



## Shallotte Planning Board Meeting Agenda

June 09, 2026 at 5:30 PM

Meeting Chambers – 110 Cheers Street

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**AGENDA AMENDMENTS**

**PUBLIC COMMENT**

**1. APPROVAL OF AGENDA**

**2. APPROVAL OF MINUTES**

[Planning](#) Board Minutes

May 12, 2026

**3. CONFLICT OF INTEREST STATEMENT**

[Town](#) of Shallotte Planning Board Conflict of Interest Statement

**4. ACTION ITEMS**

**I.** SUB 25-025

Preliminary Subdivision Forest Run

15.6 acres Multi-Family 14

85 Lots

Michael Norton & Carolina Strand Properties, LLC.

**II.** Zoning Text Amendment: TXT 26-09

Vehicle Stacking Standards

Article 20, Section 11

Staff Initiated

**5. OLD AND NEW BUSINESS**

**a.** Planning Department Report

**N) ADJOURN**



**Town of Shallotte  
Planning Board Meeting  
May 12, 2026  
5:30 PM**

**The Shallotte Planning Board met for their regularly scheduled meeting on May 12, 2026, at the Shallotte Town Hall Meeting Chambers with Chairman Richard Gannaway presiding.**

**Members Present:** Richard Gannaway, Edward Springer, Ron Johnson, Amanda Dunn, Melodie Bryant and Amy Causey (came in late)

**Members Absent:** Maria Paslick

**Staff Present:** Robert Waring, Brandon Eaton and Debra White

**1. Agenda Amendment:** None

**2. Public Comments** None

**3. Approval of Agenda:**

Edward Springer motioned to approve the agenda as presented, seconded by Melodie Bryant. The motion passed 5 yes, 0 no.

**4. Approval of Minutes:**

Ron Johnson motioned to approve April 14, 2026, minutes as read, Edward Springer seconded. The motion passed 5 yes, 0 no.

**5. Conflict of Interest Statement**

The Chairperson asks the Board members if they have any potential conflict of interest with the items on the agenda per NCGS 160D-109.

There was no conflict of Interest.

**6. Zoning Map Amendment ANX 26-06** – The property owner, Ominstorage Inc, applied for voluntary annexation and rezoning for the property located at PID # 1970007504.

The property in question is a county parcel that is contiguous to the Town's corporate jurisdiction. As part of this process, the property owner has requested that this parcel be zoned Highway Business (HB). The property is currently zoned Brunswick County Commercial Intensive (CI). The HB district is consistent with the surrounding in-town zoning districts and adjacent parcels.

**Action Taken:**

Ron Johnson motioned to recommend approval to Board of Aldermen of the Zoning Map Amendment ANX 26-06, for the property located at PID # 1970007504, to be rezoned from CI to HB, upon approval of annexation. Motion seconded by Amanda Dunn. The motion passed 6 yes 0 no.

Amy Causey motioned that the Shallotte Planning Board adopt the Statement of Consistency as read, seconded by Edward Springer. The motion passed 6 yes, 0 no.

**Old & New Business**

- a. Monthly Planning Dept. Staff Report – No action required.

**8. Adjournment**

Edward Springer made a motion to adjourn, seconded by Melodie Bryant. The motion passed 6 yes 0 no.

Respectfully Submitted,

*Debra White*

Debra White,  
Planning Board Clerk

## Town of Shallotte Planning Board Conflict of Interest Statement

Taking into consideration the general statute below and the items described on this month's agenda, does any member of the Planning Board 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).)



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

**TO:** Planning Board

**ACTION ITEM #:** SUB 25-025

**FROM:** Robert Waring, Planning Director

**MEETING DATE:** 6/9/2026

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

**ISSUE/ACTION REQUESTED:** Review proposed preliminary subdivision application & plans for the proposed Forest Ridge subdivision and demonstrate that said plans conform to the standards for subdivisions detailed with the Town’s Unified Development Ordinance.

**PUBLIC HEARING:**     YES     NO

**BACKGROUND/PURPOSE OF REQUEST:**

The project is a 15.7-acre tract located along Forest St. Ext adjacent to the Greenbay Village subdivision. The property was rezoned from industrial to multi-family 14 in January, 2025. Single-family subdivisions are a use permitted by right with 3,000 ft<sup>2</sup> lots.

The proposed project will include 80 lots.

Sewer utilities will include one lift station which will be maintained by the Town after completion. Water utilities will be maintained by the County. Stormwater plans are proposed to be designed for the 100-year storm event. Note, all SW infrastructure outside of the public R/W will be maintained by the HOA. Both a State & Town SW permit will be required prior to final plat. Plans indicate that the project’s stormwater infrastructure will be designed for the 100 year rain event.

Given the proposed development’s lot count, a traffic analysis was required (80 or more lots). The analysis provided was reviewed by NCDOT and not additional traffic improvements to Forest St. Ext. Internal roads will be designed and constructed to NCDOT standards and dedicated to the Town for maintenance once complete. Five-foot-wide sidewalks will be required along both sides of the road.

The developer received approval from the Board of Aldermen to pay a fee in-lieu-of a portion (.78 acres) of the required recreation area. They have appraised the property and agreed to pay a fee-in-lieu of totaling \$25,209. They have shown the remainder of the required rec space on the plans.

There are no heritage trees present on the tract, and as such there are no requirements for preservation. The Town’s subdivision regulations do not require perimeter buffering between like uses.

The Planning Board may:

Vote to approve the preliminary subdivision as proposed; or

Vote to deny the preliminary subdivision if it is shown that the Town’s standards have not been met; or

Continue the item until additional information is presented.

**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 requests that the Planning Board approve the proposed preliminary subdivision plat with the following conditions:

1. Complete TOL SW permit application be submitted for review
2. Covenants governing the maintenance of stormwater ponds be recorded with the Brunswick County Register of Deeds
3. A pre-construction meeting be held with the Town’s public works, engineer, & planning prior to breaking ground
4. Final plats match approved preliminary plans
5. All infrastructure intended for public maintenance be dedicated to the Town via deed of dedication
6. A completed and signed sewer permit application be received prior to recording final plat
7. Final subdivision plat for entire area shown be submitted within 24 months (6/9/2028) of Board approval of preliminary plans.

**FINANCE RECOMMENDATION: NA**

**ATTACHMENTS:**

1. Subdivision Application
2. Preliminary Subdivision Plans
3. TRC Comments & Responses
4. Traffic Analysis





# MAJOR SUBDIVISION/ PRD/PUD APPLICATION

<i>Official Use</i>	<b>Section 4, Item 1.</b>
P&Z #:	_____
Date Rec'd:	_____
Rec'd By:	_____
Amount Paid: \$	_____

Town of Shallotte • PO Box 2287, Shallotte, NC 28459 • 116 Cheers Street, Shallotte, NC 28470 • Phone: (910) 754-4032 • Fax: (910) 754-2740

All applications must be complete and accompanied by the appropriate application fee, payable in cash or by check made to the Town of Shallotte. Contact the Town of Shallotte Planning Department to determine the appropriate fee or consult the current Town of Shallotte Fee Schedule. Applicants will also be responsible for the full cost of public notices, if any, which will be billed at a later time. Additionally, applicants may be charged for the balance of any professional review fees that exceed the application fee. Contact the Town of Shallotte Public Works Department to determine utility fees. All fees due must be paid in full before an application will be submitted for review by the Planning Board or Board of Aldermen or a preliminary or final plat will be signed.

The procedure and regulations for developing a Planned Residential Developments and Planned Unit Developments can be found in articles 15 and 16 respectively of the Unified Development Ordinance. Regulations for Major Subdivisions can be found in articles 27 through 31. Applicants are encouraged to schedule a pre-application meeting with staff prior to submitting a final application.

Project Name: <b>Forest Street Subdivision</b>		
<b>SECTION 1: APPLICANT INFORMATION</b>		
Applicant Name: <b>Michael Norton and Carolina Strand Properties LLC</b>		
Mailing Address: <b>1340 Sunnyside St SW, Shallotte, NC 28470</b>		
Phone: <b>910-367-6869</b>	Fax: _____	Email: <b>compasspointe@atmc.net</b>
<b>SECTION 2: PROPERTY OWNER INFORMATION (if different from above)</b>		
Owner Name(s): _____		
Mailing Address: _____		
Phone: _____	Fax: _____	Email: _____
<b>SECTION 3: PROPERTY INFORMATION</b>		
Street Address and/or Description of Location: <b>Forest Street Ext</b>		
Parcel Tax ID #(s): <b>18200177</b>	Total Site Acres: <b>15.629</b>	
Current Zoning District(s): <b>MF-14</b>		
<b>SECTION 4: PROJECT INFORMATION</b>		
Proposed Zoning District(s): <b>MF-14</b>	<input type="checkbox"/> PUD <input type="checkbox"/> PRD Overlay	
Project to be developed in phases? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<i>Phase Lines must be shown on Master Development Plans.</i>	
Brief Project Description: <b>85 lot single family detached subdivision with public water and sewer.</b>		

**SECTION 4: PROJECT INFORMATION (continued)**

PROPOSED LAND USE MIX	UNITS	ACRES	SQUARE FOOTAGE
Single-Family Detached Residential	85	13.169	NA
Single-Family Attached Residential (Townhomes)			NA
Multi-Family Residential (Triplex, Quadraplex, Apartments, Condos)			NA
Office & Institutional (including religious, civic, and educational uses)			
Retail			
Other Non-retail Commercial			
Light Industrial			
Recreation & Open Space (privately owned and maintained)	NA	2.46	NA
Recreation & Open Space (dedicated to Town of Shallotte)	NA		NA

**SECTION 5: SUPPLIMENTAL INFORMATION REQUIRED**

Each application use must include:

- An application fee in cash or check made payable to the Town of Shallotte.
- Applicable utility fees, including transmission recovery fees and sewer allocation fees.
- For conventional subdivisions: a preliminary plat pursuant to Appendix IV.
- For PUDs: a Master Development Plan/Land Use Plan/Site Plan pursuant to Section 16-9 and Appendix IV.
- For PRDs: a Master Development pursuant to Sections 15-4, 15-5, and Appendix IV.
- A Traffic Impact Study pursuant to Section 30-25, if required.
- A copy of property deeds and any referenced maps for all tracts under consideration.
- A notarized letter of authorization if acting as the agent for the property owner(s).

