for not painting the PVC pipes - \$200.10 deleted from contract

**Change Orders Rejected**

- None pending

**General Discussion**

- All parking lot striping is specified to be thermoplastic pavement markings. Due to temperature constraints the thermoplastic pavement markings cannot be applied between December 15<sup>th</sup> and the following March 16<sup>th</sup> as per NCDOT specifications. Therefore, the contract completion will be March 2026. The warranty period will begin at the date of Final Completion and acceptance by the Town.
- All of the Structural Engineer’s punch list items have been completed on the South Boardwalk except final approval of the hog slat repair material. The information regarding the minimum 28 day compressive strength of the material was not available from the material supplier. In lieu of providing the information the Contractor has agreed to provide a one (1) year extension to their warranty bond to cover any repairs if needed to the material. This resolution was acceptable to the Structural Engineer.

**Contractor Action Items**

- See Construction Activities remaining section above.

**Engineer and Subcontractor Action Items**

- McGill continues to review documents from the contractor as they arrive.

**Owner Action Items**

- None Pending

**Material Stored on Site**

- None

**Engineer's Observations**

- Contractor is actively working to finalize all project components.
- Contractor is maintaining all erosion control measures.
- Schedule for substantial completion was 5/29/25 and it was not met, which will result in liquidated damages of \$500/day until such a time that substantial completion is achieved. As of this date contractor is 244 days past the substantial completion date.

**Next Monthly Job Report:**

- February, 2026

**End of Monthly Job Report**



### SCOPE OF ADDITIONAL SERVICES

McGill Associates (Engineer) will provide the Town of Shallotte (Owner) with additional consulting services related to the agreement dated July 7, 2022, for Price Landing Park. The additional services are for continued Construction Administration of the project.

### BASIS OF COMPENSATION

The Owner shall pay the Engineer an **Hourly Fee, Not-to-Exceed \$12,000** for the above additional services through March 31, 2026, per the attached Standard Hourly Rate and Fee Schedule. This projected not-to-exceed estimate is based on the assumption of project closeout by the end of March 2026.

OWNER:

ENGINEER:

By: \_\_\_\_\_

By: Michael A. Post

Title: \_\_\_\_\_

Title: Principal/Shallotte Office Manager

Date Signed: \_\_\_\_\_

Date Signed: January 29, 2026

## STANDARD HOURLY RATE AND FEE SCHEDULE

July 2025

<b>PROFESSIONAL FEES</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>
Senior Principal	\$335			
Principal – Regional Manager – Director	\$280	\$290	\$310	\$325
Practice Area Lead	\$245	\$275	\$300	\$310
Senior Project Manager	\$245	\$270	\$295	\$305
Senior Engineer	\$245	\$270	\$295	\$305
Project Manager	\$215	\$235	\$250	\$260
Senior Project Engineer	\$215	\$235	\$250	\$260
Project Engineer	\$175	\$190	\$200	\$210
Engineering Associate	\$150	\$160	\$165	\$170
Planner- Consultant – Designer	\$150	\$170	\$190	\$210
Engineering Technician	\$135	\$150	\$165	\$175
CAD Operator – GIS Analyst	\$115	\$125	\$140	\$150
Construction Services Manager	\$200	\$210	\$215	\$235
Construction Administrator	\$150	\$165	\$175	\$190
Construction Field Representative	\$125	\$135	\$150	\$160
Project Administrator	\$115	\$135	\$140	\$160
Funding-Financial Service-Manager	\$230	\$245	\$255	\$265
Grant Administrator	\$140	\$160	\$170	\$180
Environmental Specialist	\$120	\$130	\$135	\$140
Administrative Assistant	\$95	\$105	\$115	\$130
Survey Party Chief	\$115	\$130	\$145	\$165
Survey Field Technician	\$100	\$105	\$110	\$115

**EXPENSES**

- a. Mileage - \$.75/mile
- b. Flow Monitoring Equipment: Pressure Flow Meter - \$400/wk.; Gravity Flow Meter - \$1,000/deployment
- c. Robotics/GPS Equipment - \$35/hr.
- d. Aquatic Surveying Equipment – Vessel - \$250/day
- e. Telephone, reproduction, postage, lodging, and other incidentals shall be a direct charge per receipt.

**ASSOCIATED SERVICES**

- a. Associated services required by the project such as soil analysis, materials testing, etc., shall be at cost plus fifteen (15) percent.

