



Shallotte Board of Aldermen Regular Meeting Agenda

August 05, 2025 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. PUBLIC COMMENTS (3 minutes or less per person & sign in please)

VI. DEPARTMENT REPORTS

1. POLICE

1. Promotions

A. Lieutenant - Jeremy Ferguson

B. Sergeant - John Parkins

2. FIRE

3. PLANNING

4. PUBLIC UTILITIES

1. Request for Sewer Adjustment

A. Tee Time Café

B. Cardinal Point

2. Meadows Sewer Dedication: Phases 1A, 1B, 2 (Resolution 25-07)

3. Sewer Allocation Request

5. FINANCE

6. PARKS & RECREATION

7. ADMINISTRATION

1. Personnel Policy

8. MAYOR

VII. CONSENT AGENDA

A. June 26, 2025 Budget Public Hearing Minutes

B. July 1, 2025 Regular Meeting Minutes

C. Budget Adjustment: BA 25-26-1: \$89,376.92

D. Direct the Clerk to “Investigate the Sufficiency Thereof and to Certify the Result of the Investigation” for the Following Annexation Request:

Annexation Petition: ANX 25-14
Parcel ID's: 1820005101 & 18200051
Oakland Plantation, Inc.
2.24 Acres +/-

E. Direct the Clerk to “Investigate the Sufficiency Thereof and to Certify the Result of the Investigation” for the Following Annexation Request:

Annexation Petition: ANX 25-22
Parcel ID: 2132B00101
Blum Investment Group Golf, LLC
3.10 Acres +/-

F. Direct the Clerk to “Investigate the Sufficiency Thereof and to Certify the Result of the Investigation” for the Following Annexation Request:

Annexation Petition: ANX 25-21
Parcel ID: 2290003505
Aubrey and Amanda Faatz
22.34 Acres +/-

VIII. PUBLIC HEARINGS

1. TXT 25-18 (SUP to CZ Phase 1)

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 25-18 amending the Town of Shallotte Unified Development Ordinance, specifically Article 2 , Section 2-2, Article 9, Section 9-6 (B), and Article 10, Tables 10-1 & 10-2

2. TXT 25-20 Multi-Family Supplemental Standards

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 25-20 amending the Town of Shallotte Unified Development Ordinance, specifically Article 10 , Section 10-2 (H)

3. TXT 25-17 (Pervious Parking Area)

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 25-17 amending the Town of Shallotte Unified Development Ordinance, specifically Article 20 , Section 20-3, Article 20, Section 20-7, and Article 20, Section 20-8

4. TXT 25-19 Planned Unit Development Minimum Size Requirements

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 25-19 amending the Town of Shallotte Unified Development Ordinance, specifically Article 16 , Section 16-2

IX. DISCUSSION

X. 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 Monthly -July 2025

Highlights

- SPD had 1206 calls for service and self-initiated incidents
- 35 citations issued
- 36 traffic accident reports
- 216 volunteer hours
- Staff assisted Southport PD with 4th of July Festival.
- Staff attended appreciation lunch at New Beginnings Church (All PD and Vol.)
- Chief Stanley assisted with promotion board for City of North Myrtle Beach PD.
- Would like to thank Lt. Woody Dunn for his 3 years of service to the Town. He is retiring July 31 after a 30-year career with Brunswick County Sheriff's Office, Sunset Beach PD, and Shallotte PD.

Incident and Investigations Summary

During the month of July 2025, the Shallotte Police Department's Investigative Division remained highly proactive in safeguarding the community by successfully managing a total of 73 criminal cases. The division's comprehensive investigative efforts resulted in multiple arrest and warrants for arrest issued, which led to the issuance of 9 misdemeanor charges and 33 felony charges, demonstrating the division's ongoing commitment to maintaining public safety and holding offenders accountable.

Additionally, the division's attention to property crimes proved especially effective, as investigators handled 18 property crime and larceny cases. Through thorough investigation, the division was able to recover approximately \$22,000 in stolen funds and property. This recovery highlights the division's success in not only identifying and apprehending criminals but also ensuring that victims are made whole whenever possible.

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



Summary of Major Cases

1. Larceny Cases – Multiple Businesses (Shallotte)

- **Incidents:** 15 reported larceny cases at various businesses in Shallotte.
- **Outcome:**
 - Detective Division recovered approximately \$1800 worth of stolen merchandise.

2. Rape of a child and multiple other sexual related charges

Details: Detectives interviewed a victim in the beginning of June 2025 and the victim reported sexual abuse from a known offender. During this investigation, Detectives were able to identify 14 additional victims ranging from ages 4-14 years old at the time of the incidents. Detectives worked closely with the District Attorneys Office and the Brunswick County Sheriff's Office sex crimes detectives resulting in 33 Felony Charges from incidents in Shallotte City limits. Detectives issued a search warrant for the offender's electronic devices and seized multiple items from his residence. Further investigation provided info for other sex crimes in and outside of Shallotte city limits, resulting in additional 300 plus Felony inditement charges.

3. Recovered Stolen Vehicle

- **Details:** Detectives assisted Ocean Isle Beach PD with locating a stolen vehicle. Vehicle was located in city limits and was recovered and returned to the owner.
- **Investigation:**
 - Detectives identified and interviewed the offender, who confessed to the crime.
 - Offender was a juvenile; a juvenile petition was filed.
- **Outcome:**



- Juvenile charged with 1 Felony and 1 Misdemeanor.
 - \$20,000 Subaru vehicle recovered.
-

4. Property Damage to Mail boxes

Details: Business owner reported their mailboxes were damaged sometime over the weekend.

- **Investigation:**

- Detectives reviewed town camera footage, identifying the suspect vehicle that hit the mail boxes and left the scene heading towards Ocean Isle Beach / Shallotte Point area.
- Detectives followed the vehicle through town and to a business. Detectives reviewed video from the business and were able to identify the offender. Offender turned himself in at the police department and was charged accordingly

- **Outcome:**

- 4 Misdemeanor and infractions charged
-

I, Jeremy Ferguson, do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of the State of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Lieutenant, so help me God.

This 5th day of August, 2025.

Signature

(SEAL)
Natalie Goins, Town Clerk

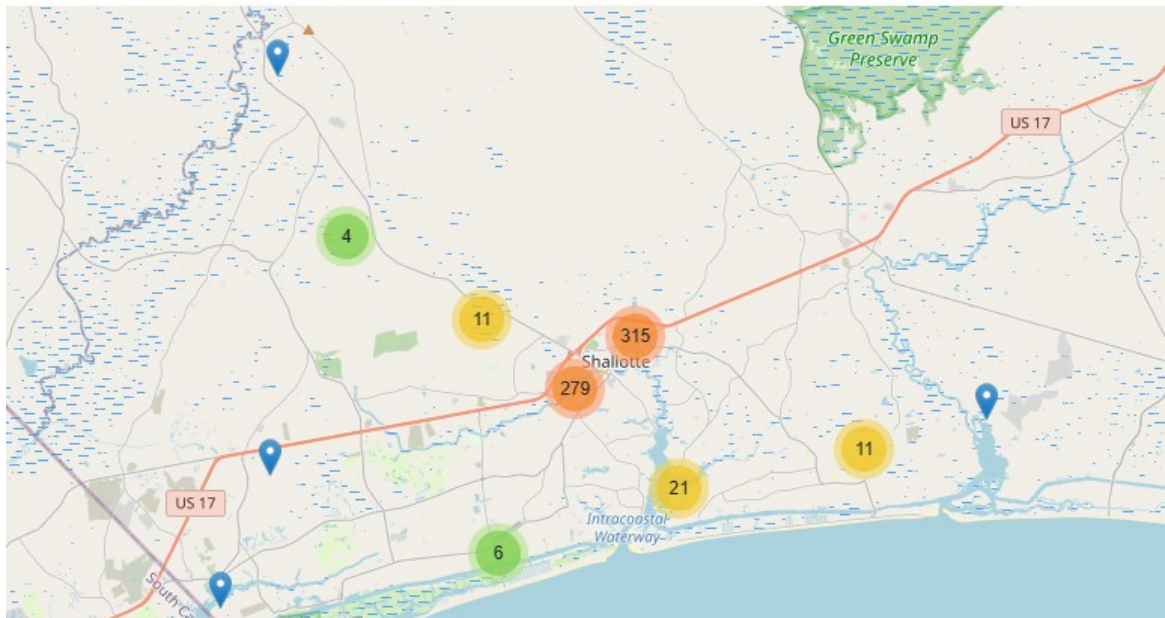
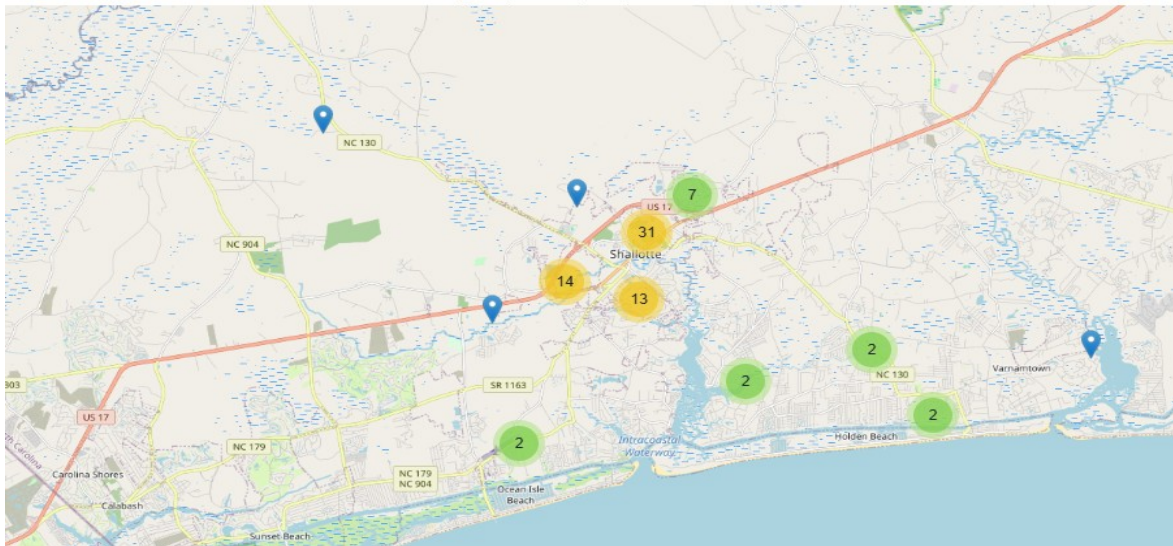
I, John Parkins, do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of the State of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Sergeant, so help me God.

This 5th day of August, 2025.

Signature

_____(SEAL)
Natalie Goins, Town Clerk

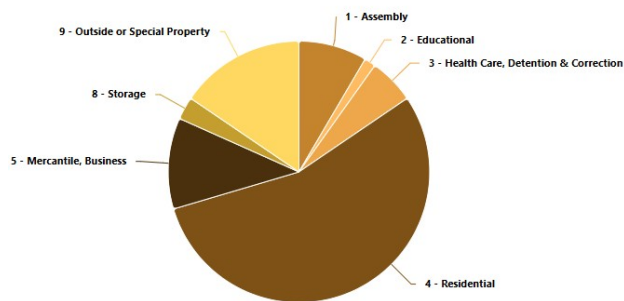
FISCAL YEAR ENDING June 30, 2026
Reporting Period: JUL 01, 2025 – JUL 28, 2025



(Last 4 weeks)

Incidents by Property Use Category

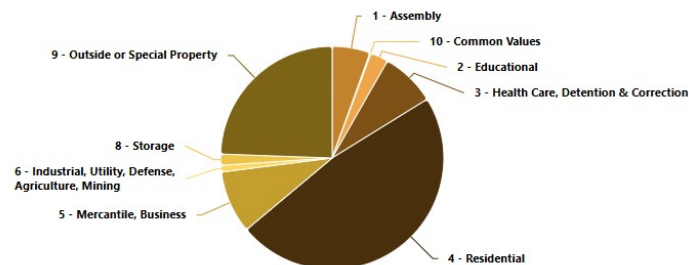
Jul 01, 2025 to Jul 28, 2025



(YTD)

Incidents by Property Use Category

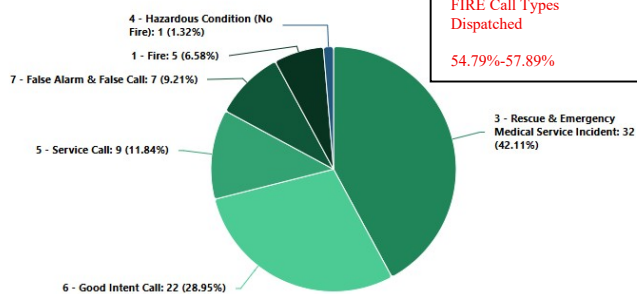
Jan 01, 2025 to Dec 31, 2025



(Last 4 weeks)

Incident Type Categories

Jul 01, 2025 to Jul 28, 2025



Post-mitigation data reflects the Incident Category, not the dispatched Call Type.

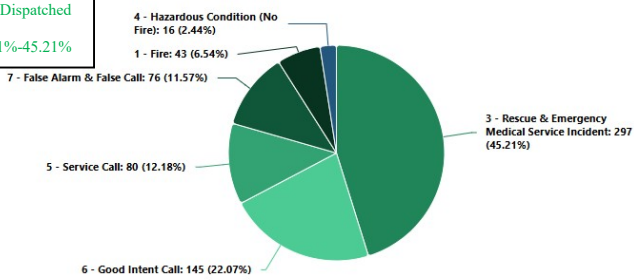
FIRE Call Types Dispatched
54.79%-57.89%

EMS Call Types Dispatched
42.11%-45.21%

(Last 4 weeks)

Incident Type Categories

Jan 01, 2025 to Dec 31, 2025

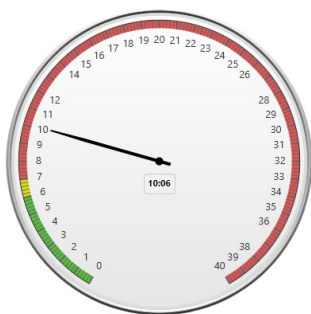


(Last 4 weeks)

PSAP to Arrival

Average Total Response Time (MM:SS)

Date Reported: Jul 01, 2025 to Jul 28, 2025



Data is consistent with that presented in the Fire Study. BCSO seeking improvement.

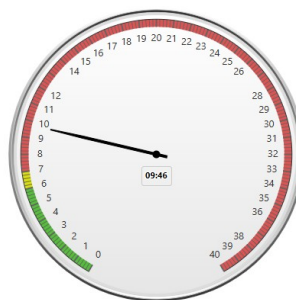
CCOM has been heard on auxiliary channels testing a Location System which uses pre-defined voice data to automatically announce dispatches.

(YTD)

PSAP to Arrival

Average Total Response Time (MM:SS)

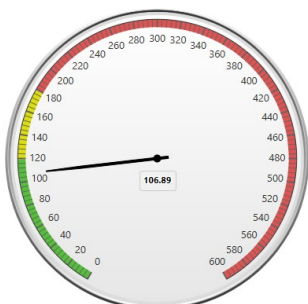
Date Reported: Jan 01, 2025 to Dec 31, 2025



(Last 4 weeks)

Unit Average Turnout Time (Seconds)

Jul 01, 2025 to Jul 28, 2025

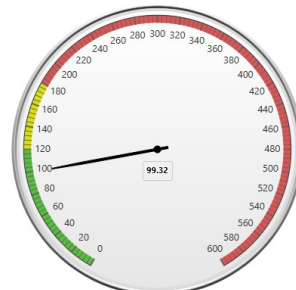


Data is consistent with that presented in the Fire Study.

(YTD)

Unit Average Turnout Time (Seconds)

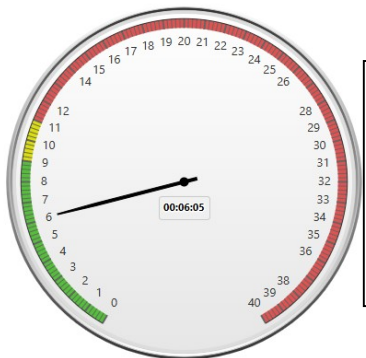
Jan 01, 2025 to Dec 31, 2025



(Last 4 weeks; District)

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

Jul 01, 2025 to Jul 28, 2025



Meets Town's Performance Measures.

Data is consistent with that presented in the Fire Study.

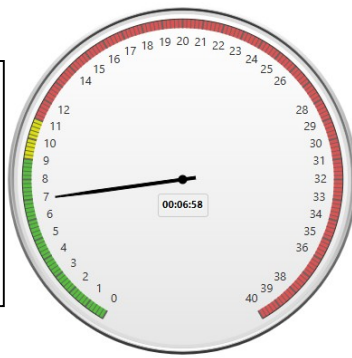
Shows data for entire fire district.

Uncontrolled variables: Time required to travel a given distance, Time required to overcome traffic patterns, Time required to clear overlapping calls...

(YTD; District)

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

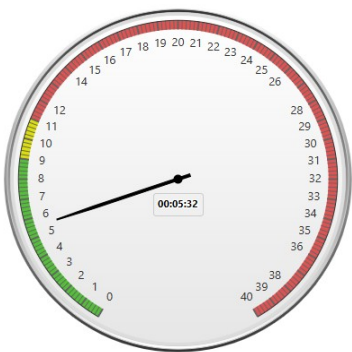
Jan 01, 2025 to Dec 31, 2025



(Last 4 weeks; City)

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

JUL 01, 2025 to JUL 28, 2025



Meets Town's Performance Measures.

Data is consistent with that presented in the Fire Study.

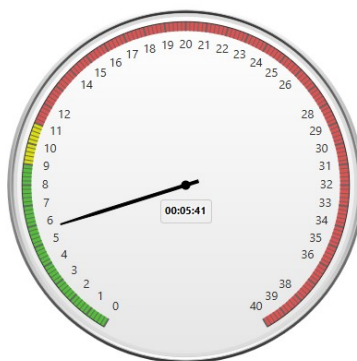
Shows data for Town Limits.

Uncontrolled variables: Time required to travel a given distance, Time required to overcome traffic patterns, Time required to clear overlapping calls...

(YTD; City)

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

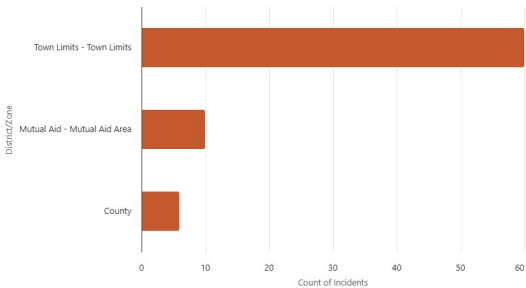
JAN 01, 2025 to DEC 31, 2025



(Last 4 weeks)

Incidents by District/Zone

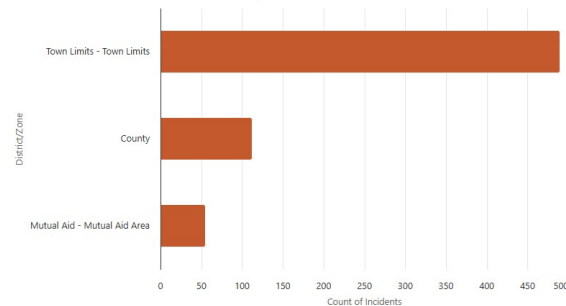
Jul 01, 2025 to Jul 28, 2025



(YTD)

Incidents by District/Zone

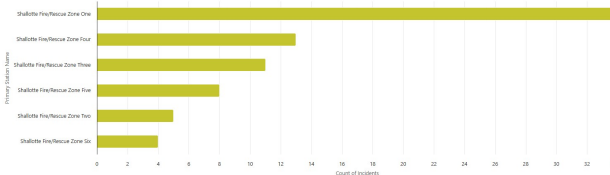
Jan 01, 2025 to Dec 31, 2025



(Last 4 weeks)

Incidents by Primary Station Name

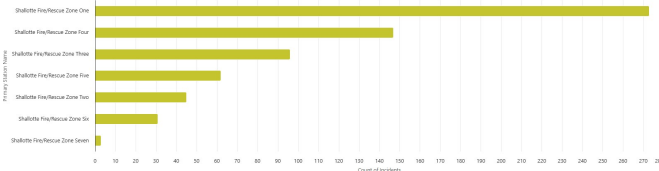
May 29, 2023 to Jun 21, 2023



(YTD)

Incidents by Primary Station Name

Jan 01, 2023 to Dec 31, 2023



Zone Reference by Number of Incidents from Greatest to Lowest

- #1 Zone One = Wall St Station (Town Central Commercial District)
- #2 Zone Four = Red Apple Station area (Rourke Woods/Brierwood/River's Edge/Shallotte Point area)
- #3 Zone Three = Naber Dr Station (Shallotte 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 = HWY 130 Station (WBHS/McMilly Rd/Industrial Park area)
- #6 Zone Six = (Greybridge Rd/Red Bug Rd/Holden Beach Rd/Solsera area)
- #7 Zone Seven = (SECU/Ford & Chevy/Cumbee Rd areas)

NCRRS 5: Training...

448:00 hours

- Jurvare WebEOC Damage Assessment Tools
- Image Trend Slate
- (EMT) Continuing Education
- (ISO) Recruit Training
- (ISO) Company Training
- (ISO) Driver/Operator Training
- (ISO) Facility Training
- (ISO) Community Outreach

Notes:

Technical Review (TR) and Code Enforcement Items

- Invited to County TRC - No projects within Shallotte's fire district
- Technical Review – Faatz Property
- Environmental Impact Survey – 5160 Ocean Hwy W
- Meetings with Fire Planner
- Meetings with Fire Marshal
- Site Visits – Village Point Rd
- Site Visits – Smith Ave Ext
- Site Visits – Old Shallotte Rd

Staffing Notes

- 1 staff position vacancy
 - Chief and Deputy Chief covering staffing shortages when part-time staff are unavailable.
 - Conditional Offer Accepted
 - 1 staff position on light-duty for injury
 - New Position Jan 01.