**SECTION 6: APPLICANT/OWNER SIGNATURE**

In filing this application, I hereby certify that I am authorized to submit this application and that all of the information presented in this application is accurate to the best of my knowledge, information, and belief.

Signature: Michael A. [Signature] Date: 10-14-2025

*Official Use Only*

Planning Board Hearing Date: \_\_\_\_\_ Recommendation: \_\_\_\_\_ Staff: \_\_\_\_\_

Board of Aldermen Hearing Date: \_\_\_\_\_ Action: \_\_\_\_\_ Staff: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

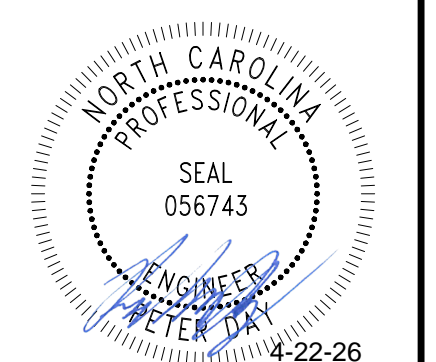
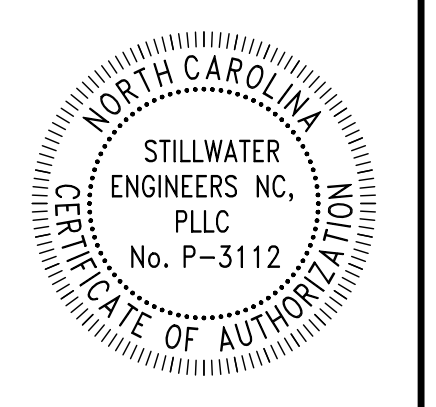




STILLWATER ENGINEERS NC, PLLC  
15720 BRIDHAM HILL AVE, SUITE 300  
CHARLOTTE, NC 28277  
704-454-3360

REVISION DESCRIPTION

NO. DATE



**FOREST RIDGE SUBDIVISION**  
SINGLE FAMILY RESIDENTIAL  
FOREST ST EXT, SHALLOTTE, NC  
SITE PLAN

ISSUE:  
NOT FOR CONSTRUCTION  
DATE:  
04/14/2026  
JOB NO.: 25101301  
DESIGN: PFD  
CHECKED: JBR

SHEET NO.  
**C-300**

**SITE LEGEND**

EXISTING	
(Symbol)	RIGHT-OF-WAY
(Symbol)	PROPERTY LINE
(Symbol)	SETBACK
(Symbol)	EASEMENT
(Symbol)	CENTERLINE
(Symbol)	CONCRETE CURB
(Symbol)	PAVEMENT/WALK
PROPOSED	
(Symbol)	RIGHT-OF-WAY
(Symbol)	PROPERTY LINE
(Symbol)	SETBACK
(Symbol)	EASEMENT
(Symbol)	CENTERLINE
(Symbol)	CONCRETE CURB
(Symbol)	PAVEMENT/WALK

**DEVELOPMENT SUMMARY:**

**SITE SUMMARY:**

CURRENT ZONING:	MF-14
PROPOSED ZONING:	MF-14
SITE AREA:	15.63 ACRES
DISTURBED AREA:	15.63 ACRES
IMPERVIOUS AREA:	6.15 ACRES
LOT COUNT:	80 LOTS
PROPOSED DENSITY:	5.12 UNITS/AC

**PRODUCT SUMMARY:**

LOT AREA:	
MINIMUM LOT AREA:	3,000 S.F.
MINIMUM LOT DEPTH:	100 FT.
MINIMUM LOT WIDTH:	30 FT.
PROPOSED LOT AREA:	4,500 S.F. (MINIMUM)
PROPOSED LOT DEPTH:	105 FT.
PROPOSED LOT WIDTH:	46 FT.
SETBACKS:	
FRONT:	15 FT.
SIDE:	8 FT.
REAR:	20 FT.
CORNER:	10 FT.
MAX BUILDING HEIGHT:	40 FT.

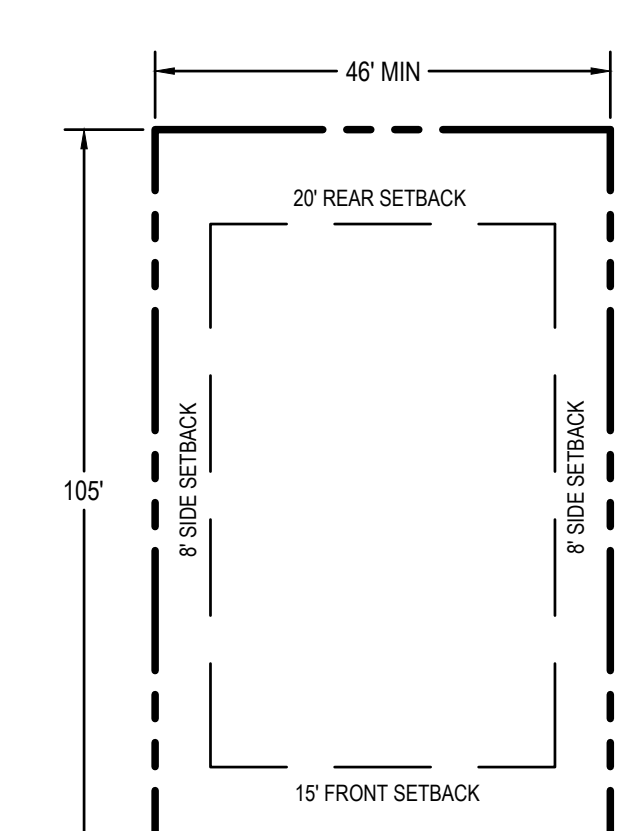
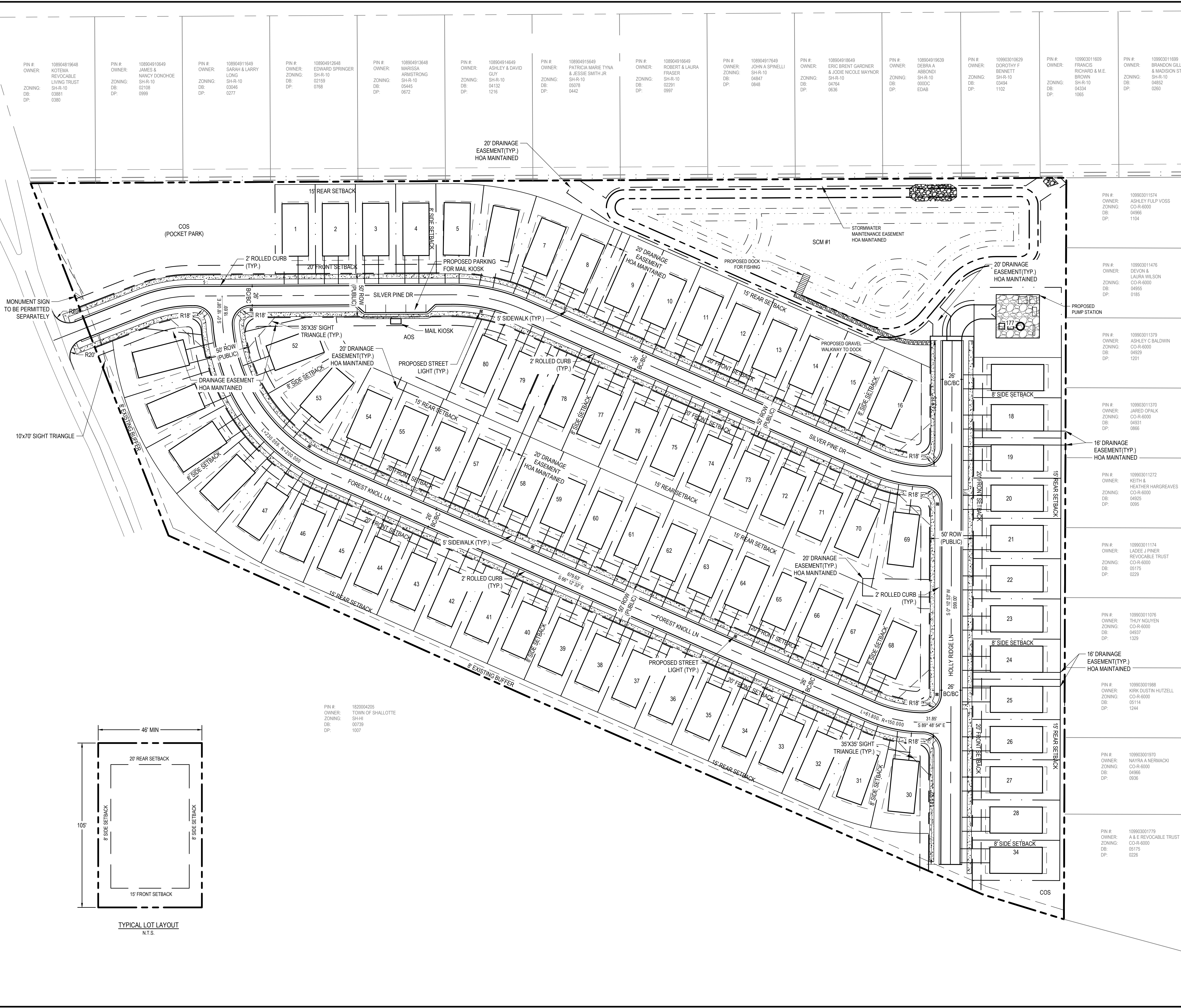
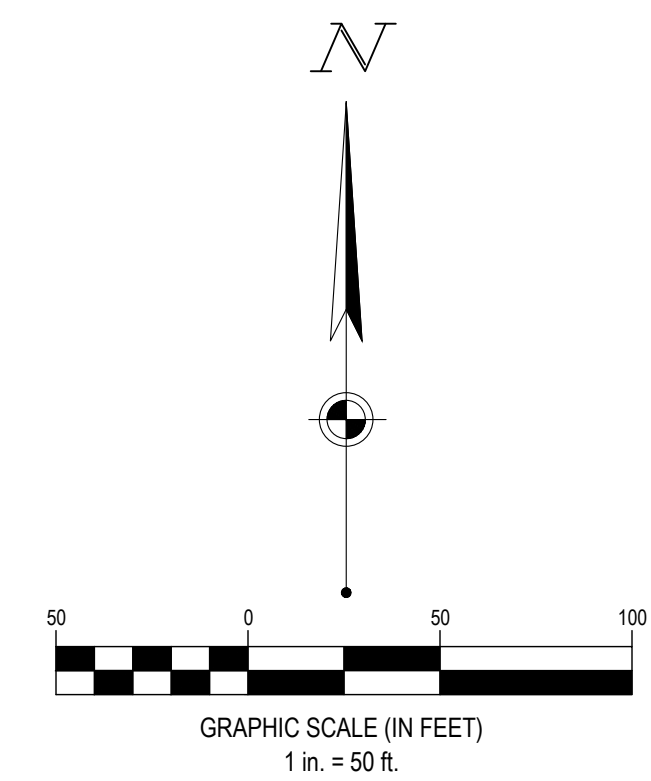
**NATURAL AREA SUMMARY:**