## Town of Shallotte Mayor Report

**To:** Board of Aldermen  
**From:** Art Dornfeld Mayor  
**cc:**  
**Date:** 3 February 2026  
**Re:** Mayor report for January 2026

---

- January 14 – 10 am Brunswick County Veterans coalition meeting
- January 15- Local Emergency Planning Committee meeting
- January 16- meeting with Brad Ferguson and new pastor for new beginnings church
- January 17- Guest speaker for Shallotte Lions club
- January 19 Attended Martin Luther King Jr event at Camp United Methodist church
- January 22-23 – Attended 2-day class UNC Wilmington school of Government
- January 23- call with Senator Rabon about possible storm
- January 30- Attended Retirement for Police Chief Adam Stanley

# Joint Regional Statement Wilmington Harbor 403 Project

North Carolina Congressional Delegation

Governor, North Carolina

North Carolina General Assembly

US Army Corps of Engineers

North Carolina Department of Environmental Quality

North Carolina State Ports Authority

Brunswick County Legislative Delegation

As municipalities and stewards of taxpayer, cultural and environmental resources in the Lower Cape Fear region, we have come together to express our shared concerns regarding the U.S. Army Corps of Engineers' recently released Draft Environmental Impact Statement ("DEIS"), dated September 12, 2025, for the proposal to deepen and widen the Cape Fear River channel from the ocean to the Wilmington Harbor (the "Wilmington Harbor Project").

While each of our communities may experience different localized impacts, we are united in calling upon the Corps, the Ports Authority (as Project Sponsor), and the State of North Carolina to ensure that prior to advancing the deepening project to the Final Environmental Impact phase, **an updated Economic Assessment be conducted reflecting 2025 volumes and ocean carrier profiles for the Port of Wilmington, focusing on container activity.**

Our concerns regarding the feasibility of this project must be addressed before additional studies attempt to identify an adaptive management plan and ongoing monitoring. We believe the impacts of this proposed project cannot adequately or successfully be mitigated given existing challenges in the Cape Fear River and surrounding communities.

The specific economic factors raising red flags include:

- The extremely slim margin of feasibility with a Benefit to Cost Ratio (BCR) of 1.3;
- The Office of Management and Budget BCR threshold of 2.5 to qualify for federal funding;
- Ocean Carrier Services highlighted in the Economic Assessment as justification for the deepening stopped calling Wilmington in May 2025;
- Ocean Carrier Alliances have realigned and are inaccurate in the Corps study; and
- The Operations & Maintenance dollars used in the annual cost equation seem low given the \$18 Million contract just awarded for maintenance dredging.

We are aware that the Corps will be required to update the BCR during the Pre-Construction Engineering and Design phase (when other costs excluded from this current cost estimate are included such as real estate acquisition, mitigation and ongoing monitoring) but the current state of play with escalating project costs and lower volumes at the NC Ports Authority, demand this should be updated now. It is minimal effort to do so and is the responsible path for the Corps of Engineers.

A 47-Foot Project is a last generation deepening project as surrounding Top 10 containers are either deeper or have already achieved this proposed depth; and are currently seeking deepening.

We must ask ourselves, Is North Carolina prepared to pay the entire cost of the project if federal dollars don't materialize?

Our citizens deserve the ability to evaluate this project on clear and accurate economic data. It is premature to attempt to address the tremendously negative environmental impacts of deepening to 47-Feet without confirmation the project has a positive benefit to cost ratio that merits federal funding.

Any future studies, **should they be warranted after a thorough, timely economic assessment**, must address a comprehensive, long-term, and fully funded Adaptive Management and Monitoring plan.

The DEIS not only lacks accurate economic data, it also fails to identify detrimental impacts to shorelines along the twenty-eight miles of the Cape Fear River, and proposes only two mitigation measures with the approximate cost of \$60 million, with no monitoring plan proposed beyond evaluating the effectiveness of these two limited actions.

By comparison, when the Savannah Harbor was deepened, that project cost approximately \$900 million, of which \$500 million was dedicated specifically to mitigation and ten years of post-construction monitoring. The Wilmington Harbor DEIS contains no comparable commitments.

We emphasize that the Lower Cape Fear functions as a single coastal system, and the strength of our shared regional economy depends on the health of our surrounding environment. What happens to the channel impacts every community.

We support responsible maritime infrastructure that strengthens our state's economy. But we cannot accept a project that lacks accurate economic data to determine feasibility and ignores the long-term financial commitment to provide environmental safeguards necessary to protect our shorelines, habitats, riverfronts, infrastructure, and citizens.

**Through this Joint Regional Statement, we affirm our unified commitment to stewardship, resilience, and the responsible management of the Lower Cape Fear and our taxpayer resources—today and for generations to come.**

Introduced at a Regular Meeting of the Town of Shallotte Board of Aldermen on February 3, 2026, and approved at a Regular Meeting of the Town of Shallotte Board of Aldermen on February 3, 2026.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk

**SHALLOTTE BOARD OF ALDERMEN**  
**REGULAR MEETING**  
**January 6, 2026**  
**5:15 P.M.**

The Shallotte Board of Aldermen met for a regular meeting on January 6, 2026 at 5:15 p.m. in the meeting chambers located at 110 Cheers Street with Mayor Art Dornfeld presiding.