Other Notables

- Open Investigations
 - AI Street
 - Pending
 - SBI Report
- Reviewed Updated Policies
 - Drug and Alcohol Policy
 - Vehicle Use & GPS Policy
- Community CPR
 - 5 classes
- Child Safety Seat Inspections/Installations
 - 1 event
- Fire & Life Safety Education
 - 2 events
- Attended County Chiefs Meeting
 - Discussed BOC meeting
 - Discussed Funding Mechanism Options
 - Discussed Accountability and Measurable Standards

TOWN OF SHALLOTTE

PLANNING & ZONING DEPARTMENT

Post Office Box 2287 • Shallotte, North Carolina 28459 Telephone: (910) 754-4032 • Facsimile: (910) 754-2740



TO: Board of Aldermen
FROM: Robert Waring, Planning Director
DATE: August 5, 2025
RE: Monthly Planning Department Report

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

1. The Planning Board met July 8 to review four text amendments:
 - a. The Board's next meeting is scheduled for August 12.
2. TRC met July 17 to consider one Annexation/PUD project:
 - a. 66 single-family lot Planned Unit Development located near Bay & Village Pt. Roads
 - b. The next meeting scheduled for August 21
3. The Shallotte Collector Street Plan (CSP) is progressing
 - a. Staff reviewed the draft CSP and provided comments
 - b. A 30-day window for public review/comment is open
 - c. A public open house was held on July 29, 2025
 - d. Staff anticipated having the final document to the Board in October
4. Staff attended the quarterly TCC meeting with NCGSATS
 - a. The RCI intersections at the north and south ends of Main & Hwy 17 bypass have been let
5. Staff attended the bi-monthly traffic impact analysis meetings with NCDOT
6. Staff is waiting on final comments for the stormwater revisions and anticipate bringing the required amendments to PB & BOA in the September & October time frame
7. Staff attended the kick-off meeting for the Town Hall project with the construction manager at risk
8. Staff with the Hayden Point (FMJ Tract) developers to discuss construction and permitting
9. Staff attended the County's damage assessment training
10. Please forward any zoning or nuisance complaints to Brandon Eaton, Planner,
beaton@townofshallotte.org Phone: (910) 754-4032
11. The Town collected \$228,941 for July 2025
 - a. Fees collected in July 2024 totaled \$177,094

Monthly Code Report (Town of Shallotte, NC) 7/2025
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: 7/29/25

- 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: 7/29/25

- 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-25-001

Original Complaint: Temporary sales office removed with materials, debris, and trash left on lot at 599 Forest St. EXT NW

Latest Update: 7/29/25

- This parcel is located in the County proper and outside of the jurisdiction of the Town. CE has notified Brunswick County of the violation. **Case closed to CE.**

4. Case Number: PN-25-002

Original Complaint: Neighbor reported tall grass. Yearly offender.

Latest Update: 7/29/25

- CE is looking into additional violation information.
- Complainant reached out to CE again to expand complaint to include potential unkept access easement. Will investigate the potential violation.

- CE has explained to complainant that the Town cannot maintain the aesthetic of private property in the way that an HOA/POA could and also detailed our ordinance to illustrate items we can regulate.
- Reinspection shows no current nuisance violation. Property will be monitored for changes.

5. 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: 7/29/25

- 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.

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

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

Latest Update: 7/29/25

- NOV mailed. Owner has until 8/6/25 to comply.

7. Case Number: PN-25-009 (109 Smith Ave.)

Original Complaint: Tall grass.

Latest Update: 7/24/25

- The property manager reached out to notify CE that the property would be mowed on 7/28/25.

8. Case Number: PN-25-010 (139 Edom Ln.)

Original Complaint: Tall grass.

Latest Update: 7/24/25

- Inspection scheduled for 7/29/2025

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: 7/29/25

- 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: 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: 7/29/25

- 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: 7/29/25

- CE is 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: 7/29/25

- Final NOV to mail 7/30/25.
- 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-25-006 (130 Smith Ave.)

Original Complaint: Mobile car wash without zoning approval.

Latest Update: 7/29/25

- CE has not found car wash during the last three inspections. Will monitor. **Case closed 7/29/2025.**

6. Case Number: Z-25-007 (5054 Main St.)

Original Complaint: Food truck without permit.

Latest Update: 7/29/25

- Violation not found during inspection but has been said that it is generally in operation on weekends. CE is continuing to monitor.

7. 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: 7/29/25

- 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.

8. Case Number: Z-25-010 (4910 Bridgers Rd.)

Original Complaint: Broken dumpster enclosure, trash and debris on ground.

Latest Update: 7/15/25

- Management company has relocated the dumpster enclosure and removed trash. **Case closed to CE.**

9. Case Number: Z-25-011 (4530 White St.)

Original Complaint: Office of funeral home reported being used as full-service funeral home without zoning approval. Only approved to be an office.

Latest Update: 7/15/25

- CE spoke with property owner who says he is only using the building for sales, and blames industry sabotage for the complaint. The owner says he may still apply for an SUP (required for this use), but is retaining legal services.

Vehicles

Currently no cases

Permit Report

7/1/2025 - 7/30/2025

Permit #	Permit Date	Parcel Address	Permit Type	Permit Type	Total Fees
4024	7/30/2025	4405 Frogie Ln.		Building	\$7,196.00
4023	7/30/2025	2115 Grassy Ln		Building	\$8,708.00
4022	7/30/2025	2114 Grassy Ln		Building	\$7,196.00
4021	7/30/2025	2111 Grassy Ln.		Building	\$8,708.00
4020	7/29/2025	2110 Grassy Ln.		Building	\$7,196.00
4019	7/29/2025	2107 Grassy Ln.		Building	\$7,196.00
4018	7/29/2025	2103 Grassy Ln.		Building	\$7,196.00
4017	7/29/2025	2102 Grassy Ln.		Building	\$8,708.00
4016	7/29/2025	2093 Locust Ridge Dr.		Building	\$8,708.00
4015	7/29/2025	2090 Locust Ridge Dr		Building	\$8,708.00
4014	7/29/2025	2087 Locust Ridge Dr.		Building	\$7,196.00
4013	7/29/2025	2080 Locust Ridge Dr.		Building	\$7,196.00
4012	7/29/2025	2079 Locust Ridge Dr.		Building	\$8,708.00
4011	7/29/2025	2071 Locust Ridge Dr.		Building	\$8,708.00
4010	7/29/2025	2067 Locust Ridge Dr.		Building	\$7,196.00
4009	7/29/2025	201 Village Rd		Zoning	\$100.00
4008	7/28/2025	785 Village Point Rd.		Antenna/Tower	\$100.00
4007	7/24/2025	550 Glitter Bay Ct		Building	\$15,198.00
4006	7/24/2025	548 Glitter Bay Ct		Building	\$13,686.00
4005	7/24/2025	529 Kalik Cir		Building	\$13,686.00
4004	7/24/2025	4445 East Coast Ln		Building	\$8,708.00
4003	7/23/2025	365 Red Fox St		Building	\$100.00
4002	7/23/2025	3 Fairway Dr		Pool	\$100.00
4001	7/21/2025			Mobile Food Unit	\$50.00
4000	7/18/2025	4719 Swimming Ln		Building	\$7,196.00
3999	7/18/2025	4715 Swimming Ln		Building	\$7,196.00
3998	7/18/2025	4704 Swimming Ln		Building	\$8,708.00
3997	7/18/2025	4700 Swimming Ln		Building	\$7,196.00
3996	7/15/2025	4486 Main St		Zoning	\$50.00
3995	7/14/2025	5160 Ocean Hwy W		Zoning	\$50.00
3994	7/11/2025	545 Glitter Bay Ct		Building	\$15,198.00
3993	7/10/2025	4523 Main St		Sign	\$75.00
3992	7/10/2025	5211 Main St. Suite 500		Zoning	\$100.00
3991	7/9/2025			Mobile Food Unit	\$50.00
3990	7/9/2025	4441 East Coast Lane		Building	\$7,196.00
3989	7/9/2025	511 Sanguine St		Building	\$5,624.00
3988	7/2/2025			Mobile Food Unit	\$50.00
Total					\$228,941.00

Total Records: 37

7/30/2025

Public Works Monthly Report

July 2025

To: *Board of Aldermen*

From: *Dan Formyduval, Director of Public Services*

Sewer

- Responded to 26 sewer calls during the day and 6 after hours.
- Randomly inspected 30 pressure sewer services.
- Completed upgrades for 2 commercial and two residential sewer services.
- Replaced 1 duplex and 5 simplex sewer control panels.
- Installed 4 residential services.
- Welcomed a new employee to the Sewer Department.
- Assisted contractors with the shut down and replacement of two force mains for the 7 Brew project.

Parks & Streets

- Cleaned out and repaired 7150 feet of ditch in the Green Bay neighborhood.
- Complete replacement of the playground surface at Mulberry Park.

Construction & Engineering

- Responded to **267** NC811 locate tickets.
- Participated in weekly meetings with contractors working on Price Landing.
- Reviewed revisions for the Hayden Point Project.
- Reviewed one new project for TRC.

Fleet Maintenance

Police Dept.

- Serviced Humvee
- Serviced 5 Ton

Fire Dept.

- Repaired oil pressure issue with Engine 1571.
- Serviced Engine 1571.

Maintenance Dept.

- Refurbished sewer Jetter.



Mulberry Before





Town of Shallotte Board of Aldermen
ACTION AGENDA ITEM
 2025

TO: Board of Aldermen

ACTION ITEM #: _____

MEETING DATE: _____

FROM: Kirstie White

DATE SUBMITTED: _____

ISSUE/ACTION REQUESTED:

PUBLIC HEARING: ☐ YES ☐ NO

Customer has requested an adjustment to their bill due to a leak.

BACKGROUND/PURPOSE OF REQUEST:

Tee Time Cafe (126 Holden Beach Rd) – Customer had 2 leaks occur within the same billing cycle. The first leak was a broken pipe outside due to the winter storm in January. The other was a broken pipe inside the dining room. Usage for the March billing was 182,100 gallons. Customer's average usage is 44,300 gallons. Requesting adjustment to bring the bill down to the customer's average sewer usage. The total bill amount for March was \$3,076.31. The amount of the adjustment would be \$2,384.60, bringing the bill down to \$691.71.

Cardinal Pointe Phase III LP (50 Brooks Ct) – Customer had a broken pipe outside. Usage for the March billing was 355,800 gallons. Usage for the May billing was 759,900 gallons. Customer's average usage is 79,070 gallons. Requesting adjustment to bring the bills down to the customer's average sewer usage. The total bill amount for March & May is \$17,915.90. The amount of the adjustment would be \$15,622.44, bringing the bills down to \$2,293.46.

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:

Amend bills per policy - moq

FINANCE RECOMMENDATION:

ATTACHMENTS:

1. Tee Time Café: Adjustment Applications, pictures of both leaks & calculations
2. Cardinal Pointe: Adjustment Application, plumbing repair bill & calculations
- 3.

ACTION OF THE BOARD OF ALDERMEN

APPROVED:

☐

ATTEST:

CLERK TO THE BOARD

DENIED:

☐

**DEFERRED
UNTIL:**

SIGNATURE

OTHER:



Mar: -2 2021

Section VI, Item 4.

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: Tee-Time Cafe

Sewer Bill Account Number: 101460000094

Service Address (or Physical Address): 126 Holden Beach Rd. Shallotte

Telephone Number: 910-754-7008

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

Broken pipe after winter storm
* see pics

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? Jan. 23rd 2025

If this was a leak, where was the leak located? out front main spigot

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? building owner has

handyman on payroll that fixed it

Applicant's Signature [Signature] Date 4-7-25

The following is for office use only:

Estimated average consumption: 44,300 gals

Estimated average bill amount: \$1691.71 (commercial rate)

Current consumption: Jan: 54,500 gals Mar: 182,100 gals May: 316,800 gals

Current bill amount: Jan: \$863.73 Mar: \$3,076.31 May: \$569.18

Notes:

Town Administrator _____ Date _____



Jan 23rd
2025



Jan 23rd
2025



Jan 23rd
2025



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: Tee Time Cafe
Sewer Bill Account Number: 101460000 94
Service Address (or Physical Address): 126 Holden Beach Rd. Shallotte
Telephone Number: 910-754-7008
Reason for requesting adjustment (pool fill, water leak from broken pipe outside, etc.):

Broken pipe March 17th-2025. * See pics

If filling a pool, what date(s) was the pool filled: 0

If filling a pool, how many gallons does your pool hold? 0

If this was a leak, what date was the leak fixed? March 17th 2025 dining room

If this was a leak, where was the leak located? inside building/wait station

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? building owner has handyman that fixed it. * see pic

Applicant's Signature [Signature]

Date 4-7-25

The following is for office use only:

Estimated average consumption:

Estimated average bill amount:

Current consumption:

Current bill amount:

Notes:

Town Administrator

Date

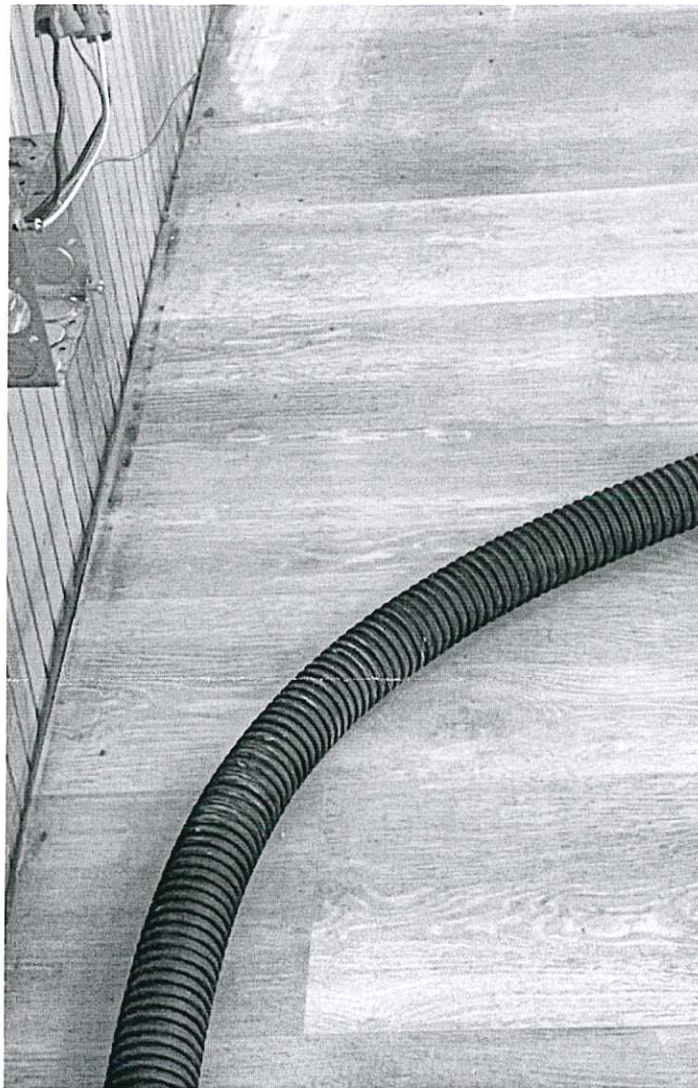
Mar. 17th
2025



Mar 17th
2025



Mar. 17th
2025



Tee Time Cafe
1014600 94 – 126 Holden Beach Rd

Average usage: 44,300 gallons

Sewer: Regular Rate for avg usage

March 2025

Average Usage:	44,300 gallons	Price: \$691.71
Total Sewer Usage:	<u>-182,100 gallons</u>	
Overage:	-137,800 gallons	Consumption Adjustment
	691.71	Sewer Charge for Average Usage
	<u>-3,076.31</u>	Original Sewer Charge
	-2,384.60	Sewer Adjustment

March Adjustment: -2,384.60



Town of Shallotte Adjustment Application

Mar: -4,509.72

May: -11,111.11

Section VI, Item 4.

-15,620.83

Apr 21 2025
11:28A

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: Cardinal Pointe Phase III LP (Contact: Allison Attibellis)

Sewer Bill Account Number: 7501007.0098

Service Address (or Physical Address): 50 Brooks Court, Shallotte, NC 28470

Telephone Number: 757.752.8957 (property-910.755.6000)

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

Broken pipe

If filling a pool, what date(s) was the pool filled: Pool is in phase I

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

If this was a leak, what date was the leak fixed? 2/17/25

If this was a leak, where was the leak located? Water line at the meter.

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? _____

Applicant's Signature [Signature]

Date 4/14/25

The following is for office use only:

Estimated average consumption: 79,070 gals.

Estimated average bill amount: \$1,146.73

Current consumption: Jan: 117,400 gals. Mar: 355,800 gals. May: 759,900 gals.

Current bill amount: Jan: \$1,761.00 Mar: \$5,656.45 May: \$12,259.45

Notes: Building has 8 units (Minimum: 48,000 gals; \$697.44)

Town Administrator

Date



Roto-Rooter Plumbing & Drain Services of Wilmington

(910) 408-4118

License 35875 Fed ID 13-4281911

Home Office:

136 Tanner Road

Greenville, SC 29607

Phill
5060-000000
50 Bldg leak repairs

BILL TO

SL Nusbaum Realty
440 Monticello Avenue
Norfolk, VA 23510 USA

INVOICE
448903

INVOICE DATE
Feb 17, 2025

JOB ADDRESS

Cardinal Pointe
37 Paisley Drive Southwest
Shallotte, NC 28470 USA

Completed Date: 2/17/2025**Payment Term:** Net 30**Due Date:** 3/19/2025**DESCRIPTION OF WORK**

Bldg 50: Customer stated 2" water line at meter was broken

Replaced male adapter to meter and section of pipe

Checked for leaks and proper function

Roto rooter is not responsible for any pre existing damage to any plumbing or surrounding areas

TASK	DESCRIPTION	QTY
Commercial Water Line Repair Accessible RR Z2	Commercial Water Line Repair Accessible RR Z2	1.00

SUB-TOTAL \$1,100.14

TAX \$74.26

TOTAL DUE \$1,174.40

BALANCE DUE \$1,174.40

A monthly service charge of 1 1/2% will be added after 30 days.

Thank you for prompt payment!

CUSTOMER AUTHORIZATION

I agree that initial price quoted prior to start of work does not include any additional or unforeseen task, nor materials which may be found to be necessary to complete repairs or replacements. I also agree to hold Roto-Rooter and/or its agent(s)

Cardinal Pointe Phase III LP
7501007 98 – 50 Brooks Ct

Average usage: 79,070 gallons

Sewer: Regular Rate for avg usage

March 2025

Average Usage:	79,070 gallons	Price: \$1,146.73
Total Sewer Usage:	<u>-355,800 gallons</u>	
Overage:	-276,730 gallons	Consumption Adjustment
	1,146.73	Sewer Charge for Average Usage
	<u>-5,656.45</u>	Original Sewer Charge
	-4,509.72	Sewer Adjustment

March Adjustment: -4,509.72

May 2025

Average Usage:	79,070 gallons	Price: \$1,146.73
Total Sewer Usage:	<u>-759,900 gallons</u>	
Overage:	-680,830 gallons	Consumption Adjustment
	1,146.73	Sewer Charge for Average Usage
	<u>-12,259.45</u>	Original Sewer Charge
	-11,112.72	Sewer Adjustment

May Adjustment: -11,112.72

Total Adjustment (March & May Bills): -15,622.44

Prepared by:

Michael R. Ganley, Attorney
Bagwell Holt Smith P.A.
111 Cloister Court, Ste. 200
Chapel Hill, NC 27514

STATE OF NORTH CAROLINA

COUNTY OF BRUNSWICK

DEED OF DEDICATION

THIS DEED, made and entered into this 20th day of May, 2025, by and between **DR HORTON, INC.**, a Delaware corporation, 4049 Belle Terre Blvd., Myrtle Beach, SC 29579, party of the first part, hereinafter referred to as "Developer", Grantor and **TOWN OF SHALLOTTE**, a governmental entity created and existing under the laws of the State of North Carolina, party of the second part, hereinafter referred to as Grantee;

WITNESSETH:

That whereas Developer is the owner and developer of a tract or parcel located in Shallotte Township, Brunswick County, North Carolina, known as:

- (a) The Meadows at Wildwood Village, Lots 101 through 127, Phase 1A, as shown on a survey plat dated May 18th, 2022 entitled "Subdivision Plat of Phase 1A The Meadows at Wildwood Village", prepared by Thomas & Hutton, and recorded in Map Cabinet 144 at Page 30, Brunswick County Registry;
- (b) The Meadows at Wildwood Village, Lots 116 through 122 and Lots 135 through 150, Phase 1B, as shown on a survey plat dated May 18th, 2022 entitled "Subdivision Plat of Phase 1B The Meadows at Wildwood Village", prepared by Thomas & Hutton, and recorded in Map Cabinet 144 at Page 33, Brunswick County Registry; and
- (c) The Meadows at Wildwood Village, Lots 201 through 265, Phase 2, as shown on a survey plat dated May 18th, 2022 entitled "Subdivision Plat of Phase 2 The Meadows at Wildwood

Village", prepared by Thomas & Hutton, and recorded in Map Cabinet 146 at Page 27, Brunswick County Registry;

And whereas Developer has caused to be installed sewer service lines and related equipment under and along the road rights-of-way hereinafter described and referenced;

And whereas Developer wishes to obtain sewer services from Grantee for "The Meadows at Wildwood Village, Lots 101 through 127, Phase 1A;"; The Meadows at Wildwood Village, Lots 116 through 122 and Lots 135 through 150, Phase 1B," and "The Meadows at Wildwood Village, Lots 201 through 265, Phase 2", and to make such services from Grantee's systems available to the individual lot owners of said subdivision in said Phase thereof;

And whereas Grantee has adopted through appropriate resolution stated policy regarding subdivision sewer collection systems under the terms of which, among other things, in order to obtain sewer services for said subdivision Developer must convey title to the sewer service systems to Grantee through an instrument of dedication acceptable to Grantee;

NOW, THEREFORE, Developer, in consideration of Grantee accepting said sewer services and making sewer services available to said subdivision, has conveyed and by these presents does hereby convey to Grantee, its lawful successors and assigns, the following described property:

ITEM ONE

All of the sewer service lines, and related equipment located under, along and within the road, street, and cul-de-sac rights-of-way shown on the plats thereof being more particularly described as follows: "Sewer Record Drawing of Phase 1A The Meadows at Wildwood Village", "Sewer Record Drawing of Phase 1B The Meadows at Wildwood Village", and "Sewer Record Drawing of Phase 2 The Meadows at Wildwood Village", prepared by Gaston Wayne Shelley, Professional Land Surveyor, consisting of one page, copies of which are attached hereto and incorporated herein by reference as Exhibit A.

ITEM TWO


Non-exclusive easements over, along and upon the entire area of the streets and cul- de-sacs depicted on the plat(s) and serving the area referenced in Item One, above, for purposes of entry into the subdivision for maintenance, repair and upkeep of the sewer collection and sewer systems, and for connecting the same to the individual lots developed or to be developed lying adjacent to said streets and cul-de-sacs. Reserving unto Developer, its successors and assigns, equal rights of easement and access over, in, along and upon said streets and cul-de-sacs for purposes of installing and maintaining such other utilities and for such other purposes as may be required for the development and maintenance of said subdivision. The streets and cul-de-sacs are more fully described in survey plats dated May 18th, 2022 entitled "Subdivision Plat of Phase 1A The Meadows at Wildwood Village", prepared by Thomas & Hutton, and recorded in Map Cabinet 144 at Page 30, Brunswick County Registry; "Subdivision Plat of Phase 1B The Meadows at Wildwood Village", prepared by Thomas & Hutton, and recorded in Map Cabinet 144 at Page 33, Brunswick County Registry; and "Subdivision Plat of Phase 2 The Meadows at Wildwood Village", prepared by Thomas & Hutton, and recorded in Map Cabinet 146 at Page 27, Brunswick County Registry.

TO HAVE AND TO HOLD said sewer service lines, related equipment and easements described above, together with the privileges and appurtenances thereto belonging to Grantee forever.

DEVELOPER does hereby covenant that it is seized of said sewer service lines, and related equipment described above in fee simple and has the right to convey the same in fee simple, that the same are free and clear of encumbrances, and that it will warrant and defend the title to the same against all persons whomsoever.

IN WITNESS WHEREOF, the Developer has caused this instrument to be duly executed, the day and year first above written.