EXISTING WETLANDS:	0.00 ACRES
WETLANDS IMPACTS:	0.00 ACRES

PARCEL IS LOCATED WITHIN "ZONE X" AS INDICATED BY THE FLOOD INSURANCE RATE MAP (FIRM) COMMUNITY PANEL NUMBER 3720108900K, EFFECTIVE DATE: 08/28/2018; PUBLISHED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY.

OPEN SPACE:	
REQUIRED OPEN SPACE:	4.00 ACRES
PROVIDED OPEN SPACE:	3.22 ACRES
AOS:	2.00 ACRES
COS:	1.22 ACRES

CONNECTIVITY RATIO:	
LINKS:	6
NODES:	4
RATIO:	1.5



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January 13, 2026

Robert Waring  
 Technical Review  
 Town of Shallotte  
 106 Cheers Street  
 Shallotte NC 28470



**Re: Comment Response Letter**  
**Project: Forest Ridge**  
**Review Number: PA-038189**  
**Review Letter Date: 12/18/2025**

This letter is in response to the initial comments and missing items your office provided for the above reference project.

Below you will find a detailed response to each comment with the comment recreated for your ease of review.

Comment Responses:

### **Planning:**

1. What is the expected date of completion?  
**Response: Expected completion date of homes is estimated to be middle of 2027.**
2. What is the space/lot south of Lot # 34?  
**Response: That is common open space, open spaces have been labeled more clearly.**
3. Please add max building height to zoning data.  
**Response: Max building height has been added to zoning data, see sheet C-001.**
4. Need to include a heritage tree survey and preservation/replacement details Sec. 17-5.
  - a. Please note if property has been cleared and kept clear prior to 7, 2024  
**Response: The property was cleared prior to 7, 2024. There are some trees along the perimeter of the site, a tree survey is being completed.**
5. Plans will need to be updated with open space details per Article 29, a data table should be added with some of these details.
  - a. Dimensional requirements, 2,178 ft<sup>2</sup>/lot (Sec. 29-3)
  - b. Type open space provided Sec. 29-4
  - c. Note, staff favors walking trails with preservation/replacement of native tree canopy
  - d. SW ponds are not acceptable forms of rec area and should not be counted towards requirements
  - e. These details need to be updated in several notes throughout plan set

**Response: Plans have been updated with open space requirements per Section 29-3. See sheet C-300 for open space details. Due to site constraints the provided open space is 2.5 acres, the remaining 1.75 acres of required open space will be covered with a payment in lieu of dedication per Sec 29-6.**

6. Provide TIA details prior to Planning Board review & action.

**Response: TIA is being finalized with NCDOT and will be provided once complete.**

7. Driveway onto Forest St Ext. needs to align with that of the adjacent property (across Forest St).

**Response: From follow up conversations, it is understood that the driveway across Forest St will be very low traffic, our driveway alignment is located to match the existing site driveway to keep the existing hydrant and power pole.**

8. Street detail needs to include reference NCDOT design source.

**Response: The recommended pavement section from the site specific geotechnical report has been added to the street section detail.**

9. Sidewalks 5ft wide required for both sides of all streets or 8 ft wide on one (Sec. 30-20).

**Response: A 5' sidewalk on both sides of the streets has been added to the plans.**

10. Will there be space provided to pull out of traffic for mail kiosk?

**Response: Yes, 3 parallel parking spaces will be provided for the mail kiosk. See sheet C-300.**

11. Please provide details regarding street connectivity ratio requirements (1.40) per Sec. 30-2.

**Response: The proposed connectivity ratio for the site is 1.5 (6 links and 4 nodes). This has been added to the development summary table on C-300.**

12. We will need to ensure that emergency vehicles can safely and quickly pass through the street network; please ensure that either on-street parking is prohibited via restrictive covenant, or streets are wide enough to accommodate informal on-street parking on either side and the passage of a 20ft. wide fire truck.

**Response: On-street parking will be prohibited.**

13. Please note that the Town will require dedication of all public infrastructure to include streets, water and sewer utility lines and stations

- a. Please provide draft dedication for attorney's review ASAP

**Response: Noted, draft dedication documents will be provided once available.**

14. A Town of Shallotte SW application will need to be reviewed and approved by the Town's engineer.

***Response: Noted, the NCDEQ stormwater permit is in progress and will be submitted to the town with the Shallotte SW application.***

15. Please provide HOA documents as described in Sec. 16-11, to include:
- Stormwater facility maintenance
  - Common area maintenance
  - Open space deed restriction per Sec 16-4
  - On-street parking restrictions

***Response: HOA documents have not been prepared yet but will be provided once available.***

16. Please include street light details (Section 19, Part II) for Planning Board review, to include
- Light pole location
  - Lighting fixture & angle
  - Please note that the Town will not accept dedication of streetlights which exceed a \$22/fixture monthly cost

***Response: Street light pole locations have been provided, see sheet C-300 for locations. Coordination with BEMC is underway to select a final fixture and confirm the monthly costs.***

17. The Town will not accept performance guarantees for anything except sidewalk construction.
- PG agreements must be approved by the Board of Aldermen prior to final plat approval.

***Response: Noted, any performance guarantees will be submitted prior to final plat.***

18. Please note that Debra White, Town Zoning Admin, will assign all addresses for the project once the county assigns the street number ranges.