Aldermen present: Gene Vasile, Bobby Williamson, Larry Harrelson, Jimmy Bellamy and Karmen Custer (5:18)

Staff present: Mimi Gaither, Robert Waring, Brandon Eaton, Natalie Goins, Isaac Norris, Adam Stanley, Paul Dunwell, Dan Formyduval and Attorney Laura Thompson

**I. CALL TO ORDER**

Mayor Dornfeld called the meeting to order. A motion was made by Jimmy Bellamy seconded by Gene Vasile to open the meeting. Motion carried 4 yes 0 no.

**II. INVOCATION & PLEDGE**

Katherine Moore gave the Invocation followed by the Board and audience reciting the Pledge of Allegiance.

**III. CONFLICT OF INTEREST**

Mayor Dornfeld asked if any member of the Board had a conflict of interest or the appearance of a conflict of interest with regard to any item on the agenda. None identified.

**IV. AGENDA AMENDMENTS & APPROVAL OF AGENDA**

A motion was made by Gene Vasile seconded by Karmen Custer to approve the agenda with the following amendments:

- Add Item A. ABC Board Request under 7. Administration.

Motion carried 5 yes 0 no.

**V. PUBLIC COMMENTS**

Representative Frank Iler addressed the board, emphasizing the importance of early voting and primary elections. He provided information about the upcoming election dates: early voting from February 12-28, with Election Day on March 3. He shared information about five early voting locations in the area, noting that voter ID requirements would be in effect.

Dean Saffos, a resident who has lived in the area for 20 years, spoke about his appreciation for the Town's first responders. He expressed support for a new town hall, police station, and fire station, noting that while these would be expensive budget items, costs would only increase if delayed.

**VI. DEPARTMENT REPORTS**

- 1. Police  
Police Chief Adam Stanley introduced Jeremy Dixon to the Board. Mr. Dixon, currently Police Chief of Holden Beach, will assume Chief Stanley’s position in March.
  
- 2. Fire
  
- 3. Planning  
Planning Director Robert Waring reported that three applicants had expressed interest in the Resilient Coastal Communities Program CAT team. A motion was made by Gene Vasile seconded by Karmen Custer to approve appointment of Michael Norton, Eugene Cartrette and Julie Jurusz to the Community Action Team, while still seeking additional members. Motion carried 5 yes 0 no.
  
- 4. Public Utilities  
Public Services Director Dan Formyduval requested that Board members review the maps provided at a previous meeting, which identify prospective areas for future sewer development, in preparation for discussion at the January 20, 2026 meeting.
  
- 5. Finance
  
- 6. Media & Events
  
- 7. Administration
  - A. ABC Board Request  
A motion was made by Jimmy Bellamy seconded by Gene Vasile to approve increasing the ABC Board Chairman’s monthly compensation from \$125 to \$150 and ABC Board members' monthly compensation from \$100 to \$125. Motion carried 5 yes 0 no.

**VII. CONSENT AGENDA**

A motion was made by Larry Harrelson seconded by Gene Vasile to approve the following consent agenda items:

- A. December 2, 2025 Regular Meeting Minutes
- B. Summers Walk Phase II Performance Guarantee – Sidewalks

Motion carried 5 yes 0 no.

**VIII. PUBLIC HEARINGS**

**1. TXT 25-35 (Roof Signage)**

- 1. A motion was made by Jimmy Bellamy seconded by Bobby Williamson to open the public hearing. Motion carried 5 yes 0 no.

Town Planner Brandon Eaton presented the text amendment regarding roof signage, explaining that it would update ordinance language to allow rooftop signage on commercial structures in the central business zoning district. He noted that this was a citizen-initiated amendment (Exhibit A), though staff had proposed alternative language (Exhibit B) with supplemental standards.

2. Public Comments/Questions

Barrett McMullan of McMullan Partners spoke as the citizen who initiated the amendment. He presented himself as an advocate for small businesses in the community and expressed disappointment with the Planning Board's response to his proposal. He explained that the amendment aimed to address visibility challenges for properties set back from Main Street, specifically mentioning his restaurant "Smoke'd" which had closed despite positive reviews due to insufficient customers. A consistent comment from potential patrons was that they didn't know the restaurant existed due to its setback from the road. He emphasized that his goal was to help businesses in the central business district succeed.

3. A motion was made by Jimmy Bellamy seconded by Bobby Williamson to close the public hearing. Motion carried 5 yes 0 no.

4. Board Comments-Questions

Alderman Bobby Williamson stated that, as a CB District business owner, he has heard from individuals also who did not realize his business was there.

Alderman Larry Harrelson expressed support for being "in partnership with our small businesses to help them be successful" and updating ordinances to reflect newer technology in a tasteful manner. Alderman Gene Vasile asked for clarification about buildings with flat roofs. Planning staff confirmed that the language would not allow rooftop signs on flat-roofed buildings since they lack a ridge.

5. A motion was made by Larry Harrelson seconded by Karmen Custer to approve Exhibit B of the proposed amendment after confirming with Mr. McMullan that he had no issues with any language in Exhibit B. Motion carried 5 yes 0 no.