D. R. Horton, Inc.

By: 
Devon K. Lloyd, Division President

STATE OF SOUTH CAROLINA

COUNTY OF HORRY

I, Sharon B. Weisgerber, a Notary Public of the County and State aforesaid, certify that Devon K. Lloyd, personally came before me this day and acknowledged that he is the Division President of D.R. Horton, Inc., and that she, as Division President being authorized to do so, executed the foregoing on behalf of the corporation. Witness my hand and official seal, this the 20th day of May, 2025.

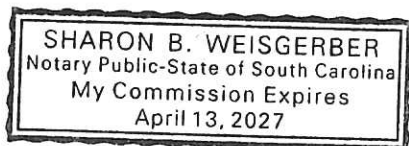


Notary Public Signature

Sharon B. Weisgerber

Notary Printed Name

My Commission Expires: April 13, 2027



Prepared by:

Michael R. Ganley, Attorney
Bagwell Holt Smith P.A.
111 Cloister Court, Ste. 200
Chapel Hill, NC 27514

STATE OF NORTH CAROLINA

AFFIDAVIT

COUNTY OF BRUNSWICK

This Affidavit, made and entered into this the 20th day of May, 2025, by D.R. Horton, Inc., a Delaware corporation, 4049 Belle Terre Blvd., Myrtle Beach, SC 29579, hereinafter referred to as Affiant, who, being first duly sworn, hereby deposes and says under oath as follows:

1. That D.R. Horton, Inc. is the owner of certain property located in Shallotte Township, Brunswick County, North Carolina, known as:
 - (a) The Meadows at Wildwood Village, Lots 101 through 127, Phase 1A, as shown on a survey plat dated May 18th, 2022 entitled "Subdivision Plat of Phase 1A The Meadows at Wildwood Village", prepared by Thomas & Hutton, and recorded in Map Cabinet 144 at Page 30, Brunswick County Registry;
 - (b) The Meadows at Wildwood Village, Lots 116 through 122 and Lots 135 through 150, Phase 1B, as shown on a survey plat dated May 18th, 2022 entitled "Subdivision Plat of Phase 1B The Meadows at Wildwood Village", prepared by Thomas & Hutton, and recorded in Map Cabinet 144 at Page 33, Brunswick County Registry; and
 - (c) The Meadows at Wildwood Village, Lots 201 through 265, Phase 2, as shown on a survey plat dated May 18th, 2022 entitled "Subdivision Plat of Phase 2 The Meadows at Wildwood Village", prepared by Thomas & Hutton, and recorded in Map Cabinet 146 at Page 27, Brunswick County Registry.
2. That it has caused to be installed sewer collection lines and related equipment in Phase 1A, Phase 1B and Phase 2 described as follows:

All of the sewer service lines, and related equipment located under, along and within the road, street, and cul-de-sac rights-of-way shown on the plats thereof being more particularly described as follows: "Sewer Record Drawing of Phase 1A The Meadows at Wildwood Village ", prepared by Thomas & Hutton Engineering Co. NCPLS No., consisting of two pages, "Sewer Record Drawing of Phase 1B The Meadows at Wildwood Village ", prepared by Thomas & Hutton Engineering Co. NCPLS No., consisting of three pages, and "Sewer Record Drawing of Phase 2 The Meadows at Wildwood Village ", prepared by Thomas & Hutton Engineering Co. NCPLS No., consisting of three pages, copies of which are attached hereto and incorporated herein by reference as Exhibit A.

3. All the work which has been performed in the construction and installation of said sewer collection lines and related equipment described in paragraph 2, above, has been fully paid for and there are now no liens of any kind including any lien for labor or material against the subdivision property which would in any way jeopardize title of Affiant to the property in said subdivision nor are there any legal actions pending against Affiant or any contractor arising out of any work performed in said subdivision or the sidewalks, sewer lines or related equipment installed therein which would in any way jeopardize title to the subdivision or the sidewalks, sewer lift station, sewer collection lines or related equipment located therein.

IN WITNESS WHEREOF, Grantor has caused this instrument to be duly executed, the day and year first above written.

IN WITNESS WHEREOF, the Affiant has caused this instrument to be duly executed by its authorized officer(s), this 20th day of May, 2025.

DR Horton, Inc.

By: 

Devon K. Lloyd, Division President

STATE OF SOUTH CAROLINA


COUNTY OF HORRY COUNTY

Signed and sworn to (or affirmed) before me this day by Devon K. Lloyd.

Date: May 20, 2025

(NOTARY SEAL)




Signature of Notary Public

Sharon B. Weisgerber
Printed or Typed Name of Notary Public

My Commission Expires:



SEWER INDEMNITY AGREEMENT

Section VI, Item 4.

This Agreement made this the 20th day of May, 2025 between D.R. Horton, Inc., hereinafter Developer, and the Town of Shallotte, a governmental entity, duly organized under the Constitution and laws of North Carolina, hereinafter Town,

Whereas, the Developer has declared an intention to or has constructed a new sewer system to serve a property generally known as Meadows at Wildwood Village Phases 1A, 1B and 2, and has made provision for the use of this sewer system to supply the current and future needs of its development goals, and it is the intention of the Developer and the Town that the new sewer system will be accepted into the Town's sewer system to serve its customers at or near the subject property area, and

Whereas, the Developer has expressed a desire to have the new sewer system installed in an area that the Developer intends to cover with an impervious material, for uses including, but not limited to, parking, storage, or any other use that would impair the Town's access to the said sewer system in the event of needed repair or other modification of the said system, and

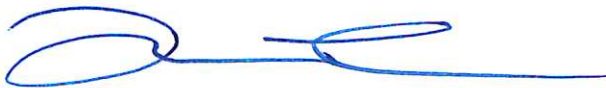
Whereas, the Town wishes not to unduly impede the progress of the Developer in the business of its scheduled construction and development, and to help the Developer meet its sewer needs while supplying quality sewer service to all of its customers,

Therefore, in consideration of the mutual covenants herein, the Town will supply sewer service to Meadows at Wildwood Village Phases 1A, 1B and 2, in exchange for this agreement, whereby the Developer agrees that at all times subsequent to the transfer of this new sewer system by the Developer to, and acceptance by, the Town into the Town's sewer system, this agreement shall continue in force.

The said Developer for so long as it owns, or until the Town has accepted for maintenance as a dedicated public roadway, the area covered with an impervious material which lay above the sewer line, in exchange for the Town's acceptance of the said sewer line being located beneath an impervious material, shall timely make all necessary and prudent repairs to the said impervious surface should said surface be disrupted by the Town due to necessary maintenance activity. All repairs shall conform with the surrounding material such that there shall not be, after any pavement repair, that a hazardous condition exist, or any condition that would result in damage or injury to the said sewer system.

Developer further agrees that upon transfer of title to a third party, it shall include a covenant or other express condition applicable to the grantee, its successors or assigns (including a property owner association which holds title to the property as common area), assigning the obligation to make in a timely manner all necessary and prudent repairs to the said impervious surface under which the sewer line is located. Developer further agrees that the instrument assigning the obligation shall be appropriately filed with the Brunswick County Registry of Deeds. Provided that, in the case of a dedicated public road, Developer will assign said repair obligation by covenant or other instrument, on the grantees, their successors or assigns (including a property owners association), of the development in which said public roads are located.

In witness thereof, the parties hereto have affixed their signatures on the date first entered above.



Devon K. Lloyd, D.R. Horton, Inc.

Town of Shallotte

PROJECT : The Meadows at Wildwood Village Phases 1A, 1B & 2
 LOCATION : Shallotte, NC
 ESTIMATOR : JHR

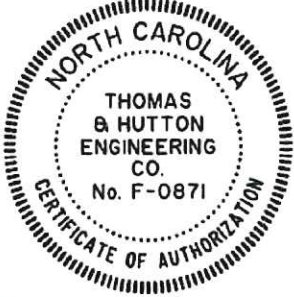


DEDICATED SEWER ASSETS

DATE PREPARED : 5/27/2025	REVISED:
BASIS FOR ESTIMATE	
(No design completed-Preliminary Layout)	
(Preliminary design)	
(Final design)	
X	(Other)

DESCRIPTION	QUANTITY		COST	
	NUMBER OF UNITS	UNIT MEASURE	PER UNIT	TOTAL COST
Phase 1A Sewer Improvements	1	LS		\$146,538.00
Phase 1B Sewer Improvements	1	LS		\$439,615.00
Phase 2 Sewer Improvements	1	LS		\$286,367.00

DEDICATED SEWER ASSETS \$872,520.00



Date: 5.27.2025

To: Robert Waring, Shallotte Town Planner

From: John H. Richards, PE, Thomas & Hutton

Re: Deed of Dedication Assets – The Meadows at Wildwood Phases 1A, 1B and 2 to the Town of Shallotte

Dear Robert,

We understand that the Town of Shallotte requires a list of assets that are included in the Deed of Dedication for The Meadows at Wildwood Phases 1A, 1B and 2 including their value. The following items identify this list as we understand the request:

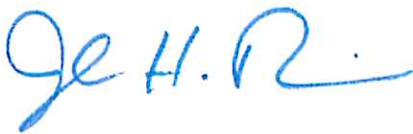
Deed of Dedication Assets:

- | | |
|--------------------------|---------------------------------------|
| 1. Phase 1A Sewer System | \$146,538.00 |
| 2. Phase 1B Sewer System | \$439,615.00 (including pump station) |
| 3. Phase 2 Sewer System | \$ 286,367.00 |

Please let me know if you have any questions.

Sincerely,

THOMAS & HUTTON



John H. Richards, P.E.
Project Manager

RESOLUTION NO. 25-07

WHEREAS, DR Horton, Inc. a Delaware corporation, 4049 Belle Terre Blvd., Myrtle Beach, SC 29579, (hereinafter "Developer") is the owner of a tract or parcel the owner of certain property located in Shallotte Township, Brunswick County, North Carolina, known as "The Meadows at Wildwood Village Phase 1A, "The Meadows at Wildwood Village Phase 1B and "The Meadows at Wildwood Village Phase 2" as more particularly shown on a survey plat dated May 18th, 2022 entitled "Subdivision Plat of Phase 1A , Phase 1B and Phase 2 The Meadows at Wildwood Village; and

WHEREAS, Developer has caused to be installed sewer collection lines and related equipment located within the Town; and

WHEREAS, a Deed of Dedication has been executed by Developer on May 20th, 2025 dedicating to the Town the following described property:

ITEM ONE

All of the sewer service lines, and related equipment located under, along and within the road, street, and cul-de-sac rights-of-way shown on the plats thereof being more particularly described as follows: "Sewer Record Drawing of Phase 1A The Meadows at Wildwood Village", "Sewer Record Drawing of Phase 1B The Meadows at Wildwood Village", and "Sewer Record Drawing of Phase 2 The Meadows at Wildwood Village", prepared by Gaston Wayne Shelley, Professional Land Surveyor, consisting of one page, copies of which are attached hereto and incorporated herein by reference as Exhibit A.

ITEM TWO

Non-exclusive easements over, along and upon the entire area of the streets and cul-de-sacs depicted on the plat(s) and serving the area referenced in Item One, above, for purposes of entry into the subdivision for maintenance, repair and upkeep of the sewer collection and sewer systems, and for connecting the same to the individual lots developed or to be developed lying adjacent to said streets and cul-de-sacs. Reserving unto Developer, its successors and assigns, equal rights of easement and access over, in, along and upon said streets and cul-de-sacs for purposes of installing and maintaining such other utilities and for such other purposes as may be required for the development and maintenance of said subdivision. The streets and cul-de-sacs are more fully described in a survey plat dated May 18th, 2022 entitled "Subdivision Plat of Phase 1A The Meadows at Wildwood Village", prepared by Thomas & Hutton., and recorded in Map Cabinet 144 at Page 30, Brunswick County Registry; "Subdivision Plat of Phase 1B The Meadows at Wildwood Village", prepared by Thomas & Hutton, and recorded in Map Cabinet 144 at Page 33, Brunswick County Registry; and Subdivision Plat of Phase 2 The Meadows at Wildwood Village", prepared by Thomas & Hutton, and recorded in Map Cabinet 146 at Page 27, Brunswick County Registry.

WHEREAS, the Town by vote of the Board of Aldermen accepted the dedication from Developer at its August 5, 2025 meeting but hereby adopts this Resolution to ratify its acceptance.

WHEREAS, the acceptance of all of said property would benefit the Town of Shallotte and is in the best interest of the citizens of the Town of Shallotte.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE TOWN OF SHALLOTTE as follows:

1. That the Town hereby accepts the conveyance and dedication offered by D.R. Horton Inc. as set forth above.
2. That the Town shall record the deed of dedication in the office of the Register of Deeds for Brunswick County.

ADOPTED THIS 5th DAY OF AUGUST, 2025.

ATTEST:

Walt Eccard, Mayor

Natalie Goins, Town Clerk



Town of Shallotte

ACTION AGENDA ITEM

2025

TO: Board of Alderman

ACTION ITEM #: _____

MEETING DATE: _____

FROM: Dan Formydval

DATE SUBMITTED: _____

ISSUE/ACTION REQUESTED: *Discussion of procurement of future sewer treatment allocation for the Town of Shallotte Sewer Utility*

PUBLIC HEARING: ☐ YES ☐ NO

BACKGROUND/PURPOSE OF REQUEST: *The Town of Shallotte is a Partner in the West Brunswick Regional Wastewater System. This affords the Town access to a treatment source for the Town's wastewater. The Town currently has a total one million gallon per day allocation of which the daily flow currently averages +/- 500,000 GPD. With the projects currently under construction and or in the process of permitting, the daily flow is projected to increase to max out the current 1,000,000 GPD once those projects are built.*

Brunswick County is in need of expanding its treatment capacity and has completed the first phase of determining their needs. The County has asked the partners (Ocean Isle Beach, Holden Beach, Oak Island, and Shallotte) if they would like any additional allocation for their sewer treatment needs. It is the recommendation of Public Works that the Town take this opportunity to increase its available treatment allocation.

There is no cost established at this time and this request to ask for the Board's permission to engage the County in the discussion to purchase additional allocation to determine what that cost may be and how much allocation the Board would like to secure.

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: N/A

TOWN ADMINISTRATOR'S RECOMMENDATION:

FINANCE RECOMMENDATION: N/A

ATTACHMENTS:

- 1.
- 2.
- 3.

ACTION OF THE BOARD OF ALDERMEN

APPROVED:

☐

DENIED:

☐

ATTEST:

CLERK TO THE BOARD

**DEFERRED
UNTIL:**

SIGNATURE

OTHER:

West Regional Wastewater Facility
Year to Date 4th Qtr. Analysis
For Fiscal Year 2025

West Regional Flow:

Usage Month		Combined Plant Flow	Acct.# 042195 Holden Beach	Acct. # 042169 Shallotte	Acct# 59258 Oak Island	County Flow
July	Flow	168,786,729	14,689,254	14,150,967	36,444,726	103,501,782
	Average Daily Flow	5,444,733	473,847	456,483	1,175,636	3,338,767
	% of Flow	100%	9%	8%	22%	61%
August	Flow	189,564,546	13,632,259	11,117,725	33,808,708	131,005,854
	Average Daily Flow	6,114,985	439,750	358,636	1,090,603	4,225,995
	% of Flow	100%	7%	6%	18%	69%
September	Flow	173,444,096	9,726,490	11,920,350	34,535,570	117,261,686
	Average Daily Flow	5,781,470	324,216	397,345	1,151,186	3,908,723
	% of Flow	100%	6%	7%	20%	68%
October	Flow	157,375,042	6,126,347	15,967,298	24,995,391	110,286,006
	Average Daily Flow	5,076,614	197,624	515,074	806,303	3,557,613
	% of Flow	100%	4%	10%	16%	70%
November	Flow	129,435,171	4,076,755	13,971,080	20,287,988	91,099,348
	Average Daily Flow	4,314,506	135,892	465,703	676,266	3,036,645
	% of Flow	100%	3%	11%	16%	70%
December	Flow	117,864,551	4,200,431	14,537,359	17,910,450	81,216,311
	Average Daily Flow	3,802,082	135,498	468,947	577,756	2,619,881
	% of Flow	100%	4%	12%	15%	69%
January	Flow	114,894,062	2,657,078	13,703,809	16,875,691	81,657,484
	Average Daily Flow	3,706,260	85,712	442,058	544,377	2,634,112
	% of Flow	100%	2%	12%	15%	71%
February	Flow	101,201,693	3,427,190	12,876,170	13,607,854	71,290,479
	Average Daily Flow	3,614,346	122,400	459,863	485,995	2,546,089
	% of Flow	100%	3%	13%	13%	70%
March	Flow	116,066,497	3,792,123	16,082,135	18,703,440	77,488,799
	Average Daily Flow	3,744,081	122,327	518,779	603,337	2,499,639
	% of Flow	100%	3%	14%	16%	67%
April	Flow	127,065,510	4,899,592	14,748,496	20,253,893	87,163,529
	Average Daily Flow	4,235,517	163,320	491,617	675,130	2,905,451
	% of Flow	100%	4%	12%	16%	69%
May	Flow	132,248,093	6,760,554	14,973,942	24,181,902	86,331,695
	Average Daily Flow	4,266,068	218,082	483,030	780,061	2,784,893
	% of Flow	100%	5%	11%	18%	65%
June	Flow	147,576,484	11,553,183	13,570,957	30,222,173	92,230,171
	Average Daily Flow	4,919,216	385,106	452,365	1,007,406	3,074,339
	% of Flow	100%	8%	9%	20%	62%
Participant Flow		1,675,522,474	85,541,256	167,620,288	291,827,786	1,130,533,144
Revenues (Flow/1000@\$3.19)		\$ 5,344,917	\$ 272,877	\$ 534,709	\$ 930,931	\$ 3,606,401
Daily Average Flow		4,590,473	234,360	459,234	799,528	3,097,351
% of Flow		100.0%	5.1%	10.0%	17.4%	67.5%

Budget vs Actual:

	Budget	Actual	YTD %
Revenues:			
Plant Flow	\$ 4,946,095	\$ 5,344,917	108.1%
Septage	150,000	194,500	129.7%
Other Sales and Services	220,000	303,039	137.7%
Transfer from Capital & Replacement Fund (roll forward)	1,200,000	1,200,000	100.0%
Expenditures:			
Operating expenditures	5,976,095	4,028,711	67.4%
Rate Funded Biosolids Project	540,000	540,000	100.0%
Revenues over/(under) expenditures	\$ -	\$ 2,473,745	

Breakeven Analysis:

	Actual	Breakeven	Variance
Operations:			
Rate	\$ 2.81	\$ 2.29	\$ 0.52
Daily Flow	4,590,473	3,738,323	852,149
Biosolids:			
Rate	\$ 0.38	\$ 0.32	\$ 0.06
Daily Flow	4,590,473	3,893,295	697,178

Capital & Replacement Fund:

Capital & Replacement Fund Balance June 30, 2024 \$ 316,056



TOWN OF SHALLOTTE

Monthly Financial Dashboard

FISCAL YEAR ENDING June 30, 2026

Reporting Period: July 31, 2025

SPECIFIC REVENUE COLLECTIONS AT A GLANCE...

General Fund	Collected TD	FY Budget	Total Budget
PROPERTY TAX		\$ 3,781,720	\$ 10,313,618
Revs YTD/% Coll/% of Budget	\$ -	0.00%	36.67%
SALES & USE TAX			
Fiscal Year Budget	\$ 2,120,223	\$ 10,313,618	
Revs YTD/% Coll/% of Budget	\$ -	0.00%	20.56%
UTILITY FRANCHISE TAX			
Fiscal Year Budget	\$ 552,973	\$ 10,313,618	
Revs YTD/% Coll/% of Budget	\$ -	0.00%	5.36%
FIRE FEES			
Fiscal Year Budget	\$ 1,302,407	\$ 10,313,618	
Revs YTD/% Coll/% of Budget	\$ 316,454	24.30%	12.63%
OTHER REVENUES			
Fiscal Year Budget	\$ 2,556,295	\$ 10,313,618	
Revs YTD/% Coll/% of Budget	\$ 585,291	22.90%	24.79%
Enterprise Fund			
OTHER REVENUES		\$ 1,863,379	\$ 5,481,096
Revs YTD/% Coll/% of Budget	\$ 645,379	34.63%	34.00%
SYSTEM DEV FEES		\$ 439,707	\$ 5,481,096
Revs YTD/% Coll/% of Budget	\$ 41,092	9.35%	8.02%
Revs YTD/% Coll/% of Budget	\$ -	0.00%	0.00%
SEWER CHARGES		\$ 3,178,010	\$ 5,481,096
Revs YTD/% Coll/% of Budget	\$ -	0.00%	57.98%
FUND TOTALS			90% of Budget
General Fund		\$ 10,313,618	\$ 9,282,256
Revenues FYTD	\$ 901,745	9%	
Enterprise Fund		\$ 5,481,096	\$ 4,932,986
Revenues FYTD	\$ 686,471	13%	

EXPENDITURES AT A GLANCE...