- Street names need to be approved by County GIS & added to plan set

***Response: Noted, street names have been sent to County GIS and will be added once approved by the County.***

19. Zoning permit application and all sewer fees can be applied for and paid at time of home construction.

***Response: Noted***

20. Please provide copy of NCDENR issued SW & SEC permits

***Response: Noted, the Erosion and Sediment Control approval letter is included with this submittal, the SW permit is still in review.***

21. Please provide copies of any permits and delineations from USACE.

***Response: Included with this submittal is delineation letter for the subject property.***

22. To avoid confusion, development signs should be considered during planning.  
**Response: Development sign location shown on plans, will to be permitted separately.**
23. Sign permits will be reviewed and issued separately.  
**Response: Noted.**

### **Town of Shallotte Engineer:**

1. Please provide wetland delineation or letter that none existing within project boundary with permit drawings / construction drawings.  
**Response: Included with this submittal is delineation letter for the subject property.**
2. Please provide boundary survey sealed by Professional Land Surveyor for permit drawings / construction drawings.  
**Response: Boundary survey added to plans, please see sheet C-100.**
3. Note: the Boundary meets and bounds and distances on the preliminary "Boundary Survey for Workman Properties Inc." completed by PLS ESP Associates, Inc do not match on the Boundary meets and bounds and distances shown on V-100 "Forest Ridge Subdivision Preliminary Plat", and neither match existing boundary survey recorded in Brunswick County ROD BK26 PG97.  
**Response: Survey shown in the plans has been updated to a survey completed by Norris & Ward Land Surveyors. This matches the boundary used in the Preliminary Plat. The survey completed was what the site was designed off of.**
4. C-001;  
 a. please label all adjacent roadways on map.  
 b. please provide Company name, Contact name, Mailing address, Phone number and Email for Owner, Engineer and Surveyor  
**Response: All adjacent roadways on map have been labeled and information for Owner, Engineer and Surveyor have been provided, please see sheet C-001**
5. Is there an existing conditions survey with topography and heritage trees completed by a PLS? What is the source of the existing topography shown on the grading plan and utility plans?  
**Response: Existing topo and survey is from a survey provided by Norris & Ward Land Surveyors.**
6. C-100; Existing PP to be relocated - to where? Is Antenna gone?  
**Response: Driveway has been shifted so that PP no longer needs to be relocated.**

7. C-500; Final plans will require sizes of existing utilities and connections called out.  
***Response: Sizes of existing utilities have been added to the plans. See sheet C-500.***
8. No land disturbance should be planned prior to a preconstruction meeting with Town of Shallotte. A preconstruction meeting cannot be scheduled until all development permits are obtained and the Engineer has issued the plans "Issued for Construction".  
***Response: Noted.***
9. Please include approved NCDEQ Stormwater, Erosion Control, and any other applicable Environmental permits along with the Town of Shallotte Stormwater application.  
***Response: Noted, the Erosion and Sediment Control approval letter is included with this submittal, the SW permit is still in review. There are no additional environmental permits required.***

### **Shallotte Public Utilities:**

1. Page C-531- pump station details need to show Town of Shallotte and not Brunswick County.  
***Response: Pump station details have been requested and will be updated to Town of Shallotte details.***
2. All sewer must be permitted by the state prior to construction of sewer lines, lift-stations, etc.  
***Response: Noted.***
3. All sewer permits are to be completed by project engineers, emailed to town's engineer – David at dbowmen@atmc.net for his approval. It is the responsibility of the project engineer to email the sewer application to the town's engineer. He will send the application to be signed by the Town Administrator and to the county. Once all sewer forms have been signed, the town's engineer will send all sewer forms/applications back to the project engineer for them to submit to the state. The town is contracted with the county for wastewater treatment and ONLY the town is to submit any sewer forms to the county.  
***Response: Noted, the application has been sent to the town's engineer for review and signature by the town.***
4. The town must have an sewer "Authorization to Construct" letter from the state prior to beginning any digging or installing of sewer lines, pumps, lift-stations, etc.  
***Response: Noted***
5. A final for the state sewer permits will be required prior to Final Plat or any sewer connections.  
***Response: Noted***

6. Lift station is to be located on a separate parcel and deeded to the town upon dedication of the utility to the Town. This parcel needs to be shown on plans.  
**Response: A parcel has been added to the plans for the pump station.**
7. Correct As-builts in CAD form need to be submitted to the Town's engineer prior to c/o.  
**Response: Noted, as-builts will be provided once construction is complete.**
8. Landscape cannot block access sewer meter and lines or lift station(s).  
**Response: Noted**
9. We already have a Forest Run, is it possible to consider a different name?  
**Response: Developer would prefer to keep the name as Forest Ridge Subdivision.**
10. Ownership information for lots to the East is outdated and incorrect.  
**Response: Ownership information has been updated per Brunswick County GIS.**
11. Would like to see notation on plan set that calls out ownership of storm drainage outside of right of way as belonging to the HOA.  
**Response: Notation calling out ownership of storm drainage outside of right of way belonging to HOA has been added. See sheet C-300 & V-100**
12. Need names for streets.  
**Response: Street names have been submitted to the county for approval and will be added to the plans once approved.**
13. Storm Drainage – Show elevations and culvert diameters downstream of SMP on Oakwest, Pine Crest, and Cedar Ridge and verify suitable downstream drainage.  
**Response: Per our stormwater calculation report, we are reducing the runoff to all existing discharge points from existing flows. The reduction on flow offsite will ensure the existing downstream culverts are not adversely affected. A copy of the stormwater report that is being reviewed by NCDEQ is included with this submittal.**
14. Geometry of lift station driveway must accommodate trucks up to 35 feet in length.  
**Response: Geometry of lift station driveway is capable of accommodating trucks up to 35 feet in length. A truck turning example is provided on C-320.**
15. Sections of the gravity sewer exceed ten feet in depth, can these be shallowed up?  
**Response: Gravity sewer has been revised to shallow up the depth as much as possible. All MHs are less than 11' deep.**
16. The Town is actively exploring types of odor control devices for sewer lift stations and is open to suggestions for implementation. Odor control will be a requirement.  
**Response: Notes, odor control will be provided with the pump station.**

17. Sheet C-002 - Grading and Drainage, Note # 1, and Utilities, Note # -Please reflect the contact to utility providers to include the placement of an NC811 ticket.

**Response: Note has been added.**

18. Sheet C-002 – Utilities, Note # 13 replace the word “water” with “sewer”. Water utility is owned and operated by Brunswick County Public Utilities.

**Response: Note has been fixed to call out “sewer” rather than “water”.**

19. Sheet C-002 – Table for sewer materials does not reflect 3” diameter sewer pipe.

**Response: An additional spec for force main has been added to the table.**

20. Sheet C-310 – All signage typicals need to reflect NCDOT standards for street signage materials and construction.

**Response: Note added to typicals that all street signage materials and construction is to meet NCDOT standards**

21. Sheet C-500 – Sewer clean out labels reference a (3/4” C/O), clean outs need to be no smaller than 4”.

**Response: Sewer clean out labels have been fixed to call out 4” clean outs.**

22. Sheet C-501 – I noticed that some runs of gravity sewer are almost 12 feet in depth, for example

between MH3 (2+3.60) and Mh4 (5+55.21). Is it possible to shallow that up a bit?

**Response: Gravity sewer has been revised and shallowed up as much as feasible with the crossings and utility design.**

23. Sheet C-511 – There appears to be almost 200 feet of force main that is ductile. Is it possible to utilize a high SDR polymer material or C900 to achieve the same goal?

**Response: The PVC specified for the force main has been updated to schedule 80 so the DIP is not required.**

24. Sheet C-531, C-532 – Remove all Brunswick County typicals and specs as it relates to sewer.

**Response: All Brunswick County typicals related to sewer removed.**

25. Sheet C-540, C-541 – Remove Town of Shallotte water typicals.

**Response: All Town of Shallotte typicals related to water removed.**

26. See general/blanket notes attached.

**Response: Notes have been added to the general notes sheet**

**Shallotte FD:**

1. See separate notes & comments

***Response: Noted. Revisions have been made to address the fire comments.***

**Brunswick County Plan Review (Fire Inspection):**

1. Fire hydrants near lots 33 and 75 be moved closer to the intersections

***Response: Fire Hydrants have been shifted as requested.***

2. A Fire Application for the subdivision will be required before any building or combustibles are on site. This will consist of onsite inspections of the roads, street signs, hydrants, and hydrant flows.

***Response: Noted.***

3. Hydrant flows to be minimum 1,000 GPM but reference the Brunswick County Fire Prevention Ordinance for specifics.

***Response: Noted, additional fire flows are being requested to confirm the flow and if a booster pump will be required to meet the minimum pressures.***

4. Fire apparatus weight of 86,000 lbs. for all weather surface.

***Response: Noted, sheet C-320 has been added to the plans showing the vehicle turning for the fire truck and that it will fit on the proposed roads.***

**NCDOT:**

1. Forest St Extended NW is not a state maintained roadway.

***Response: Noted.***

2. A driveway permit for this preliminary proposed SD would not be required.

***Response: Noted.***

3. If this is associated with any of the adjacent master development plans, a driveway permit may be required.

***Response: This is a separate development and a driveway permit should not be required.***

4. Recommendations:

- a. Follow federal MUTCD traffic control safety standards.
- b. Do not track sediment or rocks onto NCDOT roadways.

***Response: Noted.***

Thank you for your timely review of our project and please notify us if any additional information is required to complete the review.

Included with this response letter are the following items:

- Updated Construction Documents
- Wetland Delineation Letter
- Stormwater Report
- NCDEQ Erosion control approval letter

Sincerely,

**Stillwater Engineers**

Peter Day, PE

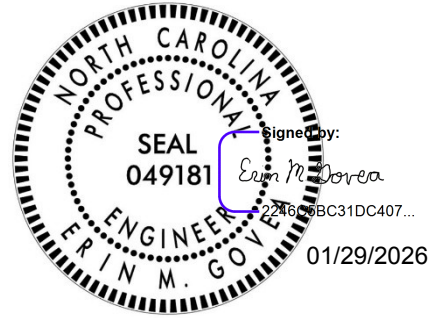


# Trip Generation and Turn Lane Technical Memorandum

**Forest Street Subdivision  
Shallotte, NC  
Prepared for Stillwater Engineering  
DAVENPORT Project Number 252044**

**Prepared by Clayton Cole  
Reviewed and Sealed by Erin M. Govea, PE**

**January 29, 2026**



## 1.0 Introduction

DAVENPORT has prepared this technical memorandum to summarize the trip generation for the proposed Forest Street Subdivision development, as well as the need for turn lanes based on the NCDOT Turn Lane Nomograph. The development is located at 570 Forest Street Extended, NW in Shallotte, North Carolina (Tax Parcel ID 18200177). The existing zoning for the parcel is MF-14, a multi-family residential district with a principal use of single-family and multifamily development. The development proposes to build 85 single-family detached homes with a build-out year of 2027.