6. A motion was made by Jimmy Bellamy seconded by Bobby Williamson to approve the Board of Aldermen Statement of Consistency with the following updated language: *The proposed citizen-initiated amendment to the Town's UDO would update ordinance language to revise the Town's list of prohibited signage to allow for the installation and use of rooftop signage on commercial structures in the Central Business Zoning District (CB).* Motion carried 5 yes 0 no.

7. A motion was made by Karmen Custer seconded by Gene Vasile to approve Ordinance 25-35 amending the Town of Shallotte Unified Development Ordinance, specifically Article 21, Section 21-13(D) with the understanding that it would be updated to reflect Exhibit B. Motion carried 5 yes 0 no.

**2. TXT 25-34 (Data Centers)**

1. A motion was made by Bobby Williamson seconded by Larry Harrelson to open the public hearing. Motion carried 5 yes 0 no.

Town Planner Brandon Eaton presented the staff-initiated amendment to create a zoning definition for data centers and establish supplemental regulations for such facilities within town jurisdiction. He explained that while no specific inquiries had been received, similar discussions were occurring across the state, prompting staff to develop standards proactively.

Planning Director Robert Waring stated issues other towns were experiencing with data centers included consuming significant amounts of energy and water, continuous noise, and occupying considerable land area.

- 2. Public Comments/Questions
- 3. A motion was made by Jimmy Bellamy seconded by Karmen Custer to close the public hearing. Motion carried 5 yes 0 no.
- 4. Board Comments/Questions
- 5. A motion was made by Bobby Williamson seconded by Karmen Custer to approve the Board of Aldermen Statement of Consistency. Motion carried 5 yes 0 no.
- 6. A motion was made by Jimmy Bellamy seconded by Bobby Williamson to approve Ordinance 25-34 amending the Town of Shallotte Unified Development Ordinance, specifically Article 10, Section 10-3(G). Motion carried 5 yes 0 no.

**IX. DISCUSSION**

Town Manager Mimi Gaither asked the Board to consider dates for the Retreat. The Board agreed on March 13, 2026.

**X. RECESS**

A motion was made by Karmen Custer seconded by Gene Vasile to recess until January 20, 2026 at 3:00 p.m. Motion carried 5 yes 0 no.

Respectfully submitted,

Natalie Goins,  
Town Clerk

**SHALLOTTE BOARD OF ALDERMEN**

**RECESSED MEETING**

**January 20, 2026**

**3:00 P.M.**

The Shallotte Board of Aldermen met for a recessed meeting on January 20, 2026 at 3:00 p.m. in the meeting chambers located at 110 Cheers Street with Mayor Art Dornfeld presiding.

Aldermen present: Gene Vasile, Bobby Williamson, Larry Harrelson, Karmen Custer and Jimmy Bellamy (3:19)

Staff present: Mimi Gaither, Robert Waring, Natalie Goins, Isaac Norris, Adam Stanley, Paul Dunwell, Dan Formyduval, Megan Bellamy, Ashley White and Robert Gravino.

**I. CALL TO ORDER**

Mayor Dornfeld called the meeting to order. A motion was made by Gene Vasile seconded by Karmen Custer to open the meeting. Motion carried 4 yes 0 no.

**II. CONFLICT OF INTEREST**

Mayor Dornfeld asked if any member of the Board had a conflict of interest or the appearance of a conflict of interest with regard to any item on the agenda. None identified.

**III. AGENDA AMENDMENTS & APPROVAL OF AGENDA**

A motion was made by Gene Vasile seconded by Bobby Williamson to approve the agenda as submitted. Motion carried 4 yes 0 no.

**IV. POLICE DEPARTMENT AWARDS**

Police Chief Adam Stanley presented the 2025 Volunteer of the Year award to Sally June Kuka and the 2025 Officer of the Year award to Detective Heather Newman.

**V. TOWN HALL COMPLEX PRESENTATION**

Rusty Miller, Project Manager with Creech & Associates, began the PowerPoint presentation of the municipal complex project summary. He explained the process that began in 2023 with a space needs assessment and forecasting to determine the future needs of the Town. He presented three design options that were considered and detailed the layout of the final, cost-savings 2.5 design.

David Bollenbacher, Regional Vice President for Samet Corporation's Wilmington office, highlighted the company's values, emphasizing accountability. He explained the Construction Manager at Risk (CM@R) project delivery method and its advantages over traditional bidding. The CM@R process involves collaboration with stakeholders to design, price, and schedule the project collectively. He also clarified the concept of a guaranteed maximum price, ensuring no additional charges.

Jason Lovelace, Preconstruction Project Executive for Samet, outlined the design development phase, explaining that they have enough information to create an accurate budget with floor plans and department layouts. He presented a \$17.4 million budget with \$780,000 in contingency. He

emphasized active outreach to engage small local subcontractors.