GENERAL FUND	Fiscal Year		YTD Expenses	
DEPARTMENTS	25/26 Budget	Current FY	Current FY	FYTD%
Governing Body	\$ 99,270	\$ 8,747		8.81%
Administration	1,315,361	69,012		5.25%
Planning	526,860	33,388		6.34%
Police Dept	3,376,822	349,850		10.36%
Fire Dept	2,197,627	172,987		7.87%
SRFTC	7,500	769		10.25%
Street Dept	2,023,650	588,520		29.08%
Parks	507,348	34,290		6.76%
Events & Comm. Outreach	259,180	39,951		15.41%
	\$ 10,313,618	\$ 1,297,513		12.58%
Fiscal Year Budget	\$ 10,313,618	\$ 1,297,513		
Unspent Budget Remaining	\$ 9,016,105	87.42%		
ENTERPRISE FUND	Fiscal Year		YTD Expenses	
DEPARTMENTS	25/26 Budget	Current FY	Current FY	FYTD%
Sewer Department	\$ 5,481,096	\$ 769,983		14.05%
	\$ 5,481,096	\$ 769,983		14.05%
Fiscal Year Budget	\$ 5,481,096	\$ 769,983		
Unspent Budget Remaining	\$ 4,711,113	85.95%		

OUR CASH AND INVESTMENTS

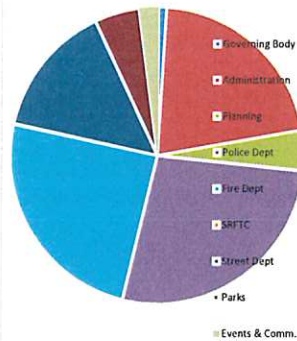
Balances on July 29, 2025 in whole dollars - Bold - As of 6-30-25

CASH & INVESTMENTS BY FUND

GENERAL FUND	June 2025	July 2025
General Fund	\$ 967,876	\$ 660,776
NCCMT	9,222,400	9,247,019
United Bank	-	-
General Fund Savings	49,619	25,000
TOTAL GENERAL FUND	\$ 10,239,895	\$ 9,932,795
ENTERPRISE FUNDS	June 2025	July 2025
Sewer Fund	\$ 1,069,349	\$ 1,387,076
NCCMT	3,862,465	3,924,100
Sewer Fund Savings	86,636	25,000
TOTAL OTHER FUNDS	\$ 5,018,449	\$ 5,336,176
Special Revenue Fund	\$ 100	\$ 100
Police Evidence Acct	313	313
Capital Project Acct	1,861,172	1,513,432
TOTAL CASH & INVESTMENTS TOWN-WIDE	June 2025	July 2025
ALL FUNDS	\$ 17,119,929	\$ 16,782,817

Cash:	July-24	July-25	Difference
General Fund	\$ 9,994,083	\$ 9,932,795	
Sewer Fund	4,986,186	5,336,176	
Special Revenue Fd	100	100	
Police Evidence Acct	313	313	
Capital Account	3,467,546	1,513,432	
	\$ 18,448,228	\$ 16,782,817	(1,665,412)
Receipts for July 25:			
April 2025 Sales Tax		184,386.36	
Town Prop Tax June 25		5,631.78	
1st Qtr 25-26 Fire Fees		316,454.00	

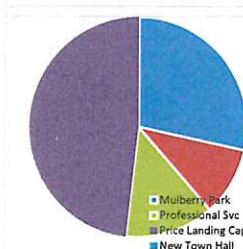
General Fund



Capital Project - Riverfront Project

CP Expenditures	FY Budget	Current Exp
Mulberry Park	\$ 1,662,873.00	\$ 532,773.69
Riverwalk II	\$ 1,132,300.20	\$ 180,749.83
Professional Svc	\$ 1,322,600.95	\$ 233,739.24
Price Landing Cap	\$ 2,500,000.00	\$ 1,518,426.34
New Town Hall	\$ 16,342,363.00	
Cheers St Parking	\$ 337,396.00	
	\$ -	
Total	\$23,297,533.15	\$ 2,465,689.10
CP Revenues	FY Budget	Current Rev
App Fund Balance	\$ 250,000.00	
Transfer from GF	\$ 2,982,177.16	\$ 266,339.24
Grant-Riverwalk	\$ 250,000.00	
SCIF Grant-Riverw	\$ 815,355.99	\$ 185,449.83
SCIF Grant-Mulb	\$ 3,000,000.00	\$ 2,013,900.03
USDA Loan	\$ 16,000,000.00	\$ -
Total	\$23,297,533.15	\$ 2,465,689.10

Capital Project



NCCMT Interest Rate April 25	4.17%
NCCMT Interest Rate May 25	4.28%
NCCMT Interest Rate June 25	4.14%



Town Of Shallotte
Expenditure Statement : 2025 - 2026
for Accounting Period 7/31/2025

GENERAL FUND

Dept #	Department	Approp Amount	Activity this Period	Expenditure YTD	Encumbrance YTD	Unencumbered Balance	% Exp. & Enc.
4100	Governing Body	\$99,270.00	\$7,786.64	\$7,786.64	\$959.88	\$90,523.48	8.81
4200	Administration	\$1,315,361.00	\$67,986.87	\$67,986.87	\$1,025.59	\$1,246,348.54	5.25
4300	Planning Department	\$526,860.00	\$33,388.12	\$33,388.12	\$0.00	\$493,471.88	6.34
4400	Events & Community Outreach	\$259,180.00	\$39,900.57	\$39,900.57	\$50.14	\$219,229.29	15.41
5100	Police	\$3,376,822.00	\$234,447.45	\$234,447.45	\$115,402.96	\$3,026,971.59	10.36
5300	Fire	\$2,197,627.00	\$191,317.87	\$191,317.87	(\$18,331.28)	\$2,024,640.41	7.87
5400	SRFTC	\$7,500.00	\$769.00	\$769.00	\$0.00	\$6,731.00	10.25
5600	Streets	\$2,023,650.00	\$588,443.23	\$588,443.23	\$76.68	\$1,435,130.09	29.08
5700	Parks	\$507,348.00	\$70,810.07	\$70,810.07	(\$36,520.30)	\$473,058.23	6.76
Total Fund	GENERAL FUND	\$10,313,618.00	\$1,234,849.82	\$1,234,849.82	\$62,663.67	\$9,016,104.51	12.58



Town Of Shallotte
Expenditure Statement : 2025 - 2026
for Accounting Period 7/31/2025

ENTERPRISE FUND		Approp Amount	Activity this Period	Expenditure YTD	Encumbrance YTD	Unencumbered Balance	% Exp. & Enc.
Dept #	Department						
8200	Sewer	\$5,481,096.00	\$710,548.24	\$710,548.24	\$59,434.54	\$4,711,113.22	14.05
Total Fund	ENTERPRISE FUND	\$5,481,096.00	\$710,548.24	\$710,548.24	\$59,434.54	\$4,711,113.22	14.05

Board Report Parks/Recreation August

July Recap

The first Concert was the Catalinas–biggest crowd we have seen in a long time!

Mulberry Park new rubber mulch and sun shaders were installed. Staff in all departments (streets, maint, etc.) did a great job with this project and worked so hard. The project was completed in a week.

Conference call for tropical storm

Staff is completing a concert post and a food truck post on social media weekly and then starting to advertise upcoming events. We are really focusing on marketing.

Staff Evaluations completed.

Employee Lunch was a hit with around 50 employees attending including 4 Board members and around 45 staff. We used a food truck out of Wilmington .

On-going

Sewer Notification

PD App Notifications

Social Media Notifications – bids, events, public notices , etc.

Vendor Spotlights for Market on Social Media weekly

Updates to website

Upcoming Event Dates

Concerts are weekly until September and are going well! Attendance has been great so far and citizens are loving the schedule!

August 7 Julio & The Saltines

August 14 The Entertainers

August 21 Chris Taylor & The Rumor

August 28 Band of Oz

September 4 The Extraordinaires

Fall Market Sept. 20

Touch a Truck Oct. 11

Halloween Event Oct. 28



MEMORANDUM

TO: BOARD OF ALDERMEN
FROM: MIMI GAITHER, TOWN MANAGER
SUBJECT: ADMINISTRATION REPORT
DATE: 7.31.25

- BOA Meeting 7.1.25
- Personnel Policies review 7.2.25
- Out of Office and Office closed 7.3.25/7.6.25 and 7.4.25
- Gathering information on Fire Fee / Tax 7.8.25-7.11.25
- Kick off Meeting with Samet 7.14.25
- Phone Conference Greg Grayson re Shallotte Point 7.15.25
- Met with HR regarding policies 7.18.25
- Fire Funding Committee met 7.18.25
- DH Evaluations 7.21.25 and 7.28.25
- Employee Luncheon 7.22.25
- Policy Review/worked on CIP updates 7.23-7.25.25
- CPR and Fire Drill Training 7.29.25
- Department Head Meeting 7.31.25
- Retirement Party for Woody Dunn 7.31.25
- Edifice close out interview 7.31.25

Project Update – Riverwalk

The final remaining task involves finish installing the handrail and cable safety rails around the basin and some clean up items.

They have had some conversation with BC Building inspection regarding the cable railing which they changed after initial submittal and the County needed the architect to signoff on and have the plan resubmitted. They are waiting for the County's approval before continuing.

Once they receive approval, they should be ready to schedule inspections shortly thereafter.

Project Update – Price Landing

The contractor is continuing to make progress on several items:

- Playground equipment has been set in place and installation is complete.
- The walkway over the ditch is completed.
- The pavilion roof has been installed.
- The bathrooms are close to being finished, roofing materials are on site and they are waiting on an inspection before they can finish the roof.
- All of the concrete slabs are in place and they are currently working on the covered dock area near the kayak launch.

Please note that the contractor remains subject to the \$1,000 daily penalty for delays, which began accruing on June 13. This penalty will continue until substantial completion is achieved, defined as the issuance of a Certificate of Occupancy. I have not received the report from McGill, but I will distribute at the BOA meeting.



Town of Shallotte

ACTION AGENDA ITEM

2025

TO: Board of Alderman

ACTION ITEM #:

FROM: Mimi Gaither, Town Manager
EXT. #

MEETING DATE:

8.5.25

DATE SUBMITTED:

7.31.25

ISSUE/ACTION REQUESTED: At the BOA meeting on 8.5.25 we will distribute copies of the new Personnel Policies for your review.

PUBLIC HEARING:

☐ YES

☒ NO

BACKGROUND/PURPOSE OF REQUEST:

We contracted with David Hill and the Piedmont Triad Regional Council of Governments (through our local COG area) to conduct a Pay Study and assist with revisions to our Personnel Policies. Our HR Manager, Ashley White, has worked closely with David and the HR Team at the North Carolina League of Municipalities (NCLM) to update, revise, and incorporate new policies that have been needed for some time.

We plan to review these policies in detail at our upcoming workshop meeting on **August 19**, but we wanted to provide the updated documents in advance for your reference.

Ashley has outlined the key changes on the **Policy Summary** page and also highlighted updates throughout the document. Most of the revisions are updates required due to changes in FLSA and other regulatory adjustments. In addition, a few entirely new policies have been added.

There are **two specific sections** where we would appreciate your guidance:

- **Section 26: Adverse Weather**
- **Section 28: Emergency or Disaster Compensation**

These sections have been discussed in the past, but no formal direction was provided. With David Hill's assistance, we now have a working draft, and we welcome your comments and input ahead of finalizing them.

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: N/A

TOWN MANAGER'S RECOMMENDATION:.

FINANCE RECOMMENDATION: N/A

ATTACHMENTS:

1. Books will be handed out at the BOA Meeting 8.4.25

ACTION OF THE BOARD OF ALDERMEN

APPROVED:

☐

ATTEST:

CLERK TO THE BOARD

DENIED:

☐

**DEFERRED
UNTIL:**

SIGNATURE

OTHER:

MEMORANDUM FOR: SHALLOTTE BOARD OF ALDERMEN
MEMORANDUM FROM: WALTER ECCARD
SUBJECT: JULY ACTIVITIES

During the month of July I worked on the following activities:

- 1: Attended meeting with County officials to discuss GSATS expansion into North Carolina
- 2: Worked with GSATS to prepare a briefing memo on this expansion for August meeting.
3. Met with DOT officials to discuss signalization meeting. Current plans call for issuing an RFP the end of August and selecting contractor in September
4. With Town staff and police, participated in a conference call with DOT to discuss speed limits on 179 and Village Point Road.
5. Scheduled a Mayors' meeting for early December to discuss coordinating efforts to protect ETJs in the County and to discuss funding of fire services.



NCLM
NC LEAGUE OF MUNICIPALITIES

7-11-25

MARTHA SUE HALL
President and Albemarle Mayor Pro Tem

Mayor and Council -
Thanks for what you
all are doing for the citizens in
Shallotte! Many of my friends from
Stanly County spend time in
your fair community!

And I love your mayor!!!

You are not alone -

WORKING AS ONE. ADVANCING ALL.

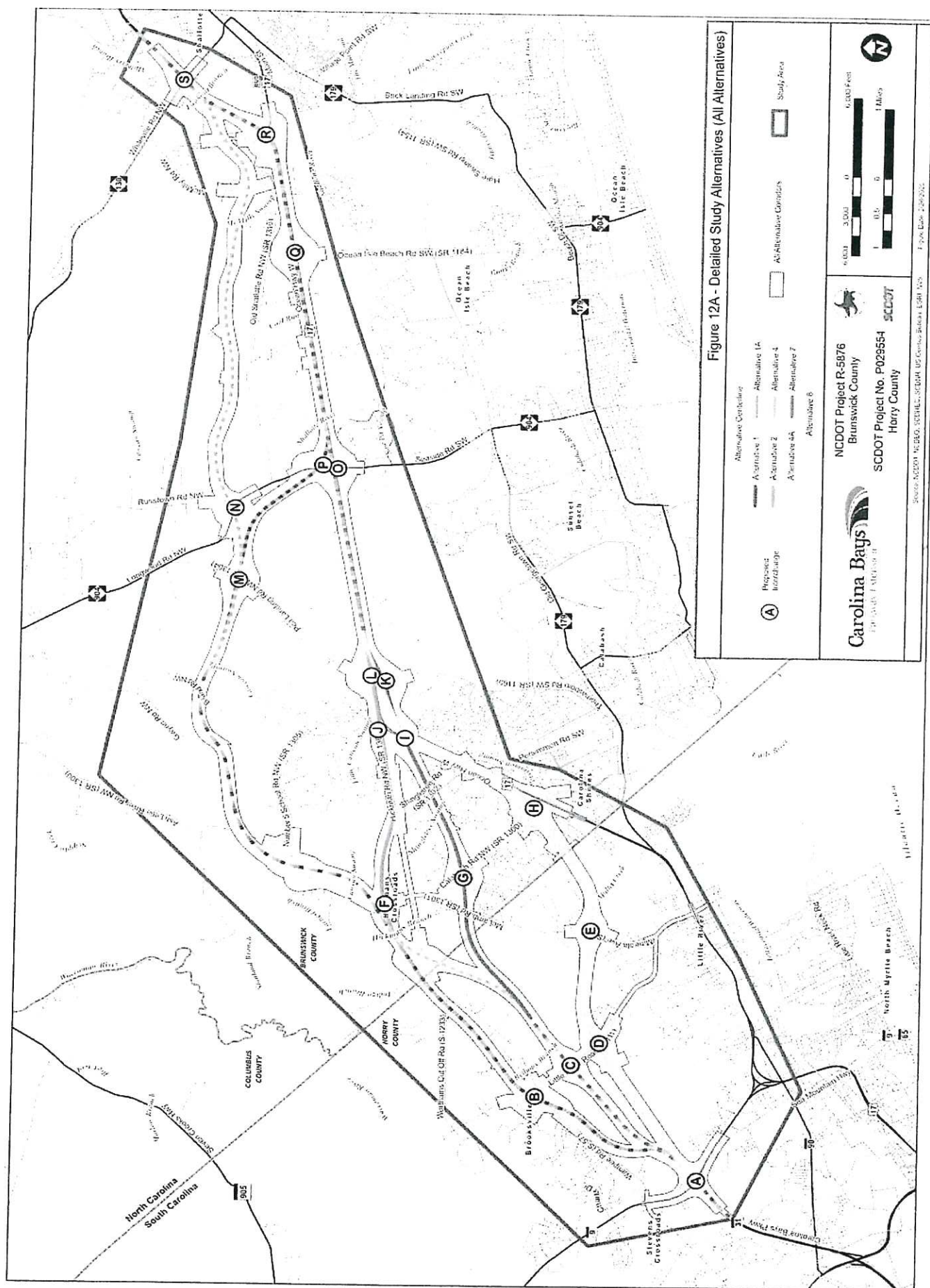
There are 540 towns, cities
and villages in our great state!

The NC League exists to
help us better serve our communities!
Enclosed is a short list of some
of their services! Call them as
needed!

Best wishes -

704-985-5821

Martha Sue Hall



Alternative 1

Route

Alternative 1 begins in Horry County, South Carolina in the same location as all the Detailed Study Alternatives at the existing Carolina Bays Parkway (SC 31)/SC 9 interchange. The alternative extends to the east before turning to the north for a short distance, and then back to the east to intersect Wampee Road near its intersection with Little River Road at a proposed interchange. Alternative 1 then continues generally north of and parallel to Wampee Road to the North Carolina State Line. In Brunswick County, North Carolina, Alternative 1 continues to the east to a proposed interchange with Ash Little River Road (located approximately 2,000 feet north of Hickman Road). The alternative then turns to the northeast to parallel Ash Little River Road, crossing this facility at two additional locations.

Alternative 1 then turns to the east, crossing Gwynn Road and Bland Road, before intersecting Pea Landing Road at a proposed interchange near Red Bird Lane. The alternative then turns to the southeast to tie into existing US 17 near the NC 904 intersection at a proposed interchange. Alternative 1 continues along existing US 17 to the east through a proposed interchange at Ocean Isle Beach Road, then turns to the northeast along existing US 17 Shallotte Bypass through a proposed interchange at US 17 Business/Old Shallotte Road. Alternative 1 ends just east of the existing US 17 Shallotte Bypass/NC 130 interchange in the same location as all the Detailed Study Alternatives.

Residential Impacts

Alternative 1 would have the second lowest number of residential relocations (total of 62). Alternative 1 would have the least impact on neighborhood cohesion.

Commercial/Economic Impacts

Tourism: The large majority of existing tourism resources are located along US 17 or along arterial facilities with direct connection to US 17 in Brunswick County. No adverse impacts in the form of relocations or operational impacts to existing tourism resources would be expected under Alternative 1 in North Carolina. Potential accessibility benefits would be consistent with those expected under South Carolina alternative segments as the proposed freeway facility would remove through traffic from US 17 and connecting roadways where the majority of existing tourism resources are located, reducing total traffic volumes and congestion in the vicinity of resources. With no potential adverse impacts expected to tourism resources, the proposed project under Alternative 1 in North Carolina would be expected to benefit this sector of the local economy.

Commercial: The large majority of existing commercial resources are concentrated along the US 17 corridor within the Brunswick County portion of the study area, with clusters of resources also located along other arterial roadway facilities that connect to US 17. Adverse impacts in the form of individual business relocations and/or right-of-way impacts would be expected. The majority of adverse impacts would occur along the US 17 corridor between NC 904 and the northern project terminus at NC 130 (the existing location portion of Alternatives 1 and 4). The potential for adverse impacts to the assisted living/rehabilitation center located at the intersection of Ash Little River Road and No. 5 School Road, within the new location portion of Alternative 1, would be individually notable.

Across Alternative 1, a moderate-high number of commercial businesses would be adversely impacted. This is notably tempered by the ample stock of comparable commercial properties for relocation or redevelopment of displaced businesses. Project benefits under Alternative 1 would further temper the adverse impacts, including improved accessibility of commercial resources similar to those expected for tourism resources. Additional project benefits in the form of enhanced visibility would be expected for businesses located along US 17 between NC 904 and NC 130. As these businesses would be located along future frontage roads under the proposed Alternative 1, they would benefit from enhanced

visibility/exposure from the future bypass facility. With a moderate-high level of potential adverse impacts expected to existing commercial resources, tempered by relocation opportunities and project benefits, the proposed project under Alternative 1 in North Carolina would be expected to result in a moderate level of impacts to commercial resources.

Industrial: The large majority of existing industrial resources are concentrated along the US 17 and NC 904 highway corridors in Brunswick County, with small clusters located along other arterial roadway facilities that connect to US 17. The nature and extent of potential adverse impacts under Alternative 1 are consistent with those expected for commercial resources. They are also notably tempered by the ample stock of comparable industrial properties for relocation or redevelopment of displaced businesses. The accessibility benefits expected for tourism and commercial resources under Alternative 1 would also extend to industrial resources, and additional benefits in the form of improved mobility of goods through the study area would be expected. While the construction of a bypass route for truck traffic serving industrial resources (as well as some commercial resources) would be expected to provide some level of mobility benefits for all industrial businesses within the study area, the highest level of benefits would be expected for those businesses located in closest proximity to the future bypass facility interchanges.

Mobility benefits under Alternative 1 would therefore be very high for industrial resources currently located along US 17 between NC 904 and NC 130, and for resources located on the NC 130 corridor in Shallotte; while mobility benefits for industrial resource located elsewhere within the study area (e.g., US 17, NC 904/Seaside Road, Koolabrew Industrial Park) may be limited by the circuitous route north and west of existing US 17. With a moderate-high level of potential adverse impacts expected to existing industrial resources, tempered by relocation opportunities and project benefits, the proposed project would be expected to result in a moderate level of impacts to this sector under Alternative 1 in North Carolina.

Agriculture: The summary level of potential impacts to existing agricultural resources would be very high under Alternative 1 in North Carolina.

Alternative 1A

Route

Alternative 1A follows the same alignment as Alternative 1 from the existing Carolina Bays Parkway (SC 31)/SC 9 interchange to just west of Pea Landing Road, including the same proposed interchanges at Wampee Road/Little River Road and Ash Little River Road. Alternative 1A crosses Pea Landing Road and continues to the east to intersect NC 904 at a proposed interchange near Russtown Road. The alternative then continues to the east on new location, generally north of and parallel to Old Shallotte Road. Alternative 1A then crosses McMilly Road before turning slightly to the northeast, crossing Wildwood Street, and tying into the existing US 17 Shallotte Bypass at the existing NC 130 interchange. The alternative ends just east of the NC 130 interchange in the same location as all the Detailed Study Alternatives.

Residential Impacts

Alternative 1A would have the second highest number of residential relocations (total of 140). Both Alternative 1A and Alternative 4A would displace parcels in the Wildwood Village and Starboard Knoll developments.

Commercial/Economic Impacts

Tourism: The potential adverse and beneficial project impacts that would be expected to tourism resources under Alternative 1A are consistent with those expected under Alternative 1 in North Carolina: a net benefit for the tourism sector of the local economy.

Commercial: Considering the spatial distribution of existing commercial resources in Brunswick County, as described previously, adverse impacts in the form of relocations and/or operational impacts would be low-moderate overall under Alternative 1A. The same accessibility benefits expected for tourism resources would also extend to commercial resources under Alternative 1A. With a low moderate level of potential adverse impacts expected, tempered by accessibility benefits, a low level of impact would be expected to this sector of the local economy under Alternative 1A in North Carolina.

Industrial: Considering the spatial distribution of existing industrial resources in Brunswick County, as described previously, adverse impacts in the form of relocations and/or operational impacts would be low-moderate under Alternative 1A. Adverse impacts to industrial resources would primarily be limited to the existing cluster of businesses located at the NC 904/Russtown Road intersection where an interchange is proposed under Alternative 1A. Adverse impacts would be tempered by the available stock of comparable industrial properties for relocation or redevelopment of displaced businesses. Project benefits would further temper adverse impacts, including accessibility benefits as well as mobility benefits for industrial resources.

While the construction of a bypass route for truck traffic serving industrial resources (as well as some commercial resources) would be expected to provide some level of mobility benefits for all industrial businesses within the study area, the highest level of benefits would be expected for those businesses located in closest proximity to the future bypass facility interchanges. Mobility benefits under Alternative 1A would therefore be very high for industrial resources currently located on the NC 130 corridor in Shallotte and for any resources at the existing NC 904/Russtown Road intersection that are not relocated; while mobility benefits for industrial resources located elsewhere within the study area (e.g., US 17, NC 904/Seaside Road, Koolabrew Industrial Park), may be limited by the circuitous route north and west of existing US 17. With a low moderate level of potential adverse impacts expected to existing industrial resources, tempered by relocation opportunities and project benefits, the proposed project would be expected to result in a low level of impacts to this sector under Alternative 1A in North Carolina.

Agriculture: The summary level of potential impacts to existing agricultural resources would be very high under Alternative 1A in North Carolina.

Alternative 2

Route

Alternative 2 follows the same alignment as Alternatives 1 and 1A from the existing Carolina Bays Parkway (SC 31)/SC 9 interchange to just west of Ash Little River Road, including the same proposed interchange at Wampee Road/Little River Road. From just west of Ash Little River Road, Alternative 2 starts to turn slightly to the southeast, so the alternative's proposed interchange at Ash Little River Road is located slightly to the south of the interchange for Alternatives 1 and 1A. Alternative 2 continues to the east and ties into Hickman Road near Crow Creek Drive. The alternative then follows Hickman Road for a short distance and ties into existing US 17 at a proposed interchange. Alternative 2 continues to the east along the existing US 17 through proposed interchanges in three locations:

- Pea Landing Road/Thomasboro Road
- NC 904
- Ocean Isle Beach Road

The alternative then turns to the northeast along the existing US 17 Shallotte Bypass through a proposed interchange at US 17 Business/Old Shallotte Road. Alternative 2 ends just east of the existing US 17 Shallotte Bypass/NC 130 interchange in the same location as all the Detailed Study Alternatives.