NCDOT requires a traffic study for a development with 3,000 daily trips, which is not met by this development. The Town of Shallotte Unified Development Ordinance (UDO) states that a traffic impact study shall be required for qualifying development projects estimated to generate more than 800 trips per day or containing 80 or more dwelling units. It goes on to provide two ways that a development could be exempt: 1) there is no change in land use or density that would increase travel – which is not applicable, or 2) material is submitted to demonstrate that traffic created by the development will not result in a need for transportation improvements. Therefore, this memorandum presents information to support that no transportation improvements are required and, therefore, no additional traffic impact study is required.

**Home Office:**  
119 Brookstown Ave. Suite PH1  
Winston-Salem, NC 27101  
Main: 336.744.1636; Fax: 336.458.9377

**Wilmington Regional Office:**  
1426 Navaho Trail, #108  
Wilmington, NC 28409  
Main: 910.251.8912; Fax: 336.458.9377

Serving the Southeast since 2002

## 2.0 Existing Conditions

A review of the existing roadway conditions in the study area was conducted. Table 1 presents a summary of the study area roadway conditions.

Table 1 - Street Inventory						
Facility Name	Route #	2023 AADT (vpd)	Typical Cross Section	Lane Width	Speed Limit (MPH)	Maintained By
Ocean Highway West	US 17	39,000	4-lane divided	12 feet	55	NCDOT
Main Street	US 17 Business	15,000	2-lane undivided	12 feet	35	NCDOT
Forest Street Extended NW	n/a	Not reported	2-lane undivided	10 feet	25	Town of Shallotte

## 3.0 Site Plan

A conceptual site plan, site location map, and vicinity map are provided in Figures 1, 2, and 3.

## 4.0 Volume Development and Approved Background Developments

Forest Street Extended NW is a dead-end roadway that terminates in the existing Green Bay Village residential neighborhood. All through trips passing the proposed Forest Street Subdivision are therefore trips to or from Green Bay Village. The Institute of Transportation Engineers (ITE) 11th Edition *Trip Generation Manual* was used to project the through volumes that could be generated by the 176 single-family detached homes of Green Bay Village. Table 2 provides the results of the Green Bay Village trip generation.

Table 2 - ITE 11th Edition Trip Generation - Green Bay Village										
Average Weekday Driveway Volumes				Daily Volume	AM Peak Hour			PM Peak Hour		
ITE Land Use Code	Size		Data Source		Enter	Exit	Total	Enter	Exit	Total
210, Single-Family Detached Housing	176	Dwelling Units	Adjacent-Equation	1,697	31	94	125	107	62	169

Four approved developments or projects are in the vicinity of the study site. None of the four will change the lane geometry or results in any additional trips on Forest Street Extended NW at the proposed site access, as all four occur south of the site. The four developments or projects are listed below and shown in Figure 2.

1. NCDOT STIP R-5857 US 17 Improvements
2. Forest Street Extended NW Residential Development
3. Royal Farms #541
4. Shallotte Master Development

**5.0 Trip Generation, Distribution, & Assignment**

The ITE 11th Edition *Trip Generation Manual* was used to project the weekday daily, AM peak hour, and PM peak hour traffic that could be generated by the proposed Forest Street Subdivision. No internal capture, pass-by, or diverted trip reductions are assumed. The results of the trip generation are shown in Table 3.

Table 3 - ITE 11th Edition Trip Generation – Forest Street Subdivision										
Average Weekday Driveway Volumes				Daily Volume	AM Peak Hour			PM Peak Hour		
ITE Land Use Code	Size		Data Source		Enter	Exit	Total	Enter	Exit	Total
210, Single-Family Detached Housing	85	Dwelling Units	Adjacent-Equation	869	16	48	64	54	31	85

Given the location of the site access on a dead-end street and assuming there are no residential-to-residential movements between the Forest Street Subdivision and Green Bay Village, all of the site trips turn right into the site and left out of the site. Figures 4, 5, and 6 show the proposed trip distribution, site trip assignment, and 2027 build volumes, respectively.

**6.0 Turn Lane Analysis**

Turn lanes were considered based upon criteria set forth by the turn lane warrant nomograph from page 80 of the NCDOT *Policy on Street and Driveway Access to North Carolina Highways*, included in the Supplemental Documents section. During the morning and afternoon peak hours, no more than 54 vehicles enter the site drive according to the trip generation values. The nomograph plots below the 50-foot storage line; therefore, no turn lane is warranted.

**7.0 Conclusion**

In conclusion, this memorandum summarizes the trip generation based on the proposed Forest Street Subdivision development. The need for a turn lane at the site access was evaluated using the NCDOT Turn Lane Nomograph. While there is an increase in trips on Forest Street Extended NW due to the proposed development, it is not significant and no turn lane improvements are warranted. As there are no warranted physical improvements, the development requests an exemption from providing a formal traffic impact study.

Please let us know if you need additional information.



Section 4, Item 1.

Page 4  
Forest Street Subdivision

01/29/2026  
DAVENPORT Project No. 252044

# Supporting Documents

# FOREST STREET By MICHAEL NORTON

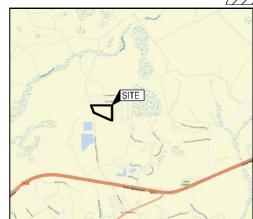
570 FOREST STREET EXT. NW, SHALLOTTE, NC 28470  
TMS#: 18200177

Section 4, Item 1.

STILLWATER ENGINEERS, P.L.L.C.  
16200 BIRCHMOUNT RD., SUITE 300  
CHARLOTTE, NC 28217  
704-469-2260



LOCATION MAP  
NO SCALE



VICINITY MAP  
NO SCALE

**DEVELOPER**

MICHAEL A. NORTON  
CONTACT: MICHAEL A. NORTON  
EMAIL: COMPAS@PONTE@GATM.CC

**CIVIL ENGINEER**

STILLWATER ENGINEERS, P.L.L.C.  
CONTACT: PETER LUDY  
PHONE: (704) 464-3300  
EMAIL: peter@stillwater-engineers.com

**SURVEYOR**

ESP ASSOCIATES, INC.  
PHONE: (704) 444-3889



SHEET INDEX	
Sheet Number	Sheet Title
C-001	COVER SHEET
C-002	GENERAL NOTES
C-100	CLEARING & DEMOLITION PLAN
C-200	EC PHASE I
C-210	EC PHASE II
C-220	EC PHASE III
C-230	EC NOTES
C-231	EC DETAILS
C-232	EC DETAILS
C-233	EC DETAILS
C-234	EC DETAILS
C-235	EC DETAILS
C-300	SITE PLAN
C-301	ROAD PLAN & PROFILE
C-302	ROAD PLAN & PROFILE
C-303	ROAD PLAN & PROFILE
C-310	SITE DETAILS
C-400	GRADING PLAN
C-410	DRAINAGE PLAN
C-420	STORM PROFILES
C-430	ROAD DETAIL SHEET
C-440	STORMWATER DETAILS
C-441	STORMWATER DETAILS
C-500	UTILITY PLAN
C-510	SEWER PROFILES
C-520	WATER PROFILES
C-530	PUMP STATION DETAILS
C-531	PUMP STATION DETAILS
C-532	PUMP STATION DETAILS
C-540	UTILITY DETAILS
C-541	UTILITY DETAILS
V-100	PRELIMINARY PLAT

**DEVELOPMENT SUMMARY**

**SITE SUMMARY**

CURRENT ZONING: MF-14  
PROPOSED ZONING: MF-14  
SITE AREA: 15.63 ACRES  
DISTURBED AREA: 6.15 ACRES  
IMPERVIOUS AREA: 6.15 ACRES  
LOT COUNT: 85 LOTS  
PROPOSED DENSITY: 5.44 UNITS/AC

**PRODUCT SUMMARY**

LOT AREA: 3,000 S.F.  
MINIMUM LOT AREA: 100 S.F.  
MINIMUM LOT DEPTH: 20 FT.  
MINIMUM LOT WIDTH: 4,500 S.F. (MINIMUM)  
PROPOSED LOT AREA: 160 S.F.  
PROPOSED LOT DEPTH: 46 FT.  
PROPOSED LOT WIDTH: 46 FT.

**SETBACKS**

FRONT: 15 FT.  
SIDE: 8 FT.  
REAR: 20 FT.  
CORNER: 10 FT.

**NATURAL AREA SUMMARY**

EXISTING WETLANDS: 0.00 ACRES  
WETLANDS IMPACTS: 0.00 ACRES

PARCEL IS LOCATED WITHIN "ZONE X" AS INDICATED BY THE "GOOD PRACTICE" RATE MAP FROM COMMUNITY PANEL NUMBER 172010800K, EFFECTIVE DATE: 08/28/2018, PUBLISHED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY.