Roger Morrell, Senior Project Manager with Samet, noted his role for the project would be to protect the budget, protect the schedule, and maintain a relationship with the board members. He reaffirmed the importance of involving local trade partners as well as student involvement.

*(A copy of presentation is attached to and made part of these minutes)*

**VI. QUESTIONS/COMMENTS**

The Town Hall Complex presentation team addressed numerous questions and concerns of the Board, including the following:

- Square footage per floor of the 2.5 option: Approximately 10,000 sq. ft. per floor.
- Population growth projections and potential impact on space needs: The design allows for future expansion if needed.
- Property size: The site plan consists of 2 acres total and includes 19 parking spaces.
- Construction timeline: Estimated 16-18 months following permitting.
- Percentage of currently unoccupied space and alignment with staffing projections: Growth rates vary by department with designated space for future expansion.
- Square footage cost: \$599 per square foot, reflecting hardened structure requirements.
- Geothermal options: Not currently considered for this project; would require soil analysis.
- Definition of “site furnishings”: Code compliance items like benches and trash receptacles.

**VII. BREAK**

The Board took a 10-minute break.

**VIII. FINANCIAL DISCUSSION**

Town Manager Mimi Gaither reviewed the town’s fiscal history (2014–2025), noting property valuations increased from \$653 million in 2016 to \$1.1 billion in 2023, while the tax rate was reduced from 35 cents to 29 cents. She reported fund balance growth overall, explaining that years without growth coincided with major capital expenditures, including property acquisition, Riverwalk funding, and fire apparatus purchases. She stated that, accounting for these investments, the fund balance has increased each year.

Current town debt consists of USDA loans for the fire station and police department totaling \$884,000. The town’s cash balance is approximately \$11 million, exceeding 100% of the annual budget, reflecting fiscally prudent management. Discussion also included the value of riverfront property and existing buildings that could be sold to offset costs.

**IX. NEXT STEPS**

A motion was made by Karmen Custer seconded by Gene Vasile to move forward with the town hall complex project and review the contract at the next meeting. Motion carried 5 yes 0 no.

**X. PUBLIC UTILITIES – SEWER EXPANSION PLAN**

Public Utilities Director Dan Formyduval presented maps identifying areas under construction or with growth potential that may require sewer service. Following discussion, the Board was in agreement for Dan to present the sewer growth plan to Brunswick County to support a request to increase flow capacity.

**XI. ADJOURN**

A motion was made by Jimmy Bellamy seconded by Karmen Custer to adjourn at 6:06 p.m. Motion carried 5 yes 0 no.

Respectfully submitted,

Natalie Goins,  
Town Clerk

DRAFT



Town of Shallotte Board of Aldermen  
**ACTION AGENDA ITEM**  
2026

**TO:** Board of Aldermen

**ACTION ITEM #:** Consent

**FROM:** Robert Waring, Planning Director

**MEETING DATE:** 2/3/2026

**DATE SUBMITTED:** \_\_\_\_\_

**ISSUE/ACTION REQUESTED:** Review request for an extension of preliminary subdivision approval granted by Planning Board.

**PUBLIC HEARING:**  YES  NO

**BACKGROUND/PURPOSE OF REQUEST:** The Town’s Planning Board is responsible for granting approval for preliminary subdivision applications. This approval provides the developer 24 months to prepare the site and record a final plat. Section 28-7 (C) of the Shallotte UDO allows the Board of Aldermen to issue an extension to this approval.

The project in question is a 35-lot single-family residential subdivision located off Tryon Rd. Near Squirrel Ave. to the rear of the Wildwood subdivision.

Planning Board reviewed the project and issued approval at the March, 2023 meeting.

The developer’s representative has supplied a request detailing the work that has been accomplished and requests an extension of 10 to 12 months.

There have been no significant updates to the Town’s subdivision regulations that would otherwise affect the project.

In staff’s opinion, a 12-month extension would not create any issues.

The new completion date would be 2/3/2027.

**FISCAL IMPACT:**

- BUDGET AMENDMENT REQUIRED:**  YES  NO
- CAPITAL PROJECT ORDINANCE REQUIRED:**  YES  NO
- PRE-AUDIT CERTIFICATION REQUIRED:**  YES  NO
- REVIEWED BY DIRECTOR OF FISCAL OPERATIONS**  YES  NO

**CONTRACTS/AGREEMENTS:**

**REVIEWED BY TOWN ATTORNEY:**  YES  NO  N/A

**ADVISORY BOARD RECOMMENDATION:** NA

**STAFF RECOMMENDATION:** Staff recommend the project approval be extended to 2/3/2027

**FINANCE RECOMMENDATION:** NA

**ATTACHMENTS:**

- 1. Extension request 1/19/2026

<b><u>ACTION OF THE BOARD OF ALDERMEN</u></b>		
<b>APPROVED:</b>	<input type="checkbox"/>	<b>ATTEST:</b>
<b>DENIED:</b>	<input type="checkbox"/>	<b>CLERK TO THE BOARD</b>
<b>DEFERRED UNTIL:</b>	_____	_____
<b>OTHER:</b>		<b>SIGNATURE MAYOR</b>