Residential Impacts

Alternative 2 would have the third lowest number of residential relocations (a total of 105). Alternative 2 would displace parcels along Hickman Road in the Crow Creek development.

Commercial/Economic Impacts

Tourism: The potential adverse and beneficial project impacts that would be expected to tourism resources under Alternative 2 are consistent with those expected under Alternatives 1, 1A, 4, and 4A in North Carolina: a net benefit for the tourism sector of the local economy.

Commercial: Considering the spatial distribution of existing commercial resources in Brunswick County, as described, the level of adverse impacts expected to commercial resources under Alternative 2 would generally be consistent with the level of adverse impacts expected under Alternatives 1 and 4: a moderate-high number of relocations and/or operational impacts to commercial resources. The majority of adverse impacts would occur along the US 17 corridor between Hickman Road and the northern project terminus at NC 130. Note there is a very limited number of existing commercial resources located along US 17 between Hickman Road and NC 904, thus the number of potential relocations and/or operational impacts that would be expected under Alternative 2 is consistent with those expected under Alternatives 1 and 4. The moderate-high number of commercial relocations would be consistently tempered by the available stock of comparable commercial properties for relocation or redevelopment of displaced businesses, and project benefits that are consistent with those expected under Alternatives 1 and 4 would further temper adverse impacts. With a moderate high level of potential adverse impacts expected to existing commercial resources, tempered by ample relocation opportunities and project benefits, the proposed project would result in a moderate level of impacts to this sector under Alternative 2 in North Carolina.

Industrial: Considering the spatial distribution of existing industrial resources in Brunswick County, as described, the level of adverse impacts expected to industrial resources under Alternative 2 would be somewhat higher than the level of adverse impacts expected under Alternatives 1 and 4. A high number of industrial relocations and/or operational impacts would be expected under Alternative 2, the majority of which would occur along the US 17 corridor between Hickman Road and the northern project terminus at NC 130. Note there are several existing industrial resources located along US 17 between Hickman Road and NC 904, thus the level of adverse impacts would be somewhat higher under Alternative 2 when compared to Alternatives 1 and 4. The number of potential relocations is, however, consistently tempered by the existing stock of comparable industrial properties that would be available for relocation or redevelopment of displaced businesses, and further tempered by accessibility benefits and mobility benefits.

As the highest level of mobility benefits would be expected for those businesses located in closest proximity to the future bypass facility interchanges, mobility benefits under Alternative 2 would therefore be consistently high for the majority of industrial resources within the study area. With a high level of potential adverse impacts to existing industrial resources, tempered by ample relocation opportunities and a consistently high level of project benefits, the proposed project would be expected to result in a moderate level of impact to this sector under Alternative 2 in North Carolina.

Agriculture: The summary level of potential impacts to existing agricultural resources would be high under Alternative 2 in North Carolina.

Alternative 4 (SCDOT/NCDOT Preferred)

Route

Alternative 4 begins in Horry County, South Carolina in the same location as all the Detailed Study Alternatives at the existing Carolina Bays Parkway (SC 31)/SC 9 interchange. The alternative extends to the east to a proposed interchange at Little River Road approximately 3,000 feet south of Wampee Road. Alternative 4 then turns to the northeast, crosses the North Carolina State Line and Hickman Road, and intersects Ash Little River Road at a proposed interchange in the same location as the interchange for Alternatives 1 and 1A (approximately 2,000 feet north of Hickman Road). Alternative 4 then follows the same alignment as Alternative 1 for the remainder of its alignment, including the same proposed interchanges at:

- Pea Landing Road,
- existing US 17 near NC 904
- Ocean Isle Beach Road
- US 17 Business/Old Shallotte Road

The alternative ends just east of the existing US 17 Shallotte Bypass/ NC 130 interchange in the same location as all the Detailed Study Alternatives.

Residential Impacts

Alternative 4 would have the lowest number of residential relocations (total of 39). Along with Alternative 1, Alternative 4 would have the least impact on neighborhood cohesion.

Commercial/Economic Impacts

Tourism: The large majority of existing tourism resources are located along US 17 or along arterial facilities with direct connection to US 17 in Brunswick County. No adverse impacts in the form of relocations or operational impacts to existing tourism resources would be expected under Alternative 4 in North Carolina. Potential accessibility benefits would be consistent with those expected under South Carolina alternative segments as the proposed freeway facility would remove through traffic from US 17 and connecting roadways where the majority of existing tourism resources are located, reducing total traffic volumes and congestion in the vicinity of resources. With no potential adverse impacts expected to tourism resources, the proposed project under Alternative 4 in North Carolina would be expected to benefit this sector of the local economy.

Commercial: The large majority of existing commercial resources are concentrated along the US 17 corridor within the Brunswick County portion of the study area, with clusters of resources also located along other arterial roadway facilities that connect to US 17. Adverse impacts in the form of individual business relocations and/or right-of-way impacts would be expected. The majority of adverse impacts would occur along the US 17 corridor between NC 904 and the northern project terminus at NC 130 (the existing location portion of Alternative 4). The potential for adverse impacts to the assisted living/rehabilitation center located at the intersection of Ash Little River Road and No. 5 School Road, within the new location portion of Alternative 4, would be individually notable. Across Alternative 4, a moderate-high number of commercial businesses would be adversely impacted.

This is notably tempered by the ample stock of comparable commercial properties for relocation or redevelopment of displaced businesses. Project benefits under Alternative 4 would further temper the adverse impacts, including improved accessibility of commercial resources similar to those expected for tourism resources. Additional project benefits in the form of enhanced visibility would be expected for businesses located along US 17 between NC 904 and NC 130. As these businesses would be located along future frontage roads under the proposed Alternative 4, they would benefit from enhanced visibility/exposure from the future bypass facility. With a moderate-high level of potential adverse impacts expected to existing commercial resources, tempered by relocation opportunities and project benefits, the proposed project under Alternative 4 in North Carolina would be expected to result in a moderate level of impacts to commercial resources.

Industrial: The large majority of existing industrial resources are concentrated along the US 17 and NC 904 highway corridors in Brunswick County, with small clusters located along other arterial roadway facilities that connect to US 17. The nature and extent of potential adverse impacts under Alternative 4 are consistent with those expected for commercial resources. They are also notably tempered by the ample stock of comparable industrial properties for relocation or redevelopment of displaced businesses. The accessibility benefits expected for tourism and commercial resources under Alternative 4 would also extend to industrial resources, and additional benefits in the form of improved mobility of goods through the study area would

be expected. While the construction of a bypass route for truck traffic serving industrial resources (as well as some commercial resources) would be expected to provide some level of mobility benefits for all industrial businesses within the study area, the highest level of benefits would be expected for those businesses located in closest proximity to the future bypass facility interchanges.

Mobility benefits under Alternative 4 would therefore be very high for industrial resources currently located along US 17 between NC 904 and NC 130, and for resources located on the NC 130 corridor in Shallotte; while mobility benefits for industrial resource located elsewhere within the study area (e.g., US 17, NC 904/Seaside Road, Koolabrew Industrial Park) may be limited by the circuitous route north and west of existing US 17. With a moderate-high level of potential adverse impacts expected to existing industrial resources, tempered by relocation opportunities and project benefits, the proposed project would be expected to result in a moderate level of impacts to this sector under Alternative 4 in North Carolina.

Agriculture: The summary level of potential impacts to existing agricultural resources would be very high under Alternative 4 in North Carolina.

Alternative 4A

Route

Alternative 4A follows the same alignment as Alternative 4 from the existing Carolina Bays Parkway (SC 31)/SC 9 interchange to just west of Pea Landing Road, including the same proposed interchanges at Little River Road and Ash Little River Road. From just west of Pea Landing Road, the alternative follows the same alignment as Alternative 1A for the remainder of its alignment, including the same proposed interchanges at NC 904 and US 17 Shallotte Bypass at the existing NC 130 interchange. The alternative ends just east of the existing US 17 Shallotte Bypass/NC 130 interchange in the same location as all the Detailed Study Alternatives.

Residential Impacts

Alternative 4A would have the fourth highest number of residential relocations (total of 118). Both Alternative 4A and Alternative 1A would displace parcels in the Wildwood Village and Starboard Knoll developments.

Tourism: The potential adverse and beneficial impacts that would be expected to tourism resources under Alternative 4A are consistent with those expected under Alternatives 1 and 4 in North Carolina: a net benefit for the tourism sector of the local economy.

Commercial: Considering the spatial distribution of existing commercial resources in Brunswick County, as described previously, adverse impacts in the form of relocations and/or or operational impacts would be low-moderate overall under Alternative 4A. The same accessibility benefits expected for tourism resources would also extend to commercial resources under Alternative 4A. With a low moderate level of potential adverse impacts expected, tempered by accessibility benefits, a low level of impact would be expected to this sector of the local economy under Alternative 4A in North Carolina.

Industrial: Considering the spatial distribution of existing industrial resources in Brunswick County, as described previously, adverse impacts in the form of relocations and/or or operational impacts would be low-moderate under Alternative 4A. Adverse impacts to industrial resources would primarily be limited to the existing cluster of businesses located at the NC 904/Russtown Road intersection where an interchange is proposed under Alternative 4A. Adverse impacts would be tempered by the available stock of comparable industrial properties for relocation or redevelopment of displaced businesses. Project benefits would further temper adverse impacts, including accessibility benefits as well as mobility benefits for industrial resources. While the construction of a bypass route for truck traffic serving industrial resources (as well as some commercial resources) would be expected to provide some level of mobility benefits for all industrial

businesses within the study area, the highest level of benefits would be expected for those businesses located in closest proximity to the future bypass facility interchanges.

Mobility benefits under Alternative 4A would therefore be very high for industrial resources currently located on the NC 130 corridor in Shallotte and for any resources at the existing NC 904/Russtown Road intersection that are not relocated; while mobility benefits for industrial resources located elsewhere within the study area (e.g., US 17, NC 904/Seaside Road, Koolabrew Industrial Park), may be limited by the circuitous route north and west of existing US 17. With a low moderate level of potential adverse impacts expected to existing industrial resources, tempered by relocation opportunities and project benefits, the proposed project would be expected to result in a low level of impacts to this sector under Alternative 4A in North Carolina.

Agriculture: The summary level of potential impacts to existing agricultural resources would be very high under Alternatives 1A and 4A in North Carolina.

Alternative 7

Route

Alternative 7 follows the same alignment as Alternatives 4 and 4A from the existing Carolina Bays Parkway (SC 31)/SC 9 interchange to the proposed Little River Road interchange. From here, the alternative continues to the northeast across the North Carolina State Line, but follows a more southerly route than Alternatives 4 and 4A. Alternative 7 crosses McLamb Road and then intersects Calabash Road at a proposed interchange near Meadowlands Trail. The alternative continues east across Shingletree Road, and then intersects existing US 17 at a proposed interchange approximately 1,500 feet south of the Hickman Road intersection.

Alternative 7 continues parallel to and just south of existing US 17 to a proposed interchange at Thomasboro Road (approximately 700 feet south of US 17). From here, the alternative ties into existing US 17 a short distance to the east and continues along the existing alignment through proposed interchanges at NC 904 and Ocean Isle Beach Road. The alternative then turns to the northeast along existing US 17 Shallotte Bypass through a proposed interchange at US 17 Business/Old Shallotte Road. Alternative 7 ends just east of the existing US 17 Shallotte Bypass/NC 130 interchange in the same location as all of the Detailed Study Alternatives.

Residential Impacts

Alternative 7 would have the highest number of residential relocations (total of 266). The proposed Alternative 7 interchange at Calabash Road would displace parcels in Springmill Plantation on Springmill Plantation Boulevard, Jarvis Lane, and Iredale Court. It would also relocate the existing entrances to both the Springmill Plantation and the Meadowlands subdivisions on Calabash Road, thereby also removing portions of the existing sidewalk network in these neighborhoods. This interchange would also displace parcels in the Meadowlands subdivision, as well as impact several holes on the Meadowlands Golf Course.

The Alternative 7 alignment would also bisect Meadowbrook Lane between the Meadowlands and Savannah Lakes neighborhoods, thereby creating a barrier effect by removing direct access to the Meadowlands Golf Course clubhouse and community pool to Savannah Lakes residents on Meadowbrook Lane to the south of the alignment. With the bisecting of Meadowbrook Lane to the north of Savannah Lakes, it would also be necessary to create roadway connections from the Savannah Lakes community to Stanley Road and Tree Acres Circle in the Marlowtown community in order to provide access to Savannah Lakes. Alternative 7 would also displace parcels in the northern portion of the Eagle Run neighborhood on Shingletree Road. It would then continue on to cross the Crow Creek Golf Course, displacing apartments on South Crow Creek Drive and condominiums on Woodlands Way.

Commercial/Economic Impacts

Tourism: Adverse impacts to existing tourism resources would be very high under Alternative 7 due to the potential fragmentation of two golf course facilities: Meadowlands and Crow Creek. Golfing is known to be a critical component of the local tourism economy, attracting a high volume of visitors to the area each year. The potential adverse impacts to two golf course facilities under Alternative 7, all of which are open to visiting golfers, would summarily outweigh potential project benefits to existing tourism resources located elsewhere within the study area. The proposed project would therefore result in a summarily very high level of potential impacts to tourism resources under Alternative 7 in North Carolina.

Commercial: The potential adverse and beneficial project impacts that would be expected to commercial resources under Alternative 7 are consistent with those expected under Alternative 2: a moderate-high level of potential adverse impacts, tempered by ample relocation opportunities and notable project benefits, resulting in a moderate level of impacts to commercial resources under Alternative 7 in North Carolina.

Industrial: The potential adverse and beneficial project impacts that would be expected to industrial resources under Alternative 7 are consistent with those expected under Alternative 2: a high level of potential adverse impacts, tempered by ample relocation opportunities and notable project benefits, resulting in a summarily moderate level of impacts to industrial resources under Alternative 7 in North Carolina.

Agriculture: The summary level of potential impacts to existing agricultural resources would be low under Alternative 7 in North Carolina.

Alternative 8

Route

Alternative 8 begins in Horry County, South Carolina in the same location as all the Detailed Study Alternatives at the existing Carolina Bays Parkway (SC 31)/SC 9 interchange. The alternative follows the southernmost alignment of the Detailed Study Alternatives from the SC 9 interchange to a proposed interchange at Little River Road near Blooms Drive. Alternative 8 then turns almost due east to a proposed interchange at Mineola Avenue approximately 1,100 feet south of Lewisfield Road. From here, the alternative turns to the northeast across the North Carolina State Line and intersects with Calabash Road at a proposed interchange near North Forest Lane.

Alternative 8 then continues to the east and ties into the existing US 17 for a short distance until a proposed interchange approximately 1,500 feet south of the US 17/Hickman Road intersection. From here, the alternative follows the same alignment as Alternative 7 parallel to and just south of existing US 17 to a proposed interchange at Thomasboro Road (approximately 700 feet south of US 17). Alternative 8 then ties into existing US 17 a short distance to the east and continues along the existing alignment through proposed interchanges at NC 904 and Ocean Isle Beach Road. The alternative then turns to the northeast along the existing US 17 Shallotte Bypass through a proposed interchange at US 17 Business/Old Shallotte Road. Alternative 8 ends just east of the existing US 17 Shallotte Bypass/NC 130 interchange in the same location as all the Detailed Study Alternatives.

Residential Impacts

Alternative 8 would have the third highest number of residential relocations (total of 130). Alternative 8 would displace parcels in the Carolina Shores Golf and Country Club subdivision at US 17, dead ending Gate 12 Road. This is a relatively small portion of the large subdivision. Alternative 8 would also displace parcels in Carolina Shores North, bisecting the neighborhood and creating a barrier to the community common area, basketball courts, clubhouse, picnic grounds, playground, and pool. Alternative 8 would impact most of the parcels in the Creekside Point development on Mineola Avenue, displacing the majority of the neighborhood inhabitants. Parcels within the Heather Glen development will be displaced as well.

The proposed Alternative 8 interchange at US 17 would displace one townhouse unit in the Beacon Townes development. In addition, access to the development will be altered to the proposed new service road. Parcels would also be displaced in the Ocean Forest subdivision at this interchange. Lafayette Park would have one displacement along Little River Road at Hartwell Drive.

Commercial/Economic Impacts

Tourism: The potential adverse and beneficial impacts that would be expected to tourism resources under Alternative 8 are consistent with those expected under Alternatives 1, 1A, 4, 4A, and 2 in North Carolina: a net benefit for the tourism sector of the local economy.

Commercial: Considering the spatial distribution of existing commercial resources in Brunswick County, as described, adverse impacts to commercial resources under Alternative 8 would include a high number of potential relocations and/or operational impacts to resources located along the existing US 17 corridor. The high number of potential relocations would be notably tempered by the ample stock of comparable commercial properties available for relocation or redevelopment of displaced businesses. Adverse impacts would be further tempered by project benefits, including accessibility benefits for all commercial businesses as well as visibility/exposure benefits for resources currently located along US 17 that would be located along future frontage roads under Alternative 8. The greatest project benefits and the greatest project burdens to commercial resources under Alternative 8 would be borne by the same subset of commercial resources within the study area – those located along the existing US 17 corridor. The proposed project would therefore be expected to result in a moderate level of impact to commercial resources under Alternative 8 in North Carolina.

Industrial: Due to the nature, number, and location of existing industrial resources along US 17 between Hickman Road and Calabash Road/Country Club Road, the potential adverse and beneficial project impacts that would be expected to industrial resources under Alternative 8 are generally consistent with those expected under Alternative 7 in North Carolina: a high level of potential adverse impacts, tempered by ample relocation opportunities and a consistently notable level of project benefits, resulting in a moderate level of impacts to industrial resources.

Agriculture: The summary level of potential impacts to existing agricultural resources would be low under Alternative 8 in North Carolina. Carolina

Preliminary Costs

The preliminary cost estimates for each of the Detailed Study Alternatives are presented in Table 2-23, and the preliminary cost estimates for the two Construction Phase 1 scenarios are presented in Table 2-24. The cost estimates for both Construction Phase 1 scenarios are based on using the alignment for Alternative 4 (SCDOT/NC DOT Preferred).

Table 2-23. Cost Estimates for Detailed Study Alternatives

The amounts in this table were rounded to the nearest \$100,000, so minor rounding error may exist when adding the individual amounts to get the totals.

Alternative 1	SC	NC	Total
Right-of-Way Acquisition	\$36.8	\$102.8	\$139.6
Utility Relocation	\$34.2	\$94.8	\$129.0
Wetland and Stream Mitigation	\$12.7	\$25.7	\$38.5
Construction	\$145.8	\$378.9	\$524.7
Total Cost (millions)	\$229.5	\$602.2	\$831.8

Alternative 1A	SC	NC	Total
Right-of-Way Acquisition	\$36.8	\$61.1	\$97.9
Utility Relocation	\$33.5	\$31.0	\$64.6
Wetland and Stream Mitigation	\$12.7	\$30.4	\$43.1
Construction	\$147.1	\$335.1	\$482.2
Total Cost (millions)	\$230.1	\$457.6	\$687.8

Alternative 2	SC	NC	Total
Right-of-Way Acquisition	\$38.1	\$155.1	\$193.2
Utility Relocation	\$33.5	\$132.2	\$165.7
Wetland and Stream Mitigation	\$12.7	\$25.7	\$31.6
Construction	\$144.2	\$317.1	\$461.3
Total Cost (millions)	\$228.5	\$623.2	\$851.8

Alternative 4	SC	NC	Total
Right-of-Way Acquisition	\$21.9	\$99.8	\$121.7
Utility Relocation	\$26.0	\$95.5	\$121.5
Wetland and Stream Mitigation	\$9.5	\$25.7	\$35.2
Construction	\$128.7	\$389.9	\$518.6
Total Cost (millions)	\$186.1	\$610.9	\$797.0

Alternative 4A	SC	NC	Total
Right-of-Way Acquisition	\$21.9	\$61.5	\$83.3
Utility Relocation	\$26.0	\$31.7	\$57.7
Wetland and Stream Mitigation	\$9.5	\$30.3	\$39.9
Construction	\$128.8	\$342.3	\$471.1
Total Cost (millions)	\$186.2	\$465.8	\$652.0

Alternative 7	SC	NC	Total
Right-of-Way Acquisition	\$25.1	\$234.1	\$259.2
Utility Relocation	\$25.5	\$115.4	\$140.9
Wetland and Stream Mitigation	\$9.4	\$17.8	\$27.2
Construction	\$124.6	\$299.7	\$424.3
Total Cost (millions)	\$184.6	\$667.0	\$851.6

Alternative 8	SC	NC	Total
Right-of-Way Acquisition	\$40.1	\$187.6	\$227.8
Utility Relocation	\$28.5	\$141.0	\$169.5
Wetland and Stream Mitigation	\$11.5	\$21.7	\$33.3
Construction	\$157.7	\$322.5	\$480.2
Total Cost (millions)	\$237.8	\$672.8	\$910.8

Table 2-24. Cost Estimates for Construction Phase 1 Scenarios

The cost estimates for both Construction Phase 1 scenarios are based on using the alignment for Alternative 4 (SCDOT/NCDOT Preferred). The amounts in this table were rounded to the nearest \$100,000, so minor rounding error may exist when adding the individual amounts to get the totals

	SC	NC	CP 1 Totals	SC	NC	CP 2 Totals
Right-of-Way Acquisition	\$32.2	NA	\$32.2	\$29.5	\$19.1	\$48.6
Utility Relocation	\$51.1	NA	\$51.1	\$26.0	\$32.3	\$58.3
Wetland and Stream Mitigation	\$7.1	NA	\$7.1	\$9.5	\$1.9	\$11.4
Construction	\$105.3	NA	\$105.3	\$128.7	\$71.9	\$200.6
Total Cost (millions)	\$195.7	NA	\$195.7	\$193.7	\$125.2	\$318.9

SHALLOTTE BOARD OF ALDERMEN
BUDGET PUBLIC HEARING
JUNE 26, 2025
5:15 P.M.

The Shallotte Board of Aldermen met for their Budget Public Hearing on July 26, 2025 at 5:15 p.m. in the meeting chambers located at 110 Cheers Street with Mayor Walt Eccard presiding.

Aldermen present: Larry Harrelson, Gene Vasile, Bobby Williamson, Jimmy Bellamy and Karmen Custer

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

- I.

CALL TO ORDER

Mayor Walt Eccard called the meeting to order. A motion was made by Jimmy Bellamy seconded by Karmen Custer to open the meeting. Motion carried 5 yes 0 no.
- II.

CONFLICT OF INTEREST
- 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 5 yes 0 no.
- IV.

BUDGET PUBLIC HEARING – FISCAL YEAR 2025-2026

1.

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

2.