**OPEN SPACE**

REQUIRED OPEN SPACE: N/A ACRES  
PROVIDED OPEN SPACE: 2.46 ACRES

REVISION DESCRIPTION

NO.	DATE

STILLWATER ENGINEERS, P.L.L.C.  
REGISTERED PROFESSIONAL ENGINEER  
No. P-3112  
STATE OF NORTH CAROLINA

STILLWATER ENGINEERS, P.L.L.C.  
REGISTERED PROFESSIONAL ENGINEER  
SEAL 08145  
STATE OF NORTH CAROLINA  
EXPIRES 12/31/24

FOREST STREET SUBDIVISION  
SINGLE FAMILY RESIDENTIAL  
MICHAEL NORTON  
FOREST ST EXT. SHALLOTTE, NC

ISSUE:  
NOT FOR CONSTRUCTION  
DATE: 11/08/23  
JOB NO.: 25101301  
DESIGN: PFD  
CHECKED: JSR  
SHEET NO.:  
C-001



C:\DOCUMENTS\NC 811\25101301-FOREST STREET SUBDIVISION\PROJECT\001 - MICHAEL NORTON\25101301-FOREST STREET SUBDIVISION\CONCEPTUAL SITE PLAN - 11/08/23.DWG

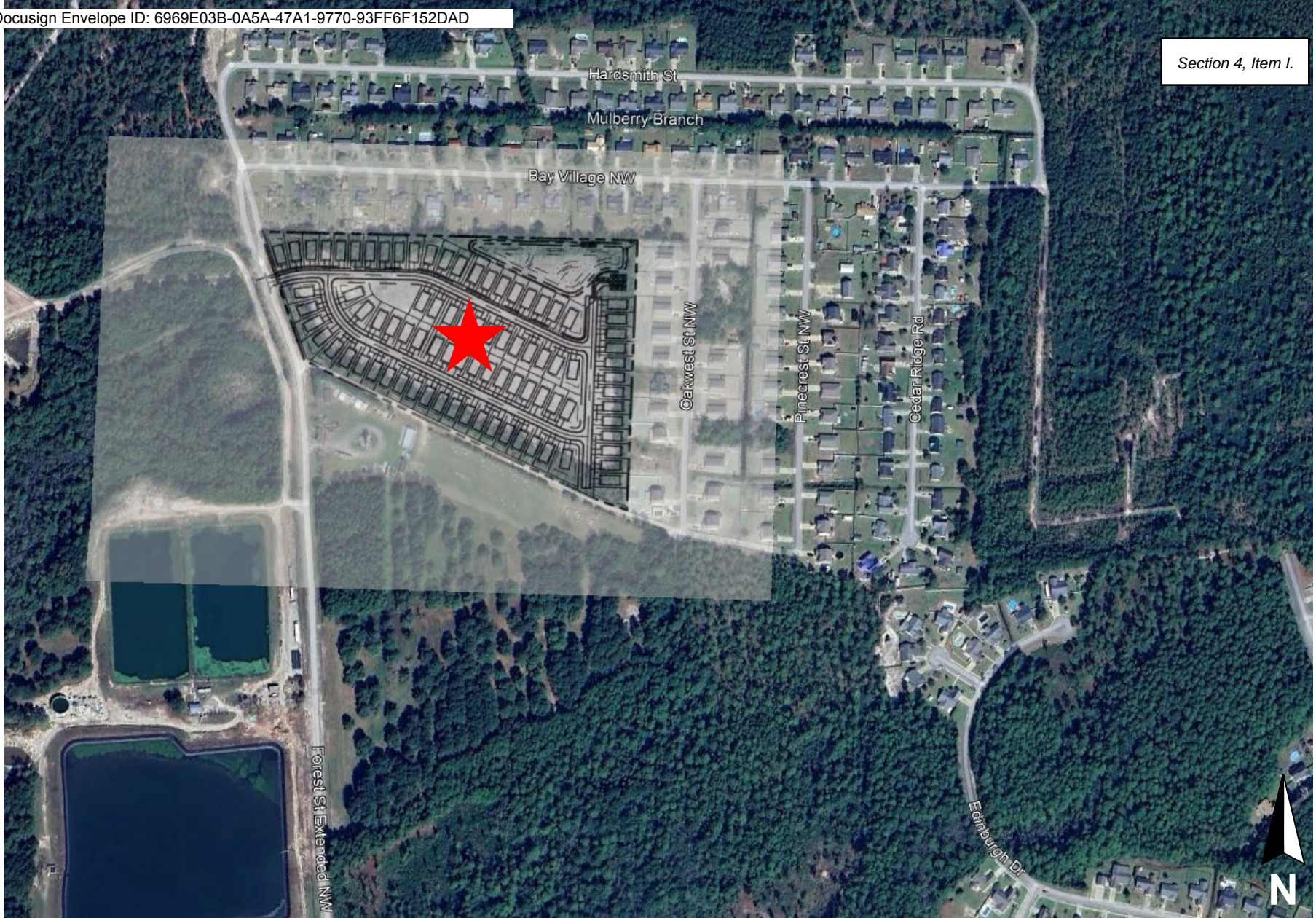


FIGURE 1  
CONCEPTUAL SITE PLAN

Forest Street Subdivision  
Project Number 252044

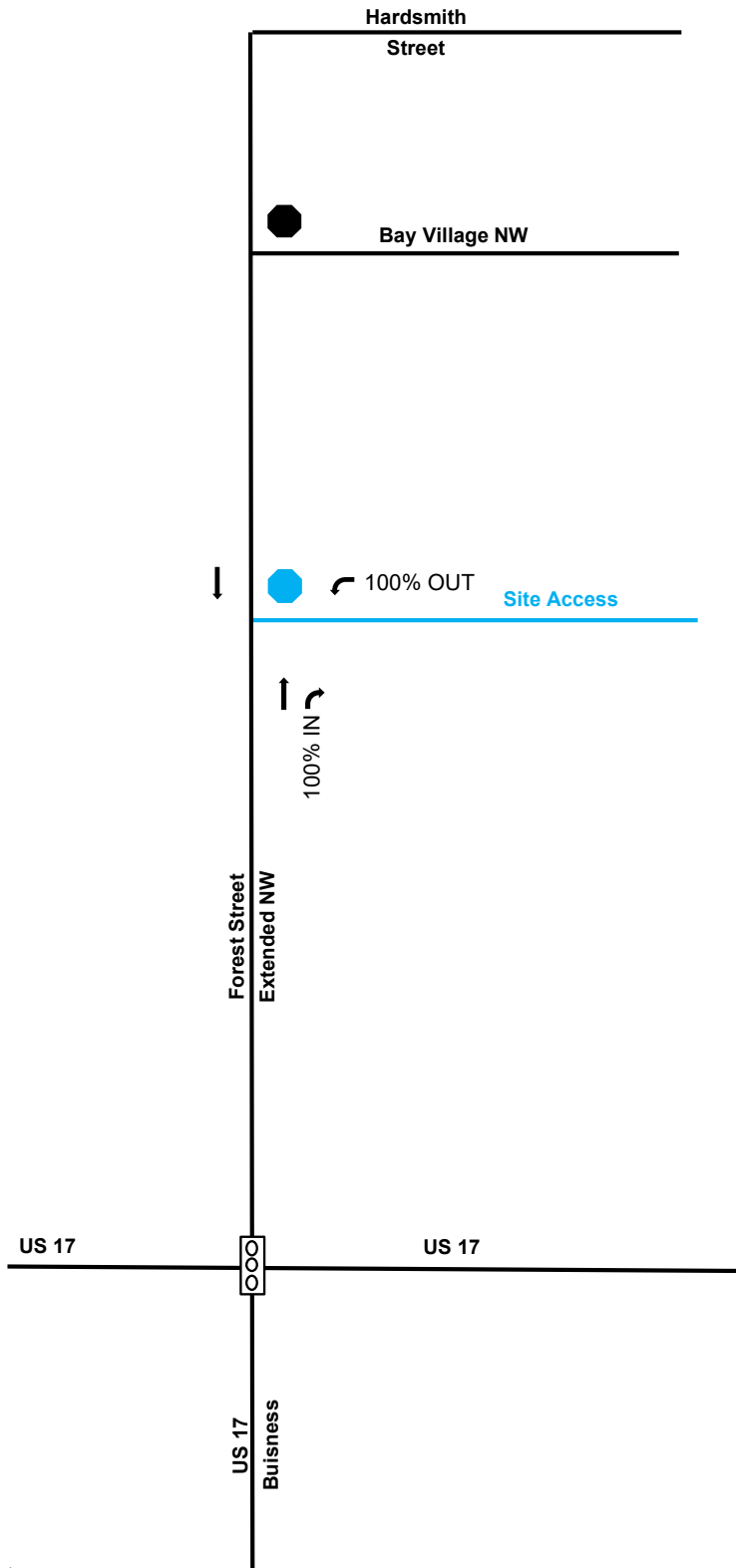


Section 4, Item 1.





LEGEND	
	SIGNAL
	STOP
	ROADWAY
	TRAFFIC MOVEMENT
BLACK = EXISTING BLUE = PROPOSED	
AM / PM PEAKS	



\*\*\* NOT TO SCALE \*\*\*

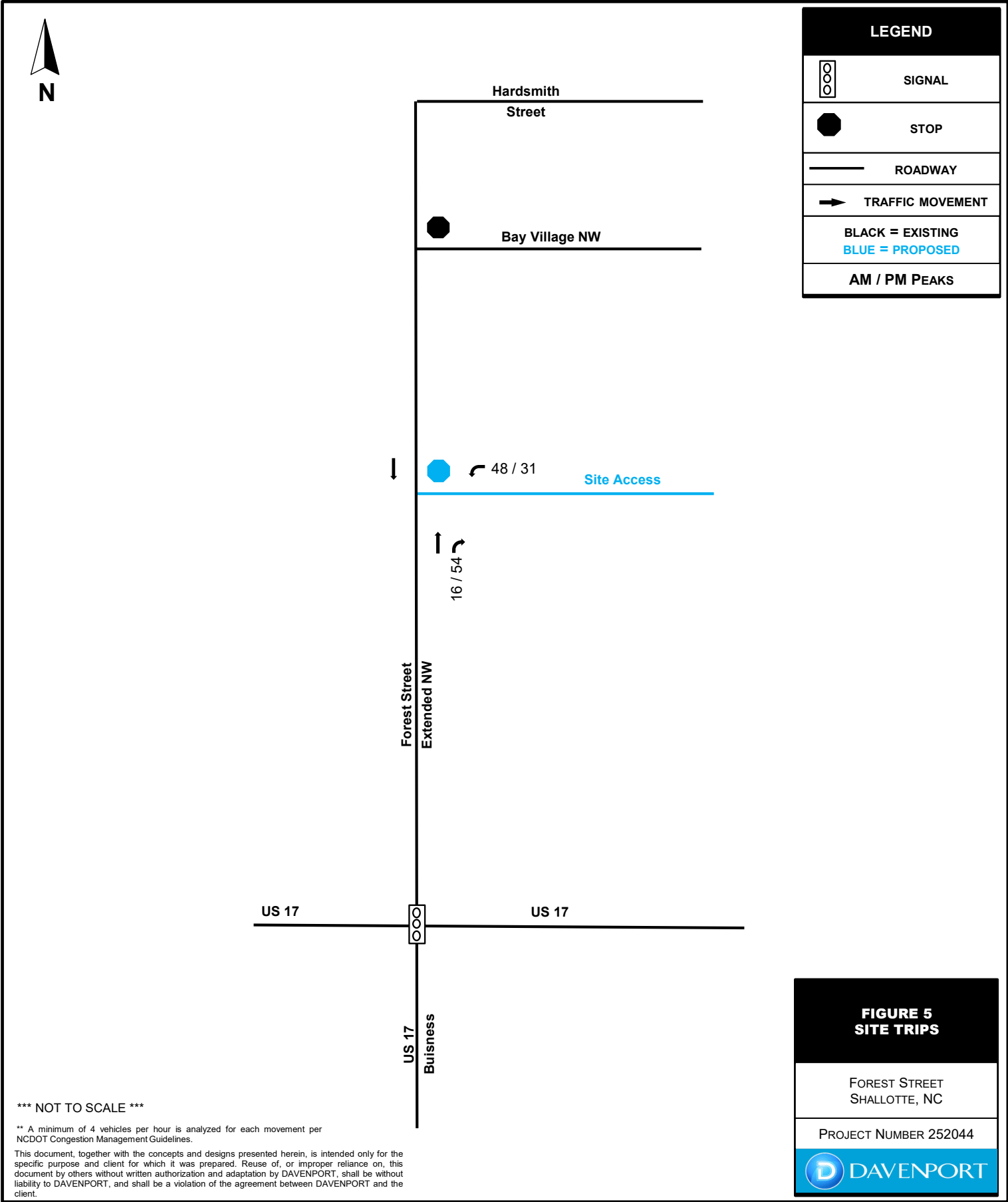
\*\* A minimum of 4 vehicles per hour is analyzed for each movement per NCDOT Congestion Management Guidelines.

This document, together with the concepts and designs presented herein, is intended only for the specific purpose and client for which it was prepared. Reuse of, or improper reliance on, this document by others without written authorization and adaptation by DAVENPORT, shall be without liability to DAVENPORT, and shall be a violation of the agreement between DAVENPORT and the client.

**FIGURE 4  
TRIP DISTRIBUTION**

FOREST STREET  
SHALLOTTE, NC

PROJECT NUMBER 252044



\*\*\* NOT TO SCALE \*\*\*

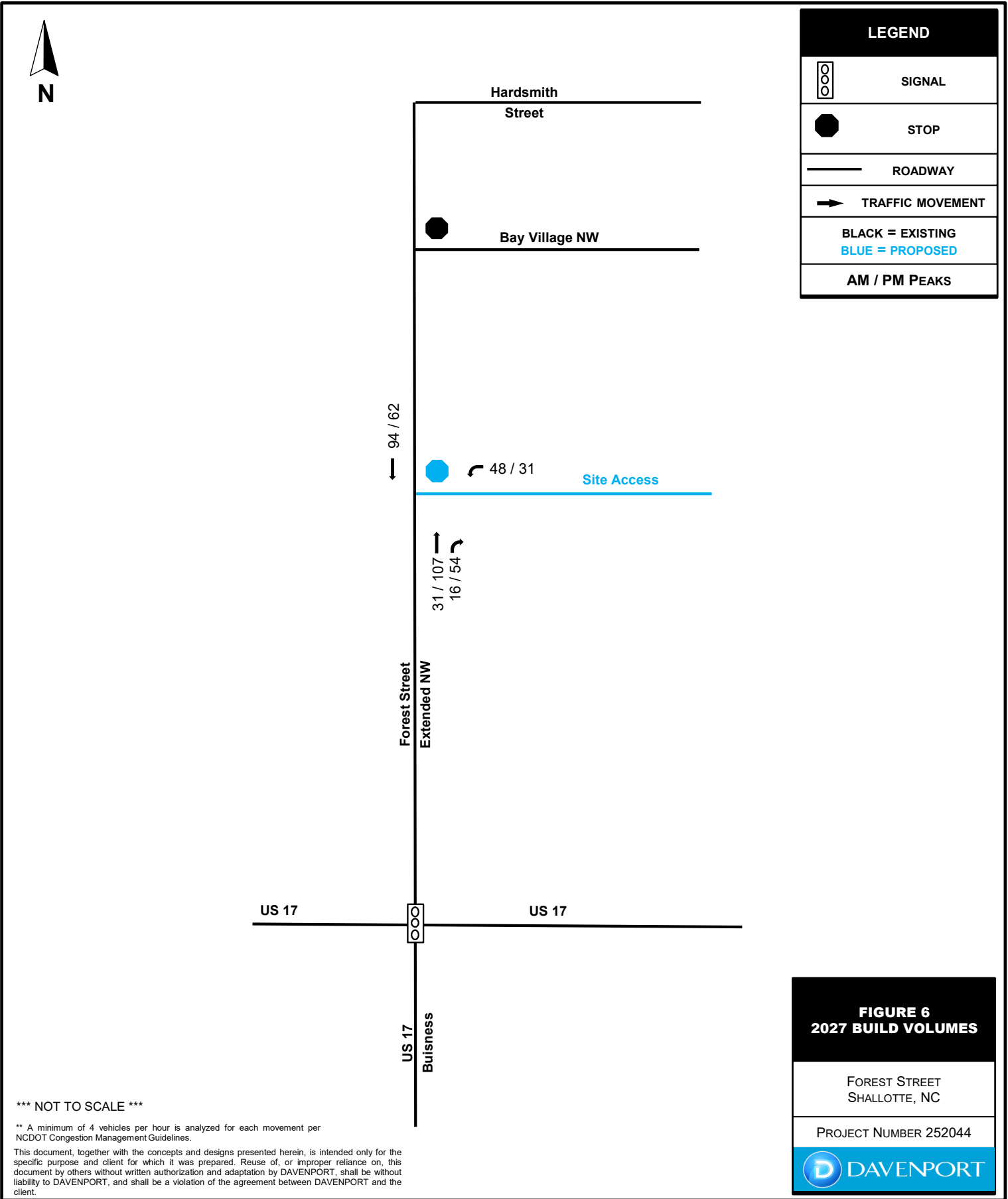
\*\* A minimum of 4 vehicles per hour is analyzed for each movement per NCDOT Congestion Management Guidelines.

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**FIGURE 5  
SITE TRIPS**

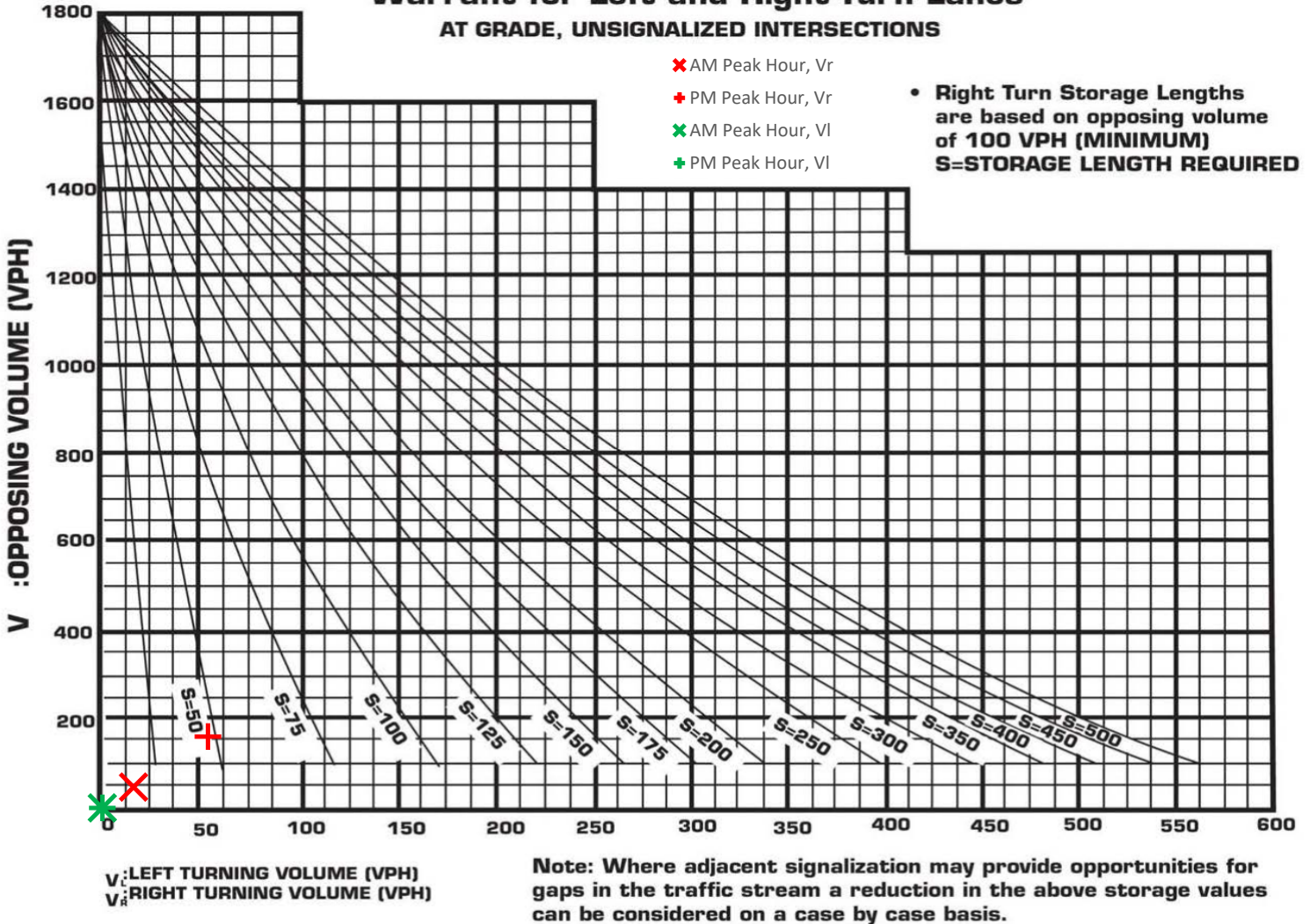
FOREST STREET  
SHALLOTTE, NC

PROJECT NUMBER 252044



Peak Hour	Volumes		Peak Hour	Volumes	
	Opposing	Lefts		Opposing	Rights
AM	0	0	AM	47	16
PM	0	0	PM	161	54

### Warrant for Left and Right-Turn Lanes AT GRADE, UNSIGNALIZED INTERSECTIONS



**TURN LANE WARRANT SUMMARY**

**FOREST STREET EXTENDED NW  
AT SITE ACCESS**



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

Section 4, Item II.

**TO:** Planning Board

**ACTION ITEM #:** TXT 26-09

**FROM:** Brandon Eaton, Planner II

**MEETING DATE:** 06-09-2026

**DATE  
SUBMITTED:**

**ISSUE/ACTION REQUESTED:**

Request Planning Board’s review of a staff-initiated amendment to the Town of Shallotte Unified Development Ordinances. Specifically, Article 20, Section 20-11.

**PUBLIC HEARING:**  YES  NO

**BACKGROUND/PURPOSE OF REQUEST:**

The proposed amendment to the Town’s UDO updates the Town’s ordinance to establish vehicle stacking standards for commercial parking areas within the Town’s jurisdiction.

Currently, the Town does not have detailed stacking standards which are designed to prevent vehicles that are queued in drive-thru lines, at fuel pumps islands, pharmacy pickup lanes, etc., from impacting vehicular circulation of a site or adjacent public roadways.

- See attached “Exhibit A”

The Planning Board may vote to *recommend 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:**

**BUDGET AMENDMENT REQUIRED:**  YES  NO

**CAPITAL PROJECT ORDINANCE REQUIRED:**  YES  NO

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

**REVIEWED BY FINANCE DIRECTOR**  YES  NO

**CONTRACTS/AGREEMENTS:**

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

**ADVISORY BOARD RECOMMENDATION:**

TBD

**STAFF RECOMMENDATION:**

Staff recommends Planning Board approval.

**FINANCE RECOMMENDATION: NA**

**ATTACHMENTS:**

- 1. Draft Language "Exhibit A"
  
- 2. Draft Statement of Consistency

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

Section 20-11. Vehicle Stacking and Queuing Requirements

(A) Purpose

The purpose of this section is to ensure that drive-thru facilities, fueling stations, and other uses that generate vehicle queues provide sufficient on-site stacking capacity to prevent congestion, maintain safe internal circulation, and protect adjacent public streets from vehicle overflow.

(B) General Standards

- (1) All required stacking spaces shall be located on-site.
- (2) Stacking lanes shall in no way obstruct parking areas, fire lanes, pedestrian walkways, access aisles, or internal circulation drives.
- (3) Stacking lanes shall be clearly delineated through the use of pavement markings, curbing, landscaping, or other approved design features.
- (4) Each stacking space shall measure a minimum of twenty (20) feet in length and nine (9) feet in width.
- (5) The service position, pickup window, ordering station, teller station, fuel dispenser, or similar service point may count as one required stacking space.

(C) Minimum Required Stacking Spaces

Use	Required Stacking Spaces
Automated Teller Machine (ATM)	3 spaces per lane
Bank or Financial Institution Drive-Thru	4 spaces per lane
Car Wash (Full-Service)	6 spaces per lane
Car Wash (Self-Service)	3 spaces per lane
Order Ahead Food and/or Retail Window Pickup Lanes (e.g. fly-thru lanes)	4 spaces per lane
Fuel Pumps associated with a convenience store	Minimum of 2 spaces per fueling position (See Note 1)
Gate (Unstaffed)	2 spaces per lane
Gatehouse (Staffed)	4 spaces per lane
Pharmacy Drive-Thru Window	4 spaces per lane
Restaurant with Drive-Thru/Pickup Window	6 spaces per menu/order point 4 spaces per window/pickup point
Truck Stop Fuel Islands	4 spaces per fueling position for pumps dedicated to large commercial vehicles and/or tractor trailers

Note 1 – Fueling facilities, including gas stations, convenience stores, and truck stops, shall be designed so that vehicles waiting to access fuel dispensers do not obstruct internal circulation drives, parking areas, fire lanes, site entrances or exits, or public streets. The Administrator, or his or her designee, may require a queuing analysis for facilities containing more than eight (8) fueling positions.

Note 2 – A stacking and queueing analysis may be required for any drive-thru facility that:

1. Is projected to generate one hundred (100) or more vehicle trips during the peak hour, based upon the most recent edition of the Institute of Transportation Engineers (ITE) Trip Generation Manual;
2. Contains more than two (2) drive-through service lanes; or
3. Is located on an arterial roadway or within two hundred fifty (250) feet of a signalized intersection and, in the opinion of the Administrator, could result in the disruption of public safety or traffic operations.

**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 26-09

AN ORDINANCE AMENDING THE TOWN OF SHALLOTTE UNIFIED DEVELOPMENT ORDINANCE, SPECIFICALLY ARTICLE 20, SECTION 20-11

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 the Town’s ordinance to establish vehicle stacking standards for commercial parking areas within the Town’s jurisdiction.*

*The proposal aims to remain consistent with the Town’s adopted plans by promoting the safety and welfare of the community using site design measures that will mitigate congestion onto public streets from more highly trafficked commercial land uses, while also maintaining clear site access to emergency vehicles.*

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

\_\_\_\_\_  
Planning Board Chairman  
Town of Shallotte



# TOWN OF SHALLOTTE

## PLANNING & ZONING DEPARTMENT

TO: Planning Board  
FROM: Robert Waring, Planning Director  
DATE: June 6, 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 May 12
  - a. Reviewed the zoning portion of a voluntary annexation
  - b. The Board’s next meeting is scheduled for June 9.
2. TRC met May 21:
  - a. The committee reviewed a SUP & a revised application for a gas station
  - b. The next meeting will be on June 18
3. The quarterly Zoning Board of Adjustment meeting was not held for lack of business
4. Staff attended multiple meetings/calls regarding the Price Landing park project
5. The Town’s 3<sup>rd</sup> CAT meeting was held May 12 to discuss data/plan review & community outreach
  - a. Mr. Jay Murrey has stopped attending the CAT meetings, staff would request the Board replace him with Mr. Ron Johnson from the Town’s Planning Board
6. Staff attended the bi-monthly TIA review with NCDOT
7. Staff reviewed potential locations for mono-pol cell towers with Verta, a company interested in potential long-term lease of Town property
8. Staff attended the Cape Fear COG regional managers’ meeting to discuss IT vulnerabilities
9. Staff attended a meeting with County Reps & a consultant to discuss potential opportunities with the Gulla Geechee Heritage Trail (grant)
10. Staff attended the County’s hurricane season kickoff
11. Please forward any zoning or nuisance complaints to Brandon Eaton, Planner, [beaton@townofshallotte.org](mailto:beaton@townofshallotte.org) Phone: (910) 754-4032
12. The Town collected \$142,851 for May 2026
  - a. Fees collected in May 2025 totaled \$86,448