January 19, 2026

Mr. Robert Waring  
Town Planner  
Town of Shallotte  
106 Cheers Street  
Shallotte, North Carolina 28470

RE: Request for Extension of Final Plat Submission  
Tryon Village Residential Subdivision  
Shallotte, Brunswick County, North Carolina

Dear Mr. Waring:

On behalf of Holmes Construction & Excavation LLC, we respectfully request an extension of the requirement to provide a final plat for the above-referenced project. Additional regulatory permitting preceded and followed Town reviews up to the most recent North Carolina Department of Transportation (NCDOT) driveway permit correspondence this month, which simply awaits the bond posting to proceed. The Town of Shallotte extension is needed to initiate work covered under current development permits and plans.

In addition to the Town of Shallotte preliminary subdivision plan approvals, which included Planning and Zoning, Stormwater, and Utility, the following project permits have been obtained:

- NCDEQ Sedimentation & Erosion Control Permit #BRUNS-2023-104
- NCDEQ Stormwater Permit #SW8 230413
- NCDEQ Public Water System Authorization to Construction Permit #24-00916
- NCDEQ Public Sewer System Permit #WQ0044749
- NCDOT Driveway Encroachment Permit #D033-010-25-00040
- NCDOT Sidewalk Encroachment Permit #E033-010-25-00604 IFB
- NCDOT Public Water Utility Encroachment Permit #E033-010-25-00187 IFB
- NCDOT Public Sewer Utility Encroachment Permit #E033-010-25-00569 IFB

We are hopeful this summary provides reasonable evidence of progress made by the owner to follow through with project construction, which he anticipates will take 10-12 months from an expected start in March of this year. Should you have any questions or require additional information, please contact me at (910) 755-5872 or [michael.norton@mcgillassociates.com](mailto:michael.norton@mcgillassociates.com).

Sincerely,  
**MCGILL ASSOCIATES, P.A.**

A handwritten signature in blue ink that reads "Michael A. Norton". The signature is written in a cursive, flowing style.

**MICHAEL A. NORTON, P.E.**  
Principal/Shallotte Office Manager



Town of Shallotte Board of Aldermen  
**ACTION AGENDA ITEM**  
2026

Section IX, Item 1.

**TO:** Board of Aldermen

**ACTION ITEM #:** TXT 26-01

**FROM:** Brandon Eaton, Planner II

**MEETING DATE:** 02-03-2026

**DATE  
SUBMITTED:**

**ISSUE/ACTION REQUESTED:**

Request Board’s review and decision of a citizen-initiated amendment to the Town of Shallotte Unified Development Ordinances. Specifically, Article 20, Section 20-3(E).

**PUBLIC HEARING:**  YES  NO

**BACKGROUND/PURPOSE OF REQUEST:**

The proposed amendment to the Town’s UDO updates ordinance language to allow property owners in the Central Business Zoning District (CB) to install parking areas in front and side yards in cases where the property falls within a CAMA Urban Waterfront Area designation, as determined by the North Carolina Department of Environmental Quality (DEQ).

Currently, gravel parking is permitted in the Central Business Zoning District for lots with fewer than twenty parking spaces, provided the parking area meets certain supplemental standards, including the requirement that it be located to the rear of the primary structure and out of view from the right-of-way.

- See attached “Exhibit A”

The Board may vote to:

- Approve the ordinance as written, or
- Further amend the ordinance and vote to approve, or
- Continue the Board’s review and ask that the ordinance be further researched, or
- Deny the ordinance.

**FISCAL IMPACT:**

<b>BUDGET AMENDMENT REQUIRED:</b>	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
<b>CAPITAL PROJECT ORDINANCE REQUIRED:</b>	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
<b>PRE-AUDIT CERTIFICATION REQUIRED:</b>	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
<b>REVIEWED BY FINANCE DIRECTOR</b>	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO

**CONTRACTS/AGREEMENTS:**

**REVIEWED BY TOWN ATTORNEY:**  YES  NO  N/A

**ADVISORY BOARD RECOMMENDATION:**

The Planning Board voted to recommend approval at their January 13, 2026, meeting.

**STAFF RECOMMENDATION:**

Staff recommends Board approval of the proposed amendment.