Overview and Highlights

Town Manager Mimi Gaither presented an overview of the budget. She stated that the budget was balanced at \$9,748,848, which represented a 17.4% decrease from the ending budget of 2024-2025. The total property tax levy increased 7.5% from 2024-2025. She noted that no new debt was introduced to the budget. Highlighted aspects of the budget included the following:
Planning department - Matching funds for transportation study and funds for a grant writer.
Events - Continue funding concerts, kids’ events, farmers’ market, and holiday events.
Police – Third year lease with Enterprise and 5 new vehicles with equipment.

Fire - One firefighter position in January 2026 and provision for a merger feasibility study.

Streets - Paving budget of just under \$800,000, including carryover Powell Bill and 2% tax. It also included \$70,000 for stormwater and \$50,000 for general maintenance.

Parks - Continued maintenance of Mulberry Park, the Riverwalk, and soon-to-be Price Landing.

Enterprise fund - No increase in user fees. Budget balanced at \$4,860,981, a 9.7% decrease from the fiscal year-end 2024-2025 budget. System development fees for new development increased by 18%. Tap fees increased by 10% due to increased costs. Provisions for finishing the 12-inch force main to the wastewater treatment plant, Village Point Estates sewer rerouting, and upgrades to sewer lines on Pender and Columbus.

Employee benefits - 3% COLA, continued mandated increases by the retirement system for general employees (from 13.6% to 14.35%) and law enforcement (15.4% to 16.08%), continuation of 5% 401k, medical, dental, and vision health insurance, and provisions for 4 retirees getting retirement benefits and 1 retired officer getting special separation allowance.

3. Public Comments / Questions

4. Board Comments / Questions

Alderman Vasile praised the administrative planning that anticipated growth, leading to a leveling of ad valorem tax requirements.

5. A motion was made by Gene Vasile seconded by Karmen Custer to close public hearing. Motion carried 5 yes 0 no.

V. BUDGET RELATED DISCUSSION ITEMS

1. A motion was made by Gene Vasile seconded by Larry Harrelson to approve FY 2025-2026 Budget Ordinance 25-13. Motion carried 5 yes 0 no.

2. A motion was made by Larry Harrelson seconded by Gene Vasile to approve Resolution 25-04 revising the current fee schedule for the Town of Shallotte. Motion carried 5 yes 0 no.

VI. SUMMERS WALK

1. Sewer Dedication – Resolution 25-05

A motion was made by Jimmy Bellamy seconded by Bobby Williamson to approve Resolution 25-05 accepting Summers Walk sewer lines and equipment dedication. Motion carried 5 yes 0 no.

2. Streets Dedication – Resolution 25-06

A motion was made by Gene Vasile seconded by Karmen Custer to approve Resolution 25-06 accepting Summers Walk streets dedication. Motion carried 5 yes 0 no.

VII. TOWN HALL

1. Revised Cost Estimates (5/20/25 Work Session)

Revised cost estimates for a new town hall complex first presented at the May 20, 2025 work session were reviewed for further discussion. The initial pricing came in at close to \$20 million. After revisions, the cost was reduced to \$13.9 million. Town Manager Mimi Gaither addressed questions and concerns raised by the Board:

Financing mechanism: USDA at a rate of approximately 4%, though the exact rate would be set at the time of loan closing.

Loan terms: The loan would be a typical mortgage with a fixed rate for the life of the loan, amortized over 30 years.

Building specifications: There was discussion about the reduction in square footage and the removal of certain features.

Board members expressed concern about potentially undercutting future needs by reducing the scope too much.

The Board discussed the possibility of moving forward with hiring a construction manager to get more accurate cost estimates and explore potential savings. They agreed to put this item on the agenda for the July 1, 2025 meeting.

VIII. DISCUSSION

Planning Director Robert Waring informed the Board that the Town was continuing to receive applications for projects in the Village Point area.

Mayor Eccard stated there were ongoing discussions at the county level about how fire services are funded and that there would be more discussion on this topic at the next meeting.

IX. ADJOURN

A motion was made by Jimmy Bellamy seconded by Karmen Custer to adjourn the meeting at 6:16 p.m. Motion carried 5 yes 0 no.

Respectfully submitted,

Natalie Goins
Town Clerk

SHALLOTTE BOARD OF ALDERMEN

REGULAR MEETING

July 1, 2025

5:15 P.M.

The Shallotte Board of Aldermen met for a regular meeting on July 1, 2025 at 5:15 p.m. in the meeting chambers located at 110 Cheers Street with Mayor Walt Eccard presiding.

Aldermen present: Larry Harrelson, Gene Vasile, Jimmy Bellamy, Bobby Williamson and Karmen Custer (5:20)

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

- I. CALL TO ORDER
- Mayor Eccard 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
- Mayor Walt Eccard gave the Invocation followed by the Board and audience reciting the Pledge of Allegiance.
- III. CONFLICT OF INTEREST
- Mayor Eccard 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 stated.
- IV. AGENDA AMENDMENTS & APPROVAL OF AGENDA
- A motion was made by Bobby Williamson seconded by Gene Vasile to make the following amendments and approve the amended agenda.
- VI. Department Reports

-Item 7. Administration, add 1. Village Point Estates Sewer Relocation.

-Item 8. Mayor, add 1. Fire Finance Committee and 2. Shallotte Point Merger Discussion
- Motion carried 4 yes 0 no.
- V. PUBLIC COMMENTS
- VI. DEPARTMENT REPORTS
1. Police

Chief Adam Stanley commended the detective division for their diligent work on a challenging case involving suspect Zachary Prince accused of numerous molestation charges. Mayor Eccard also expressed appreciation for the detectives' diligent efforts.

2. Fire

3. Planning

4. Public Utilities

5. Finance

6. Media & Events

7. Administration

1. Village Point Estates Sewer Relocation

A motion was made by Karmen Custer seconded by Gene Vasile to approve awarding the contract to Vision Infrastructure for the Village Point Estates sewer relocation project for a bid price of \$131,150.00. Motion carried 5 yes 0 no.

8. Mayors Monthly Activities

1. Fire Finance Committee

2. Shallotte Point Merger Discussion

The mayor proposed forming two committees: Fire Financing Committee: to deal with fire financing issues in Brunswick County and a Merger Committee: to evaluate a possible merger with the Shallotte Point Fire Department. He suggested Karmen Custer and Gene Vasile for the Fire Financing Committee, and Larry Harrelson and Jimmy Bellamy for the Merger Committee. A motion was made by Bobby Williamson seconded by Karmen Custer to approve formation and staffing of the two committees. Motion carried 5 yes 0 no. Mimi Gaither, Robert Waring, and Isaac Norris will provide staff support for those committees.

VII. CONSENT AGENDA

A motion was made by Jimmy Bellamy seconded by Karmen Custer to approve the following consent agenda items:

A. June 3, 2025 Regular Meeting minutes

Motion carried 5 yes 0 no.

VIII. DISCUSSION

1. Construction Manager at Risk

A motion was made by Gene Vasile seconded by Larry Harrelson to authorize Town Manager Mimi Gaither to contact Samet and enter into negotiations for a Construction Manager at Risk contract, which will be brought back to the Board for approval. Motion carried 5 yes 0 no.

IX. ADJOURN

A motion was made by Gene Vasile seconded by Jimmy Bellamy to adjourn the meeting at 5:57 p.m.
Motion carried 5 yes 0 no.

Respectfully submitted,

Natalie Goins
Town Clerk

DRAFT



TOWN OF SHALLOTTE

Post Office Box 2287 • Shallotte, North Carolina 28459
Telephone: (910) 754-4032 • Facsimile: (910) 754-2740

To: Board of Aldermen

From: Isaac Norris, Jr., CPA, Finance Director

Subject: BA-25-26-1

Date: 7/2/2025

BA-25-26-1 The Town needs to budget for certain items whose final amounts were not known until after the year was closed. These include carryovers for police and fire donations, and changes to property and workmen's compensation rates for 2025-2026 and sales tax paid in 2024-2025.

Account #			
10-4100-5400	Insurance Expense	\$ 1,550.00	
10-4400-5403	Workers Compensation Ins	50.00	
10-5100-5403	Workers Compensation Ins	4,200.00	
10-5300-5403	Workers Compensation Ins	1,020.00	
10-4200-6600	Sales Tax Paid	29,570.73	
10-5100-1280	Police Donations	5,828.11	
10-5400-1500	Building Maintenance	538.87	
10-3975-0000	Appropriated Fund Balance	-	13,186.98
10-3680-0000	Sales Tax Received		29,570.73
30-8200-5403	Workers Compensation Ins	9,060.00	
30-3975-0000	Unappropriated Fund Balance		9,060.00
30-8200-6600	Sales Tax Paid	37,559.21	
30-3680-0000	Sales Tax Received		37,559.21
		\$ 89,376.92	\$ 89,376.92



Town of Shallotte Board of Aldermen
ACTION AGENDA ITEM
2025

TO: Board of Aldermen

FROM: Brandon Eaton, Planner II

ACTION ITEM #: ANX 25-14
MEETING DATE: 08/05/2025
DATE
SUBMITTED: _____

ISSUE/ACTION REQUESTED:

Request the Board to direct the Town Clerk to “investigate the sufficiency thereof and to certify the result of the investigation” of the petition for voluntary annexation of 4492 Main St. (Parcel ID #'s 1820005101 & 18200051) on behalf of Oakland Plantation, INC.

PUBLIC ☐ **YES** ☒ **NO**
HEARING:

BACKGROUND/PURPOSE OF REQUEST:

Staff has received an application and petition for voluntary annexation for the property shown on the attached plat. G.S. 160A-31 requires that prior to a public hearing; the Town Clerk must first investigate the sufficiency of the petition.

Upon the direction of the Board, staff will ensure that the petition has been signed appropriately and that the subsequent public hearing is advertised and adjacent property owners are given the appropriate notice.

FISCAL IMPACT:

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

CONTRACTS/AGREEMENTS:

REVIEWED BY TOWN ATTORNEY: ☐ YES ☐ NO ☒ N/A

ADVISORY BOARD RECOMMENDATION:

NA

STAFF'S RECOMMENDATION: NA

FINANCE RECOMMENDATION: NA

ATTACHMENTS:

- 1. Petition for Annexation
- 2. Area Map
- 3. Legal Description

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

Petition Requesting Voluntary Contiguous Annexation

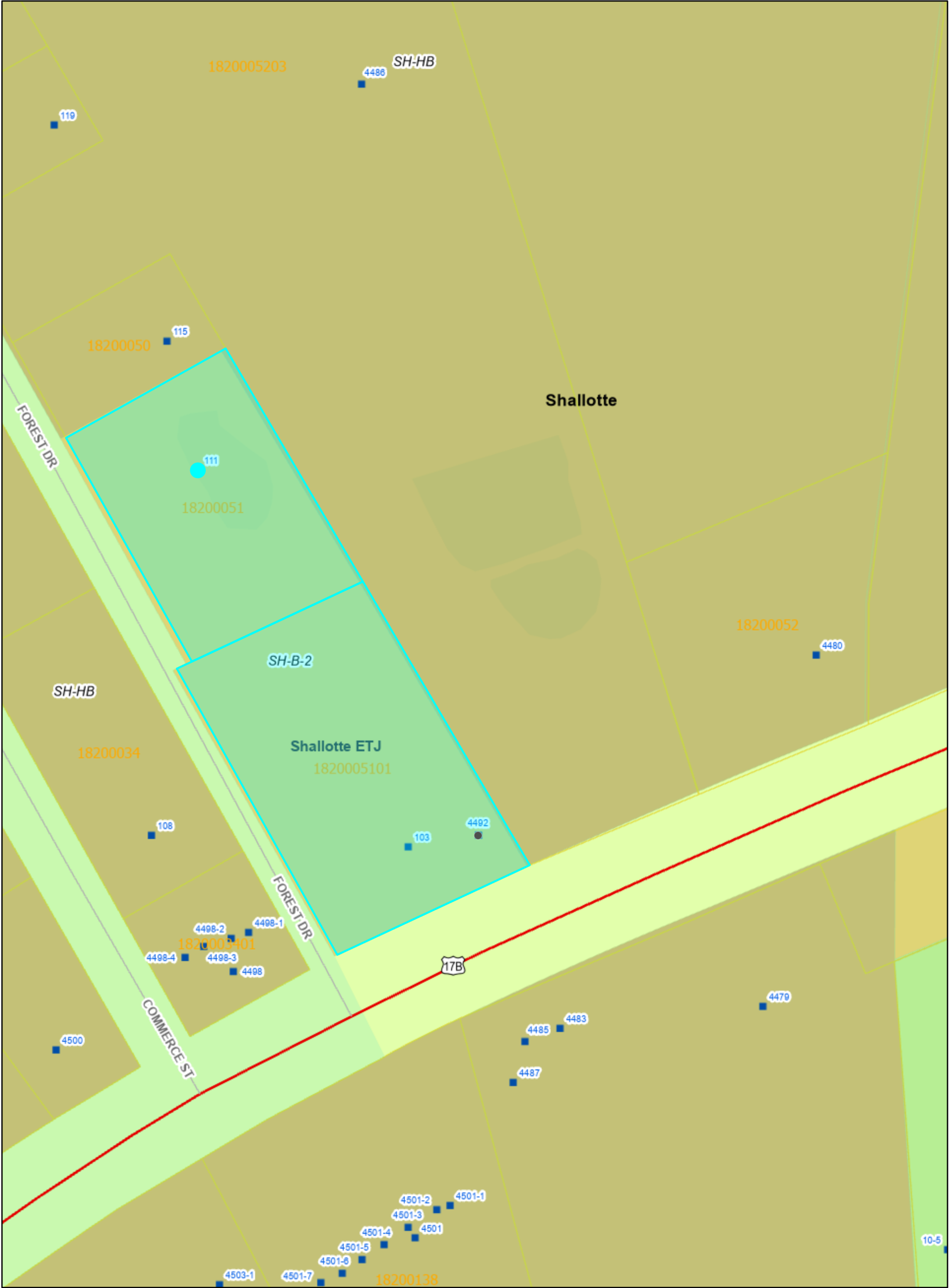
TO THE BOARD OF ALDERMEN OF THE TOWN OF SHALLOTTE, NORTH CAROLINA:

1. We the undersigned owner(s) of real property respectfully request that the area described in paragraph 2 below be annexed to the TOWN OF SHALLOTTE.
2. The area to be annexed is contiguous to the Town of Shallotte and the boundaries of such territory are described in the attached metes and bounds description (Exhibit "A") and annexation map (Exhibit "B"), attached hereto and incorporated herein by reference.
- Vested rights, with respect to such property, have not been established, under N.C.G.S. 160A-385.1, except as described in Exhibit "C", attached hereto and incorporated herein by reference.

Respectfully,

Printed Name	Mailing Address	Parcel ID #(s)	Vested Rights?	Signature	Date
Oakland Plantation, Inc., By William A. Neisler, President	120 Bermuda Drive, Council, NC 28434	109809068024/109809059851	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	William A. Neisler, President	6/30/25
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		

Brunswick County GIS Data Viewer



7/15/2025, 12:51:27 PM

Zoning

SH-B-2

SH-HB

SH-MF-14

County Boundary

Parcels

Municipalities

Shallotte City

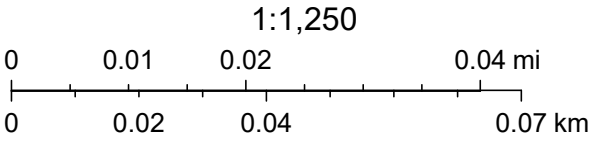
Shallotte ETJ

Roads

US Hwy

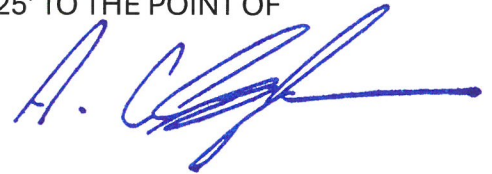
Minor

Addresses



ALL THAT CERTAIN PIECE, PARCEL OR TRACT OF LAND LYING AND BEING SITUATE IN BRUNSWICK COUNTY, STATE OF NORTH CAROLINA CONTAINING 2.251 ACRES WITH THE FOLLOWING METES AND BOUNDS TO WIT:

BEGINNING AT AN IRON PIN OLD 1/2" REBAR LOCATED AT THE INTERSECTION OF THE NORTHERN RIGHT OF WAY OF MAIN STREET (US BUSINESS 17) AND THE EASTERN RIGHT OF WAY OF FOREST DRIVE; THENCE LEAVING SAID NORTHERN RIGHT OF WAY OF MAIN STREET (US BUSINESS 17) AND RUNNING ALONG SAID EASTERN RIGHT OF WAY OF FOREST DRIVE N29°41'19"W 299.21' TO AN IRON PIN OLD 1/2" REBAR; THENCE N64°00'34"E 14.96' TO AN IRON PIN OLD 1/2" REBAR; THENCE N29°27'55"W 234.98' TO AN IRON PIN OLD 3/4" CRIMPED TOP; THENCE LEAVING SAID RIGHT OF WAY AND RUNNING N60°16'45"E 166.85' TO AN IRON PIN SET 1/2" REBAR; THENCE S30°57'29"E 546.63' TO AN IRON PIN OLD 3/4" OPEN TOP LOCATED ON THE NORTHERN RIGHT OF WAY OF MAIN STREET (US BUSINESS 17); THENCE RUNNING ALONG SAID RIGHT OF WAY ALONG A CURVE TO THE LEFT WITH AN ARC LENGTH OF 195.27', A RADIUS OF 3523.55' AND A CHORD BEARING AND DISTANCE OF S64°10'54"W 195.25' TO THE POINT OF BEGINNING.



A. CLAY JONES, PLS
NC REG. NO. L-5540





Town of Shallotte Board of Aldermen

ACTION AGENDA ITEM

2025

TO: Board of Aldermen

FROM: Brandon Eaton, Planner II

ACTION ITEM #: ANX 25-22

MEETING DATE: 08/05/2025

DATE

SUBMITTED:

ISSUE/ACTION REQUESTED:

Request the Board to direct the Town Clerk to “investigate the sufficiency thereof and to certify the result of the investigation” of the petition for voluntary annexation of 27 Brierwood Rd. (Parcel ID # 2132B00101) on behalf of Blum Investment Group Golf, LLC.

PUBLIC HEARING:

☐ YES

☒ NO

BACKGROUND/PURPOSE OF REQUEST:

Staff has received an application and petition for voluntary annexation for the property shown on the attached plat. G.S. 160A-31 requires that prior to a public hearing; the Town Clerk must first investigate the sufficiency of the petition.

Upon the direction of the Board, staff will ensure that the petition has been signed appropriately and that the subsequent public hearing is advertised and adjacent property owners are given the appropriate notice.

FISCAL IMPACT:

BUDGET AMENDMENT REQUIRED:

CAPITAL PROJECT ORDINANCE REQUIRED:

PRE-AUDIT CERTIFICATION REQUIRED:

REVIEWED BY FINANCE DIRECTOR

☐ YES

☒ NO

☐ YES

☒ NO

☐ YES

☒ NO

☐ YES

☒ NO

CONTRACTS/AGREEMENTS:

REVIEWED BY TOWN ATTORNEY:

☐ YES

☐ NO

☒ N/A

ADVISORY BOARD RECOMMENDATION:

NA

STAFF’S RECOMMENDATION: NA

FINANCE RECOMMENDATION: NA

ATTACHMENTS:

- 1. Petition for Annexation
- 2. Area Map
- 3. Legal Description

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


Petition Requesting Voluntary Contiguous Annexation

TO THE BOARD OF ALDERMEN OF THE TOWN OF SHALLOTTE, NORTH CAROLINA:

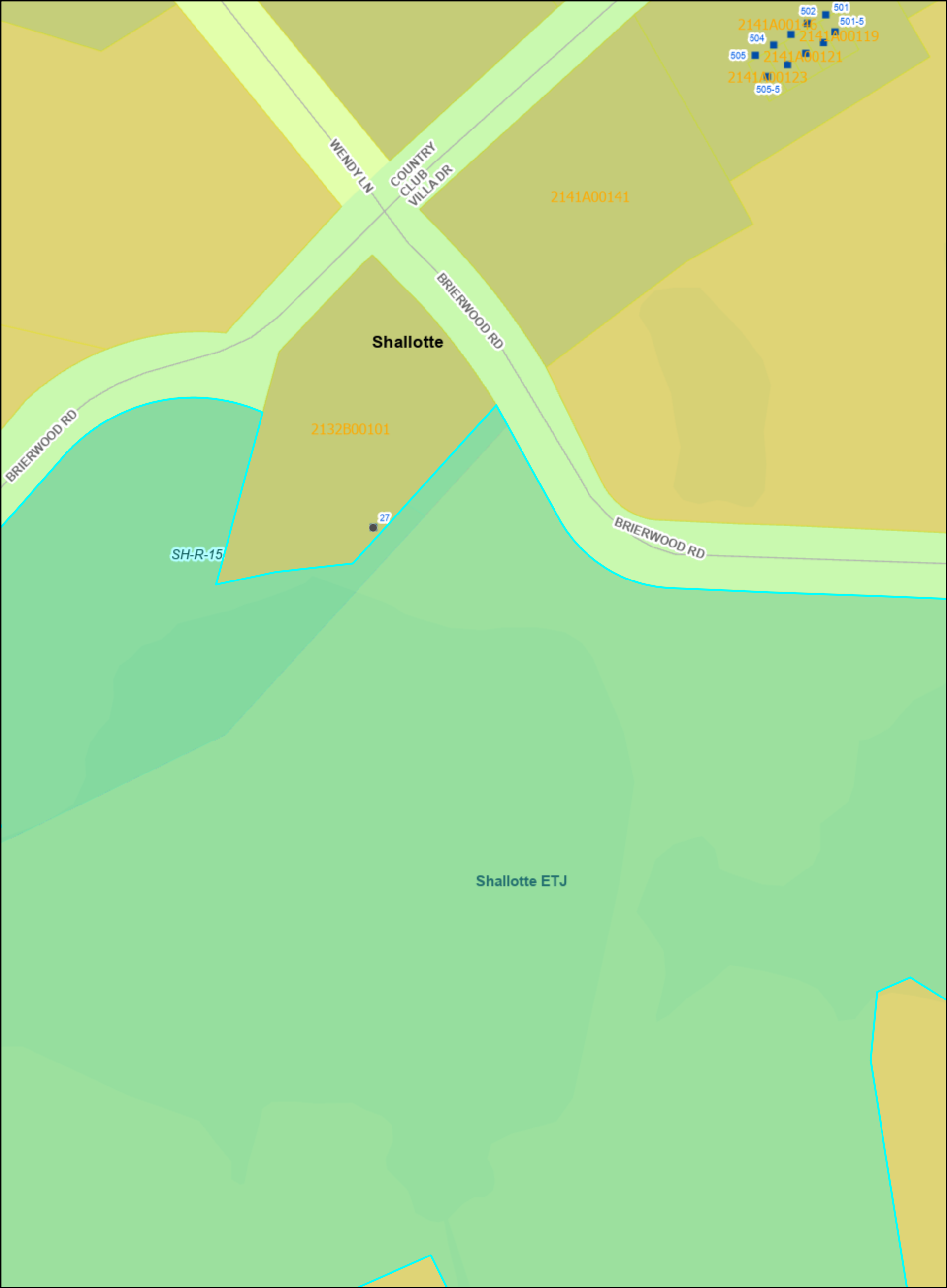
- 1. We the undersigned owner(s) of real property respectfully request that the area described in paragraph 2 below be annexed to the TOWN OF SHALLOTTE.
- 2. The area to be annexed is contiguous to the Town of Shallotte and the boundaries of such territory are described in the attached metes and bounds description (Exhibit "A") and annexation map (Exhibit "B"), attached hereto and incorporated herein by reference.

Vested rights, with respect to such property, have not been established, under N.C.G.S. 160A-385.1, except as described in Exhibit "C", attached hereto and incorporated herein by reference.

Respectfully,

Printed Name	Mailing Address	Parcel ID #(s)	Vested Rights?	Signature	Date
Blum Investment Group Golf LLC	27 Brierwood RD Shallotte, NC 28470	2132B00101	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		7/9/25
By Kevin J Blum, Manager			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		

Brunswick County GIS Data Viewer



7/15/2025, 2:01:47 PM

SH-R-15

SH-RA-15

County Boundary

Parcels

Municipalities

Shallotte City

Shallotte ETJ

Roads

Minor

Addresses

00.010.020.040.07

mi

00.010.020.040.07

km



COASTALGEOMATICS

LAND SURVEYING • MAPPING • PLANNING

Being all that certain tract or parcel of land lying and being in Shallotte Township, Brunswick County, North Carolina and being more particularly described as follows:

Beginning at an iron rebar found in the southern right of way line of Brierwood Road (60' Public Right of Way); said beginning point have NC Grid Coordinates: N=75585.19 feet, E=2184105.79 feet (NAD 83-2011); said beginning point also being located S44°07'14"W, 122.58 feet from an existing 5/8" rebar found in the southeastern right of way lines of Brierwood Road and Wendy Lane (60' Public Right of Way).

Thence from the beginning point and with the southern right of way line of Brierwood Road, N44°06'12"E, 105.83 feet to an existing rebar found; thence with a curve to the right having a radius of 1985.38 feet and a chord bearing and distance of N44°16'38"E, 12.05 feet to an existing rebar found in the southeastern right of way of Brierwood Road and Wendy Lane aforesaid mentioned; thence continuing with the southern right of way line of Brierwood Road, S45°08'15"E, 35.51 feet to an existing rebar found; thence with a curve to the right having a radius of 601.34 feet and a chord bearing and distance of S38°20'44"E, 142.23 feet to a new 5/8" rebar set; thence S31°33'14"E, 107.27 feet to a new 5/8" rebar set; thence with a curve to the left having a radius of 155.00 feet and a chord bearing and distance of S45°43'36"E, 75.90 feet to a new 5/8" rebar set; thence leaving the southern right of way line of Brierwood Road, S30°06'02"W, 59.34 feet to a new 5/8" rebar set; thence running along an existing wood bulkhead S87°53'03"W, 30.24 feet to a new 5/8" rebar set; thence N84°28'30"W, 30.47 feet to a new 5/8" rebar set; thence S87°57'34"W, 60.22 feet to a new 5/8" rebar set; thence N76°58'08"W, 30.17 feet to a new 5/8" rebar set; thence S55°08'07"W, 42.22 feet to an inaccessible point in a pond; thence N66°18'07"W, 115.25 feet to a new 5/8" rebar set; thence S72°18'55"W, 90.45 feet to a new 5/8" rebar set; thence S61°57'47"W, 47.16 feet to a new 5/8" rebar set; thence S39°34'11"W, 37.29 feet to a new 5/8" rebar set; thence along the edge of an existing pond, S13°58'28"W, 121.73 feet to a new 5/8" rebar set; thence S73°04'52"W, 66.33 feet to an existing iron rod found; said iron rod being the southeast corner of lands claimed by Christopher & Denise Hanna as recorded in Deed Book 3370. Page 1341, Brunswick County Registry; thence with the eastern boundary line of Hanna, N18°36'50"W, 197.67 feet to a new 5/8" rebar set in the southern right of way line of Brierwood Road; thence with the southern right of way line of Brierwood Road, N39°18'31"E, 171.59 feet to a new 5/8" rebar set; thence with a curve to the right having a radius of 195.00 feet and a chord bearing and distance of N56°48'07"E, 117.23 feet to a new 5/8" rebar set; thence N74°17'43"E, 58.88 feet to a new 5/8" rebar set; thence with a curve to the left having a radius of 130.00 feet and a chord bearing and distance of N59°11'57"E, 67.71 feet to the place and Point of Beginning.

Containing 3.10 acres (134,837 square feet) and being all of Annexation Tract as shown on a survey titled "Annexation Survey For Town of Shallotte, NC" as prepared by Christopher D. Stanley, PLS, dated 07-07-2025, to which reference is hereby made for a more full and accurate description.

Prepared by: Christopher D. Stanley, PLS



Coastal Geomatics, PLLC

Main Branch: 5041-3 Main Street, Shallotte, NC 28470 * Telephone: 910-356-1800

Mailing Address: Post Office Box 1560, Shallotte, NC 28459

NCBELS Firm License No. P-2248

coastalgeomatics.com



Town of Shallotte Board of Aldermen

ACTION AGENDA ITEM

2025

TO: Board of Aldermen

FROM: Brandon Eaton, Planner II

ACTION ITEM #: ANX 25-21

MEETING DATE: 08/05/2025

DATE SUBMITTED:

ISSUE/ACTION REQUESTED:

Request the Board to direct the Town Clerk to “investigate the sufficiency thereof and to certify the result of the investigation” of the petition for voluntary annexation of Parcel ID # 2290003505 (Bay Rd SW) on behalf of Aubrey and Amanda Faatz.

PUBLIC HEARING:

☐ YES

☒ NO

BACKGROUND/PURPOSE OF REQUEST:

Staff has received an application and petition for voluntary annexation for the property shown on the attached plat. G.S. 160A-31 requires that prior to a public hearing; the Town Clerk must first investigate the sufficiency of the petition.

Upon the direction of the Board, staff will ensure that the petition has been signed appropriately and that the subsequent public hearing is advertised and adjacent property owners are given the appropriate notice.

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:

NA

STAFF’S RECOMMENDATION: NA

FINANCE RECOMMENDATION: NA

ATTACHMENTS:

- 1. Petition for Annexation
- 2. Area Map
- 3. Legal Description

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

Petition Requesting Voluntary Contiguous Annexation



TO THE BOARD OF ALDERMEN OF THE TOWN OF SHALLOTTE, NORTH CAROLINA:

1.

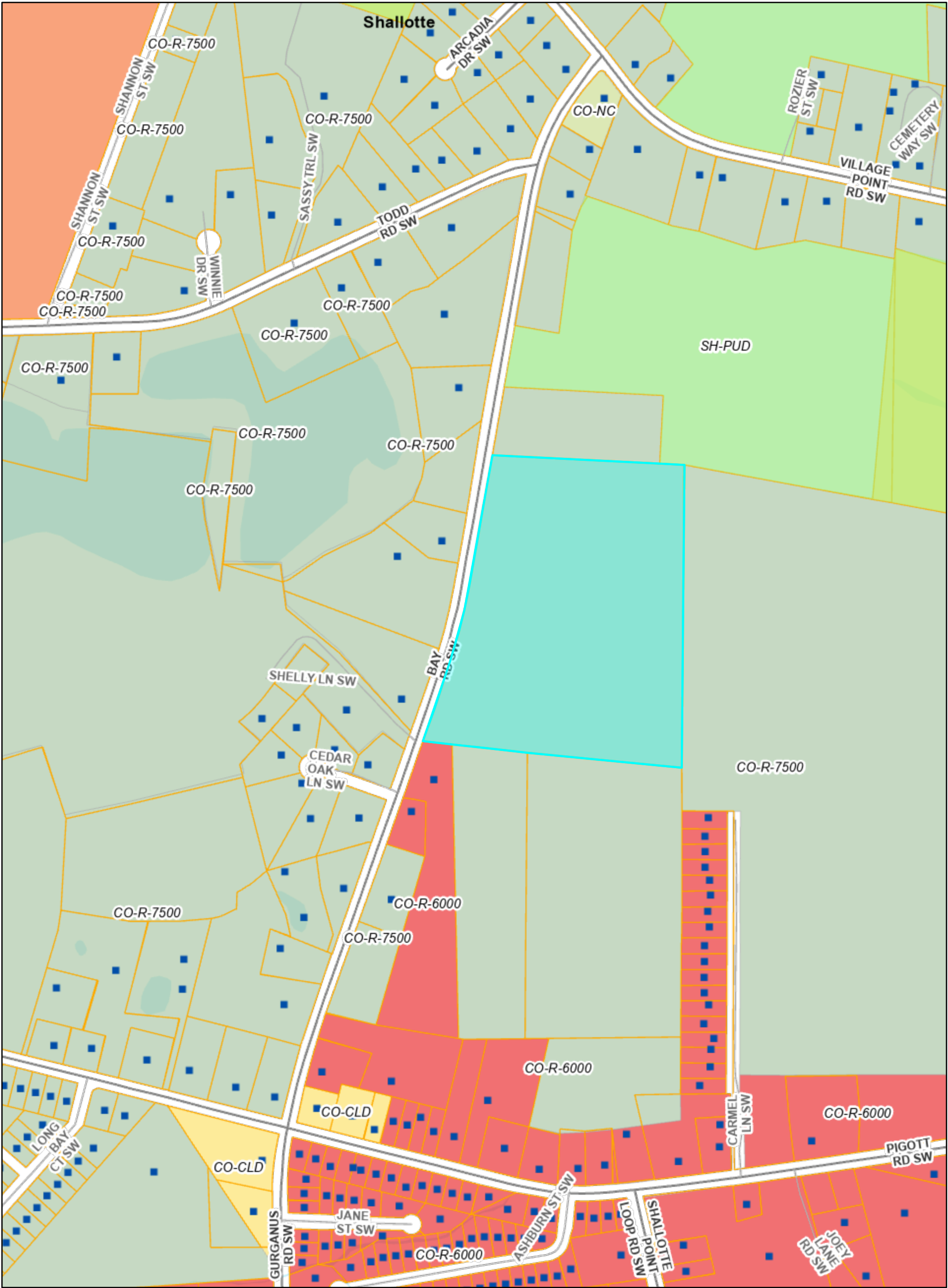
We the undersigned owner(s) of real property respectfully request that the area described in paragraph 2 below be annexed to the TOWN OF SHALLOTTE.
2.

The area to be annexed is contiguous to the Town of Shallotte and the boundaries of such territory are described in the attached metes and bounds description (Exhibit "A") and annexation map (Exhibit "B"), attached hereto and incorporated herein by reference.
- Vested rights, with respect to such property, have not been established, under N.C.G.S. 160A-385.1, except as described in Exhibit "C", attached hereto and incorporated herein by reference.

Respectfully,

Printed Name	Mailing Address	Parcel ID #(s)	Vested Rights?	Signature	Date
Aubrey Faatz	1125 Bay Rd SW Shallotte, NC 28470-5343	2290003505	<div><input type="checkbox"/> Yes</div> <div><input checked="" type="checkbox"/> No</div>		7/17/25
Amanda Faatz	1125 Bay Rd SW Shallotte, NC 28470-5343	2290003505	<div><input type="checkbox"/> Yes</div> <div><input checked="" type="checkbox"/> No</div>		7/17/25
			<div><input type="checkbox"/> Yes</div> <div><input type="checkbox"/> No</div>		
			<div><input type="checkbox"/> Yes</div> <div><input type="checkbox"/> No</div>		
			<div><input type="checkbox"/> Yes</div> <div><input type="checkbox"/> No</div>		
			<div><input type="checkbox"/> Yes</div> <div><input type="checkbox"/> No</div>		
			<div><input type="checkbox"/> Yes</div> <div><input type="checkbox"/> No</div>		
			<div><input type="checkbox"/> Yes</div> <div><input type="checkbox"/> No</div>		

Brunswick County GIS Data Viewer



7/17/2025, 4:54:51 PM

Zoning

CO-CLD

CO-IG

CO-NC

CO-R-6000

CO-R-7500

SH-R-10

County Boundary

Parcels

Municipalities

Shallotte City

Roads

State Road

Minor

Addresses

1:5,261

00.050.10.150.20.3

mi

00.070.150.3

km

Brunswick County GIS

Tompkins Land Surveying, P.A.

1368 River Bend Dr. SW
 Shallotte, N.C. 28470
 910-579-9505

BEGINNING AT AN IRON ON THE RIGHT OF WAY OF SR 1151, SAID IRON BEING LOCATED S 14°00'09" W 1123.38 FEET FROM A MAG NAIL IN THE CENTERLINE INTERSECTION OF SR 1151 AND SR 1147, RUNS THENCE S 81°57'37" E 742.69 FEET TO AN IRON PIPE, THENCE S 05°27'28" W 1162.87 FEET TO A 1 INCH PIPE, THENCE N 78°53'19" W 892.37 FEET TO AN IRON, THENCE N 78°46'14" W 117.80 FEET TO AN IRON IN THE RIGHT OF WAY OF SR 1151, THENCE WITH THE RIGHT OF WAY OF SR 1151 THE FOLLOWING COURSES AND DISTANCES, N 25°54'46" E 130.02 FEET TO AN IRON, THENCE N 24°27'49" E 190.81 FEET TO AN IRON, THENCE N 21°11'37" E 122.90 FEET TO AN IRON, THENCE N 18°26'44" E 82.94 FEET TO AN IRON, THENCE N 16°24'38" E 76.46 FEET TO AN IRON, THENCE N 15°26'39" E 79.29 FEET TO AN IRON, THENCE N 15°19'50" E 83.09 FEET TO AN IRON, THENCE N 15°00'26" E 96.81 FEET TO AN IRON, THENCE N 14°54'49" E 153.31 FEET TO AN IRON, THENCE N 15°28'32" E 115.25 FEET TO THE PLACE AND POINT OF BEGINNING CONTAINING 22.27 ACRES MORE OR LESS ACCORDING TO A SURVEY DATED JULY 25, 2022 BY TOMPKINS LAND SURVEYING, P.A.





Town of Shallotte Board of Aldermen
ACTION AGENDA ITEM
2025

Section VIII, Item 1.

TO: Board of Aldermen

ACTION ITEM #: TXT 25-18

MEETING DATE: 08-05-2025

FROM: Brandon Eaton, Planner II

**DATE
SUBMITTED:**

ISSUE/ACTION REQUESTED:

Request Board's review and decision of a staff-initiated amendment to the Town of Shallotte Unified Development Ordinances. Specifically, Article 2, Section 2-2, Article 9, Section 9-6 (B), & Article 10, Tables 10-1 & 10-2.

**PUBLIC
HEARING:**

☒ YES ☐ NO

BACKGROUND/PURPOSE OF REQUEST:

The proposed amendment to the Town's UDO updates ordinance language to transition away from the use of special use permits and the quasi-judicial process for less intensive residential uses, instead utilizing conditional rezoning when more appropriate.

The proposed amendment also establishes and defines two categories of multi-family uses, major and minor, allowing for minor multi-family projects "by right" and to be approved administratively.

Staff feel that recategorizing less intensive uses and establishing "by right" and conditional rezoning standards will promote development without the heavy burden that often accompanies the quasi-judicial process.

- 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:

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:

The Planning Board voted to recommend approval at their July 08, 2025 meeting.

STAFF RECOMMENDATION:

Staff recommends Board approval

FINANCE RECOMMENDATION: NA

ATTACHMENTS:

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

ACTION OF THE BOARD OF ALDERMEN

APPROVED:

☐

ATTEST:

CLERK TO THE BOARD

DENIED:

☐

**DEFERRED
UNTIL:**

SIGNATURE

OTHER:

Section 2-2: Definition of Basic Terms

(80) Dwelling Types.

- (d) Dwelling, Multiple Family (Major). A single structure comprised of three (3) or more dwelling units, with the number of families in residence not exceeding the number of dwelling units provided. (Ord. 20-05, 7/7/20) A residential development containing three (3) or more dwelling units within one or more buildings on a single lot, designed for occupancy by separate households, with a total of eighty (80) or more dwelling units. Multi-Family (Major) developments may include associated common areas, amenities, parking areas, and accessory structures designed to serve residents of the development.
- (e) Dwelling, Multiple Family (Minor). A residential development containing three (3) or more dwelling units within one or more buildings on a single lot, designed for occupancy by separate households, with a total of seventy-nine (79) or fewer dwelling units. Multi-Family (Minor) developments may include associated common areas, amenities, parking areas, and accessory structures designed to serve residents of the development.

Table 10-1: Special Use Conditional Zoning Triggers

Zoning District	Building Footprint (square feet)	
CB, CW, O&I	> 10,000	
HB, B-2	> 20,000	
LI, HI	Unlimited	
CB, HB, B-2, O/I, PUD	NA	<u>±</u>

*Any new or modified use with a proposed drive through facility shall only be permitted by special use permit.

Table 10-2: Table of Permitted Uses

PERMITTED USES	MF-14/10/6	R-10	RM-10	R-15	RA-15	RAM-15	CB	HB	CW	B-2	O/I	LI	HI	C	PUD
RESIDENTIAL – HOUSEHOLD LIVING															
DWELLING, MULTI-FAMILY (MAJOR) [pursuant to 10-3(H)]	<u>S</u> <u>CZ</u>	<u>S</u> <u>CZ</u>	<u>S</u> <u>CZ</u>				<u>S</u> <u>CZ</u>	<u>S</u> <u>CZ</u>	<u>S</u> <u>CZ</u>	<u>S</u> <u>CZ</u>					P
DWELLING, MULTI-FAMILY (MINOR) [pursuant to 10-3(H)]	<u>P</u>	<u>CZ</u>	<u>CZ</u>				<u>CZ</u>	<u>CZ</u>	<u>CZ</u>	<u>CZ</u>					<u>P</u>
DWELLING, SINGLE-FAMILY (excluding manufactured homes)	P	P	P	P	P	P	<u>S</u> <u>CZ</u>	<u>S</u> <u>CZ</u>	<u>S</u> <u>CZ</u>	<u>S</u> <u>CZ</u>	P				P
DWELLING, (DUPLEX)	P	P	P												P
DWELLING, (TOWNHOUSE)	P	P	P								P				P
MANUFACTURED HOME, CLASS A [pursuant to 10-3(Q)]			P			P									
MANUFACTURED HOME, CLASS B [pursuant to 10-3(Q)]			P			P									
MANUFACTURED HOME PARK [pursuant to 10-3(S)]			<u>S</u> <u>CZ</u>			<u>S</u> <u>CZ</u>									
RESIDENTIAL CLUSTER DEVELOPMENT [pursuant to Article 13]	<u>S</u> <u>CZ</u>	<u>S</u> <u>CZ</u>		<u>S</u> <u>CZ</u>			<u>S</u> <u>CZ</u>	<u>S</u> <u>CZ</u>	<u>S</u> <u>CZ</u>						<u>S</u> <u>CZ</u>
Residential Micro-grid Solar Collector Battery Storage System (pursuant to Article 31)	P														
RESIDENTIAL – GROUP LIVING															
ADULT CARE HOME	<u>S</u> <u>CZ</u>									<u>S</u> <u>CZ</u>	<u>S</u> <u>CZ</u>				
ALCOHOL AND/OR SUBSTANCE ABUSE REHABILITATION FACILITIES, RESIDENTIAL (Six or fewer residents)		P	P	P	P										
ASSISTED LIVING RESIDENCE	<u>S</u> <u>CZ</u>						<u>S</u> <u>CZ</u>		<u>S</u> <u>CZ</u>	<u>S</u> <u>CZ</u>	<u>S</u> <u>CZ</u>				<u>S</u> <u>CZ</u>
FAMILY CARE HOME	P	P	P	P	P	P	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	P				P

MULTI-UNIT ASSISTED HOUSING WITH SERVICES	<u>S</u>							<u>S</u>		<u>S</u>	<u>S</u>				<u>S</u>
	<u>CZ</u>							<u>CZ</u>		<u>CZ</u>	<u>CZ</u>				<u>CZ</u>
NURSING HOME	<u>S</u>							<u>S</u>		<u>S</u>					P
	<u>CZ</u>							<u>CZ</u>		<u>CZ</u>					

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 25-18

AN ORDINANCE AMENDING THE TOWN OF SHALLOTTE UNIFIED DEVELOPMENT ORDINANCE, SPECIFICALLY ARTICLE 2, SECTION 2-2, ARTICLE 9, SECTION 9-6 (B), & ARTICLE 10, TABLES 10-1 & 10-2

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 updates ordinance language to transition away from the use of special use permits and the quasi-judicial process for less intensive residential uses, instead utilizing conditional rezoning when more appropriate.

The proposed amendment also establishes and defines two categories of multi-family uses, major and minor, allowing for minor multi-family projects "by right" and to be approved administratively.

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:

7/8/2025
Date

Richard Gannan
Planning Board Chairman
Town of Shallotte

BOARD OF ALDERMEN STATEMENT OF CONSISTENCY

The Town of Shallotte *Board of Aldermen* has reviewed and **approved/denied** the following amendment of the Town of Shallotte Unified Development Ordinance (UDO).

ORDINANCE 25-18

AN ORDINANCE AMENDING THE TOWN OF SHALLOTTE UNIFIED DEVELOPMENT ORDINANCE, SPECIFICALLY ARTICLE 2, SECTION 2-2, ARTICLE 9, SECTION 9-6 (B), & ARTICLE 10, TABLES 10-1 & 10-2

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 updates ordinance language to transition away from the use of special use permits and the quasi-judicial process for less intensive residential uses, instead utilizing conditional rezoning when more appropriate.

The proposed amendment also establishes and defines two categories of multi-family uses, major and minor, allowing for minor multi-family projects “by right” and to be approved administratively.

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 25-18

AN ORDINANCE AMENDING THE TOWN OF SHALLOTTE UNIFIED DEVELOPMENT ORDINANCE, SPECIFICALLY ARTICLE 2, SECTION 2-2, ARTICLE 9, SECTION 9-6 (B), & ARTICLE 10, TABLES 10-1 & 10-2 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 2, SECTION 2-2, ARTICLE 9, SECTION 9-6 (B), & ARTICLE 10, TABLES 10-1 & 10-2. The proposed amendment updates ordinance language to transition away from the use of special use permits and the quasi-judicial process for less intensive residential uses, instead utilizing conditional rezoning when more appropriate. The proposed amendment also establishes and defines two categories of multi-family uses, major and minor, allowing for minor multi-family projects "by right" and to be approved administratively; 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 2, SECTION 2-2, ARTICLE 9, SECTION 9-6 (B), & ARTICLE 10, TABLES 10-1 & 10-2.

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 August 05, 2025, and adopted at a Regular Meeting of the Board of Aldermen on August 05, 2025.

SIGNED THIS _____ day of _____, 20____.

TOWN OF SHALLOTTE, NORTH CAROLINA

Mayor

ATTEST:

Town Clerk



Town of Shallotte Board of Aldermen
ACTION AGENDA ITEM
2025

Section VIII, Item 2.

TO: Board of Aldermen

ACTION ITEM #: TXT 25-20

MEETING DATE: 8-05-2025

FROM: Robert Waring, Planning Director

**DATE
SUBMITTED:**

ISSUE/ACTION REQUESTED:

Request the Board's review of and action upon a staff-initiated amendment to the Town of Shallotte Unified Development Ordinances. Specifically, Article 10, Section 10-2, (H), supplemental standards for multi-family development.

**PUBLIC
HEARING:**

☒ YES ☐ NO

BACKGROUND/PURPOSE OF REQUEST:

The proposed amendment to the Town's UDO updates the Town's supplemental regulations for multi-family development.

These supplements to the Town's typical standards are used for developments that typically require additional consideration.

The updated language breaks multi-family projects into two tiers, requires internal sidewalks, requires additional setbacks for building taller than two stories, and revises open space standards.

The proposed language does not change density allowances, max height, or zones in which M-F developments are permitted.

Draft language is attached herein.

The Board of Aldermen may:

Vote to approve of the ordinance as written, or

Vote to amend the proposed language and approve, or

Continue the Board's review and ask that the ordinance be further researched, or

Vote to 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:

The Planning Board voted unanimously to recommend approval at their July 8 meeting

STAFF RECOMMENDATION:

Staff recommends the proposed language be approved

FINANCE RECOMMENDATION: NA

ATTACHMENTS:

1. Draft Language “Exhibit A”
2. Planning Board’s Statement of Consistency
3. Ordinance 25-50
4. Draft Statement of Consistency

ACTION OF THE BOARD OF ALDERMEN

APPROVED:

☐

ATTEST:

CLERK TO THE BOARD

DENIED:

☐

**DEFERRED
UNTIL:**

SIGNATURE

OTHER:

H. Dwelling, Multi-Family.

~~(1) Conceptual Site, Civil, and Landscape Requirements. All applications for Multi-Family Dwellings shall be allowed to submit conceptual site plans for conditional approval from the Planning Board and Board of Aldermen. Applicants shall submit site, civil, and landscape plans once conceptual approval is granted by the Board of Aldermen. Site, civil, and landscape plans must be approved by the Technical Review Committee, Planning Board, and Board of Aldermen depending on conditions placed on the conditional approval of the concept plans.~~

- (1) Multi-Family projects within the Town shall fall into the following categories and process of review and approval:
 - (a) Minor Multi-Family Projects shall submit complete Site and Landscape plan applications for review by the Technical Review Committee.
 - (b) Major Multi-Family Projects that have completed the conditional zoning map amendment (conditional rezoning) process shall submit Site and Landscape plan application detailing all required site plan details and those conditions and phases approved by the Board of Aldermen. (Ord. 15-04, 5/5/15; Ord 25-XX 8/X/25)
- (2) Access
 - (a) A minimum of one (1) connection to the existing public network if the development includes 79 units or less or, a minimum of two (2) connections to the existing public network if the development includes more than 80 units
 - (b) Requirements of a valid traffic impact analysis or NCDOT issued driveway permit may require additional street connects, but may not reduce those required herein.
- (3) Placement of Buildings.
 - (a) There shall be maintained at least sixteen (16) feet of separation between individual and unattached buildings. Minimum building separation shall be dictated by NC Fire Code and informed by the Town of Shallotte Fire Departments anticipated response plan for the site.
 - (b) Any group of buildings forming a courtyard shall have at least twenty-five percent (25%) of the perimeter of such courtyard open for access by emergency vehicles.
 - (c) All building locations shall be approved by the Planning Board and the Board of Aldermen Buildings with more than two stories shall be setback no less than 30 feet from any property boundary which contains single family housing.
- (4) Design Standards.
 - (a) Entrances and parking lots should be configured to be functional and inviting with walkways conveniently tied to logical destinations.
 - (b) Sidewalks shall be incorporated into the design of all vehicle access points, to include public streets, private drives, or parking lots.
 - (i) sidewalks shall be either five (5) feet wide and located along both sides of the vehicle access points, or eight (8) feet wide along a single side of the vehicle access points.
 - (ii) sidewalks along private property shall be maintained as such.
 - (iii) sidewalks shall be designed so as to comply with the minimum standards detailed in Sec. 20-9
 - (c) The features and spaces should enhance the building and center as integral parts of the community. The use of such features as plazas, patios, and courtyards should be used when practical.

(d) Regardless of building size, if Radio Frequency (RF) signal testing reveals insufficient coverage for public safety radios, an Emergency Responder Radio Coverage System (ERRCS) incorporating a Bi-Directional Amplifier (BDA) and Distributed Antenna System (DAS) must be designed and installed in accordance with NFPA and IFC requirements.

(e) All buildings adjoining public trust waters shall meet CAMA regulations.

(5) Open Space (Recreation) Areas.

- (a) Open space areas shall be provided for all multi-family projects with nine (9) or more dwelling units. A minimum ~~play~~ area of two thousand (2,000) square feet, having a minimum width of forty (40) feet or a minimum radius of twenty-six (26) feet shall be provided for the first six (6) to twenty-five (25) dwelling units.
- (b) For each dwelling unit over twenty-five (25) in number, an additional fifty-six (56) square feet per dwelling unit shall be provided.
- (c) To the maximum extent practicable, required open space areas shall be connected as to form contiguous areas of land, whether the project is developed in phases or sections
- (d) ~~The spatial distribution and number of individual open space areas within the project shall be determined by the Planning Board on the basis of the spatial arrangement of the dwelling units, topography, and other physical features. Swimming pools and their accessory areas shall not constitute any part of the open space requirements.~~ Open space areas that are dispersed throughout the development shall be connected with sidewalks, pedestrian walking trails, and crosswalks.
- (e) No part of the required ~~play~~ open space area shall be used for any other purpose.
- (f) All open space shown on the site development plan shall be recorded in the Brunswick County Register of Deeds and shall be conveyed by the following method.
- (g) By leasing or conveying title including beneficial ownership to a corporation, association, or other legal entity, the terms of such lease or other instruments of conveyance must include provisions suitable to the Town for guaranteeing:
 - (i) The continued use of land for the intended purposes;
 - (ii) Continuity of proper maintenance for those portions of open space land requiring maintenance;
 - (iii) When appropriate, the availability of funds required for such maintenance;
 - (iv) Adequate insurance protection; and
 - (v) Recovery for loss sustained by casualty, condemnation, or otherwise.
- (f) Furthermore, the applicant shall file in the Brunswick County Register of Deeds at the time of site development approval, legal documents which shall produce the above guarantees and in particular, will provide a method for reserving the use of open space for the use and enjoyment of the residents of the development.

(5) Townhouses. The following ~~additional~~ standards apply to townhouses.

- (a) Maximum density and minimum lot size standards may be satisfied by individual lot area, by provision of common open space, or by a combination of lot area and common open space.

- (b) No unit shall be connected on more than two (2) sides by common walls.
- (c) Minimum yard and lot size requirements shall apply to the project boundary. No individual unit shall be required to comply with minimum yard dimensions or lot size requirements.

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 25-20

AN ORDINANCE AMENDING THE TOWN OF SHALLOTTE UNIFIED DEVELOPMENT
ORDINANCE, SPECIFICALLY
ARTICLE 10, SECTION 10-2, (H)

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 public interest for the reason(s) stated below.

The proposed amendment will update the Town's Unified Development Ordinance so as to further define and regulate multi-family uses within the Town of Shallotte.

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:

7/8/2025
Date


Planning Board Chairman
Town of Shallotte

BOARD OF ALDERMEN STATEMENT OF CONSISTENCY

The Town of *Board of Aldermen* have reviewed and **approved/denied** the following amendment of the Town of Shallotte Unified Development Ordinance (UDO).

ORDINANCE 25-20

AN ORDINANCE AMENDING THE TOWN OF SHALLOTTE UNIFIED DEVELOPMENT ORDINANCE, SPECIFICALLY ARTICLE 10, SECTION 10-2, (H)

After review of the ordinance, staff report, and after consideration of any comments presented at the *public hearing*, 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 public interest for the reason(s) stated below.

The proposed amendment will update the Town's Unified Development Ordinance so as to further regulate multi-family uses within the Town of Shallotte.

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 25-20**

**AN ORDINANCE AMENDING THE TOWN OF SHALLOTTE UNIFIED
DEVELOPMENT ORDINANCE, SPECIFICALLY
ARTICLE 10, SECTION 10-2 (H)
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 10, SECTION 10-2 (H). The proposed amendment updates the Town’s supplemental requirements for multi-family projects; 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 10, SECTION 10-2 (H)

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 August 05, 2025,
and adopted at a Regular Meeting of the Board of Aldermen on August 05, 2025.

SIGNED THIS ____ day of _____, 20____.

TOWN OF SHALLOTTE, NORTH CAROLINA

Mayor

ATTEST:

Town Clerk



Town of Shallotte Board of Aldermen
ACTION AGENDA ITEM
2025

Section VIII, Item 3.

TO: Board of Aldermen

ACTION ITEM #: TXT 25-17

MEETING DATE: 08-05-2025

FROM: Brandon Eaton, Planner II

DATE

SUBMITTED:

ISSUE/ACTION REQUESTED:

Request Board's review and decision of a staff-initiated amendment to the Town of Shallotte Unified Development Ordinances. Specifically, Article 20, Section 20-3, Article 20, Section 20-7, & Article 20, Section 20-8.

PUBLIC



YES



NO

HEARING:

BACKGROUND/PURPOSE OF REQUEST:

The proposed amendment to the Town's UDO updates ordinance language to allow parking areas to use pervious surfacing materials in certain zoning districts within the Town's development jurisdiction.

The proposed amendment also establishes regulatory standards which would apply to parking areas utilizing pervious surfacing materials.

Staff feel that establishing these standards will provide additional parking options for projects where impervious surfacing may be too costly or not feasible based on size and need.

- 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:

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:

The Planning Board voted to recommend approval at their July 08, 2025 meeting.

STAFF RECOMMENDATION:

Staff recommends Board approval

FINANCE RECOMMENDATION: NA

ATTACHMENTS:

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

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

Section 20-3: Requirements for Parking Lots

- (A) ~~The lot may be used only for parking and not for any type of loading, dead storage, convention exhibits, repair work, dismantling or servicing, but shall not preclude parking of rental vehicles and display or sales of merchandise as allowed by this Ordinance. Parking lots shall be primarily used for vehicle parking and shall not be used for loading, vehicle dismantling, repair work, long-term dead storage, convention exhibits, or other non-parking-related activities. However, this provision does not prohibit temporary vendor operations or approved outdoor storage when such uses are permitted by the Town through a valid zoning, temporary use, or special event permit, and are in compliance with applicable regulations. Furthermore, this restriction does not preclude:~~
1. Vehicles for rent or sale by a business with a valid zoning permit.
 2. Any temporary display or sales of merchandise as allowed by this Ordinance.
 3. Mobile food units or other vendors with a valid itinerate merchant permit issued by the Town of Shallotte.
- (B) All entrances, exits, barricades at sidewalks, and drainage plans shall be approved and constructed before occupancy.
- (C) A strip of land eight (8) feet wide adjoining any street line, or five (5) feet adjoining any other property line shall be ~~reserved~~ preserved as open space, guarded with wheel bumpers or curb and planted in grass, shrubs or trees or shall be incorporated in a buffer required by Article 17, except as otherwise provided in this Section.
- (D) Automobile parking spaces shall have the following dimensions:

Angle (degrees)	Stall Width (feet)	Stall Length (feet)	Drive Aisle Width (feet)	
			One-Way	Two-Way
0	9	23	12	20
30	9	18	12	20
45	9	18	12	20
60	9	18	16	22
75	9	18	20	24
90	9	18	24	24

Stall width is the minimum perpendicular width between parking spaces. Stall length is the minimum length for which the minimum width is provided. See Figure 20-1 for examples of parking lot dimensions. One-way drive aisles that serve as fire access routes, as determined by the ~~Town of Shallotte~~ Fire Code Official, will be required to comply with the provisions of the N.C. Fire Code ~~and will generally be required to be 20 feet in width.~~

- (E) Required off-street parking areas including drives and access ways shall ~~have a paved/cement/paving stones~~ 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. ~~containing five (5) or more spaces. Parking facilities containing fewer than five (5) spaces are exempt from paving requirements. No more than ten percent (10%) of the total minimum parking requirement is exempt from paving requirements where additional spaces are required by a change of use in any existing building. (Ord. 20-05, 7/7/20)~~ In the Central Business (CB), and all industrial zone 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.
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.
- (F) All parking lots shall provide the minimum size, number, and arrangement of accessible spaces pursuant to the current ADA Standards for Accessible Design.
- (G) Any lighting of parking areas shall be shielded so as to cast no light upon adjacent properties and streets and shall otherwise comply with Article 19.
- (H) No parking area shall be allowed to back into any right-of-way.
- (I) Vehicle overhang shall be two and one-half (2.5) feet from the face of the curb, sidewalk, or wheel stop. Vehicle overhang areas shall be exclusive of minimum sidewalk width. Vehicle overhang areas are not required to be paved from the rear of the curb or wheel stop and, where not paved, may be included in internal or perimeter landscaping
- (J) Interconnections shall be provided between parking lots serving adjacent multi-family sites or adjacent non-residential sites, excluding those located in the Heavy Industrial (HI) zoning district. If adjoining property is undeveloped or interconnection is deemed impractical by the Administrator or board with final approval authority, then an area of land shall be reserved for future interconnection and shall be shown on development plans. Interconnections between non-residential sites and multi-family sites are encouraged.
- (K) Entrances and exits shall be shared where possible, shall be designed to facilitate future sharing, and shall be located so as to minimize traffic congestion on adjoining streets. August 2021 20-16 Shared parking lot entrances and exits, and those designed to facilitate future sharing, shall be exempt from parking lot buffer strip requirements of subsection (C).

Section 20-7: Downtown Off-Street Parking

- (A) Front and Side Yard Parking. In the Central Business (CB) zoning district, off-street parking shall be prohibited between a primary building and any front lot line or corner side lot line, except that parking may be permitted between a primary building and a secondary required front yard of any through or double-frontage lot.
- (B) Existing developments within the CB zoning district may expand an existing building footprint without relocating existing off-street parking to the rear of the building so long as:
- (1) The development meets the current parking requirements as detailed in Section 20-3; and
 - (2) Any new parking, whether required or otherwise, shall be added to the rear of the building in accordance with Section 20-7
- (C) In the Central Business (CB) zoning district, parking facilities containing fewer than twenty (20) spaces may utilize pervious materials for parking lot surfaces in accordance with parking lot standards detailed in Section 20-3.

- (D) Payment In Lieu of Providing Parking. In the Central Business (CB) zoning district, payment may be made to a parking fund established by the Town in lieu of providing a portion of the required off-street parking spaces. The amount of the payment for each space shall be established by the Board of Alderman on the Town fee schedule and shall be reasonable and based on the actual or estimated cost to provide such spaces. No development approvals shall be issued until complete payment has been received by the Town of Shallotte. In no case shall more than ~~fifty~~ fifty percent (50%) of required off-street parking be eligible for payment.

Section 20-8: Off-Street Parking in Industrial Zoning Districts

- (A) Pervious surface materials may be used for parking areas containing up to twenty-five (25) spaces in industrial districts according to the following regulations:
- a. In industrial districts, pervious surfacing materials may only be used for employee parking, overflow parking, or in permitted outdoor storage areas in which vehicle traffic is limited, unless an engineered design by a licensed engineer demonstrating suitability for other uses is provided.
 - b. Pervious parking areas shall meet all the requirements set forth in Section 20-3.
 - c. Pervious surfaces must be designed to support the anticipated vehicular loads of heavy trucks and industrial equipment when applicable.

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 25-17

AN ORDINANCE AMENDING THE TOWN OF SHALLOTTE UNIFIED DEVELOPMENT
ORDINANCE, SPECIFICALLY
ARTICLE 20, SECTION 20-3, ARTICLE 20, SECTION 20-7, & ARTICLE 20, SECTION 20-8

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 will update the Town's Unified Development Ordinance to allow parking areas to use pervious surfacing materials in certain zoning districts within the Town's development jurisdiction.

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:

7/8/2025
Date

Richard Lanning
Planning Board Chairman
Town of Shallotte

BOARD OF ALDERMEN STATEMENT OF CONSISTENCY

The Town of Shallotte *Board of Aldermen* has reviewed and **approved/denied** the following amendment of the Town of Shallotte Unified Development Ordinance (UDO).

ORDINANCE 25-17

AN ORDINANCE AMENDING THE TOWN OF SHALLOTTE UNIFIED DEVELOPMENT ORDINANCE, SPECIFICALLY ARTICLE 20, SECTION 20-3, ARTICLE 20, SECTION 20-7, & ARTICLE 20, SECTION 20-8

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 parking areas to use pervious surfacing materials in certain zoning districts within the Town's development jurisdiction. The proposed amendment also establishes regulatory standards which would apply to parking areas utilizing pervious surfacing materials.

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 25-17**

**AN ORDINANCE AMENDING THE TOWN OF SHALLOTTE UNIFIED
DEVELOPMENT ORDINANCE, SPECIFICALLY
ARTICLE 20, SECTION 20-3, ARTICLE 20, SECTION 20-7, & ARTICLE 20,
SECTION 20-8
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, ARTICLE 20, SECTION 20-7, & ARTICLE 20, SECTION 20-8. The proposed amendment to the Town’s UDO updates ordinance language to allow parking areas to use pervious surfacing materials in certain zoning districts within the Town’s development jurisdiction. The proposed amendment also establishes regulatory standards which would apply to parking areas utilizing pervious surfacing materials; 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, ARTICLE 20, SECTION 20-7, & ARTICLE 20, SECTION 20-8.

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 August 05, 2025,
and adopted at a Regular Meeting of the Board of Aldermen on August 05, 2025.

SIGNED THIS _____ day of _____, 20_____.

TOWN OF SHALLOTTE, NORTH CAROLINA

Mayor

ATTEST:

Town Clerk



Town of Shallotte Board of Aldermen
ACTION AGENDA ITEM
2025

Section VIII, Item 4.

TO: Board of Aldermen

ACTION ITEM #: TXT 25-19

MEETING DATE: 7-08-2025

FROM: Robert Waring, Planning Director

**DATE
SUBMITTED:**

ISSUE/ACTION REQUESTED:

Request the Board's review of and action upon a staff-initiated amendment to the Town of Shallotte Unified Development Ordinances. Specifically, Article 16, Section 16-2, minimum size of a Planned Unit Development (PUD).

**PUBLIC
HEARING:**

☐ YES ☒ NO

BACKGROUND/PURPOSE OF REQUEST:

The proposed amendment to the Town's UDO will reduce the minimum size allowed for a PUD from 25 acres to 20 acres and allow for greater use of the PUD zoning.

Staff views PUD zoning as a beneficial tool as it allows residential zoning to be reviewed via the legislative process rather than the quasi-judicial process required with some zoning tools.

This allows the evaluation (TRC, Planning Board, & Board of Aldermen) of a master plan during the rezoning process. These master plans can be reviewed and conditioned. Furthermore, they can be tailored to fit with density and use prescriptions within the Town's land use plans.

The proposed language does not change density allowances, max height, or zones in which PUD developments are permitted.

Draft language is attached herein.

The Board of Aldermen may:

Vote to approve of the ordinance as written, or
Vote to amend the proposed language and approve, or
Continue the Board's review and ask that the ordinance be further researched, or
Vote to 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:

The Planning Board voted unanimously to recommend approval at their July 8 meeting

STAFF RECOMMENDATION:

Staff recommends approval

FINANCE RECOMMENDATION: NA

ATTACHMENTS:

1. Draft Language "Exhibit A"
2. Planning Board's Statement of Consistency
3. Ordinance 25-19
4. Draft Statement of Consistency

ACTION OF THE BOARD OF ALDERMEN

APPROVED:

☐

ATTEST:

CLERK TO THE BOARD

DENIED:

☐

**DEFERRED
UNTIL:**

SIGNATURE

OTHER:

ARTICLE 16. PLANNED UNIT DEVELOPMENT**Section 16-1: Purpose**

A Planned Unit Development (PUD) district is defined as an area characterized by an orderly integration of residential development, open space land uses, and in some cases commercial development which conform to the design requirements contained herein. It permits the planning of a project and a calculation of densities over the entire development rather than on an individual lot-by-lot basis. This district must be serviced by public water and sewer facilities.

Section 16-2: Minimum Size

Twenty (20) ~~Twenty-five (25)~~ acres (this may include parcels on both sides of a street).

Section 16-3: Maximum Overall Density

Six (6) dwelling units per acre.

Section 16-4: Open Space Requirement

- A. Fifteen percent (15%) of the total PUD area shall be maintained as open space.
 - 1. Street rights-of-way, parking lots, building areas (as defined), and yards held in individual ownership shall not constitute any part of the required open space; however, building areas for recreational facilities may be computed as open space.
 - 2. At least ninety-two percent (92%) of all approved open space shall be commonly owned by a homeowners' or property owners' association.
 - 3. Eight percent (8%) of the open space area may be privately-owned open space.
 - 4. Any open space land use not included under approval of the PUD Master Development Plan must be reviewed by the Planning Board and approved by the Shallotte Board of Aldermen prior to its development.
 - 5. Areas to be used as open space must be protected through a deed restriction and noted on the final plat.
- B. Open space provisions shall conform to the recreation facility development standards detailed in Article 29 for suitability of land and type of facility.

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 25-19

AN ORDINANCE AMENDING THE TOWN OF SHALLOTTE UNIFIED DEVELOPMENT
ORDINANCE, SPECIFICALLY
ARTICLE 16, SECTION 16-2

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 public interest for the reason(s) stated below.

The proposed amendment will update the Town's Unified Development Ordinance so as to reduce the minimum size of a Planned Unit Development allowed within the Town of Shallotte.

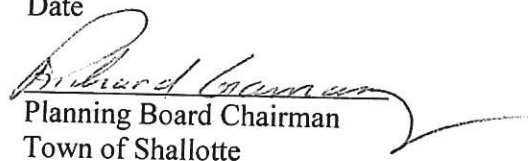
OR

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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:

7/8/2025
Date


Planning Board Chairman
Town of Shallotte

BOARD OF ALDERMEN STATEMENT OF CONSISTENCY

The Town of *Shallotte Board of Aldermen* have reviewed and **approved/denied** the following amendment of the Town of Shallotte Unified Development Ordinance (UDO).

ORDINANCE 25-19

AN ORDINANCE AMENDING THE TOWN OF SHALLOTTE UNIFIED DEVELOPMENT
ORDINANCE, SPECIFICALLY
ARTICLE 16, SECTION 16-2

After review of the ordinance, staff report, and after consideration of any comments presented at the *public hearing*, 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 public interest for the reason(s) stated below.

The proposed amendment will update the Town's Unified Development Ordinance so as to reduce the minimum size of a Planned Unit Development allowed within the Town of Shallotte.

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 25-19**

**AN ORDINANCE AMENDING THE TOWN OF SHALLOTTE UNIFIED
DEVELOPMENT ORDINANCE, SPECIFICALLY
ARTICLE 16, SECTION 16-2
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 16, SECTION 16-2. The proposed amendment updates the Town’s minimum tract size requirement for a PUD.

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 16, Section 16-2, Minimum Size (PUD)

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 August 05, 2025,
and adopted at a Regular Meeting of the Board of Aldermen on August 05, 2025.

SIGNED THIS ____ day of _____, 20____.

TOWN OF SHALLOTTE, NORTH CAROLINA

Mayor

ATTEST:

Town Clerk