**FINANCE RECOMMENDATION: NA**

**ATTACHMENTS:**

- 1. Draft Language "Exhibit A"
- 2. Planning Board Statement of Consistency
- 3. Draft BOA Statement of Consistency
- 4. Ordinance

<b><u>ACTION OF THE BOARD OF ALDERMEN</u></b>		
<b>APPROVED:</b> <input type="checkbox"/>	<b>ATTEST:</b>	<b>CLERK TO THE BOARD</b>
<b>DENIED:</b> <input type="checkbox"/>		
<b>DEFERRED UNTIL:</b> _____	_____	
<b>OTHER:</b>	<b>SIGNATURE</b>	

Section 20-3: Requirements for Parking Lots

- (E) ~~Required~~ Off-street parking areas, including drive and access ways, shall be installed using impervious surface materials such as asphalt, concrete, or similar for all parking facilities, and shall be designed to support the fire apparatus and other anticipated traffic loads. In the Central Business (CB), and all industrial zoning districts, parking facilities containing fewer than twenty (20) spaces may utilize pervious materials such as gravel for parking lot surfaces, subject to the conditions outlined herein:
1. Pervious parking lots must be designed by a licensed engineer.
  2. Approval by the Town Engineer and Stormwater Administrator is required prior to installation.
  3. Parking areas using pervious surfacing materials must be located to the rear of the primary structure and out of the view of the right-of-way, unless the property is subject to a CAMA Urban Waterfront Area designation, in which case front or side yard parking areas are permitted in accordance with all other standards contained in this Article.
  4. The use of pervious materials is permitted for parking lots with a maximum of 20 parking spaces or an area not exceeding 10,000 square feet, whichever is less. Any expansion beyond this threshold shall require full compliance with the Town's standard parking lot surfacing and design requirements.
  5. Parking areas must meet built-upon area standards detailed in the NCDEQ Stormwater Design Manual.
  6. To minimize the tracking of loose materials into adjacent streets and rights-of-way, all pervious parking lots shall include a stabilized driveway stem or apron, meeting the following standards:
    - a. The stem shall be a minimum of twenty (20) feet in length, measured from the edge of the public or private street right-of-way or property line inward toward the lot.
    - b. In industrial zoning districts the stem length shall be increased to thirty (30) feet in length.
    - c. The stem shall be surfaced with asphalt, concrete, or other approved stable surfacing material.
    - d. The stabilized area shall be maintained in good condition to prevent gravel or debris from migrating into public infrastructure.
  7. Pervious surfaces must be designed to support anticipated traffic loads, including fire apparatus and other public safety vehicles, and prevent rutting or aggregate scattering.
  8. A suitable base layer shall be installed to facilitate drainage and support the pervious surface material.
  9. A one-foot-wide concrete barrier must be installed to contain all non-bonded pervious materials and prevent migration.
  10. Wheel stops and perimeter barriers are required to define parking spaces and protect landscaped areas or adjacent property.
  11. All required accessible parking spaces and routes must utilize firm, stable, and slip-resistant surfaces compliant with the Americans with Disabilities Act (ADA) standards.
  12. The parking lot design must ensure that stormwater runoff does not adversely affect adjacent properties or public rights-of-way.

13. A detailed Pervious Parking Lot Maintenance Plan must be submitted to and approved by the Planning Department prior to the issuance of zoning approval, and must include the following provisions:
  - a. A site plan designed by a licensed engineer.
  - b. Pervious parking areas shall be maintained in a manner consistent with the approved design and regular maintenance is required to avoid ruts and excessive dust.
  - c. Regular removal of weeds and undesirable vegetation manually or through environmentally safe herbicides.
  - d. Periodic replenishment or redistribution of pervious materials to maintain surface level and permeability.
  - e. The property owner shall grant the Town the right to access the property for the purpose of inspection to ensure compliance with the Maintenance Plan.
  - f. Failure to adhere to the approved Maintenance Plan may result in enforcement actions, including civil penalties, revocation of permits, or other remedies as provided by law.
  - g. Use of pervious materials must not conflict with environmental protection regulations, including those related to wetlands, floodplains, and critical habitats.

**PLANNING BOARD STATEMENT OF CONSISTENCY**

The Town of *Shallotte Planning Board* has reviewed and *recommended* **approval/denial** the following amendment of the Town of Shallotte Unified Development Ordinance (UDO).

ORDINANCE 26-01

AN ORDINANCE AMENDING THE TOWN OF SHALLOTTE UNIFIED DEVELOPMENT ORDINANCE, SPECIFICALLY ARTICLE 20, SECTION 20-3(E)

After review of the ordinance, staff report, and after consideration of any comments presented at the *Planning Board* meeting, the *Planning Board* hereby find the UDO amendment referenced above to be:

- Consistent with the Town of Shallotte 2018 Land Use Plan and any other officially adopted plan that is applicable, AND is reasonable and in the public interest for the reason(s) stated below.

*The proposed amendment to the Town's UDO updates ordinance language to allow property owners in the Central Business Zoning District (CB) to install parking areas in front and side yards in cases where the property falls within a CAMA Urban Waterfront Area designation, as determined by the North Carolina Department of Environmental Quality (DEQ).*

*CAMA Urban Waterfront areas are detailed further in 15A NCAC 07H .0209(G) and The Town of Shallotte 2018 Land Use Plan is prepared in accordance with the North Carolina Coastal Area Management Act, specifically Subchapter 7B, "CAMA Land Use Planning Requirements" of the North Carolina Administrative Code.*

OR

- Inconsistent with the Town of Shallotte 2018 Land Use Plan and any other officially adopted plan that is applicable, AND YET is considered reasonable and in the public interest for the reason(s) set forth below.

OR

- Neither consistent nor inconsistent with the Town of Shallotte 2018 Land Use Plan and any other officially adopted plan that is applicable, AND is considered reasonable and in the public interest for the reason(s) set below:

1/13/2026  
 Date  
  
 Planning Board Chairman  
 Town of Shallotte

**BOARD OF ALDERMEN STATEMENT OF CONSISTENCY**

The Town of Shallotte *Board of Aldermen* has reviewed the following amendment to the Town of Shallotte Unified Development Ordinance (UDO) and has taken into consideration the Town of Shallotte 2018 Comprehensive Land Use Plan in rendering the following decision:

ORDINANCE 26-01

AN ORDINANCE AMENDING THE TOWN OF SHALLOTTE UNIFIED DEVELOPMENT ORDINANCE, SPECIFICALLY ARTICLE 20, SECTION 20-3(E)

After review of the ordinance, staff report, and after consideration of any comments presented at the *Board* meeting, the *Board of Aldermen* hereby find the UDO amendment referenced above to be:

- Consistent with the Town of Shallotte 2018 Land Use Plan and any other officially adopted plan that is applicable, AND is reasonable and in the public interest for the reason(s) stated below.

*The proposed amendment to the Town’s UDO updates ordinance language to allow property owners in the Central Business Zoning District (CB) to install parking areas in front and side yards in cases where the property falls within a CAMA Urban Waterfront Area designation, as determined by the North Carolina Department of Environmental Quality (DEQ).*

*CAMA Urban Waterfront areas are detailed further in 15A NCAC 07H .0209(G) and The Town of Shallotte 2018 Land Use Plan is prepared in accordance with the North Carolina Coastal Area Management Act, specifically Subchapter 7B, “CAMA Land Use Planning Requirements” of the North Carolina Administrative Code.*

OR

- Inconsistent with the Town of Shallotte 2018 Land Use Plan and any other officially adopted plan that is applicable, AND YET is considered reasonable and in the public interest for the reason(s) set forth below.

OR

- Neither consistent nor inconsistent with the Town of Shallotte 2018 Land Use Plan and any other officially adopted plan that is applicable, AND is considered reasonable and in the public interest for the reason(s) set below:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor  
Town of Shallotte

**TOWN OF SHALLOTTE  
ORDINANCE 26-01**

**AN ORDINANCE AMENDING THE TOWN OF SHALLOTTE UNIFIED  
DEVELOPMENT ORDINANCE, SPECIFICALLY  
ARTICLE 20, SECTION 20-3(E)  
REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN  
CONFLICT THEREWITH; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Shallotte is a duly incorporated municipality within the State of North Carolina and is authorized to adopt zoning and development regulation ordinances per section §160A-381 of the North Carolina General Statutes; and

**WHEREAS**, the Town of Shallotte oversees the planning and zoning requests and requirements for lands located within its town limits and the extra territorial jurisdiction near the town’s limits; and,

**WHEREAS**, the Town of Shallotte has the authority pursuant to NC G.S §160A-364 to adopt, amend, or repeal ordinances; and

**WHEREAS**, The Board of Aldermen for the Town of Shallotte deems it to be in the public’s best interest to amend the Unified Development Ordinance with a text amendment so as to provide for changes as set forth below to ARTICLE 20, SECTION 20-3(E). The proposed amendment to the Town’s UDO updates ordinance language to allow property owners in the Central Business Zoning District (CB) to install parking areas in front and side yards in cases where the property falls within a CAMA Urban Waterfront Area designation, as determined by the North Carolina Department of Environmental Quality (DEQ).; and

**THEREFORE**, be it ordained by the Board of Aldermen of the Town of Shallotte that the Town of Shallotte Unified Development Ordinance shall be amended as detailed herein:

*ARTICLE 20, SECTION 20-3(E).*

*See attached “Exhibit A”*

**Section 2.** All Town Code sections in conflict herewith are hereby amended and repealed in relevant part to conform with the above sections. The Town Clerk and editor of the Town Code and UDO are hereby authorized to amend those documents, all relevant citations to those sections of the Town Code, restate chapters, sections, provisions, and related references to these sections of the Town Code, as may be necessary.

**Section 3.** This ordinance shall take effect *immediately* upon passage and shall apply to any zoning permit applications submitted following that effective date.  
INTRODUCED AT A Regular Meeting of the Board of Aldermen on February 03, 2026,  
and adopted at a Regular Meeting of the Board of Aldermen on February 03, 2026.

SIGNED THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

TOWN OF SHALLOTTE, NORTH CAROLINA

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk