



Shallotte Board of Aldermen Regular Meeting Agenda

November 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. SWEARING IN ABC BOARD

[1.](#) Oaths

VI. HUFFMAN FAMILY - WIND PHONE

[1.](#) Wind Phone

VII. THOMPSON, PRICE, SCOTT & ADAMS

[1.](#) Audit Presentation FY End June 30, 2025

VIII. PUBLIC COMMENTS (3 minutes or less per person & sign in for the record please)

IX. DEPARTMENT REPORTS

[1.](#) POLICE

A. In-Car & Body Camera Systems

[2.](#) FIRE

[3.](#) PLANNING

[4.](#) PUBLIC WORKS

A. Deeds of Dedication (Sewer)

1. Meadows Phase 3: Resolution 25-10

2. Meadows Phase 4: Resolution 25-11

[5.](#) FINANCE

[6.](#) PARKS AND RECREATION

[7.](#) ADMINISTRATION

A. McGill Additional Services

B. Brunswick County Fire Tax

8. MAYOR

X. CONSENT AGENDA

A. September 30, 2025 Work Session Meeting Minutes

B. October 7, 2025 Regular Meeting Minutes

C. October 21, 2025 Work Session Meeting Minutes

D. Budget Adjustment: BA 25-26-4 - Town Hall Project legal fees \$10,000

E. Budget Amendment BA 25-26-5 - Creech & Associates engineering fees \$144,710.35

XI. PUBLIC HEARING

1. Annexation (Hayden Point)

Corner of Forest St. Ext. and US 17.

Parcel IDs # 1820004221 & 1820004201

Weyerhaeuser NR Company

96.03 Acres +/-

2 Commercial Parcels

1. Motion to open public hearing

2. Public Comments/Questions

3. Motion to close public hearing

4. Board Comments/Questions

5. Motion to approve Annexation Ordinance 25-27, annexing PIDs 1820004221 & 1820004201

2. TXT 25-28 (SUP to CZ - Phase 2)

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 25-28 amending the Town of Shallotte Unified Development Ordinance, specifically Article 10, Section 10-2(Table of Permitted Uses).

3. TXT 25-29 (Bed and Breakfast Inns)

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 25-29 amending the Town of Shallotte Unified Development Ordinance, specifically Article 10, Section 10-3(E).

4. TXT 25-30 (Event Venues)

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 25-30 amending the Town of Shallotte Unified Development Ordinance, specifically Article 10, Section 10-3(L).

5. TXT 25-31 (Petition Denial Time Limit - NCGS Update)

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 25-31 amending the Town of Shallotte Unified Development Ordinance, specifically Article 4, Section 4-6.

6. TXT 25-32 (Minor Subdivision Update)

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 25-32 amending the Town of Shallotte Unified Development Ordinance, specifically Article 2, Section 2-2.

XII. DISCUSSION

XIII. 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 ABC BOARD

OATH OF OFFICE

I, Bobby Russ, do solemnly and sincerely swear (or affirm) that I will support the Constitution of the United States; so help me God.

I, Bobby Russ, do solemnly and sincerely swear (or affirm) that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; so help me God.

I, Bobby Russ, do swear (or affirm) that I will well and truly execute the duties of the office as a member of the Shallotte Alcoholic Beverage Control Board according to the best of my skill and ability, according to law; so help me God.

This the 5th day of November, 2025.

Board Member Signature

Sworn to (or affirmed) and subscribed before me this 5th day of November, 2025.

Town Clerk/Notary Public
My Commission expires: July 27, 2027



SHALLOTTE ABC BOARD

OATH OF OFFICE

I, Chris Lane, do solemnly and sincerely swear (or affirm) that I will support the Constitution of the United States; so help me God.

I, Chris Lane, do solemnly and sincerely swear (or affirm) that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; so help me God.

I, Chris Lane, do swear (or affirm) that I will well and truly execute the duties of the office as a member of the Shallotte Alcoholic Beverage Control Board according to the best of my skill and ability, according to law; so help me God.

This the 5th day of November, 2025.

Board Member Signature

Sworn to (or affirmed) and subscribed before me this 5th day of November, 2025.

Town Clerk/Notary Public
My Commission expires: July 27, 2027



SHALLOTTE ABC BOARD

OATH OF OFFICE

I, Gordon Lewis, do solemnly and sincerely swear (or affirm) that I will support the Constitution of the United States; so help me God.

I, Gordon Lewis, do solemnly and sincerely swear (or affirm) that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; so help me God.

I, Gordon Lewis, do swear (or affirm) that I will well and truly execute the duties of the office as a member of the Shallotte Alcoholic Beverage Control Board according to the best of my skill and ability, according to law; so help me God.

This the 5th day of November, 2025.

Board Member Signature

Sworn to (or affirmed) and subscribed before me this 5th day of November, 2025.

Town Clerk/Notary Public
My Commission expires: July 27, 2027



Town of Shallotte

ACTION AGENDA ITEM

2025

TO: Board of Alderman

ACTION ITEM #:

FROM: Mimi Gaither, Town Manager
EXT. #

MEETING DATE: 11.5.25
DATE SUBMITTED: 10.24.25

ISSUE/ACTION REQUESTED: Place a "Wind Phone" at Mulberry Park PUBLIC HEARING: ☐ YES ☒ NO

BACKGROUND/PURPOSE OF REQUEST – The Huffman family has requested to place a "Wind Phone" at the bench placed at Mulberry Park for the former Mayor Carson Durham in honor of their son Christian Huffman. The "Wind Phone" is a recent occurrence at several nearby towns. According to the article is South Brunswick Magazine, "The phone is not connected to any network, wire or cables, the purpose is to call a loved one who has passed on, leave a message or just talk, because the wind will carry the message to the departed". The Huffman family have given sample of the phone in the attached detail, and will be responsible for maintenance of the phone.

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:. Approval of the Wind Phone - MOG

FINANCE RECOMMENDATION: N/A

ATTACHMENTS:

1. Huffman email request with samples
2. Article from SBM and OKI Magazine
- 3.

ACTION OF THE BOARD OF ALDERMEN

APPROVED:

☐

ATTEST:

CLERK TO THE BOARD

DENIED:

☐

**DEFERRED
UNTIL:**

SIGNATURE

OTHER:

Maria O'Sullivan Gaither

From: Craig Huffman <chuffman@atmc.net>
Sent: Thursday, October 23, 2025 10:28 PM
To: Mgaither@townofshallotte.org
Subject: Wind Phone Request
Attachments: image.png; Untitled attachment 45174.txt

Mimi,

Thank you for supporting us as we remember our beautiful son. We would like to place the Wind Phone beside the bench dedicated to Christian's Grandfather (Carson Durham) and the magnolia tree dedicated to Christian by his God Mother (Laura Thompson) and special friends. We would like to mount a bird house type box on top of a 4x4 treated post similar to picture below. The overall height of the box will be under 72", with the box approximately 24"x24". We will work with the town on placement and installation. The Huffman family will be responsible for maintaining the Wind Phone box as long as it is in the park.

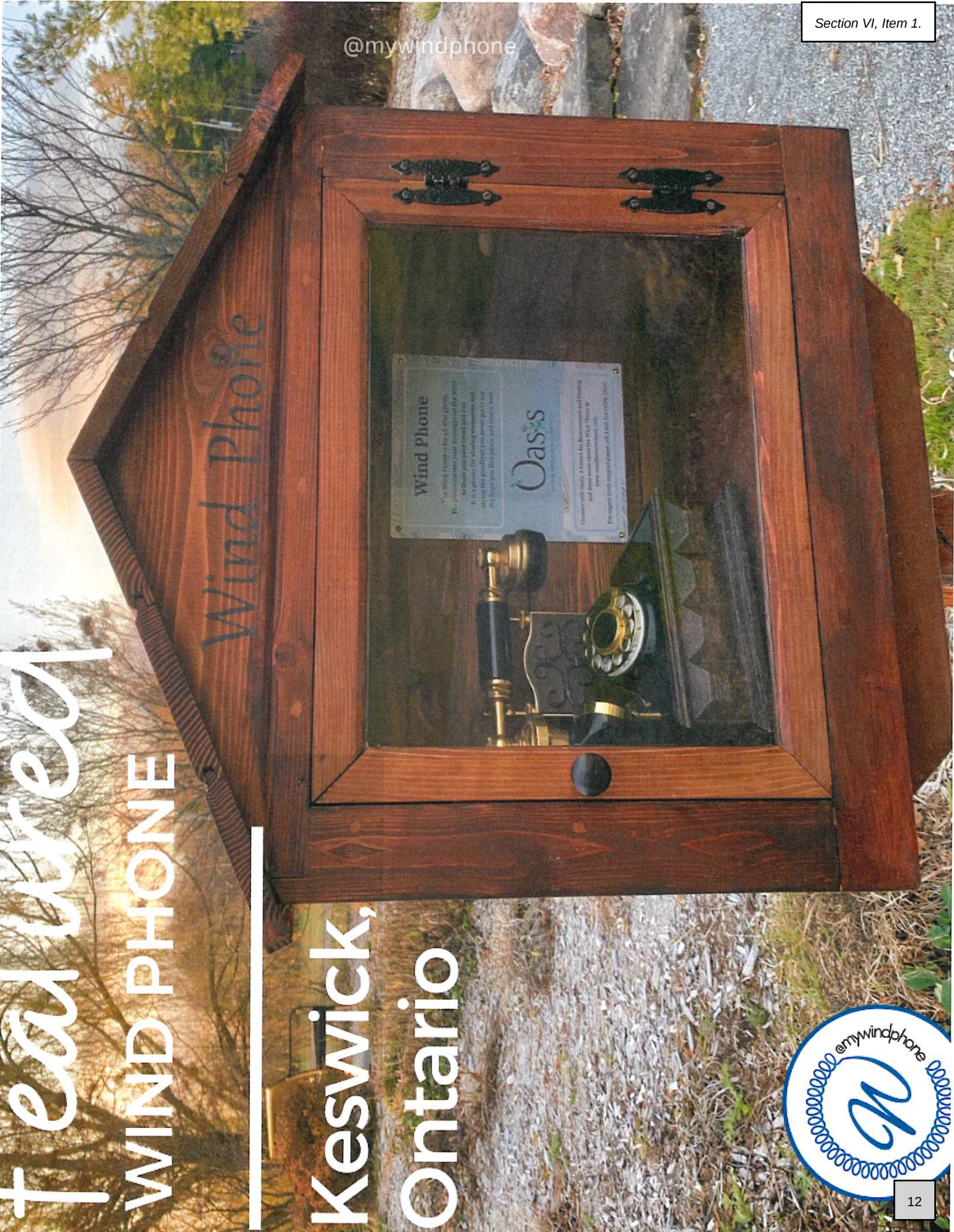
We can not thank you and the town enough for helping us with this. We not only see this a a great thing for our family and friends, but for anyone who has lost someone special in their lives. Please let us know if there are any questions or concerns that we can respond too.

Craig and Judith Allen Huffman

feedwater

WIND PHONE

Keswick,
Ontario



@mywindphone

Section VI, Item 1.



WIND PHONE

This phone will never ring.

It is a Wind Phone, connected to nowhere and everywhere at once.

It is for all who grieve someone they love.

It is to share memories, say I love you, I miss you, or to say the goodbye you never got to say.

Pick up the phone and dial their number; let the Wind take your words.

This Wind Phone is courtesy of Laudholm Trust

COMMUNITY

Thanks to Jimmy and Jeanine Blumenfeld and a host of other locals, a wind phone at Sunset Beach Pier offers a place of comfort and connection for those grieving loved ones.

Messages on the Wind

STORY & PHOTOGRAPHY BY JO ANN MATHEWS

The Kindred Spirit mailbox, erected on the west end of Sunset Beach in the late 1970s, provides a journal for people to pen thoughts, regrets and dreams.

As of April 14, 2025, the mailbox has a companion advocate on a sandy hill at the Sunset Beach Fishing Pier: a wind phone. A sign directs visitors to the box that contains the sky-blue, push button desk phone from a company named Tyler. On a dune in the distance is the familiar wooden cross as if it is protecting the memorial.

The phone is not connected to any network, wires or cables. The purpose is to call a loved one who has passed on, leave a message or just talk, because the wind will carry the message to the departed. A bench is available for those who wish to sit while they write in the journal that rests inside the phone box.

Jeanine and Jimmy Blumenfeld of Ocean Isle Beach installed the wind phone as a tribute to their son, Tyler, who passed away in 2021.

"Having this wind phone has been so meaningful because it's honoring our child," Jeanine says. "Sunset Beach is the last beach Tyler went to."

The last time the Blumenfelds saw Tyler, 29, was at a wedding in New York on September 12, 2021.

"I talked to Tyler on September 19," Jimmy says, adding that everything seemed normal.



Top, A quilted picture of Tyler Blumenfeld fishing in the ocean near Sunset Beach; below, Jeanine and Jimmy Blumenfeld at the wind phone they helped establish in honor of Tyler in Sunset Beach.

COMMUNITY

Creators and friends of the Sunset Beach wind phone, from left, Ron and Laura St. Denis, Sue Manfredi, Tom and Ronnie Jobes, Brian and Christine Gould, Jimmy and Jeanine Blumenfeld, Rob and Theresa Annesi, Fran Manfredi, Paul and Pam Parisian, Richie and Eileen Phelan, Gary Massey, Bill and Nancy Godbey, Dennis and Linda Kish.



Tyler passed away on September 20, a victim of fentanyl poisoning.

"We were in complete shock," Jeanine says. "It was devastating. The wedding was a wonderful event and now a wonderful memory of our last time together. Doing this phone for us is being able to honor Tyler and help other people. This is a gift to give people to acknowledge grief."

The Blumenfeld's son T, 25 at the time of Tyler's death, was grief-stricken, but says he feels like Tyler gave him his life. He decided to finish his undergraduate courses and is working to earn his master's degree in social work at Hunter College. He works in the mental health field in

New York City.

After Tyler graduated from Nanuet Senior High School in New York, he chose to work alongside Jimmy as a stagehand in the property department of the Metropolitan Opera House in New York City. Jeanine emphasizes that Tyler loved life and enjoyed his job, fishing and skiing. He visited Sunset Beach often.

"He had friends from all walks of life and was well loved," she says.

The Blumenfelds' wind phone project verifies the proverb, "It takes a village." Pam Parisian saw a news article in February 2025 about the wind phone and told her friend Jeanine about it. The two collaborated

and agreed to find a place for one and have a beach theme. They approached Gary Massey, who leases the Sunset Beach Fishing Pier, about the idea.

"I liked the concept," Massey says. "People can come there and feel comfort. A lot of people can't make it to the mailbox. If you can't make it there, this is here."

"When Gary showed us that spot near the cross, it was somewhat spiritual," Jeanine says.

To get the project started, Parisian and her husband, Paul Howes, reached out to Amy Bronzena, former art teacher and graphic designer, and asked her to sketch the design.

"I thought it was an incredible idea,"

*The phone is for everybody.
It's a symbol of connecting with your loved ones.*

COMMUNITY

Bronzena says. "I realized what a great gift this would be to the community. You never know who or how or why someone is grieving. This is a way to honor our lost souls and honor the people who have lost them."

Experienced woodworker Tom Jobs built the cabinet from 125-year-old cedar he had left over from a project, and he contacted another woodworker, Bill Godbey, to craft the miniature surfboards that are attached to the phone box. Godbey also built the bench.

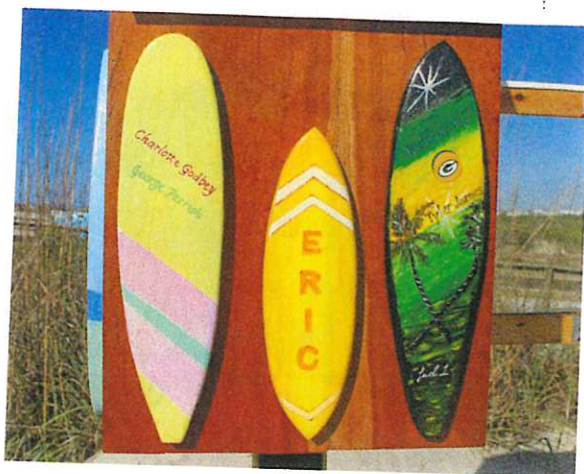
"I cut the boards out of red oak and fashioned them to reflect the different shapes of boards over the years," Godbey, a dedicated surfer, says.

The Blumenfelds asked 10 people who had lost a loved one to decorate the surfboards.

"Beyond sharing design ideas, we also shared personal stories of loss," Jobs says. "My wife, Ronni, and I lost our nephew to suicide. In his memory, Ronni painted one of the surfboards."

"I always say it was Tyler who was the one working on it, getting it going," Parisian says.

The wind phone idea is the brainchild of Itaru Sasaki of Japan. He created the original wind phone in 2010 to connect with his cousin, who died of cancer. Amy Dawson, who



Ten surfboards painted in memory of loved ones decorate the Sunset Beach wind phone.

grieved the loss of her daughter, created mywindphone.com, when she heard of the phenomenon. She documents the number of wind phones around the world and updates the numbers. As of August 19, 2025, the United States had 315, and the rest of the world, 136, but the numbers are

always growing.

As of this writing, Jimmy had not used the wind phone yet. "I sit on my bench and [meditate] here in my yard," he says. "This is my space."

Jeanine talked with a woman who had left a message on the wind phone. The woman lost her son 12 years ago and was grateful for the phone because she had surgery and could not walk to the mailbox.

"To be able to do that for people means a lot to us," Jeanine says. "The phone is for everybody. It's a symbol of connecting with your loved ones. You send your loved ones your love."

"I think the wind phone will bring comfort to a lot of people," Godbey says.

"I'm not taking away from the mailbox," Jeanine says. "I see this as another spiritual place. Grief needs to be embraced. Grief is part of life."

It should be noted that Wendy Morris of Oak Island installed the first wind phone in Brunswick County at May Moore Park, 820 Elizabeth Drive, on Oak Island. ■



WAITING IN THE WIND

Sunset Beach Wind Phone



Sunset Beach Pier
101 W. Main Street,
Sunset Beach

For more information:
● mywindphone.com

If you're grieving a loved one, these two websites can help
compassionatefriends.org
and grief.com.

WELCOME TO THE CHAMBER!

Engage. Influence. Impact.

The Brunswick County Chamber works for you! Your membership puts you right in the center of the largest business network in our community. You'll be shaking hands with decision makers, networking with strategic partners, and putting your business directly in front of thousands of local consumers!



COMMUNITY

Thanks to Oak Island resident Wendy Morris, a wind phone at May Moore Park offers a place for griever to send messages to loved ones who have passed away.

Words on the Wind

STORY & PHOTOGRAPHY BY JO ANN MATHEWS

Wendy Morris of Oak Island had a vision after her husband, Michael Morris, passed away January 4, 2023, at age 62. She saw Michael's hand reach down to his best friend, Lon E. "Bert" Maggart, and pull him to heaven. Morris consulted artist Joanna Frye of Wilmington, who drew a rendition of the image.

"I was hesitant at first but honored to be part of such a meaningful piece of work," Frye says. "Anything that can help us stay connected to our loved ones and process our grief is wonderful."

The picture Frye drew touched Morris's heart, so she made copies and distributed them to friends as a symbol of friendship and love.

"Michael was my life," Morris says. "My mission is to talk about grief. Nobody talks about grief."

The door opened in September 2024 for her to fulfill her mission when a friend from Massachusetts told her about the concept of a wind phone and sent her a picture of one.

A wind phone is not connected to any network, wires or cables. Its purpose is for people to call a loved one who has passed on, leave a message or just talk,



Wendy Morris at the Oak Island wind phone holding the picture of her vision painted by artist Joanna Frye.

COMMUNITY

because the wind will carry the message to the departed. Itaru Sasaki of Japan created the original wind phone in 2010 to have contact to his cousin, who died of cancer.

Amy Dawson, who grieved the loss of her daughter, created mywindphone.com when she heard of the phenomenon. She documents the number of wind phones around the world and updates the numbers. As of August 19, 2025, the United States had 315, and the rest of the world, 136.

"I was fascinated by it," Morris says.

A co-founder and member of Tree Peace OKI, Morris shared with other members her wish to install a wind phone. She hoped it would be in her front yard, but people convinced her to consider a different location. She contacted the Oak Island Recreation Department and presented her idea to its members. They recommended May Moore Park and asked for specific information, such as how she was going to display the phone.

When dog groomer and woodworker enthusiast Albert Hardison came to groom Addie, Morris's 7-year-old dachshund, she shared her wind phone idea and asked him if he would



The wind phone at May Moore Park on Oak Island was built in honor of Michael Morris, pictured below, May 1, 1960 - January 4, 2024.

the Recreation Department voted unanimously to accept the wind phone, but she had to present her idea to the Oak Island Town Council.

Hardison brought the structure he built to Morris's home, and the pair attached the old phone that Morris had retrieved from her mother's house in Greensboro. She printed a welcome message and a picture of the hands. She then prepared a PowerPoint presentation and asked Hardison to go with her to the town council meeting. Not all council members favored her

idea, and a vote was set for the next meeting.

Morris recalls Councilman Bob Ciullo coming to her defense at that meeting.

"He said he lost his son to suicide, and people need a quiet reflection spot," she recalls. "That park is the perfect spot."

Ciullo confirms those words. "Reflection is so important in life," he says. "It's just to slow down and reflect on all the blessings we do have and how to turn a terrible, terrible loss into

build a structure for the phone. She knew his talent from other items he had made for her.

"I thought [the wind phone] is a really good idea, plus I enjoy working with wood," Hardison says. He went home, inspected the supply of wood he had handy and constructed a model for the phone from treated lumber and cedar. He sent a picture of it to Morris with the note saying she didn't have to accept it. "Use it if you want," he wrote.

"I approved of it," Morris says. In the meantime, she received a call saying

*The wind phone is there to give peace.
I want it to lift people's hearts and be a relief.*

COMMUNITY

something positive.”

Ciullo has used the phone and says, “It’s the perfect place for it because it’s off the beaten trail.”

The town council required conditions for the wind phone, and Morris signed an agreement to maintain the display and fix any repairs.

Michael Morris was a beloved English as a Second Language teacher in Brunswick County Schools from

represents the type of teacher who is caring and gives everything to his students. He really, truly loved to teach and see the students be successful. His passion for teaching English as a Second Language was truly an asset to our schools.”

Morris contacted her friend Katie Brobst to illustrate the eulogy and had it published. She plans to have all proceeds go to scholarships for students whose first language is not English.

Ciullo says rather than a village to get a project completed, “In this case, it took one person. It’s an amazing success story. Wendy persevered. I was able to help her out in the votes and make it happen. I was able to share my story.”

Morris and Hardison installed the wind phone on December 14, 2024.

“The wind phone is there to give peace,” Morris says. “I want it to lift people’s hearts and be a relief. People



2016 to 2023, and fellow teacher Elsa Armijos wrote a 10-page eulogy titled “The King of Kabut.” It tells of Morris’ pleasant disposition, his dedication to reading stories to his students and the game of “Kabut” that he developed so children could learn to use the computer.

“I wrote it because I wanted to honor Mr. Morris’ legacy,” Armijos says. “It

Lincoln Elementary School in Leland instituted a Michael Morris Day every January 4, the anniversary of his death, in the teacher’s honor.

“People with different backgrounds can come together and make anything happen,” Hardison says. “I’m a dog groomer, and Wendy is a client of mine. She had an idea, and we put it together.”

are finding their way there. I don’t want Michael to be forgotten.”

It was the first wind phone installed in Brunswick County. Jeanine and Jimmy Blumenfeld of Ocean Isle Beach installed the second one in February 2025 at the Sunset Beach Fishing Pier in honor of their son Tyler, who passed away on September 20, 2021. ■




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TOWN OF
SHALLOTTE
North Carolina

Presentation of Audit Results

Fiscal Year Ended
June 30, 2025



CERTIFIED PUBLIC ACCOUNTANTS
CONSULTANTS AND TAX ADVISORS

Alan W. Thompson, CPA
1626 S Madison Street
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TOWN OF SHALLOTTE
Presentation Agenda

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Thompson, Price, Scott, Adams & Co, P.A.

P.O. Box 398
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Whiteville, NC 28472
Telephone (910) 642-2109
Fax (910) 642-5958

Alan W. Thompson, CPA
R. Bryon Scott, CPA
Gregory S. Adams, CPA

October 13, 2025

To the Honorable Mayor and Board of Alderman
Town of Shallotte
Shallotte, North Carolina

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Town of Shallotte for the year ended June 30, 2025. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance(when applicable), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated April 29, 2025. Professional standards also required that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Town of Shallotte are described in Note 1 to the financial statements. The Town adopted GASB Statement 101, "Compensated Absences" in the current year. We noted no transactions entered into by the Town of Shallotte during the year that were both significant and unusual, and of which, under professional standards, we are required to inform you, or transactions for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. Significant estimate(s) for the Town are allowance for doubtful accounts, compensated absences, and depreciation. We evaluated the key factors and assumptions used to develop the allowance and useful lives for depreciation in determining that it is reasonable in relation to the financial statements taken as a whole.

The disclosures in the financial statements are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to the financial statement users. There are no such disclosures identified.

Members

American Institute of CPAs - N.C. Association of CPAs – AICPA's Private Companies Practice Section

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. None of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representation

We have requested certain representations from management that are included in the management representation letter dated October 13, 2025.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Auditing Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Town of Shallotte's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

The Local Government Commission (LGC) will no longer initiate communications about concerns or findings (formerly considered unit letters). They have created a spreadsheet that has to be completed and submitted with the audit report. If that worksheet identifies what they consider a "Financial Performance Indicators of Concern" (FPICs), we are required to communicate those items to the Board. The Town is required to submit a response within 60 days of the Board meeting in which the financial statements are presented. The detailed audit response should be presented to the entire Board, and signed by the entire Board, Finance Officer, and Manager. We are pleased to announce that there are no items that must be addressed in the current year.

Other Matters

We applied certain limited procedures to the Schedule of Town's Proportionate Share of Net Pension Liability (LGCERS), Schedule of Town Contributions (LGCERS), Schedule of Change in Total Pension Liability – Law Enforcement Officer's Special Separation Allowance, and Schedule of Total Pension Liability as a Percentage of Covered Payroll – Law Enforcement Officers' Special Separation Allowance, Schedule of Changes in the Total OPEB Liability and Related Ratios which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries

of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining and individual non-major fund statement schedules, budgetary schedules, and other schedules, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We are not engaged to report on the Introductory Information or Statistical Information which accompany the financial statements but are not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Please ensure that management and the Board are aware of the new GASB pronouncements for the upcoming fiscal year. Be especially mindful of GASB No.103: *Financial Reporting Model Improvements*, as the implementation of this standard may take a significant amount of time and resources to properly implement.

Restriction on Use

This information is intended solely for the use of the Board of Alderman and management of Town of Shallotte and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

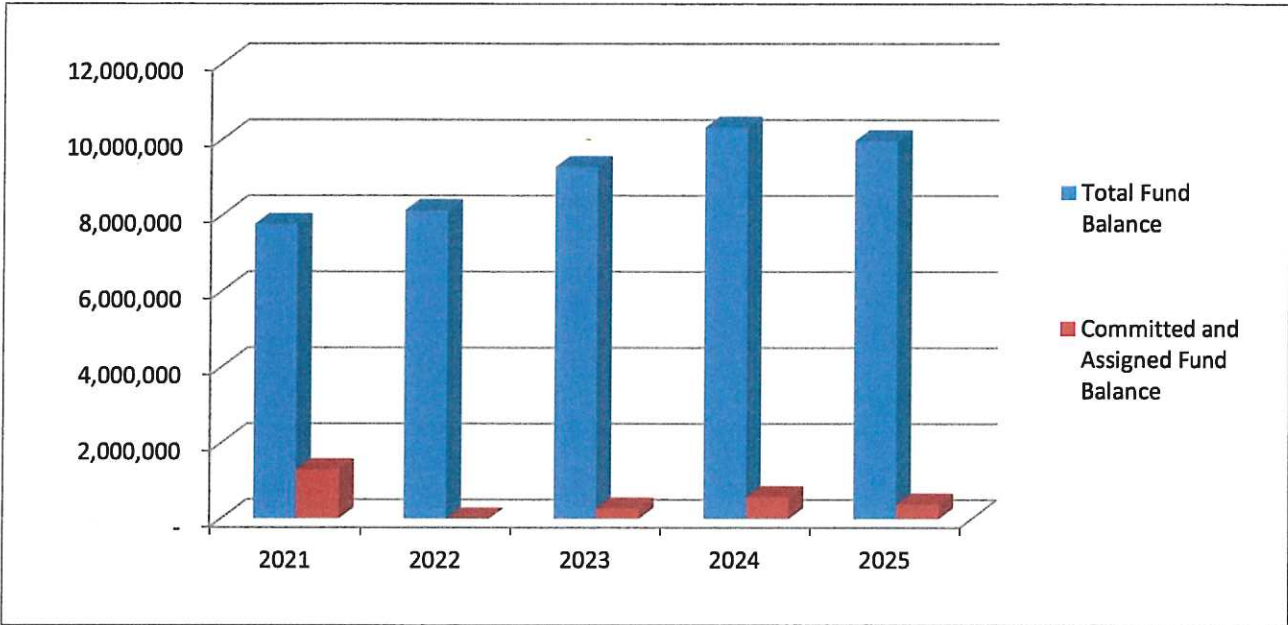
Thompson, Price, Scott, Adams & Co., P.A.

Thompson, Price, Scott, Adams & Co, P.A.

TOWN OF SHALLOTTE					
FINANCIAL INFORMATION FOR 5 YEARS					
	2025	2024	2023	2022	2021
Total Fund Balance - General Fund	9,955,302	10,314,642	9,265,034	8,123,733	7,759,951
Unavailable Fund Balance - GF (Nonspendable and Restricted)	1,277,165	1,285,815	1,111,146	814,539	707,640
Committed and Assigned Fund Balance	386,910	581,436	268,778	-	1,293,635
General Fund Expenditures (incl transfers out less installment purchase, leases, SBITAs)	8,861,614	6,526,152	6,674,654	6,582,254	6,982,460
Fund Balance Available as % of General Fund	110.76%	150.39%	147.04%	125.67%	92.77%
Unassigned Fund Balance	8,291,227	8,447,391	7,885,110	7,309,194	5,758,676
Unassigned Fund Balance as % of General Fund	93.56%	129.44%	118.14%	111.04%	82.47%
Revenues over (under) expenditures before transfers and contributions					
General Fund	(539,896)	838,170	(2,515)	481,544	362,942
Water and Sewer Fund	1,716,151	545,118	600,458	1,847,357	654,489
Cash vs. Accumulated Depreciation - Water and Sewer Fund					
Total Fixed Assets	17,554,413	14,877,072	13,973,705	17,797,718	17,173,067
Accumulated Depreciation	5,917,187	5,447,774	5,049,184	6,842,775	6,305,843
Cash	5,018,550	4,594,906	4,777,377	7,004,400	4,959,700
Cash vs. Fund Balance					
Cash - General	10,240,295	10,197,593	8,798,704	8,115,503	7,582,820
Cash - Water and Sewer Fund	5,018,550	4,594,906	4,777,377	7,004,400	4,959,700
Cash - Other Governmental	1,861,585	3,492,594	1,191,700	1,373,317	81,855
Fund Balance - General	9,955,302	10,314,642	9,265,034	8,123,733	7,759,951
Fund Balance - Water and Sewer Fund	17,896,240	14,537,110	13,991,992	18,223,830	16,175,014
Fund Balance - Other Governmental Funds	313	313	313	3,535	(151,373)
Property Tax Rates	0.3100	0.2876	0.3525	0.3525	0.3525
Collection Percentages	97.29%	99.37%	99.46%	99.16%	98.47%
Collection Percentages (excluding Motor Vehicle)	97.04%	99.32%	99.40%	99.08%	98.32%
Total Property Valuation	1,158,251,884	1,114,197,577	758,508,278	744,582,296	713,665,433
Total Levy Amount	3,592,581	3,204,959	2,675,223	2,626,217	2,517,010
Debt					
Governmental Activities - Installment Purchases	894,629	1,462,108	1,621,603	2,375,716	2,679,635
Governmental Activities - Leases & SBITA Liabilities	205,211	145,609	26,713	53,952	-
Total Governmental	1,099,840	1,607,717	1,648,316	2,429,668	2,679,635
Business-type Activities - Installment Purchases	-	-	-	-	-
Business-type Activities - Lease liabilities	-	-	9,275	-	-
Total Business-Type Activities	-	-	9,275	-	-

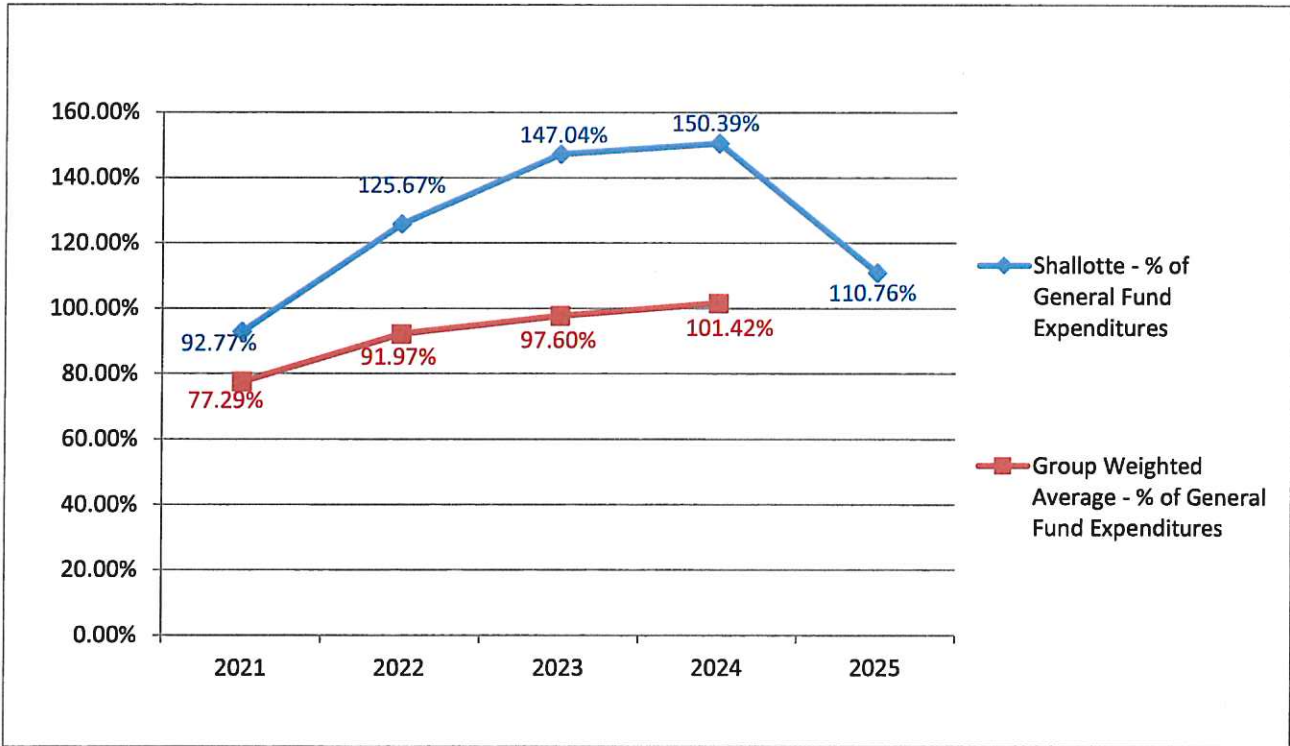
TOWN OF SHALLOTTE						
FINANCIAL INFORMATION FOR 5 YEARS						
	<u>2025</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	
Breakdown of General Fund Revenues						
Ad Valorem Taxes	3,554,065	3,203,150	2,691,914	2,698,924	2,590,216	
Other Taxes and Licenses	645	735	735	615	615	
Intergovernment Revenue	4,214,879	3,917,559	3,778,837	3,450,036	3,420,337	
Permits and Fees	41,582	33,145	50,328	44,628	48,355	
Sales and Services	9,107	8,680	4,440	3,270	1,446	
Investment Earnings	433,033	375,483	94,786	4,512	4,914	
Miscellaneous	27,679	23,745	13,798	26,295	104,519	
Total	8,280,990	7,562,497	6,634,838	6,228,280	6,170,402	
Breakdown of General Fund Expenditures						
General Government	1,202,720	1,152,604	1,231,764	1,010,169	1,255,496	
Public Safety	4,976,053	3,956,306	3,560,103	3,450,401	2,905,835	
Transportation	877,784	460,710	423,019	397,406	600,215	
Economic and Physical Development	437,369	306,974	196,789	175,676	180,050	
Cultural and Recreation	560,463	562,707	391,536	332,511	390,438	
Debt Service	766,497	285,026	834,143	380,573	475,426	
Total	8,820,886	6,724,327	6,637,354	5,746,736	5,807,460	

TOWN OF SHALLOTTE
Analysis of Fund Balance

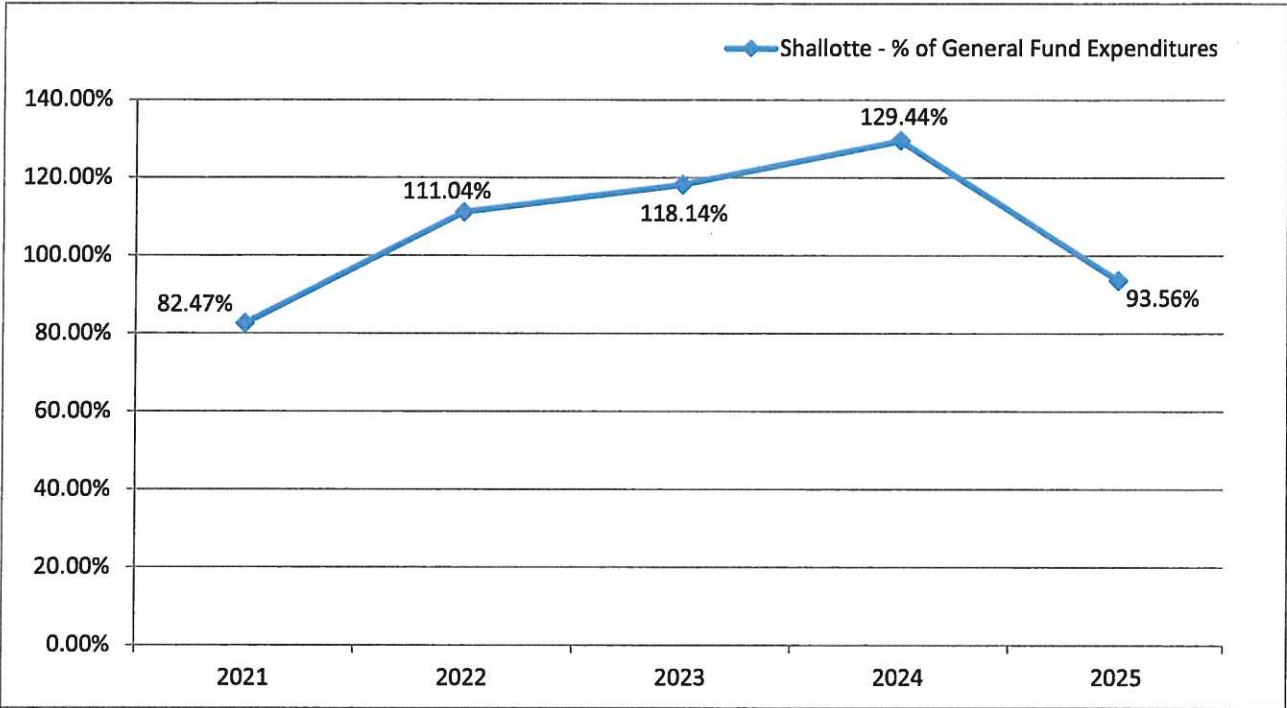


TOWN OF SHALLOTTE
Analysis of Fund Balance Available

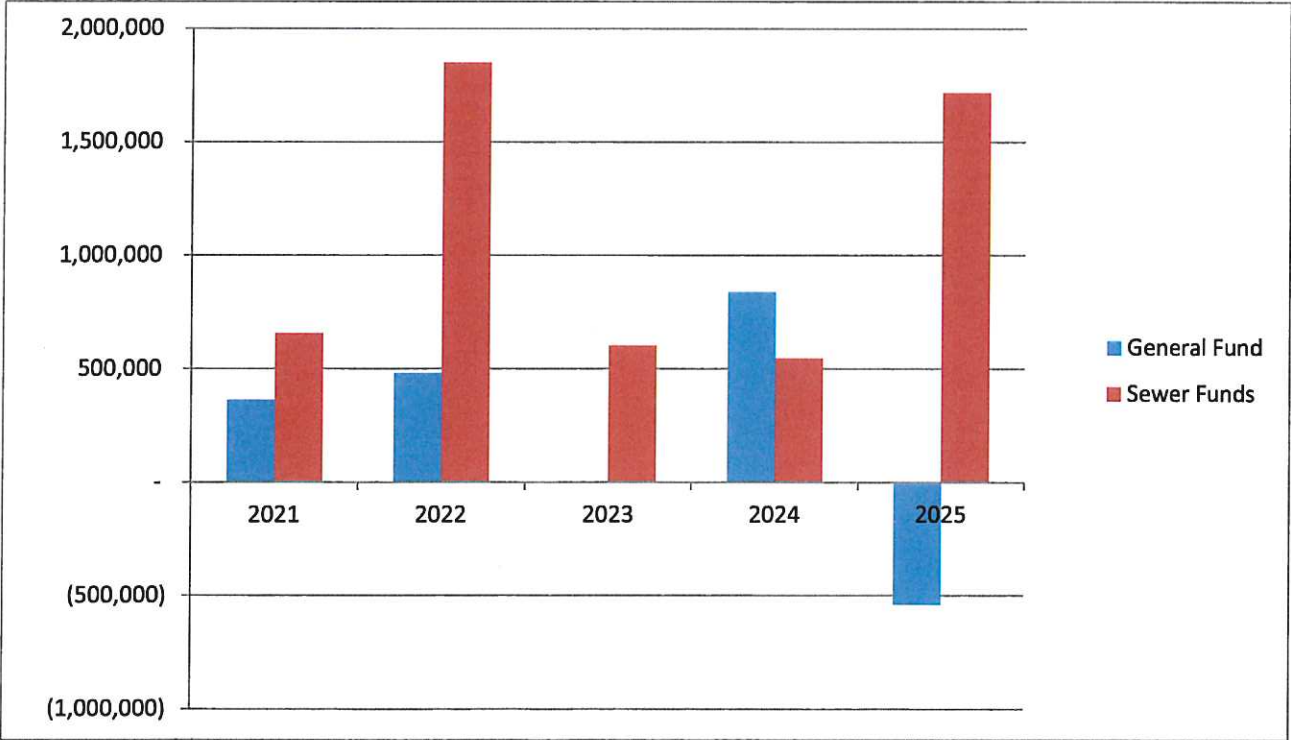
(Note - 2025 Group Weighted Average Not Available at Date of Presentation)



TOWN OF SHALLOTTE
Analysis of Unassigned Fund Balance as a % of General Fund Expenditures

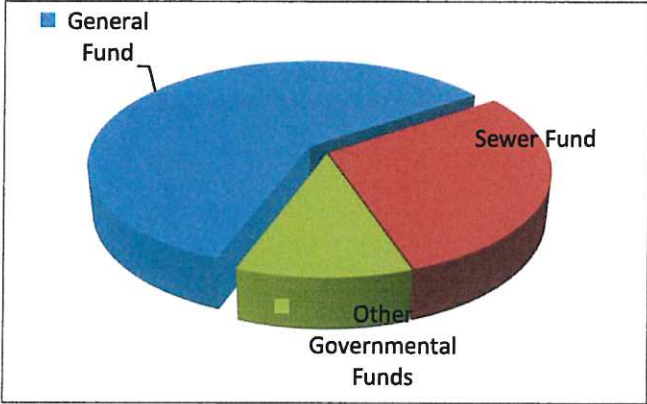


TOWN OF SHALLOTTE
Analysis of Revenues Over (Under) Expenditures before Transfers

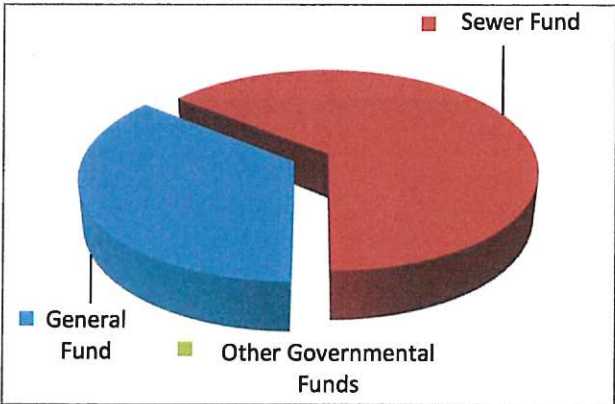


TOWN OF SHALLOTTE
Analysis of Cash and Fund Balances
at June 30, 2025

CASH BALANCES

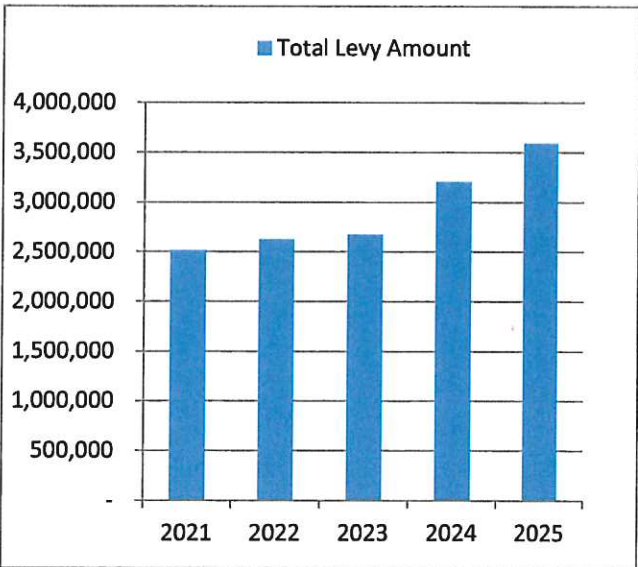
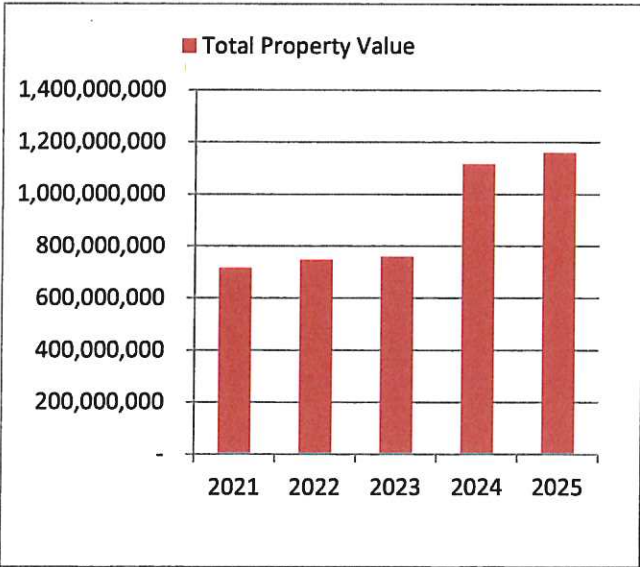


FUND BALANCES

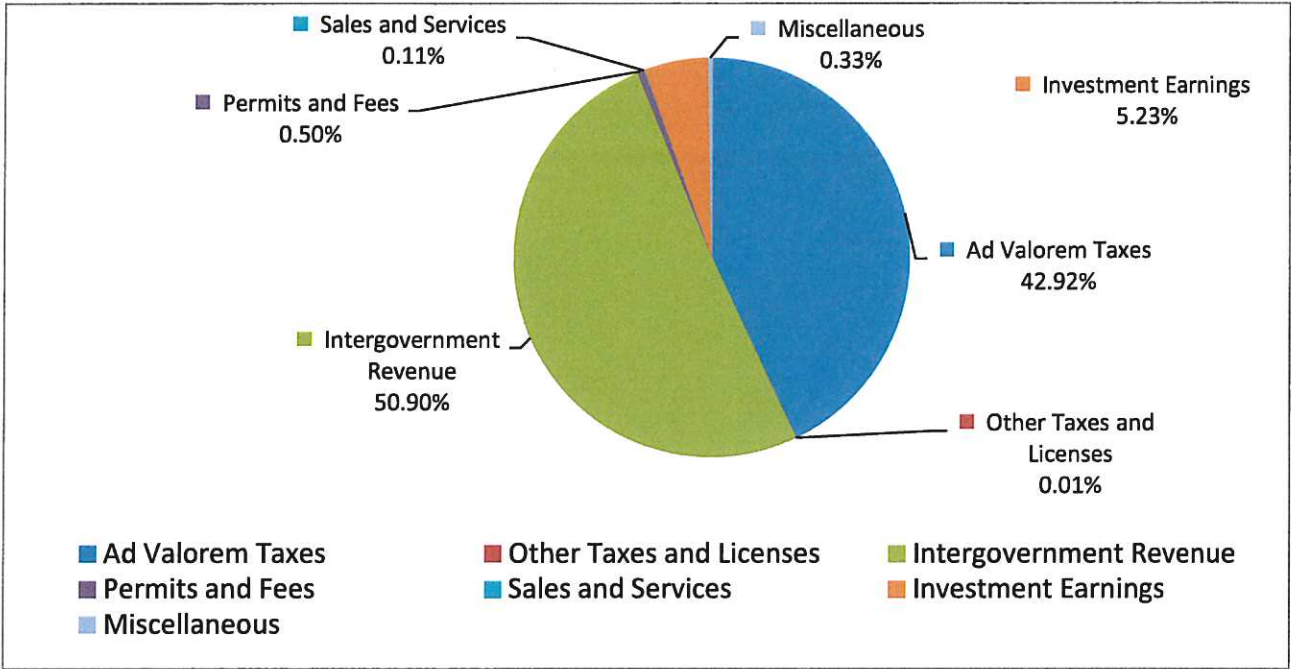


	2025	
	Cash Balances	Fund Balances
General Fund	\$ 10,240,295	\$ 9,955,302
Sewer Fund	5,018,550	17,896,240
Other Governmental Funds	1,861,585	313
Total	<u>\$ 17,120,430</u>	<u>\$ 27,851,855</u>

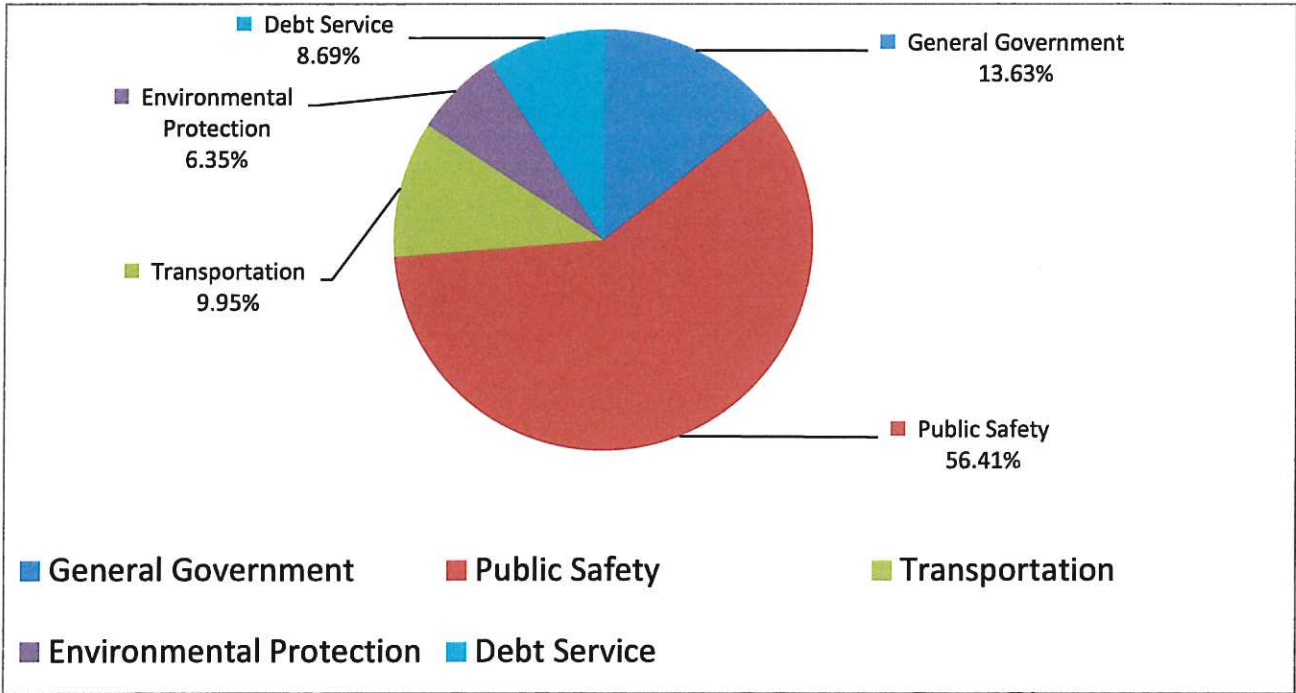
TOWN OF SHALLOTTE
Property Valuation and Levy Amount



TOWN OF SHALLOTTE
Break Down of General Fund Revenue
FYE June 30, 2025



TOWN OF SHALLOTTE
Break Down of General Fund Expenditures
FYE June 30, 2025





Shallotte Police Department

October 2025 Monthly Report

Highlights

- SPD had 2454 calls for service and self-initiated incidents
- 40 traffic accident investigations
- 22 citations issued
- 209 volunteer hours
- Staff assisted with lockdown drill at Shallotte Middle School
- Staff participated in Fall Festival at Union Elementary School
- Home Depot Safety Day
- Staff assisted with lockdown drill at Waccamaw School
- Piney Grove Head Start had multiple field trips to PD
- Staff participated in “Faith and Blue” celebration at Southeastern Christian Academy
- Staff attended Shallotte Electric Customer Appreciation Day
- All road shifts had Veteran Crisis training
- Staff assisted with lockdown drill at Supply Elementary School
- Command Staff held appreciate cookout and training for volunteer staff
- Staff attended Hwy 55 Trunk or Treat event
- PD staff worked security detail for “No Kings” protest
- Supervisor staff attended Workers Comp training
- Staff attended Lowes Home Improvement Safety Day
- Chief Stanley and Major Gravino attended BC Chief’s meeting in Southport
- Staff and volunteer staff participated in National Night Out with Oak Island PD
- Staff participated in Trunk or Treat at WT Cox
- Union Elementary First Grade field trip to PD
- Lt Ferguson completed Firearms Instructor school at the Justice Academy
- Staff assigned to various neighborhoods for Halloween night.

Incident and Investigation Summary

During the month of October 2025, the Shallotte Police Department's Investigative Division remained highly proactive in safeguarding the community by successfully managing a total of 60 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 4 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 22 property crime and larceny cases. Through thorough investigation, the division was able to recover approximately \$1830 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:** 22 reported larceny cases at various businesses in Shallotte. Included in this total is 4 construction site break/enter and larceny cases
- **Outcome:**
 - Detective Division recovered approximately \$1830 worth of stolen merchandise.
 - Detectives have borrowed a mobile camera system on a trailer from the Southport Police Department. This trailer has been set up in a construction site and will give the detectives video footage to review in an attempt to identify the suspects.

2. Breaking and entering case

Details: Detectives responded to assist the patrol division with an active B&E call. Detectives responded to the area and located the suspect. The suspect was taken into custody and charged accordingly.

3. Financial card Theft and Fraud



Details: Detectives received a report for a stolen credit card from a gas station. Detectives reviewed video footage and found the suspect that took the card and used it. Detectives identified the suspect and warrants for arrest were issued.

4. Multiple reports of someone shooting a firearm inside city limits

Details: Multiple homeowners reported someone was shooting in the woods beside their house and some even had damage to the house caused by bullets hitting the residences. Detectives put up deer cameras in the woods and Patrol Officers were able catch 1 individual shooting in the woods. Detectives have sent the suspects firearm and several projectiles to the state crime lab to be examined. This is still an active investigation.

5. Break/Enter MV and larceny

Details: Detectives received a report for a breaking and entering to a vehicle and money stolen. Lt. McLamb was doing case management and recognized the suspect and his vehicle from a previous case. Lt. McLamb called the suspect the next day and he turned himself in to the office and was arrested. Suspect had already spent the money.

6. Child Abuse

Details: Detectives received information from DSS about a child abuse case. Detectives along with DSS responded to the house and arrested the mom's boyfriend for felony child abuse. Further investigation was conducted and mom was also charged and arrested. Further allegations came forward about possible sexual abuse. Detectives are working close with DSS in this investigation.



Town of Shallotte

ACTION AGENDA ITEM

2025

TO: Board of Alderman

FROM: Adam Stanley

EXT. #

ACTION ITEM #:

MEETING DATE: 11/05/2025

DATE SUBMITTED: 10/30/25

ISSUE/ACTION REQUESTED: PUBLIC HEARING: ☐ YES ☒ NO

Staff is requesting to move forward with purchasing new in-car and body camera system. (Axon)

BACKGROUND/PURPOSE OF REQUEST:

Currently our system is having complications. It is a system that was purchased approximately 10 years ago and we can longer get replacement parts or system upgrades. There have been previous discussions with Town Manager last budget cycle concerning the system and it was decided to place in the upcoming budget year 2026/2027. It has become apparent that our current system will not hold up until the new budget cycle. Police Officers will not have reliable camera recording systems if not replaced. We have contacted the vender Axon, who has agreed to a payment plan. The plan is as follows:

January 2026 3466.09

August 2026 65,855.61

August 2027 69,321.70

August 2028 69.321.70

August 2029 69,321.70

August 2030 69,321.70

Total System Cost – 346,608.50

This will not impact this fiscal year, however, it will need to be placed in future budgets until 2030 unless paid in full.

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: Approval - MGO

FINANCE RECOMMENDATION: N/A

ATTACHMENTS:

<u>ACTION OF THE BOARD OF ALDERMEN</u>		
APPROVED:	☐	ATTEST:
DENIED:	☐	CLERK TO THE BOARD
DEFERRED UNTIL:	_____	_____
OTHER:	SIGNATURE	

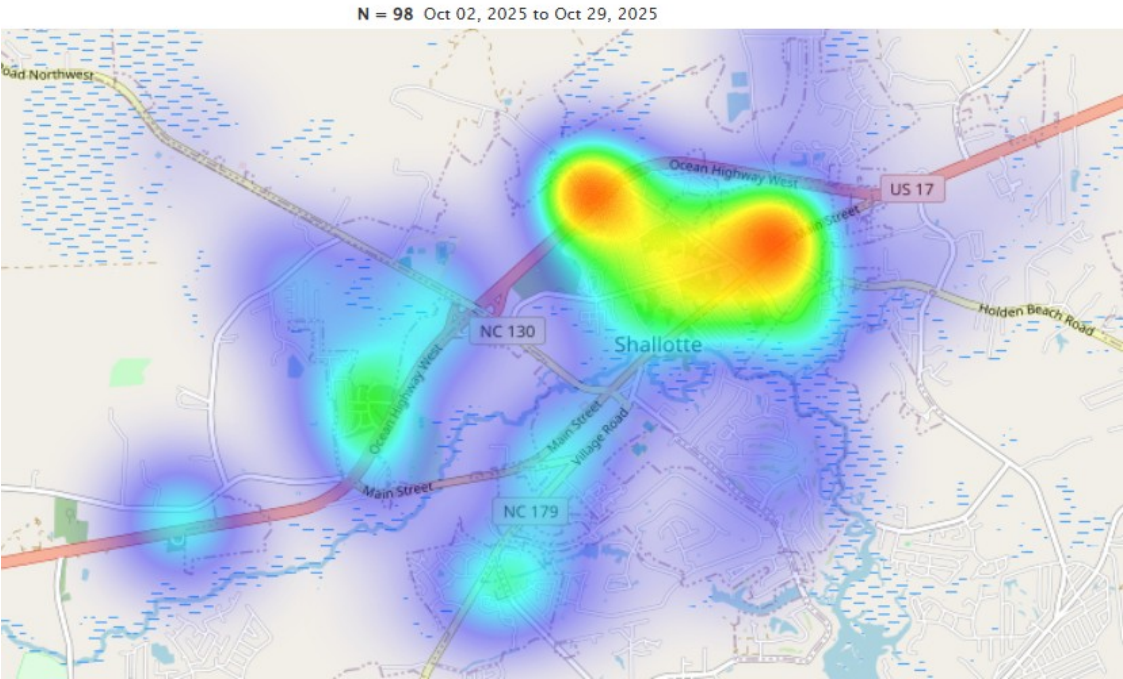


TOWN OF SHALLOTTE FIRE/RESCUE
Monthly Activity Report

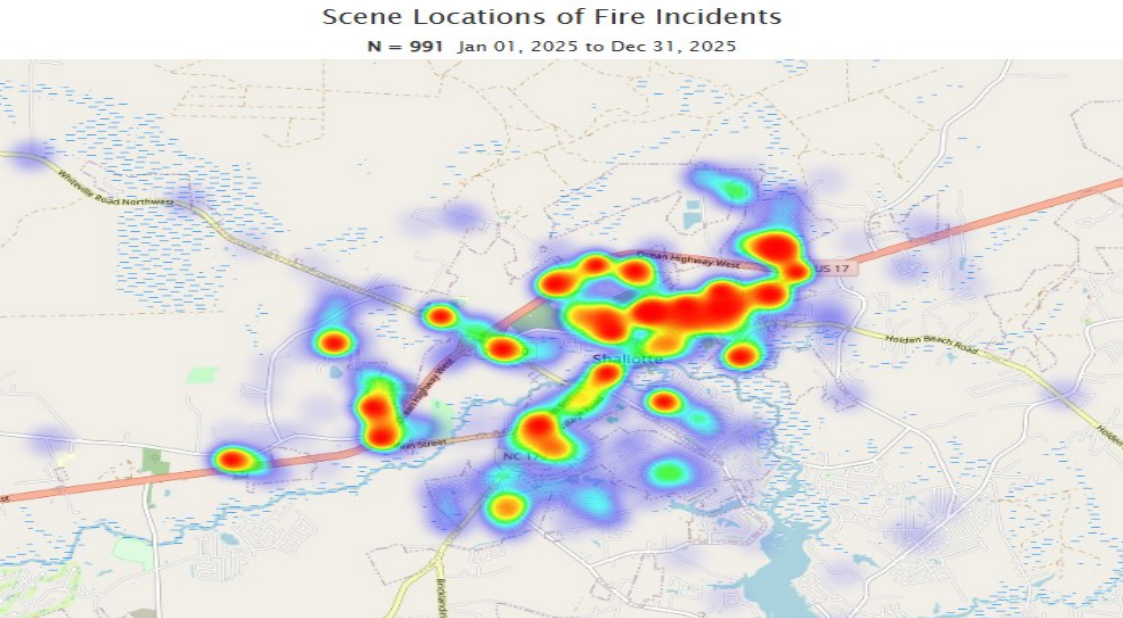
FISCAL YEAR ENDING 30 JUN 2026
Reporting Period: 29 SEP 2025 – 29 OCT 2025

NCGS § 58-79-45: Incident Reports...

Incident Map Overview
(Past 4 weeks)

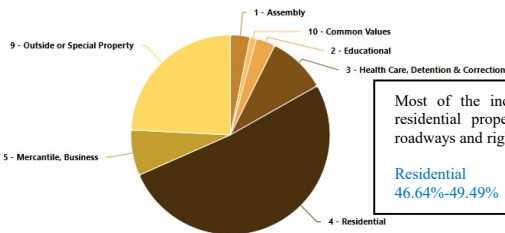


Incident Map Overview
(YTD)



(Past 4 weeks)

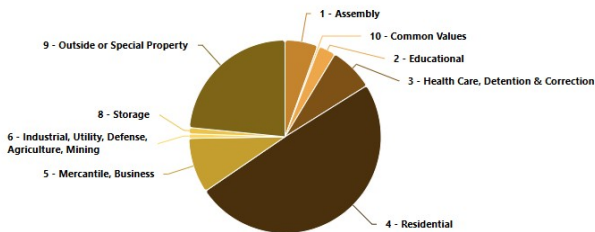
Incidents by Property Use Category
Oct 02, 2025 to Oct 29, 2025



Most of the incidents occur within residential properties and along the roadways and rights-of-way.
Residential 46.64%-49.49%
Roadways/ Rights-of-Way 23.23%-22.17%

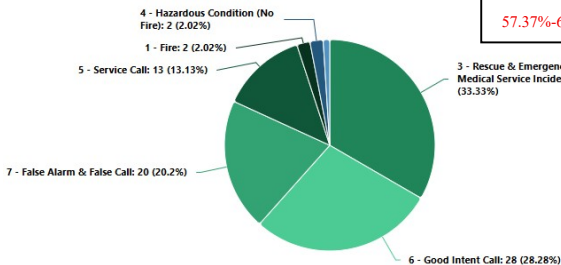
(YTD)

Incidents by Property Use Category
Jan 01, 2025 to Dec 31, 2025



(Past 4 weeks)

Incident Type Categories
Oct 02, 2025 to Oct 29, 2025



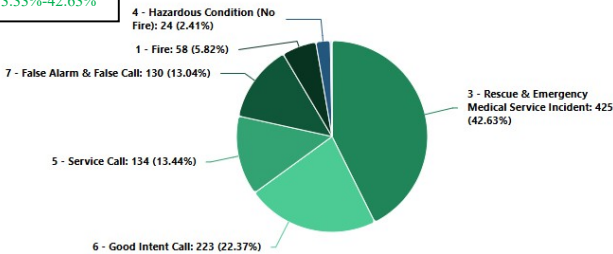
Post-mitigation data reflects the Incident Category, not the dispatched Call Type."

FIRE Call Types
Dispatched
57.37%-66.67%

EMS Call Types
Dispatched
33.33%-42.63%

(YTD)

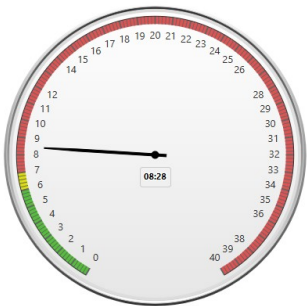
Incident Type Categories
Jan 01, 2025 to Dec 31, 2025



(Past 4 weeks)

PSAP to Arrival

Average Total Response Time (MM:SS)
Date Reported: Oct 02, 2025 to Oct 29, 2025



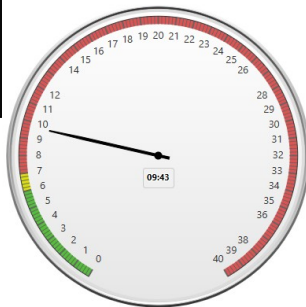
Data is consistent with that presented in the Fire Study.

The PSAP to arrival time can be impacted by 911 call processing times, CAD dispatch errors and uncontrolled variables such as delays in travel time and delays in turnout time due to overlapping high acuity incidents.

(YTD)

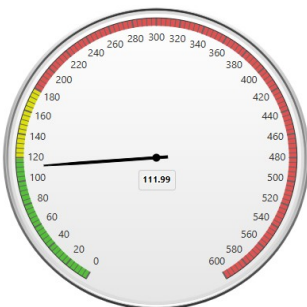
PSAP to Arrival

Average Total Response Time (MM:SS)
Date Reported: Jan 01, 2025 to Dec 31, 2025



(Past 4 weeks)

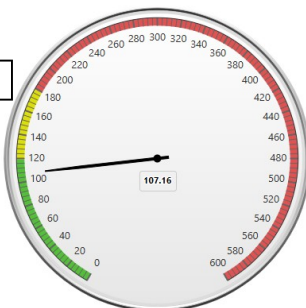
Unit Average Turnout Time (Seconds)
Oct 02, 2025 to Oct 29, 2025



Data is consistent with that presented in the Fire Study.

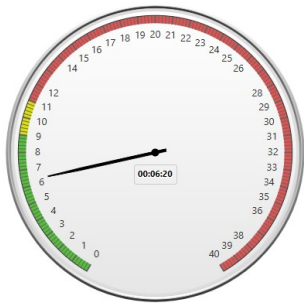
(YTD)

Unit Average Turnout Time (Seconds)
Jan 01, 2025 to Dec 31, 2025



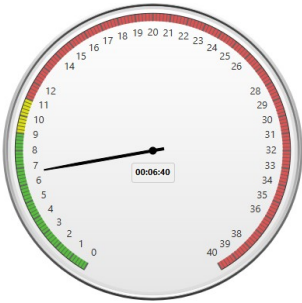
(Past 4 weeks; District)

Unit Average Total Response Time (HH:MM:SS)
Oct 02, 2025 to Oct 29, 2025



(YTD; District)

Unit Average Total Response Time (HH:MM:SS)
Jan 01, 2025 to Dec 31, 2025



Meets Town's Performance Measures.

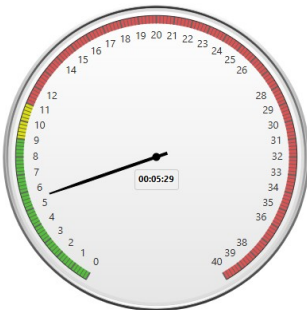
Data is consistent with that presented in the Fire Study.

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...

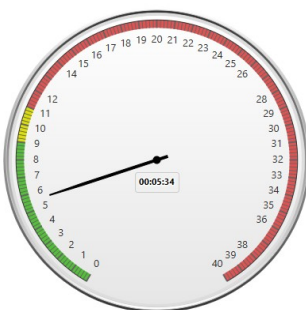
(Past 4 weeks; City)

Unit Average Total Response Time (HH:MM:SS)
Oct 02, 2025 to Oct 29, 2025



(YTD; City)

Unit Average Total Response Time (HH:MM:SS)
Jan 01, 2025 to Dec 31, 2025



Meets Town's Performance Measures.

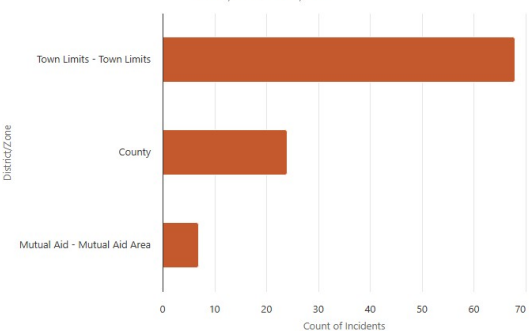
Data is consistent with that presented in the Fire Study.

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...

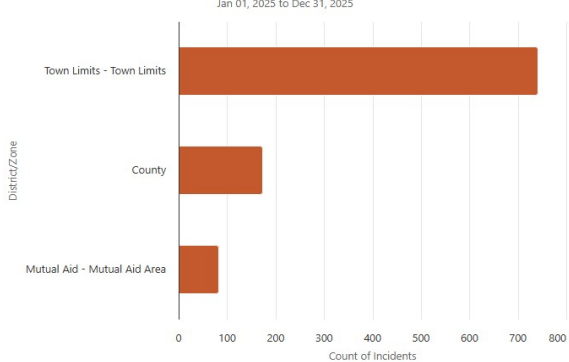
(Past 4 weeks) Town 68; County 24; Mutual Aid 7

Incidents by District/Zone
Oct 02, 2025 to Oct 29, 2025



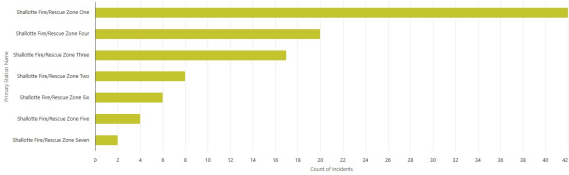
(YTD) Town 741; County 173; Mutual Aid 83

Incidents by District/Zone
Jan 01, 2025 to Dec 31, 2025



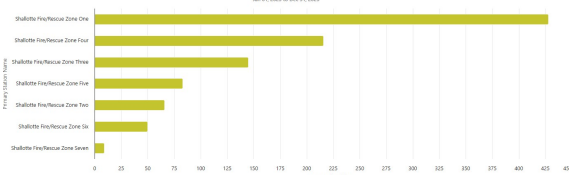
(Past 4 weeks)

Incidents by Primary Station Name
Oct 02, 2025 to Oct 29, 2025



(YTD)

Incidents by Primary Station Name
Jan 01, 2025 to Dec 31, 2025



Past 4 weeks

#1 Zone One = 42
#2 Zone Four = 20
#3 Zone Three = 17
#4 Zone Two = 2
#5 Zone Six = 6
#6 Zone Five = 4
#7 Zone Seven = 2

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/Solserra area)
#7 Zone Seven = (SECU/Ford & Chevy/Cumbee Rd areas)

YTD

#1 Zone One = 428
#2 Zone Four = 216
#3 Zone Three = 145
#4 Zone Five = 83
#5 Zone Two = 66
#6 Zone Six = 50
#7 Zone Seven = 9

NCRRS 5: Training...**433:00 hours**

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

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

- Invited by County to comment on Conceptual Design - One project within Shallotte's fire district. Comments submitted and forwarded to Town Planner as FYI
- TRC – River Banks @ OIB on HWY 17. G&L district. Discussed with Plan Reviewer
- TRC – Brunswick Pines
- TRC – Brierwood Minor Subdivision
- Site Visits – Village Point Rd
- Site Visits – Smith Ave Ext
- Site Visits – Old Shallotte Rd
- Site Visits – Greybridge Rd
- Site Visits – Brierwood

Staffing Notes

- On-boarding two firefighters
 - Chief and Deputy Chief covering staffing shortages when part-time staff are unavailable.
 - 1 staff position on light-duty for injury
 - New Position Jan 01.

Other Notables

- Open Investigations
 - AI Street
 - SBI Report Cause and Origin Report Pending
 - Met with the Medical Examiner's Office
- Ordinance Review for Town Clerk
 - Provided clarification pertaining to Fire Code requirements
- Heart Saver Community CPR
 - 3 events
- Child Safety Seat Inspections/Installations
 - 2 events
- Fire & Life Safety Home Survey
 - 7 events
- Reviewed Response Area map provided by Town Planner
 - Referenced fire study
 - NFPA Response Benchmarks
 - Travel Time Benchmarks
- Reviewed Regional Hazard Mitigation Plan
 - Section 9
 - FD continues to coordinate all efforts with County EM

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: November 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 on October 14 to review four staff initiated zoning text amendments:
 - a. The Board's next meeting is scheduled for December 9.
2. TRC met on October 16 to review the following:
 - a. Preliminary subdivision plans, Brunswick Pines PUD, Phase II
 - b. The next meeting scheduled for November 20
3. Staff did not receive any variance or appeal applications for the ZBA.
4. Staff attended the bi-monthly traffic impact analysis meetings with NCDOT
5. Staff attended 3 meetings with town managers to discuss the County's proposed fire tax formula
6. Staff attended workers comp. training provided by Shallotte HR
7. Staff attended a meeting with ESP Assoc. the Town's consultant for the State's RCCP grant plan
 - a. The Town will have to form a "community action team" of at least 5 members, see attached step 1 flyer
8. Staff met with the Cape Fear COG's new Local Government Services Director
9. Staff reviewed a proposed minor subdivision plat intended for a fairway within the Brierwood Gold Course and informed the property owner that the plat could not be signed as proposed. Future plats and applications will have to also show that septic sewer systems will pass inspection for each proposed lot.
10. Staff met with developers to discuss potential annexation/developments in the Village Pt area
11. Please forward any zoning or nuisance complaints to Brandon Eaton, Planner,
beaton@townofshallotte.org Phone: (910) 754-4032
12. The Town collected \$124,971 for October 2025
 - a. Fees collected in October 2024 totaled \$38,846

Permit Detail Report

Section IX, Item 3.

10/1/2025 - 10/30/2025

Permit #	Parcel Address	Permit Date	Permit Type	Total Fees
4113	4536 Main St	10/29/2025	Sign	\$75.00
4112	2767 Ocean Hwy W	10/29/2025	Sign	\$75.00
4111	41 Country Club Dr.	10/29/2025	Building	\$13,446.00
4110		10/28/2025	Mobile Food Unit	\$50.00
4109		10/23/2025	Mobile Food Unit	
4108	200 Country Club Dr Sw	10/23/2025	Building	\$100.00
4107	4690 East Coast Ln	10/21/2025	Building	\$100.00
4106	204 Smith Ave	10/21/2025	Sign	\$75.00
4105	516 Market St Nw	10/16/2025	Building	\$100.00
4104	3017 Bay Village St	10/15/2025	Building	\$100.00
4103	1030 Sharron Creek Dr.	10/15/2025	Building	\$100.00
4102	109 Smith Ave	10/14/2025	Building	\$4,960.00
4101	564 Stonehaven Ct	10/14/2025	Building	\$100.00
4100	4636 East Coast Ln	10/13/2025	Building	\$100.00
4099	83 Country Club Dr	10/9/2025	Building	\$13,446.00
4098	415 Lightwood Ln	10/9/2025	Building	\$100.00
4097	550 Whiteville Rd Nw	10/9/2025	Building	\$100.00
4096	1074 Sharron Creek Dr.	10/8/2025	Building	\$100.00
4095	521 Kalik Cir	10/3/2025	Building	\$13,686.00
4094	516 Getaway Ln	10/3/2025	Building	\$7,196.00
4093	4685 Swimming Ln	10/3/2025	Building	\$7,196.00
4092	4681 Swimming Ln	10/3/2025	Building	\$5,684.00
4091	4676 Swimming Ln	10/3/2025	Building	\$7,196.00
4090	4660 Swimming Ln	10/3/2025	Building	\$10,220.00
4089	4384 Frogie Lane	10/3/2025	Building	\$5,684.00
4088	4380 Frogie Lane	10/3/2025	Building	\$8,708.00
4087	4332 Frogie Lane	10/3/2025	Building	\$8,708.00
4086	4320 Frogie Lane	10/3/2025	Building	\$8,708.00
4085	4284 Frogie Lane	10/3/2025	Building	\$7,196.00
4084	4759 Milliken St	10/2/2025	Building	\$1,612.00
4083		10/1/2025	Mobile Food Unit	\$50.00
				\$124,971.00

Total Records: 31

10/30/2025

Step1

Develop a Community Action Team

The first step in the RCCP process is for each community to create a “Community Action Team” (CAT). This step is critical to ensure success in the program. The CAT for each community will consist of key stakeholders to provide targeted input and champion the effort. As you begin working through this first step of the program, you may find it helpful to also refer to Step 1 in the National Institute of Standards and Technology’s (NIST) [Community Resilience Planning Guide Playbook](#).¹ Here you can find guidance for building a collaborative planning team, establishing leadership, and ensuring community buy-in.



Figure 4 | Town of Pine Knoll Shores CAT Meeting, 2022

Why is a CAT needed for each community?

Building a multi-disciplinary CAT with expertise in planning and community development, natural resource management, climate resilience, hazard mitigation, utility management, engineering, the community’s economy, engaging with vulnerable and underrepresented populations, and nature-based solutions will ensure a more holistic process. Building relationships, trust, and shared understanding among key stakeholders and the community is a foundation for implementing resilience actions.

How will the CAT members be chosen?

The contractor and community will select the CAT members through a review of key stakeholders and priorities in the jurisdiction. It is helpful to consider the members of your community that already have existing knowledge of coastal resiliency and consider what gaps may exist

1 Additional resources related to the NIST playbook, including companion volumes I and II, can be found [here](#).

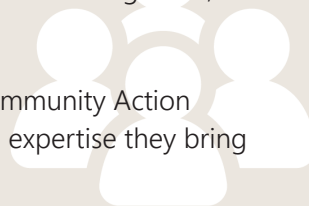
within that group. You should then consider how to fill those gaps so that when making decisions, the entire community is represented to the best of your ability. Some critical questions to ask when selecting members include:

- Who holds community trust or is seen as a leader?
- Who is especially impacted by relevant coastal hazards?
- Who is often underrepresented in decision-making?
- What industries have the greatest ability to help build resilience?
- Who has time and interest to participate?
- Who has knowledge of natural resource management and/or climate change?
- Who has been (or currently is) responsible for community planning and/or policy?

Hopefully, these questions will help to get you started in identifying representative stakeholders to invite to join the CAT. However, it is important to conduct a thorough review of all potential stakeholder groups to ensure that you are not inadvertently missing someone who could be a critical asset to the team. To do this, we suggest using NOAA's [Participant Checklist for Risk and Vulnerability Assessment Discussions](#). This document provides an overview of the stakeholder groups commonly found within a community and provides a template to help you consider what representatives best fits each category.

Step 1 Minimum Requirements

- Develop an inclusive and diverse Community Action Team with at least five members representative of the community and its diverse perspectives.
- Work with the contractor to identify additional community members if there are gaps in the expertise on the CAT (for example, the team lacks someone with natural resource management expertise).
- Appoint one of the CAT members as a "CAT Champion" to lead the CAT team; someone who has the knowledge, expertise, and passion to act as a point person with DCM, the contracting team, and the rest of the CAT team.
- Summarize the process for developing your Community Action Team, including the members chosen and what expertise they bring to the team.



Public Works Monthly Report

Octoberber 2025

To: *Board of Aldermen*

From: *Dan Formyduval, Director of Public Services*

Sewer

- Responded to **13** sewer calls during the day and **3** after hours.
- Randomly inspected 27 pressure sewer services.
- Rebuilt 3 residential sewer wet wells.
- Installed 5 residential pressure services.
- Cleaned 2487 feet of gravity sewer.

Parks & Streets

- Continued to work on right of way vegetation maintenance.
- Conducted a Final Walk Through for Summer's Walk.
- Pothole repair
- Fertilize & aerate Mulberry Park
- Mow Fire Department training facility
- Replaced 3 stop signs.

Construction & Engineering

- Responded to **215** NC811 locate tickets.
- Participated in weekly meetings with contractors working on Price Landing.
- Witnessed the tap and pressure test of the first half of the Town's 12" force main project.
- Witnessed pressure and mandrel test for the Forest Run project.

- Attended the Precon for the Bank of America project.
- Worked with NCDEQ, NCDOT, and BCPU to re-permit the 8" line from Cumbee Rd to the treatment plant.

Fleet Maintenance

- Up-fits on (2) F-150 Police Trucks
- 1572 (New Fire Engine) Mounted Flashlight Chargers, Various Brackets for tools, And Laptop Cradle.
- 1573 (Fire Engine) Repaired electrical issue with windshield wipers and Air horns, Replaced 1 Tire.
- (5) Oil Changes for PD
- (2) Oil Changes for Public Works (one including Hino Pump Truck)
- Misc. Repairs on (3) Lift Station Generators.

Note- Police Up-fits took up most of the month.



Town of Shallotte
ACTION AGENDA ITEM
2025

TO: Board of Aldermen

ACTION ITEM #: RES 25-10

MEETING DATE: 11/5/25

FROM: Debra White

DATE SUBMITTED: 9/30/25

ISSUE/ACTION REQUESTED: The Meadows @
Wildwood Phases 3 sewer dedication.

PUBLIC HEARING: ☐ YES ☐ NO

BACKGROUND/PURPOSE OF REQUEST: DR Horton has installed sewer collection lines and related equipment located in the development of The Meadows @ Wildwood Phase 3. This development is within Town limits; and DR Horton is requesting a Resolution for a Deed of Dedication dedicating utilities of Phase 3 to be approved and accepted by the Town.

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:

FINANCE RECOMMENDATION:

ATTACHMENTS:

1. Deed Dedication
2. Affidavit
3. Sewer Indemnity Agreement
4. List of Asset
5. Resolution

ACTION OF THE BOARD OF ALDERMEN

APPROVED:

☐

ATTEST:

CLERK TO THE BOARD

DENIED:

☐

**DEFERRED
UNTIL:**

SIGNATURE

OTHER:

RESOLUTION NO. 25-10

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 3" as more particularly shown on a survey plat dated February 18th, 2021 entitled "Subdivision Plat of Phase 3 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 October 7th, 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 3 The Meadows at Wildwood Village", prepared by Matthew D. Svejksky, Professional Land Surveyor, consisting of pages, 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 February 18th, 2021 entitled "Subdivision Plat of Phase 3 The Meadows at Wildwood Village", prepared by Matthew D. Svejksky, P.L.S., and recorded in Map Cabinet 163 at Page 30-33, Brunswick County Registry.

ITEM THREE

All of that tract of land shown as "PUMP STATION" on that survey plat dated February 18, 2021 entitled "Subdivision Plat of Phase 3 The Meadows at Wildwood Village", prepared by Matthew D. Svejksky, P.L.S., and recorded in Map Cabinet 163 at Page 32, Brunswick County Registry (the "Pump Station Parcel").

WHEREAS, the Town by vote of the Board of Aldermen accepted the dedication from Developer at its November 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 NOVEMBER, 2025.

ATTEST:

Walt Eccard, Mayor

Natalie Goins, Town Clerk

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 7th day of October, 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 The Meadows at Wildwood Village, Lots 301 through 371, Phase 3, as shown on a survey plat dated February 18, 2021 entitled "Subdivision Plat of Phase 3 The Meadows at Wildwood Village", prepared by Matthew D. Svejksky, P.L.S., and recorded in Map Cabinet 163 at Pages 30 - 33, 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 301 through 371, Phase 3", 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 3 The Meadows at Wildwood Village", prepared by Matthew D. Svejksky, Professional Land Surveyor, consisting of 4 pages, 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 February 18th, 2021 entitled "Subdivision Plat of Phase 3 The Meadows at Wildwood Village", prepared by Matthew D. Svejksky, P.L.S., and recorded in Map Cabinet 163 at Pages 30 - 33, Brunswick County Registry.

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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 7th day of October, 2025.

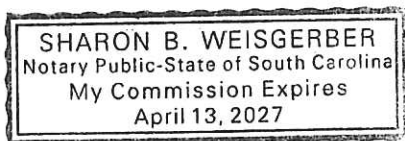
Sharon B. Weisgerber

Notary Public Signature

Sharon B. Weisgerber

Notary Printed Name

My Commission Expires: April 13, 2027



"EXHIBIT A"





VICINITY MAP

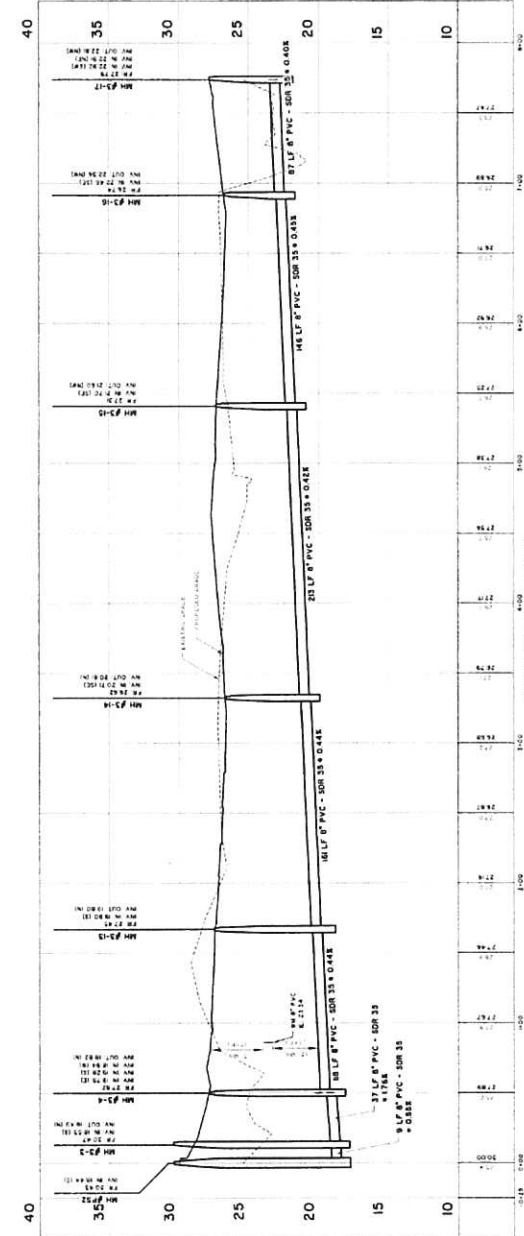
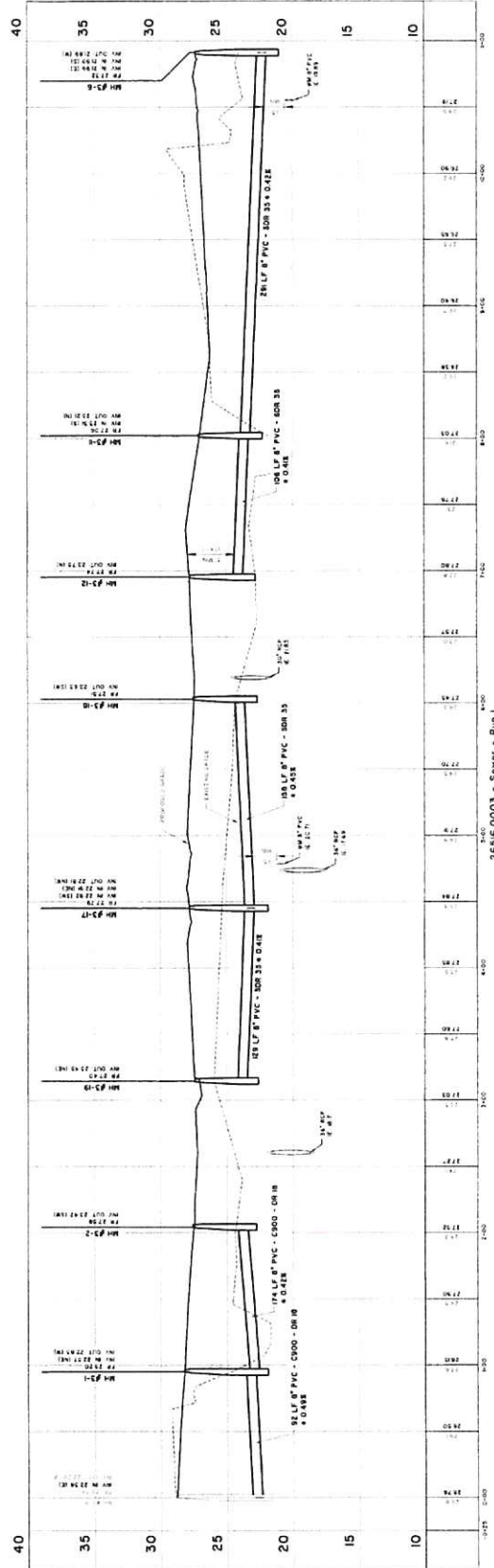


SEWER
RECORD DRAWING
PHASE 3
THE MEADOWS AT
WILLOW
VILLAGE
SPALDINE COUNTY, GEORGIA
Prepared by
D.R. HORTON, INC.

THOMAS
HUTTON
611 Burroughs & Crisp Blvd. • Suite 202
Myrtle Beach, SC 29577 • 843.639.3545
www.thomashutton.com



Section IX, Item 4.



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

AFFIDAVIT

This Affidavit, made and entered into this the 11th day of October 2025, by D.R. Horton, Inc., a Delaware corporation, 4049 Belle Terre Blvd., Myrtle Beach, SC 29577, 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 "The Meadows at Wildwood Village Phase 3" as more particularly shown on a survey plat dated February 18, 2021 entitled "Subdivision Plat of Phase 3 The Meadows at Wildwood Village", prepared by Matthew D. Svejksky, P.L.S., and recorded in Map Cabinet 163 at Pages 30 - 33, Brunswick County Registry.

2. That it has caused to be installed sewer collection lines and related equipment in Phase 3 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 3 The Meadows at Wildwood Village", prepared by Thomas & Hutton Engineering Co. NCPLS No. L-5564, consisting of four pages, copies of which are attached hereto and incorporated herein by reference as Exhibit A.

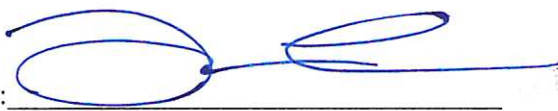
3. All the work which has been performed in the construction and installation of said, sewer collection lines and related equipment described in paragraph 2, above, has been fully paid for and there are now no liens of any kind including any lien for labor or material against the subdivision property 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 7th day of October 2025.

DR Horton, Inc.

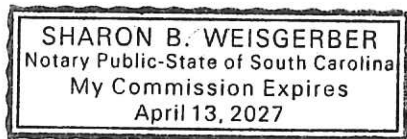
By: 
Devon K. Lloyd, Division President

STATE OF SOUTH CAROLINA

COUNTY OF HORRY COUNTY

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

Date: October 7th 2025



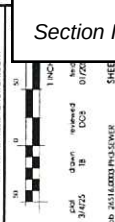

Signature of Notary Public

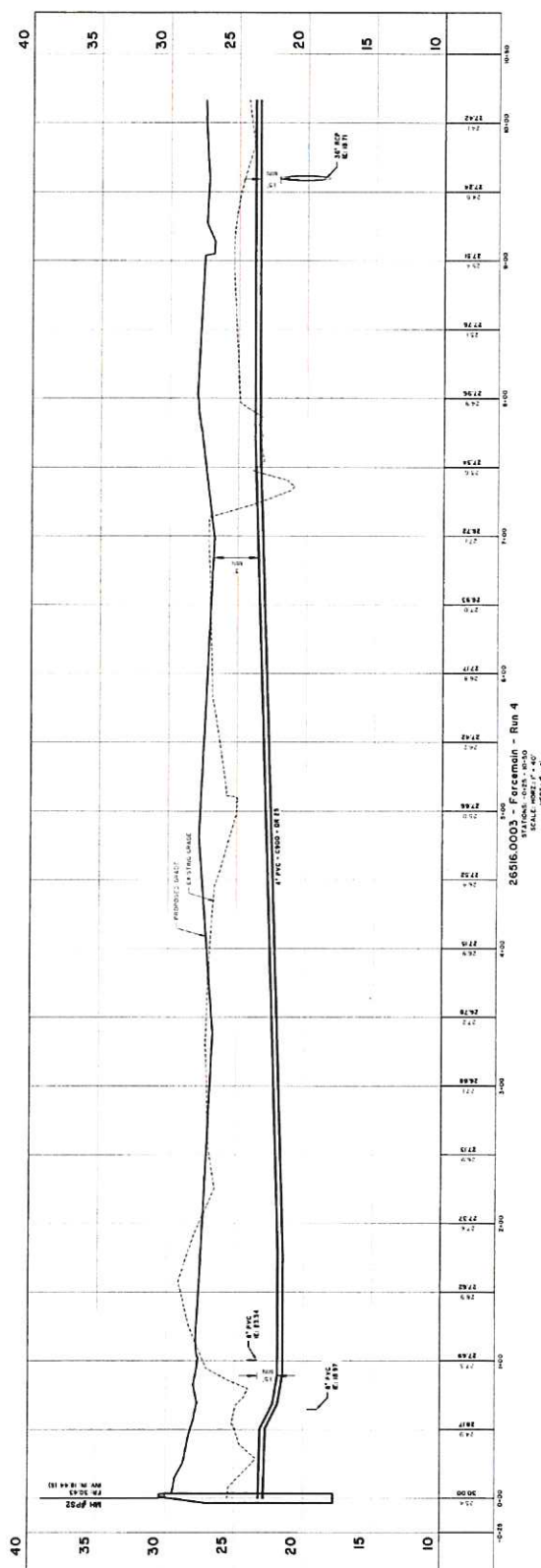
Sharon B. Weisgerber
Printed or Typed Name of Notary Public

My Commission Expires: April 13, 2027



62



[illegible]



Date: 3.18.2025

To: Robert Waring, Shallotte Town Planner

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

Re: Deed of Dedication Assets – The Meadows at Wildwood Phase 3 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 Phase 3 including their value. The following items identify this list as we understand the request:

Deed of Dedication Assets:

1. Sewer System \$ 953,047.00

Please let me know if you have any questions.

Sincerely,

THOMAS & HUTTON



John H. Richards, P.E.
Project Manager

SEWER INDEMNITY AGREEMENT

Section IX, Item 4.

This Agreement made this the 30th day of June, 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 Phase 3, 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 Phase 3, 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



Town of Shallotte
ACTION AGENDA ITEM
2025

Section IX, Item 4.

TO: Board of Aldermen

ACTION ITEM #: RES 25-11

MEETING DATE: 11/5/25

FROM: Debra White

DATE SUBMITTED: 9/30/25

ISSUE/ACTION REQUESTED: The Meadows @
Wildwood Phases 4 sewer dedication.

PUBLIC HEARING: ☐ YES ☐ NO

BACKGROUND/PURPOSE OF REQUEST: DR Horton has installed sewer collection lines and related equipment located in the development of The Meadows @ Wildwood Phase 4. This development is within Town limits; and DR Horton is requesting a Resolution for a Deed of Dedication dedicating utilities of Phase 4 to be approved and accepted by the Town.

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:

FINANCE RECOMMENDATION:

ATTACHMENTS:

1. Deed Dedication
2. Affidavit
3. Sewer Indemnity Agreement
4. List of Asset
5. Resolution

ACTION OF THE BOARD OF ALDERMEN

APPROVED:

☐

ATTEST:

CLERK TO THE BOARD

DENIED:

☐

**DEFERRED
UNTIL:**

SIGNATURE

OTHER:

RESOLUTION NO. 25-11

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 4" as more particularly shown on a survey plat dated February 19, 2021 entitled "Subdivision Plat of Phase 4 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 October 7th, 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 4 The Meadows at Wildwood Village", prepared by Matthew D. Svejksky, Professional Land Surveyor, consisting of pages, 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 February 19th, 2021 entitled "Subdivision Plat of Phase 4 The Meadows at Wildwood Village", prepared by Matthew D. Svejksky, P.L.S., and recorded in Map Cabinet 167 at Page 76-78, Brunswick County Registry.

WHEREAS, the Town by vote of the Board of Aldermen accepted the dedication from Developer at its November 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 NOVEMBER, 2025.

ATTEST:

Walt Eccard, Mayor

Natalie Goins, Town Clerk

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 7th day of October, 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 The Meadows at Wildwood Village, Lots 401 through 458, Phase 4, as shown on a survey plat dated February 19, 2021 entitled "Subdivision Plat of Phase 4 The Meadows at Wildwood Village", prepared by Matthew D. Svejkovsky, P.L.S., and recorded in Map Cabinet 167 at Pages 76 - 78, 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, 401 through 458, Phase 4", 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 4 The Meadows at Wildwood Village", prepared by Matthew D. Svejksky, Professional Land Surveyor, consisting of pages, 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 February 19th, 2021 entitled "Subdivision Plat of Phase 4 The Meadows at Wildwood Village", prepared by Matthew D. Svejksky, P.L.S., and recorded in Map Cabinet 167 at Pages 76 - 78, 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 7th day of October, 2025.

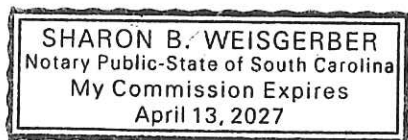
Sharon B. Weisgerber

Notary Public Signature

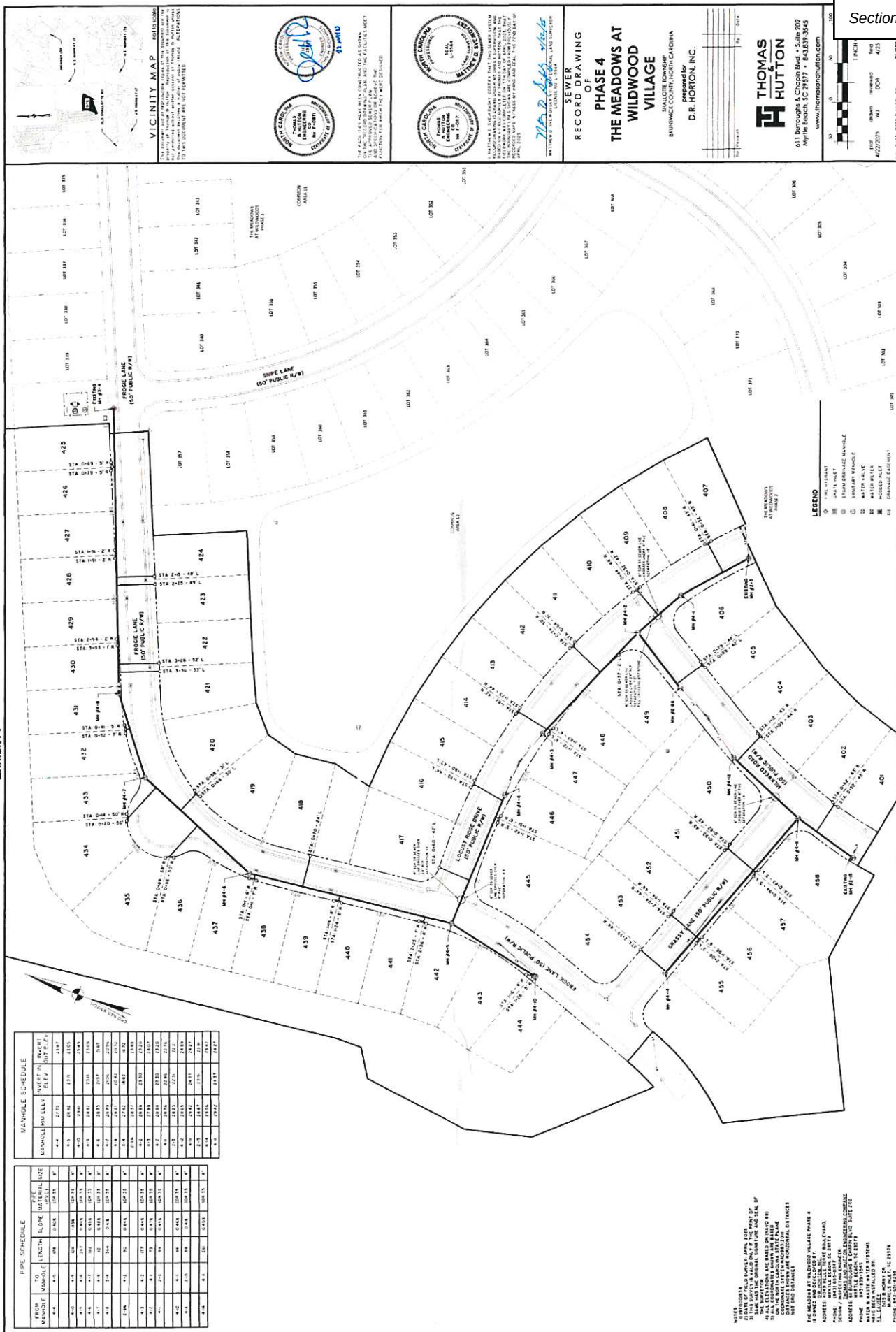
Sharon B. Weisgerber

Notary Printed Name

My Commission Expires: April 13, 2027



"Exhibit A"





VICINITY MAP
NOT TO SCALE
The project location is shown in relation to the surrounding area. The map is not to scale and is for informational purposes only.



THE PLANT HAS BEEN CONTRACTED AS SHOWN
ON THE PRELIMINARY PLAN AND THE FACILITY WILL
BE CONSTRUCTED IN ACCORDANCE WITH THE
FUNCTION OF WHICH THE NEW DESIGN



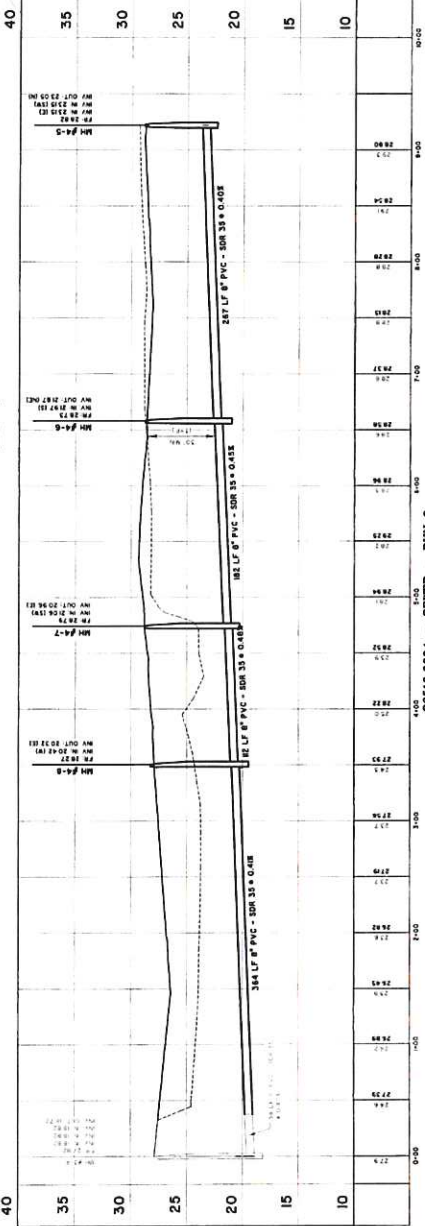
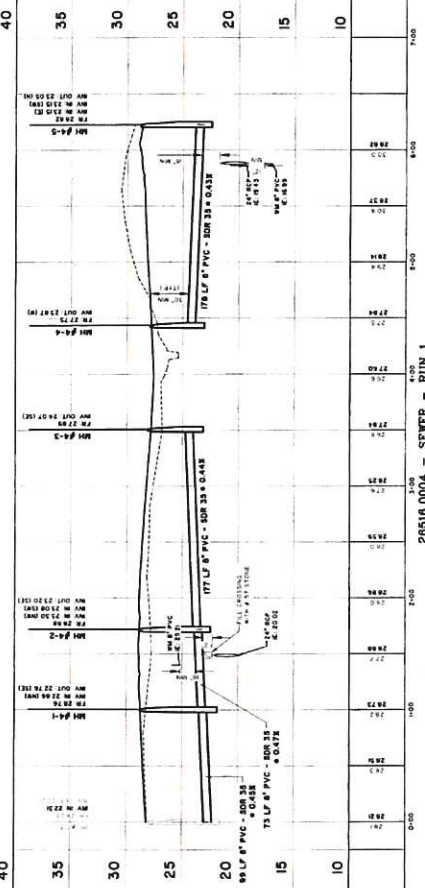
NOT TO SCALE
The project location is shown in relation to the surrounding area. The map is not to scale and is for informational purposes only.

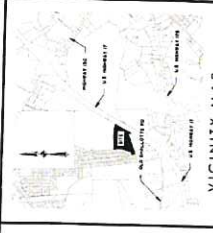
**SEWER
RECORD DRAWING
OF
PHASE 4
THE MEADOWS AT
WILLOW
VILLAGE**
SMALLOTTE TOWNSHIP
BURLINGTON COUNTY, NORTH CAROLINA
prepared for
D.R. HORTON, INC.

NOT TO SCALE

NO.	REVISION	DATE	BY	CHK
1	ISSUED FOR PERMIT	04/15/2021	TH	TH
2	ISSUED FOR CONSTRUCTION	04/15/2021	TH	TH

**THOMAS
HUTTON**
411 Burroughs & Chappell • Suite 202
Myrtle Beach, SC 29577 • 843.839.3445
www.thomashutton.com





VICINITY MAP
NOT TO SCALE
THE PROPERTY LINES ARE SHOWN FOR THE PROJECT AND THE ADJACENT PROPERTIES. THE PROPERTY LINES ARE NOT TO BE USED FOR ANY OTHER PURPOSE. THE PROPERTY LINES ARE NOT TO BE USED FOR ANY OTHER PURPOSE. THE PROPERTY LINES ARE NOT TO BE USED FOR ANY OTHER PURPOSE.



THESE PLANS HAVE BEEN PREPARED BY THE ENGINEER AND THE ENGINEER'S FIRM. THE ENGINEER'S FIRM IS NOT RESPONSIBLE FOR THE ACCURACY OF THE DATA OR THE RESULTS OF THE ANALYSIS. THE ENGINEER'S FIRM IS NOT RESPONSIBLE FOR THE ACCURACY OF THE DATA OR THE RESULTS OF THE ANALYSIS. THE ENGINEER'S FIRM IS NOT RESPONSIBLE FOR THE ACCURACY OF THE DATA OR THE RESULTS OF THE ANALYSIS.



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SEWER
RECORD DRAWING
PHASE 4

**THE MEADOWS AT
WILLOW
VILLAGE**

SHALLOTTE TOWNSHIP
REDAIR COUNTY, NORTH CAROLINA
prepared for
D.R. HORTON, INC.

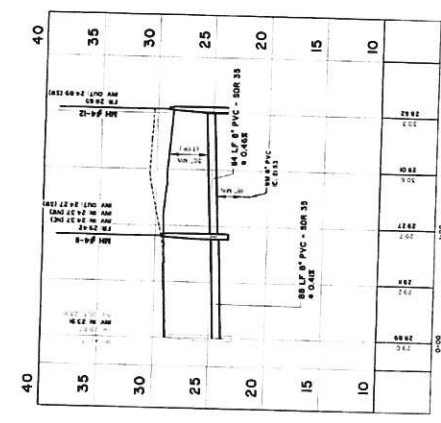
THOMAS
HUTTON
411 Burroughs & Chapin Blvd. • Suite 203
Myrtle Beach, SC 29577 • 843.637.3343
www.thomashutton.com

DATE: 04/22/2025
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CHECKED: JH
SCALE: 1" = 5'

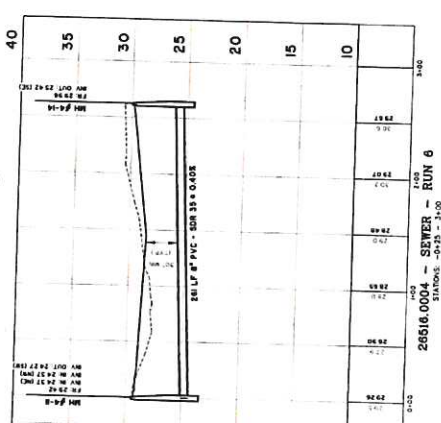
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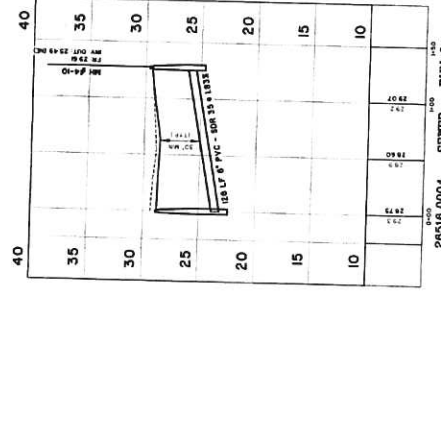
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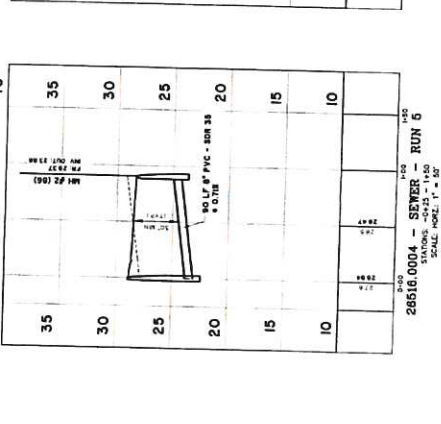
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VERTICAL SCALE: 1" = 5'
HORIZONTAL SCALE: 1" = 50'



28516.0006 - SEWER - RUN 6
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HORIZONTAL SCALE: 1" = 50'



28516.0004 - SEWER - RUN 3
VERTICAL SCALE: 1" = 5'
HORIZONTAL SCALE: 1" = 50'



28516.0004 - SEWER - RUN 5
VERTICAL SCALE: 1" = 5'
HORIZONTAL SCALE: 1" = 50'

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 13 day of October 2025, by D.R. Horton, Inc., a Delaware corporation, 4049 Belle Terre Blvd., Myrtle Beach, SC 29577, 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 "The Meadows at Wildwood Village Phase 4" as more particularly shown on a survey plat dated February 19, 2021 entitled "Subdivision Plat of Phase 4 The Meadows at Wildwood Village", prepared by Matthew D. Svejkovsky, P.L.S., and recorded in Map Cabinet 167 at Pages 76 - 78, Brunswick County Registry.

2. That it has caused to be installed sewer collection lines and related equipment in Phase 4 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 4 The Meadows at Wildwood Village", prepared by Thomas & Hutton Engineering Co. NCPLS No. L-5564, consisting of three pages, copies of which are attached hereto and incorporated herein by reference as Exhibit A.

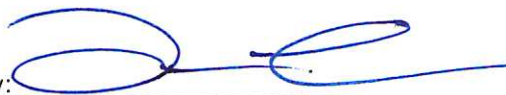
3. All the work which has been performed in the construction and installation of said, sewer collection lines and related equipment described in paragraph 2, above, has been fully paid for and there

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 7th day of October 2025.

DR Horton, Inc.

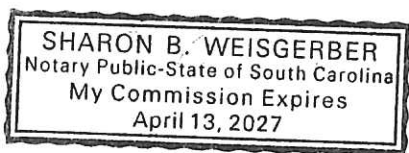
By: 
Devon K. Lloyd, Division President

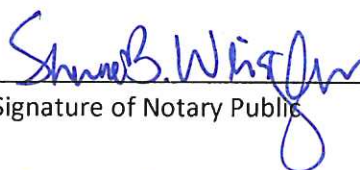
STATE OF SOUTH CAROLINA

COUNTY OF HORRY COUNTY

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

Date: October 7th 2025



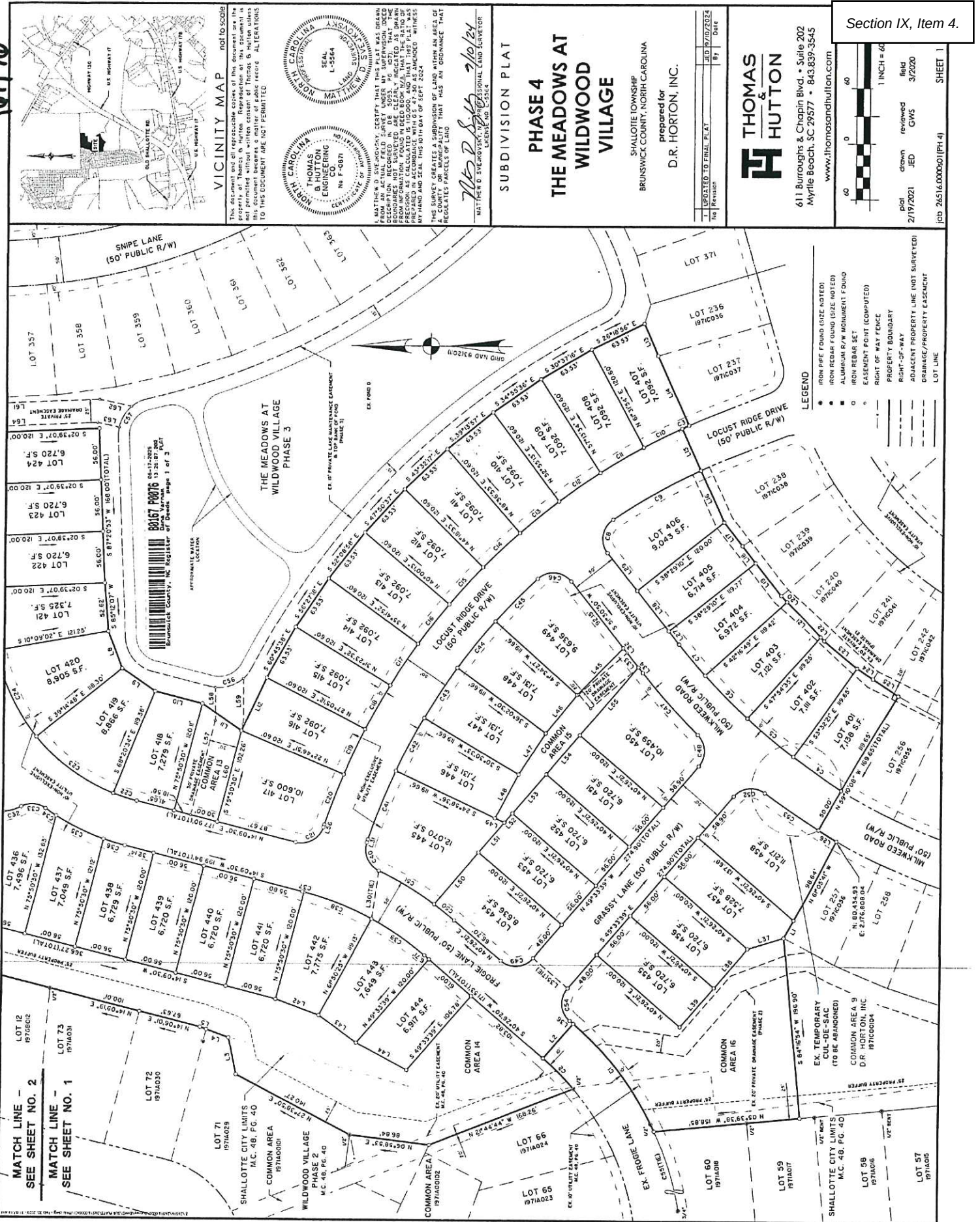

Signature of Notary Public

Sharon B. Weisgerber
Printed or Typed Name of Notary Public

My Commission Expires: April 13, 2027

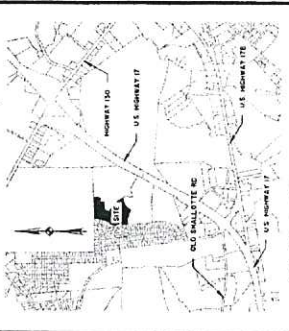


167/76



Map Cabinet 167pg 76 pg 1 of 3 6/17/2025 Sma

167/77



VICINITY MAP not to scale
This document and its reproduction are the property of Thomas & Hutton. Reproduction of this document is prohibited without the written consent of Thomas & Hutton. This document contains neither a public record nor a public record. TO THIS DOCUMENT ARE NOT PERMITTED.



I, MATTHEW D. SIEG, being duly sworn, depose that I am a duly licensed Professional Land Surveyor in the State of North Carolina, and that I am the author of the foregoing plat. I depose that the information contained herein is true and correct to the best of my knowledge and belief, and that I am not aware of any fraud or illegality in the preparation of this plat. I depose that the information contained herein is true and correct to the best of my knowledge and belief, and that I am not aware of any fraud or illegality in the preparation of this plat. I depose that the information contained herein is true and correct to the best of my knowledge and belief, and that I am not aware of any fraud or illegality in the preparation of this plat.

MATTHEW D. SIEG
Professional Land Surveyor
License No. 1-5564

SUBDIVISION PLAT

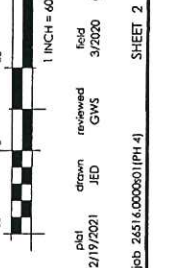
PHASE 4 THE MEADOWS AT WILDWOOD VILLAGE

SVALLOTTIE TOWNSHIP
BRUNSWICK COUNTY, NORTH CAROLINA
prepared for
DR. HORTON, INC.



611 Burroughs & Chapin Blvd. • Suite 202
Myrtle Beach, SC 29577 • 843.839-3545
www.thomashutton.com

Section IX, Item 4.



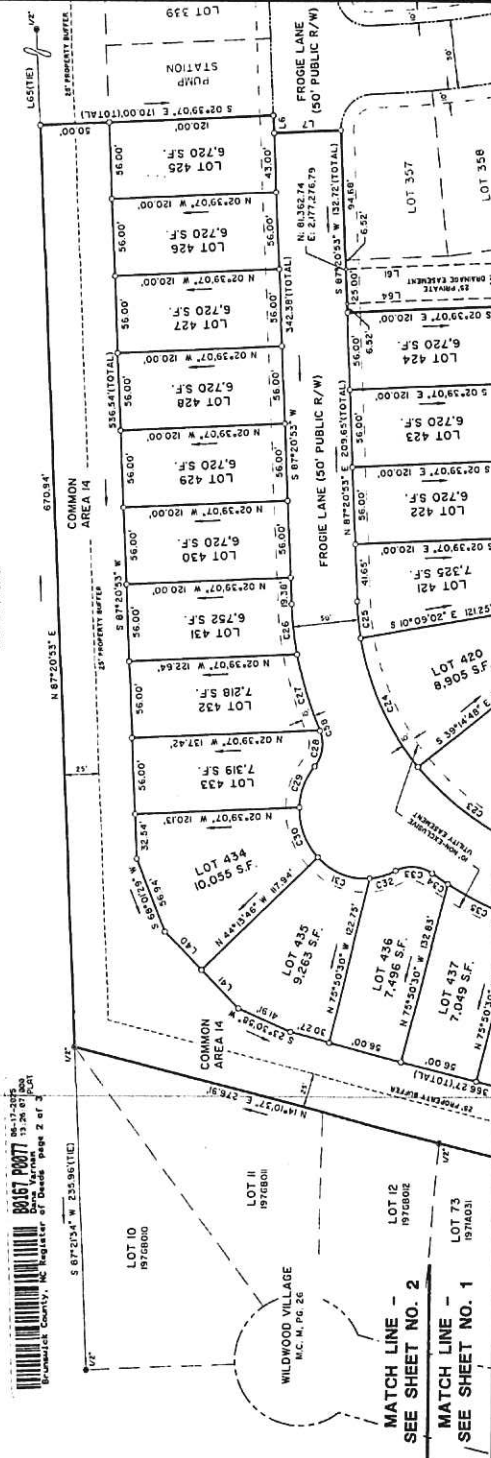
- LEGEND
- IRON PIPE FOUND (SIZE NOTED)
 - IRON REBAR FOUND (SIZE NOTED)
 - ALUMINUM B/W MONUMENT FOUND
 - IRON REBAR SET
 - EASEMENT POINT (COMPUTED)
 - RIGHT OF WAY FENCE
 - PROPERTY BOUNDARY
 - RIGHT OF WAY
 - ADJACENT PROPERTY LINE (NOT SURVEYED)
 - DRAINAGE/PROPERTY EASEMENT
 - LOT LINE

COMMON AREA 13	0.12 AC.±
COMMON AREA 14	2.15 AC.±
COMMON AREA 15	0.13 AC.±
COMMON AREA 16	0.76 AC.±
TOTAL	3.16 AC.±
COMMON AREA	3.16 AC.±
LOTS	10.06 AC.±
RIGHT-OF-WAY	2.98 AC.±
TOTAL	16.20 AC.±

LINE	FROM	TO	BEARING	DIST.	AREA
C1	STATION	STATION	N 02° 39' 07" E	120.00'	0.0000
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C85	STATION	STATION	N 02° 39' 07" E	120.00'	0.0000
C86	STATION	STATION	N 02° 39' 07" E	120.00'	0.0000
C87	STATION	STATION	N 02° 39' 07" E	120.00'	0.0000
C88	STATION	STATION	N 02° 39' 07" E	120.00'	0.0000
C89	STATION	STATION	N 02° 39' 07" E	120.00'	0.0000
C90	STATION	STATION	N 02° 39' 07" E	120.00'	0.0000
C91	STATION	STATION	N 02° 39' 07" E	120.00'	0.0000
C92	STATION	STATION	N 02° 39' 07" E	120.00'	0.0000
C93	STATION	STATION	N 02° 39' 07" E	120.00'	0.0000
C94	STATION	STATION	N 02° 39' 07" E	120.00'	0.0000
C95	STATION	STATION	N 02° 39' 07" E	120.00'	0.0000
C96	STATION	STATION	N 02° 39' 07" E	120.00'	0.0000
C97	STATION	STATION	N 02° 39' 07" E	120.00'	0.0000
C98	STATION	STATION	N 02° 39' 07" E	120.00'	0.0000
C99	STATION	STATION	N 02° 39' 07" E	120.00'	0.0000
C100	STATION	STATION	N 02° 39' 07" E	120.00'	0.0000



R & S FOREST, LLC
IR0000002
D.B. 2551, Pg. 10



MATCH LINE -
SEE SHEET NO. 2

MATCH LINE -
SEE SHEET NO. 1

Map Cabinet 167 pg 77 pg 2 of 3 6/17/2025

Date: 6.3.2025

To: Robert Waring, Shallotte Town Planner

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

Re: Deed of Dedication Assets – The Meadows at Wildwood Phase 4 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 Phase 4 including their value. The following items identify this list as we understand the request:

Deed of Dedication Assets:

1. Sewer System \$ 280,494.00

Please let me know if you have any questions.

Sincerely,

THOMAS & HUTTON



John H. Richards, P.E.
Project Manager

SEWER INDEMNITY AGREEMENT

Section IX, Item 4.

This Agreement made this the 3rd day of June, 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 Phase 4, 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 Phase 4, 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



TOWN OF SHALLOTTE

Monthly Financial Dashboard

FISCAL YEAR ENDING June 30, 2026

Reporting Period: October 31, 2025

SPECIFIC REVENUE COLLECTIONS AT A GLANCE...			
General Fund	Collected TD	FY Budget	Total Budget
PROPERTY TAX		\$ 3,781,720	\$ 10,548,274
Revs YTD/% Coll/% of Budget	\$ 1,004,538	26.56%	35.85%
SALES & USE TAX			
Fiscal Year Budget	\$ 2,120,223	\$ 10,548,274	
Revs YTD/% Coll/% of Budget	\$ 210,620	9.93%	20.10%
UTILITY FRANCHISE TAX			
Fiscal Year Budget	\$ 552,973	\$ 10,548,274	
Revs YTD/% Coll/% of Budget	\$ -	0.00%	5.24%
FIRE FEES			
Fiscal Year Budget	\$ 1,302,407	\$ 10,548,274	
Revs YTD/% Coll/% of Budget	\$ 634,519	48.72%	12.35%
OTHER REVENUES			
Fiscal Year Budget	\$ 2,790,951	\$ 10,548,274	
Revs YTD/% Coll/% of Budget	\$ 1,063,052	38.09%	26.46%
Enterprise Fund			
OTHER REVENUES		\$ 2,798,851	\$ 6,416,568
Revs YTD/% Coll/% of Budget	\$ 1,747,993	62.45%	43.62%
SYSTEM DEV FEES		\$ 439,707	\$ 6,416,568
Revs YTD/% Coll/% of Budget	\$ 250,072	56.87%	6.85%
Revs YTD/% Coll/% of Budget	\$ -	0.00%	0.00%
SEWER CHARGES		\$ 3,178,010	\$ 6,416,568
Revs YTD/% Coll/% of Budget	\$ 849,975	26.75%	49.53%
FUND TOTALS 90% of Budget			
General Fund	\$ 10,548,274	\$ 9,493,447	
Revenues FYTD	\$ 2,912,730	28%	
Enterprise Fund	\$ 6,416,568	\$ 5,774,911	
Revenues FYTD	\$ 2,848,040	44%	

EXPENDITURES AT A GLANCE...			
GENERAL FUND	Fiscal Year	YTD Expenses	
DEPARTMENTS	25/26 Budget	Current FY	Current FYTD%
Governing Body	\$ 100,820	\$ 23,115	22.93%
Administration	1,498,802	531,016	35.43%
Planning	526,860	162,634	30.87%
Police Dept	3,387,984	1,305,380	38.53%
Fire Dept	2,198,991	714,659	32.50%
SRFTC	8,039	2,461	30.61%
Street Dept	2,023,650	776,509	38.37%
Parks	543,898	145,037	26.67%
Events & Comm. Outreach	259,230	90,539	34.93%
	\$ 10,548,274	\$ 3,751,350	35.56%
Fiscal Year Budget	\$ 10,548,274	\$ 3,751,350	
Unspent Budget Remaining	\$ 6,796,924	64.44%	
ENTERPRISE FUND	Fiscal Year	YTD Expenses	
DEPARTMENTS	25/26 Budget	Current FY	Current FYTD%
Sewer Department	\$ 6,416,568	\$ 2,922,735	45.55%
	\$ 6,416,568	\$ 2,922,735	45.55%
Fiscal Year Budget	\$ 6,416,568	\$ 2,922,735	
Unspent Budget Remaining	\$ 3,493,833	54.45%	

OUR CASH AND INVESTMENTS

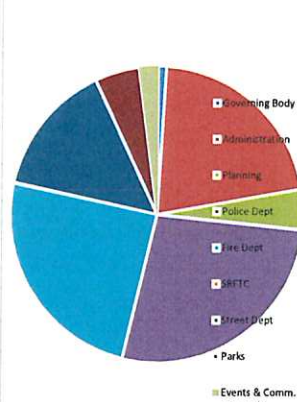
Balances on Oct 28, 2025 in whole dollars - Bold - As of 9-30-25

CASH & INVESTMENTS BY FUND

GENERAL FUND		
	June 2025	Oct 2025
General Fund	\$ 967,876	\$ 1,399,898
NCCMT	9,222,400	8,591,415
General Fund Savings	49,619	25,004
TOTAL GENERAL FUND	\$ 10,239,895	\$ 10,016,317
ENTERPRISE FUNDS		
	June 2025	Oct 2025
Sewer Fund	\$ 1,069,349	\$ 1,304,432
NCCMT	3,862,465	3,965,641
Sewer Fund Savings	86,636	25,005
TOTAL OTHER FUNDS	\$ 5,018,449	\$ 5,295,078
Special Revenue Fund	\$ 100	\$ 100
Police Evidence Acct	313	119
Capital Project Acct	1,861,172	1,087,048
TOTAL CASH & INVESTMENTS TOWN-WIDE		
	June 2025	Oct 2025
ALL FUNDS	\$ 17,119,929	\$ 16,398,662

Cash:	October-24	October-25	Difference
General Fund	\$ 10,130,204	\$ 10,016,317	
Sewer Fund	4,992,697	5,295,078	
Special Revenue Fd	100	100	
Police Evidence Acct	313	119	
Capital Account	3,014,386	1,087,048	
	\$ 18,137,700	\$ 16,398,662	(1,739,038)
Receipts for October 25:			
July 2025 Sales Tax	210,620.20		
Town Prop Tax Sept 25	254,635.83		
25-26 Fire Fees	318,065.25		
Aug 25 NCDMV	31,531.09		

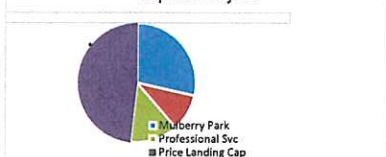
General Fund



Capital Project - Riverfront Project

CP Expenditures	FY Budget	Current Exp
Mulberry Park	\$ 1,662,873.00	\$ 669,740.04
Riverwalk II	\$ 1,132,300.20	\$ 363,398.96
Professional Svc	\$ 1,322,600.95	\$ 235,487.19
Price Landing Cap	\$ 2,500,000.00	\$ 1,782,148.55
New Town Hall	\$ 16,342,363.00	
Cheers St Parking	\$ 337,396.00	
Total	\$ 23,297,533.15	\$ 3,050,774.74
CP Revenues	FY Budget	Current Rev
App Fund Balance	\$ 250,000.00	
Transfer from GF	\$ 2,982,177.16	\$ 401,627.23
Grant-Riverwalk	\$ 250,000.00	
SCIF Grant-Riverw	\$ 815,355.99	\$ 368,098.96
SCIF Grant-Mulb	\$ 3,000,000.00	\$ 2,282,148.55
USDA Loan	\$ 16,000,000.00	\$ -
Total	\$ 23,297,533.15	\$ 3,051,874.74

Capital Project



NCCMT Interest Rate May 25	4.28%
NCCMT Interest Rate June 25	4.14%
NCCMT Interest Rate July 25	4.30%
NCCMT Interest Rate August 25	4.30%
NCCMT Interest Rate September 25	4.11%



Town Of Shallotte

Expenditure Statement : 2025 - 2026

for Accounting Period 10/31/2025

GENERAL FUND

Dept #	Department	Approp Amount	Activity this Period	Expenditure YTD	Encumbrance YTD	Unencumbered Balance	% Exp. & Enc.
4100	Governing Body	\$100,820.00	\$23,115.19	\$23,115.19	\$0.00	\$77,704.81	22.93
4200	Administration	\$1,498,801.93	\$529,548.93	\$529,548.93	\$1,466.98	\$967,786.02	35.43
4300	Planning Department	\$526,860.00	\$162,634.43	\$162,634.43	\$0.00	\$364,225.57	30.87
4400	Events & Community Outreach	\$259,230.00	\$89,790.02	\$89,790.02	\$748.96	\$168,691.02	34.93
5100	Police	\$3,387,984.07	\$1,261,413.74	\$1,261,413.74	\$43,966.32	\$2,082,604.01	38.53
5300	Fire	\$2,198,990.74	\$728,266.87	\$728,266.87	(\$13,607.85)	\$1,484,331.72	32.50
5400	SRFTC	\$8,038.87	\$2,460.70	\$2,460.70	\$0.00	\$5,578.17	30.61
5600	Streets	\$2,023,650.00	\$738,055.78	\$738,055.78	\$38,453.23	\$1,247,140.99	38.37
5700	Parks	\$543,898.00	\$179,478.10	\$179,478.10	(\$34,441.51)	\$398,861.41	26.67
Total Fund	GENERAL FUND	\$10,548,273.61	\$3,714,763.76	\$3,714,763.76	\$36,586.13	\$6,796,923.72	35.56

87

Dept # Department

Sewer

Approp Amount

Activity this Period

Expenditure
YTDEncumbrance
YTD

Unencumbered
Balance
\$3,493,832.63

**% Exp.
& Enc.
45.55**

ENTERPRISE FUND

Grand Total

\$6,416,567.92
\$16,964,841.53

\$2,817,150.46
\$6,531,914.22

\$2,817,150.46
\$6,531,914.22

\$105,584.83
\$142,170.96

\$3,493,832.63
\$10,290,756.35

45.55
39.34

**Parks & Recreation Department
Monthly Report – November**

Upcoming Holiday & Community Events

- **November 15 – November Market @ Mulberry Park**
 - **December 1 – Tree Lighting (*new date this year*)**
 - **December 6 – Shallotte Christmas Parade**
 - **December 9 – Pictures with Santa @ Mulberry Park**
 - **December 13 – Christmas Village @ Mulberry Park**
 - **December 16 – Town Christmas Party @ Planet Fun**
-

Community Engagement

- **Union Elementary Visit: Over 100 first graders toured the Police and Fire Departments and met Shally!**
 - **4 Kids Only Fall Festival: staff attended, sharing swag and smiles with attendees.**
-

Parks & Facilities Updates

- **Riverwalk: Floating dock and kayak launch are now open for public use.**
- **Price Landing: Signage has been ordered. Picnic tables and benches donated by the Kiwanis have been delivered. Staff is coordinating with the Lions Club to establish an outdoor classroom.**

December Holiday Events

01

Santas Arrival & Tree Lighting
MULBERRY PARK ~ AMPHETHEATER
5:30 PM

09

Photos With Santa
MULBERRY PARK ~ AMPHETHEATER
5:30PM

06

Christmas Parade
MAIN STREET ~ SHALLOTTE
10:00 AM

13

Market on Mulberry
RIVERWALK PARK ~ SHALLOTTE
10:00AM ~ 2:00PM



TOWN OF
SHALLOTTE
North Carolina



MEMORANDUM

TO: BOARD OF ALDERMEN
FROM: MIMI GAITHER, TOWN MANAGER
SUBJECT: MANAGER'S REPORT - NOVEMBER 2025 MEETING
DATE: 10.27.25

- Fire Fee Meeting at County with Town Managers 10.1.25
- Staff meeting 10.2.25
- Reached out to matt Bouchard re Cinderella 10.2.25
- Town Hall Committee Meeting 10.3.25
- Town Hall Benefits Fair and Employee Luncheon 10.7.25
- Teams meeting Matt Bouchard re Samet 10.9.25
- Teams Meeting Municipal FD Managers 10.10.25
- Work on getting info to attorney for phone conference 10.13.25
- Teams Meeting Matt Bouchard – Samet 10.16.25
- Teams Meeting Municipal FD Manager 10.17.25
- Workshop Meeting 10.21.25
- Assembling information re Cinderella for attorney 10.21.25
- NCLM Workers Comp Training with DH and supervisors 10.22.25
- Employee imitated grievance conference with held 10.24.25
- Teams Meeting with Municipal FD Managers 10.24.25
- Department Head Staff Meeting 10.30.25

Project Update – Price Landing

Matt Bouchard agreed to represent the Town regarding the lack of work performed by Cinderella. Matt drafted a letter invoking the part of the bond contract to consider Cinderella in default. Letter was sent 10.29.25

The Board approved the contract changes for JP Russ's portion of the project and Dan has advised them that they can go ahead and get started so we do not encounter any increased change orders. Mulberry Street will have to be closed during part of this, which might inconvenience Cinderella, but they have had ample time to get things done.

As far as construction goes, they have laid additional asphalt in the parking area, and the path. Misters have been installed and walkway around them poured. Work continues on the interior of the bathrooms. BPFE has installed the dry hydrant and the lights have been installed on the upper portion of the covered dock. Work is ongoing on the covered walkway to the kayak launch but no significant progress from the ramp to the kayak launch itself. Hopefully, I will have an updated summary from McGill by our meeting date.

Fire Fee Update

As reported previously, the County invited Managers/Administrator to discuss the potential fire tax. After that meeting, the Managers/Administrators who have municipal fire departments met via a zoom call to discuss that meeting, our thoughts on the flat tax and minimum standards for departments. Without specific information from the County, we all felt any more discussion was futile until more information was forthcoming. The managers put together a list of questions that were submitted to the County Manager. Our submission last week and we have not heard a response yet. I will advise when we hear something and I will attach those questions to my report.



Town of Shallotte

ACTION AGENDA ITEM

2025

TO: Board of Alderman

FROM: Mimi Gaither, Town Manager
EXT. #

ACTION ITEM #:

MEETING DATE: 11.5.25

DATE SUBMITTED: 10.29.25

ISSUE/ACTION REQUESTED: McGill Engineering has asked for additional services for Price Landing construction administration.

PUBLIC HEARING: ☐ YES ☒ NO

BACKGROUND/PURPOSE OF REQUEST: Since Cinderella has taken time past the designated due date, McGill is asking for additional compensation. They have exhausted all the allocation from the original contract amount and estimate the extension (through the end of the year) not to exceed \$27,870.00 through the end of the year.

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: Approval - MOG

FINANCE RECOMMENDATION: N/A

ATTACHMENTS:

1. McGill's contract extension

ACTION OF THE BOARD OF ALDERMEN

APPROVED:

☐

DENIED:

☐

ATTEST:

CLERK TO THE BOARD

DEFERRED

UNTIL:

SIGNATURE

OTHER:

Maria O'Sullivan Gaither

From: Wendy Pittman <wendy.pittman@mcgillassociates.com>
Sent: Tuesday, October 21, 2025 2:43 PM
To: Maria O'Sullivan Gaither
Cc: Michael Norton; Alex Lapinsky
Subject: RE: Request for Additional Services-Price Landing Park
Attachments: Additional Services-CA.pdf

Mimi,

Please see the revised request for additional services for Price Landing Park.

Manpower hours are estimated at a total of 44 per month from our team, and the not to exceed amount has been estimated at \$27,870.

Should you have any questions, please feel free to contact our office.

Thanks



Wendy Pittman

Project Administrator
McGill Associates, PA
712 Village Road SW, Suite 103, Shallotte, NC 28470
T 910.755.5872
wendy.pittman@mcgillassociates.com
mcgillassociates.com

From: Maria O'Sullivan Gaither <mgaither@townofshallotte.org>
Sent: Tuesday, October 14, 2025 4:44 PM
To: Wendy Pittman <wendy.pittman@mcgillassociates.com>
Cc: Michael Norton <michael.norton@mcgillassociates.com>; Alex Lapinsky <alex.lapinsky@mcgillassociates.com>
Subject: RE: Request for Additional Services-Price Landing Park

I will need an hourly estimation and a not to exceed amount. This will go on our Board agenda for November's meeting.

Thanks,

Mimi

Mimi O'Sullivan Gaither
Town Manager



Town of Shallotte

PO Box 2287
Shallotte NC 28459-2287

910-754-4032 Phone
910-754-2740 Fax

mgaither@townofshallotte.org
mgaither@atmc.net

From: Wendy Pittman <wendy.pittman@mcgillassociates.com>
Sent: Thursday, October 9, 2025 12:12 PM
To: Mimi Gaither <mgaither@townofshallotte.org>
Cc: Michael Norton <michael.norton@mcgillassociates.com>; Alex Lapinsky <alex.lapinsky@mcgillassociates.com>
Subject: Request for Additional Services-Price Landing Park

Mimi,

We are currently preparing invoices for work performed in the month of September. Those invoices should be issued early next week.

As of the September invoice, McGill will have expended the original contracted amount for Construction Administrative services at Price Landing Park.

Therefore, we are requesting additional services approval for the remaining construction period at the site. Please see the attached and reach out to us should you have any questions or wish to discuss further.

Thank you,



Wendy Pittman

Project Administrator

McGill Associates, PA

712 Village Road SW, Suite 103, Shallotte, NC 28470

T 910.755.5872

wendy.pittman@mcgillassociates.com

mcgillassociates.com



STANDARD HOURLY RATE AND FEE SCHEDULE

July 2025

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

EXPENSES

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

ASSOCIATED SERVICES

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



SCOPE OF ADDITIONAL SERVICES

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

BASIS OF COMPENSATION

The Owner shall pay the Engineer an **Hourly Fee, Not-to-Exceed \$27,870** for the above additional services beginning October 1, 2025, per the attached Standard Hourly Rate and Fee Schedule. This projected not-to-exceed estimate is based on the assumption of project closeout by the end of calendar year 2025, and that team member needs will be similar to those over the past 3 months.

OWNER:

ENGINEER:

By: _____

By: _____

A handwritten signature in blue ink, appearing to read "Michael A. Felt", is written over a horizontal line.

Title: _____

Title: Principal/Shallotte Office ManagerDate
Signed: _____Date
Signed: October 21, 2025

Brunswick County Fire Tax Discussion – Municipal Questions

Overall Funding Structure

1. How was the proposed one-tax model of a \$0.08–\$0.10 County-wide tax rate determined, and what data supports this range?
2. Will the proposed rate guarantee that all districts receive more revenue than the current fire fee model?
3. Will all of the tax collected in the municipality be remitted in full to the municipality?
4. Has the County analyzed the financial impact on each fire district and municipality, including any instances where one district may subsidize another?
5. Will Brunswick County allow individual service districts to set their own tax rates rather than implementing one countywide rate?
 - If not, why is the County not entertaining that approach?
6. When Sunset Beach staff met with the County Tax Administrator, she indicated that existing districts are already structured in a way that would make this feasible.
 - If staffing is the concern, wouldn't the County's collection percentage offset those administrative costs?
7. Has the County performed a cost-benefit comparative analysis of each of the proposed tax and district options, including County staffing and administrative costs?

Distribution and Revenue Allocation

1. How will the County determine how much is collected and distributed for each district under the one-tax model?
2. Will factors such as call volume, staffing levels, service area size, and property type (residential vs. commercial) be considered in the allocation formula?
3. Will the distribution rate or amount be based on the level of service provided by the department?
4. How will commercial and industrial properties be factored into the formula, as their value will generate a larger tax, and since those structures often drive higher service demands?

5. How will the County handle reserve and capital disbursements to ensure funds are used equitably and transparently?
6. For each of the Municipal Departments / Fire Districts, if the Municipality opts into the fire tax:
 - What amount would be collected within that fire district?
 - What portion would be redistributed back to the municipality?
 - How would this affect other municipalities within the same fire district?
7. How will state or federal allocations directly to fire departments be accounted for in the model calculations?
8. If a municipality opts out of the fire tax:
 - What amount would be collected from unincorporated areas within that district?
 - What amount would be distributed to the municipality?
 - Would the County enter into a contract with the municipality to provide service to those unincorporated areas?

Oversight, Accountability, and Use of Funds

1. How will County-collected fire tax revenue for non-municipal volunteer departments be managed and distributed?
2. Who within the County will oversee capital purchases and procurement to ensure competitive pricing, documentation, and compliance with state purchasing laws for non-municipal volunteer departments?
3. Will non-municipal volunteer departments be required to follow County procurement and audit standards when using tax funds?
4. Will the County establish a dedicated oversight mechanism or advisory board to review departmental spending, capital requests, and service performance?
5. Will that board include municipal representation?
6. How will the County ensure that fire tax funds are used solely for fire protection purposes and not diverted elsewhere?

Standards and Performance Expectations

1. How, and in what timeframe, will the County implement minimum operational standards, and what areas will they cover (staffing, training, apparatus, response time, etc.)?
2. Who will be responsible for developing and approving those standards; County staff, the Board of Commissioners, or a working group that includes municipal and volunteer representation?

3. Will the County provide technical or financial support to departments that need assistance meeting those minimum standards?
4. How will compliance with those standards be verified and maintained over time?

Fire District Boundaries and Long-Term Planning

1. Will Brunswick County re-district using specific criteria for the betterment of the citizens, or facilitate and encourage mergers of departments to improve service efficiency or eliminate duplication?
2. How would any consolidation decisions be made?
3. Will the County adjust fire service districts in the future if the current boundaries prove inefficient, inequitable, or not in the best interest of the citizens?
4. Will the County be the owner of the capital purchases and physical assets of the non-municipal volunteer departments, or establish a contractual obligation for ownership in the future?

Communication and Next Steps

1. What is the County's projected timeline for finalizing the proposal, holding public hearings, and implementing the new system?
2. Will there be a formal opportunity for municipal feedback before a recommendation is presented to the Board of Commissioners?

MEMORANDUM FOR: SHALLOTTE BOARD OF ALDERMEN
MEMORANDUM FROM: WALT ECCARD
SUBJECT: OCTOBER ACTIVITIES

During this past month, I worked on the following matters:

1. As discussed last week, the State Treasurer's office sent a message on September 26 that announced an increase in Shallotte (and all other municipalities in the North Carolina health plan) to our pension contribution in the amount of 2.4%. Contacted Senator Rabon and Representatives Iler and Miller and expressed concern that this delayed announcement coming three months into Town's fiscal year created many problems. Worked with NCLM to propose delaying this increase until the fiscal year starting July 1, 2026. The North Carolina legislature adopted a bill to delay this increase to municipalities next fiscal year. The Governor signed this legislation. The legislation saves the Town approximately \$150,000 this budget year.
2. I attended two meetings on the Carolina Bays project. Several hundred people attended the North Carolina public meeting. The comment period closes November 21, 2025. Thereafter the team in charge of the EIS process is expected to meet in early Spring 2026 to choose the least environmentally challenging alternative with a final EIS anticipated in late 2026 or early 2027.
3. With staff worked on the delays on the Price Landing project. Mimi will brief the Board on actions taken.
4. Attended ribbon cutting for the Corning Credit Union.
5. On November 2, welcomed walkers for the annual walk to end homelessness.

DRAFT**SHALLOTTE BOARD OF ALDERMEN****WORK SESSION MEETING****September 30, 2025****5:15 P.M.**

The Shallotte Board of Aldermen met for a work session meeting on September 30, 2025 at 5:15 p.m. in the meeting chambers located at 110 Cheers Street with Mayor Walt Eccard presiding.

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

Aldermen absent: Larry Harrelson

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

I. Call to Order

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

II. 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.

III. Agenda Amendments & Approval of Agenda

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

VII. Discussion – Add 3. Healthcare Cost Update

Motion carried 4 yes 0 no.

IV. Consent Agenda

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

A. Refund of Sewer Development Fee to Logan Homes

B. GFWC North Carolina International Day of Service to End Domestic and Sexual Violence in the Town of Shallotte Proclamation

C. Fire Prevention Week Proclamation

Motion carried 4 yes 0 no.

V. Policies

A. Personnel Policy

B. New/Updated Policies

1. Time Clock

DRAFT

2. Uniform
3. SPOT Award
4. Technology & Social Media

Town Manager Mimi Gaither and Human Resources Manager Ashley White presented updates and implementations to the personnel policy. Mimi explained they would be pulling Section 26 on page 56 (Adverse Weather Conditions) as they weren't quite ready to implement that section.

A motion was made by Jimmy Bellamy seconded by Gene Vasile to approve the personnel policy as presented, but delete Section 26: Adverse Weather Conditions. Motion carried 4 yes 0 no.

Mayor Eccard thanked Ashley for her hard work on updating the policies.

VI. Public Hearing

1. Collector Street Plan Adoption

1. A motion was made by Jimmy Bellamy seconded by Bobby Williamson to open the public hearing. Motion carried 4 yes 0 no.

Planning Director Robert Waring introduced the presentation, noting that the plan had gone to the Planning Board the previous month and received their recommendation for approval.

Timothy Treshohlavy from Bolton & Menk Inc. gave a power point presentation of the Collector Street Plan which aims to address connectivity issues by promoting better connected streets and roadways. The planning process consisted of three phases: listening and assembling resources, making refinements with public input, and documenting with public review.

Major themes from public input included:

- Creating newer routes and connectivity north of US 17
- Investing in existing collector streets for safety improvements
- Improving walking, biking, and transit access
- Identifying parallel options to Main Street

The recommendations included:

- 7 intersection improvement projects
- More than 8 miles of capacity improvement projects
- More than 14 miles of multimodal projects
- Just about 20 miles of new road connectivity (38 segments total)

2. Public Comments/Questions

3. A motion was made by Jimmy Bellamy seconded by Gene Vasile to close the public hearing. Motion carried 4 yes 0 no.

4. Board Comments/Questions

Board members asked several clarifying questions:

- Regarding backage roads, Mr. Treshohlavy explained these are rear-entry connections that don't have to be continuous initially but can be extended over time as properties redevelop. This helps eliminate single-point entry properties on Main Street and provides alternative access points.

- Town Manager Mimi Gaither addressed concerns about roads through private property, emphasizing that the town would not build roads through existing homes or farms. These connections would only be requested if properties are sold and redeveloped.

DRAFT

-Planning Director Robert Waring explained that NCDOT was a constant partner in the process and had reviewed the draft. The plan would be shared with them once adopted and could inform their prioritization process. He also noted they would be bringing text amendments to update the UDO's transportation section to reflect the plan's recommendations.

- Alderman Gene Vasile commented that this was something the town had been lacking for a while and would provide the Board with substantial guidance for decision-making on future projects.

5. A motion was made by Karmen Custer seconded by Gene Vasile to approve Resolution 25-09 adopting the 2025 Town of Shallotte Collector Street Plan. Motion carried 4 yes 0 no.

VII. Discussion

1. Planning Conversation

Town Manager Mimi Gaither explained the need for direction on where the Board wants to see the Town grow. Town Planning Director Robert Waring explained that utility lines forecast development conversations, citing sewer lines running up NC 130 toward the industrial park and down Village Point Road. He noted they've had numerous conversations about properties near Village Point Road seeking annexation for development. He wanted the Board's input on development in that area specifically, noting they expect more annexation requests there. Director of Public Services Dan Formyduval added that the Department of Environmental Quality (DEQ) doesn't permit installing sewer lines unless there's a viable project in place to feed those lines. After discussion, the Board requested that staff provide additional information and visual materials at a future meeting.

2. Price Landing

Town Manager Mimi Gaither provided updates on the Price Landing project, noting that it had not progressed as much as anticipated. The Board reached consensus to have an attorney specializing in construction contracts review the contract with Cinderella and provide guidance on their options.

3. Healthcare Cost Update

The Mayor reported that healthcare employer premium costs will be increased from approximately \$674 to \$742 per employee per month. He also noted a 2.4% pension plan increase retroactive to July. The total for the implemented changes is at a minimum \$150,000, not currently budgeted. A future budget amendment would be needed to address this shortfall.

VIII. Adjourn

A motion was made by Gene Vasile seconded by Karmen Custer to adjourn at 6:19 p.m. Motion Carried 4 yes 0 no.

Respectfully submitted,

Natalie Goins
Town Clerk

DRAFT

Section X, Item A.

DRAFT

SHALLOTTE BOARD OF ALDERMEN**REGULAR MEETING****October 7, 2025****5:15 P.M.**

The Shallotte Board of Aldermen met for a regular meeting on October 7, 2025 at 5:15 p.m. in the meeting chambers located at 110 Cheers Street with Mayor Pro Tem Bobby Williamson presiding. Mayor Walt Eccard participated by phone.

Aldermen present: Gene Vasile, Karmen Custer, and Larry Harrelson

Aldermen absent: Jimmy Bellamy

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

I. CALL TO ORDER

Mayor Pro Tem Williamson called the meeting to order. A motion was made by Gene Vasile seconded by Larry Harrelson to open the meeting. Motion carried 4 yes 0 no.

II. INVOCATION & PLEDGE

Reverend Eichorn gave the Invocation followed by the Board and audience reciting the Pledge of Allegiance.

III. CONFLICT OF INTEREST

Mayor Pro Tem Williamson 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 Gene Vasile seconded by Karmen Custer to make the following amendments and approve the amended agenda:

Remove X. Closed Session

Motion carried 4 yes 0 no.

V. PUBLIC COMMENTS**VI. DEPARTMENT REPORTS**

1. Police
2. Fire
3. Planning

4. Public Utilities

1. Bill Adjustments

A. Leaks

- Kimberly W. Hash (4910 Bridgers Rd. Unit 4)
- Village of Woodsong Neighbors Assn. (531 Sylvan St.)

B. Nonpayment fee: Margaret Brown (4580 White St. Apt. 6)

A motion was made by Karmen Custer seconded by Gene Vasile to approve bill adjustments for Kimberly Hash and Village of Woodsong. Motion carried 4 yes 0 no

A motion was made by Larry Harrelson seconded by Karmen Custer to approve refunding the nonpayment fee to Margaret Brown. Motion carried 4 yes 0 no.

5. Finance

6. Media & Events

7. Administration

1. ABC Board Appointment

A motion was made by Gene Vasile seconded by Larry Harrelson to appoint Gordon Lewis to the ABC Board, appoint Chris Lane as Board Chair, and hold Allan Cheatham as an alternate. Motion carried 4 yes 0 no.

2. Resolution 25-12 Adopting New Personnel Policy Handbook

A motion was made by Gene Vasile seconded by Karmen Custer approving Resolution 25-12 adopting the new personnel policy handbook. Motion carried 4 yes 0 no.

8. Mayors Monthly Activities

Mayor Walt Eccard participating by phone provided updates on new dates for the Carolina Bays hearings. He stated he hoped to know more on the 2.4% pension contribution increase by the end of the week.

VII. **CONSENT AGENDA**

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

A. September 2, 2025 Regular Meeting Minutes

B. Direct the Clerk to "Investigate the Sufficiency Thereof and to Certify the Result of the Investigation" for the Following Annexation Request:

Annexation Petition: ANX 25-27

Parcel ID's: 1820004221 & 1820004201

Weyerhaeuser NR Company.

96.03 Acres +/-

Motion carried 4 yes 0 no.

VIII. **PUBLIC HEARINGS**

1. TXT 25-26 (Mobile Food Unit Update)

1. A motion was made by Larry Harrelson seconded by Karmen Custer to open the public hearing. Motion carried 4 yes 0 no.
Town Planner Brandon Eaton presented the text amendment which changes all instances of "food truck" or "push cart" to the more inclusive term "mobile food unit". The amendment adds language prohibiting mobile food units from being used as accessory kitchens for brick and mortar establishments.
2. Public Comments/Questions
3. A motion was made by Gene Vasile seconded by Karmen Custer to close the public hearing. Motion carried 4 yes 0 no.
4. Board Comments-Questions
Alderman Larry Harrelson asked for clarification about whether customers could bring food purchased from a food truck into an establishment. Planning Director Robert Waring clarified that would be allowed if a business were hosting a food truck.
5. A motion was made by Gene Vasile seconded by Larry Harrelson to approve the Board of Aldermen Statement of Consistency. Motion carried 4 yes 0 no.
6. A motion was made by Karmen Custer seconded by Larry Harrelson to approve Ordinance 25-26 amending the Town of Shallotte Unified Development Ordinance, specifically Article 10, Section 10-3(O). Motion carried 4 yes 0 no.

IX. DISCUSSION**1. Henry Bennett payment**

Town Manager Mimi Gaither explained that an error had been made in calculating payment for an easement purchased from Henry Bennett for a 12-inch sewer line along Frontage Road. The payment should have been \$16,000 instead of \$2,200. A motion was made by Larry Harrelson seconded by Karmen Custer to approve the \$14,051.80 payment to Henry Bennett. Motion carried 4 yes 0 no.

X. CLOSED SESSION – REMOVED**XI. CONTRACT APPROVAL**

Mayor Walt Eccard explained the contract with GFT Infrastructure was for research on the annual maintenance costs of the traffic signalization system on Main Street and to identify external funding sources. Town Attorney Laura Thompson highlighted the revisions that had been made to the standard contract. A motion was made by Karmen Custer seconded by Gene Vasile to approve the contract with GFT Infrastructure not to exceed \$10,000. Motion carried 4 yes 0 no.

XII. ADJOURN

A motion was made by Karmen Custer seconded by Gene Vasile to adjourn at 5:53 p.m. Motion carried 4 yes 0 no.

Respectfully submitted,

Natalie Goins, Town Clerk

DRAFT

SHALLOTTE BOARD OF ALDERMEN**WORK SESSION MEETING****OCTOBER 21, 2025****5:15 P.M.**

The Shallotte Board of Aldermen met for a work session on October 21, 2025 at 5:15 p.m. in the meeting chambers located at 110 Cheers Street with Mayor Walt Eccard presiding.

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

Aldermen absent: Jimmy Bellamy

Staff present: Mimi Gaither, Robert Waring, Adam Stanley, Dan Formyduval, Isaac Norris and Natalie Goins

I. CALL TO ORDER

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

II. 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.

III. AGENDA AMENDMENTS & APPROVAL OF AGENDA

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

IV. PERSONNEL POLICY

A motion was made by Gene Vasile seconded by Bobby Williamson to approve proposed changes to Section 26: Adverse Weather which will allow employees up to 3 days per fiscal year of paid leave when the determination is made to close town hall during adverse weather events. Essential personnel who must work during these situations will receive the 3 days added to their comp time. Mayor Eccard expressed appreciation to Human Resources Manager Ashley White for her work on the policy. Motion carried 4 yes 0 no.

V. JP RUSS

A motion was made by Bobby Williamson seconded by Gene Vasile to approve the following change orders:

CO# 1A – Upsizing culvert pipe from 36” to 42” – Amount \$15,963.00

CO# 1B – Cost adjustments due to delayed start – Amount \$21,659.70

Motion carried 4 yes 0 no.

VI. DISCUSSION

Town Manager Mimi Gaither updated on Price Landing, highlighting a recent Teams meeting with McGill and Attorney Matt Bouchard. Mr. Bouchard recommended writing a letter per the bond covenants to request a meeting with the bonding company and Cinderella to discuss the project's status and how to move forward. The Board agreed for the attorney to prepare and send the letter.

Mayor Eccard reported that recent lobbying efforts resulted in proposed legislation to postpone the implementation of the planned 2.4% increase in healthcare costs until the next fiscal year.

VII. ADJOURN

A motion was made by Karmen Custer seconded by Gene Vasile to adjourn at 5:35 p.m. Motion carried 4 yes 0 no.

Respectfully submitted,

Natalie Goins, Town Clerk



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-25-26-4

Date: 10/15/2025

BA-25-26-4 The Town needs to budget for the estimated costs of the attorney fees for reviewing the Town Hall contract and for other legal matters concerning the Town Hall Project.

Account #				
10-4200-9500	Transfer to Capital Project-Town Hall	\$	10,000.00	
10-3975-0000	Appropriated Fund Balance		-	10,000.00
		\$	10,000.00	\$ 10,000.00



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-25-26-5

Date: 10/28/2025

BA-25-26-5 The Town needs to budget for the engineering fees for the new Town Hall that are due to be paid to Creech and Associates for work done in August and September, 2025.

Account #				
10-4200-9500	Transfer to Capital Project-Town Hall	\$	144,710.35	
10-3975-0000	Appropriated Fund Balance		-	144,710.35
		\$	144,710.35	\$ 144,710.35



Town of Shallotte Board of Aldermen
ACTION AGENDA ITEM
2025

TO: Board of Aldermen

FROM: Brandon Eaton, Planner II

ACTION ITEM #: ANX 25-27

MEETING DATE: 11/5/2025

DATE SUBMITTED:

ISSUE/ACTION REQUESTED:

PUBLIC HEARING: ☒ YES ☐ NO

Review the petition for annexation (ANX 25-27), along with the supporting documentation, conduct a public hearing, and take action upon the request.

BACKGROUND/PURPOSE OF REQUEST:

The property owners of the parcels in question have submitted a petition for annexation of property located at the corner of Forest St. Ext. and US 17, (PID#s 1820004221 & 1820004201).

The property in question is currently located in the Town’s extra territorial jurisdiction (ETJ) and currently zoned in-town Commercial (B-2).

The Board may:
Vote to recommend the annexation as proposed; or
Vote to recommend denying the annexation as proposed; or
Continue the item until additional information is presented.

FISCAL IMPACT:

BUDGET AMENDMENT REQUIRED:

CAPITAL PROJECT ORDINANCE REQUIRED:

PRE-AUDIT CERTIFICATION REQUIRED:

REVIEWED BY DIRECTOR OF FISCAL OPERATIONS

☐ YES ☒ NO

☐ YES ☒ NO

☐ YES ☒ NO

☐ YES ☒ NO

CONTRACTS/AGREEMENTS:

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

ADVISORY BOARD RECOMMENDATION:

N/A

STAFF RECOMMENDATION: Staff recommend that the Board approves the annexation as presented.

FINANCE RECOMMENDATION: NA

ATTACHMENTS:

1. Area map
2. Annexation Petition
3. Clerk Certification
4. Draft Ordinance

ACTION OF THE BOARD OF ALDERMEN

APPROVED:

☐

ATTEST:

CLERK TO THE BOARD

DENIED:

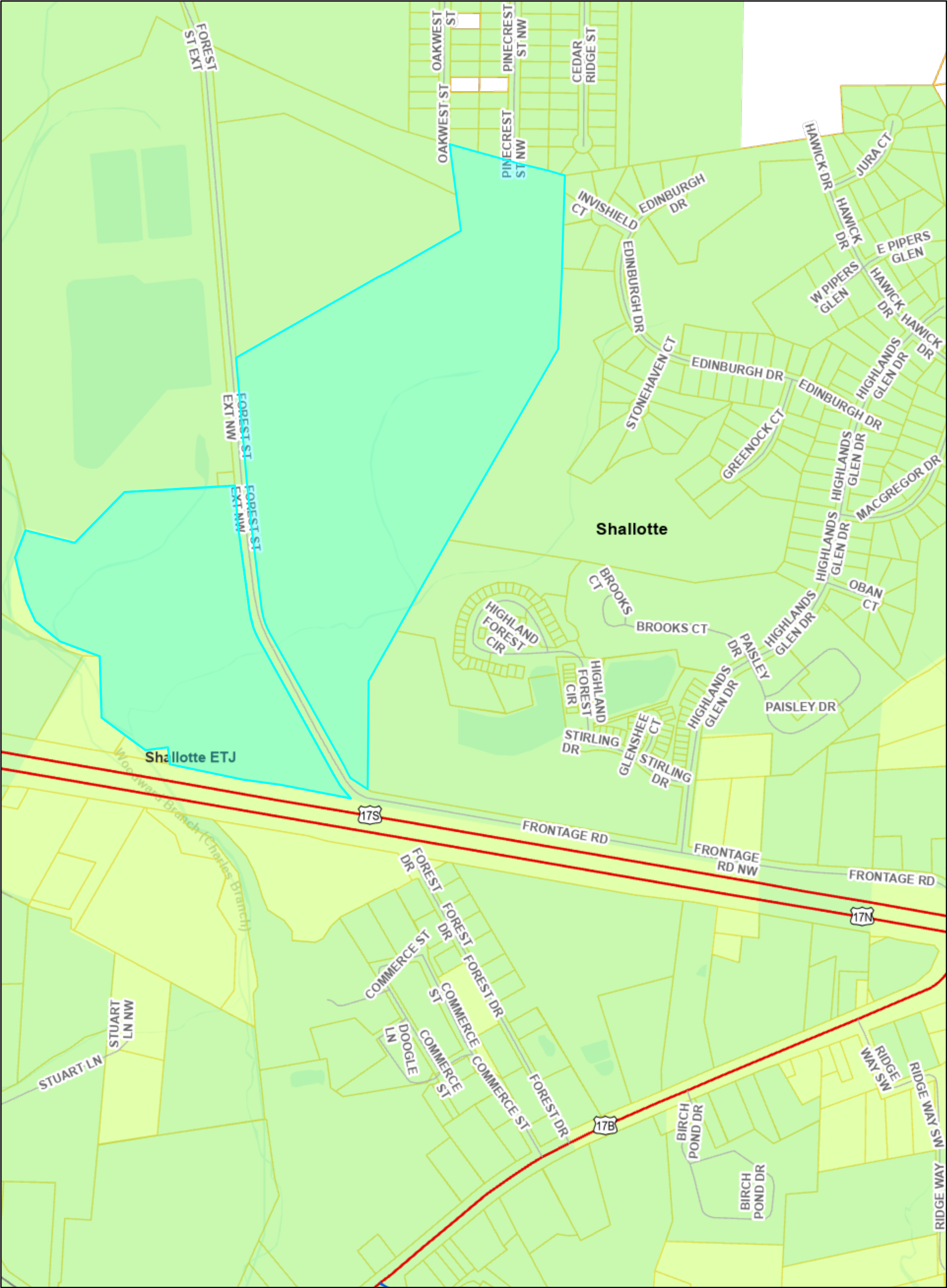
☐

**DEFERRED
UNTIL:**

SIGNATURE

OTHER:

Brunswick County GIS Data Viewer



9/25/2025, 12:26:12 PM

Municipalities

Shallotte City

Shallotte ETJ

County Boundary

Parcels

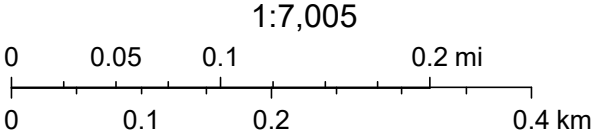
Roads

US Hwy

NC Hwy

State Road

Minor



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
Todd W. Powell, As Vice President	13005 SW 1st Rd., Suite 241 Newberry, FL 32669	1820004221 1820004201	☐ Yes ☒ No	<i>Todd W Powell</i> <i>As Vice President</i>	<i>10/16/2025</i>
			☐ Yes ☐ No		
			☐ Yes ☐ No		
			☐ Yes ☐ No		
			☐ Yes ☐ No		
			☐ Yes ☐ No		
			☐ Yes ☐ No		
			☐ Yes ☐ No		

CERTIFICATE OF SUFFICIENCY

Re: Petition for Annexation

Owner(s): Weyerhaeuser NR Company

PID# 1820004201 & 1820004221

To: The Mayor and Board of Aldermen of the Town of Shallotte, North Carolina:

I, Natalie Goins, Town Clerk, do hereby certify that I have investigated the petition attached hereto and found as a fact that said petition is signed by all owners of real property lying in the area described therein, in accordance with G.S. 160A-31, as amended, and in all respects appears to be valid and sufficient.

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Shallotte, this 28th day of October, 2025.



Natalie Goins
Town Clerk

Parcels: 1820004201

 Zoom to**Property Tax Cards**[2025 Tax Card](#)[2024 Tax Card](#)[2023 Tax Card](#)[2022 Tax Card](#)[2021 Tax Card](#)**Parcel Information****Parcel ID:** 1820004201**Parcel PIN:** 109805090231**Calc. Acreage:** 63.39**Legal Description**

TR-1 63.39 AC PL-169/77 US 17

Owner Information**Owner Name:**

WEYERHAEUSER NR COMPANY

Mailing Address:

ATTN: TAX COORDINATOR 205 PERRY LANE RD

BRUNSWICK, GA 31525-9799

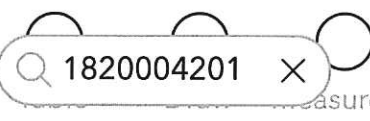
Deed and Plat References

Deed Book: 04872

Deed Page: 0208

Plat Book: 00169

Plat Page: 00077

[PARCEL PHOTO](#)Brunswick County
Basema... Query
GIS Data Viewer50 m
100 ft

Powered by

120

Parcels: 1820004221



Zoom to

Property Tax Cards[2025 Tax Card](#)[2024 Tax Card](#)[2023 Tax Card](#)[2022 Tax Card](#)[2021 Tax Card](#)**Parcel Information****Parcel ID:** 1820004221**Parcel PIN:** 108808889116**Calc. Acreage:** 32.65**Legal Description**

TR-2 32.65 AC PL-169/78

Owner Information**Owner Name:**

WEYERHAEUSER NR COMPANY

Mailing Address:

ATTN: TAX COORDINATOR 205 PERRY LANE RD

BRUNSWICK, GA 31525-9799

Deed and Plat References

Deed Book: 04872

Deed Page: 0208

Plat Book:00169

Plat Page: 00078

PARCEL PHOTO

Brunswick County
Basema... Query

50 m

100 ft



Find address o...



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Business Corporation

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- [Order a Document Online](#)
- [Add Entity to My Email Notification List](#)
- [View Filings](#)
- [Print a Pre-Populated Annual Report form](#)
- [Print an Amended a Annual Report form](#)

Legal name: Weyerhaeuser Company

Secretary of State Identification Number (SOSID): 0160986

Status: Current-Active

Citizenship: Foreign

State of Incorporation: WA

Date formed: 7/27/1960

Fiscal month: December

Citizenship: Foreign

Registered agent: Corporation Service Company

mailing address

220 Occidental Ave S.
Seattle, WA 98104

Principal office address

220 Occidental Ave S.
Seattle, WA 98104

Registered office address

2626 Glenwood Avenue Suite 550
Raleigh, NC 27608

Registered mailing address

2626 Glenwood Avenue Suite 550
Raleigh, NC 27608



Secretary of State
Elaine F. Marshall

[MENU](#)

[Home](#) [Business Registration](#) [Search](#) [Company Official](#)

Company Official

Powell, Todd

- Weyerhaeuser Company
 - **Sosid** 0160986
 - **Type** Business Corporation
 - **Status** Current-Active
 - **Date Formed** 7/27/1960
 - [More Information](#)
- Weyerhaeuser NR Company
 - **Sosid** 1067707
 - **Type** Business Corporation
 - **Status** Current-Active
 - **Date Formed** 10/22/2010
 - [More Information](#)

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ORDINANCE 25-27

ORDINANCE OF THE TOWN OF SHALLOTTE, NORTH CAROLINA TO EXTEND THE CORPORATE LIMITS OF THE TOWN OF SHALLOTTE, NORTH CAROLINA (CONTIGUOUS ANNEXATION)

WHEREAS, the Town of Shallotte has been petitioned under G.S. 160A-31 to annex the area described below; and

WHEREAS, the Town of Shallotte has the resolution directing the Town Clerk to investigate the sufficiency of the petition; and

WHEREAS, the Town Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held at 5:15 p.m. on November 05, 2025, after notice by publication; and

WHEREAS, the Town of Shallotte finds that the petition meets the requirements of G.S. 160A-31;

NOW, THEREFORE BE IT ORDAINED by the Board of Aldermen of the Town of Shallotte, North Carolina that:

Section 1. By virtue of the authority granted by G.S. 160A-31, the following described territory is hereby annexed and made part of the Town of Shallotte as of November 05, 2025;

AS-SURVEYED PERIMETER DESCRIPTION AS REQUESTED BY CLIENT:

ALL AND SINGULAR, THAT CERTAIN PIECE, PARCEL, OR LOT OF LAND, WITH ANY IMPROVEMENTS THEREON, SITUATED, LYING, AND BEING IN TOWN OF SHALLOTTE, BRUNSWICK COUNTY, AND NORTH CAROLINA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

PARCEL 1

BEGINNING AT A FOUND R/W DISK IN THE NORTHERN BOUNDARY OF US 17 BY-PASS (R/W VARIABLE) AND BEING THE POINT OF BEGINNING; THENCE ALONG THE NORTHERN R/W BOUNDARY OF US 17 BY-PASS (VARIABLE R/W) A BEARING OF N 83°22'15" W A DISTANCE OF 200.18 FEET TO AN IRON REBAR SET; THENCE A BEARING OF N 79°41'08" W A DISTANCE OF

Map _____ Page # _____

378.13 FEET TO A FOUND 1/2" IRON REBAR; THENCE ALONG JERRY DANFORD A BEARING OF N 6°2'4"" W A DISTANCE OF 84.51 FEET A FOUND 3/4" IRON PIPE; THENCE A BEARING OF S 88°59'05" W A DISTANCE OF 123.51 FEET TO A FOUND 3/4" IRON PIPE; THENCE A BEARING OF N 54°22'23" W A DISTANCE OF 114.31 FEET TO A FOUND 5/8" IRON REBAR; THENCE ALONG LAND INVESTMENT GROUP A BEARING OF N 52°30'15" W A DISTANCE OF 157.86 FEET TO A FOUND 5/8" IRON REBAR; THENCE A BEARING OF N 0°59'25" W A DISTANCE OF 312.98 FEET TO A FOUND 5/8" IRON REBAR; THENCE ALONG NFUSION II LLC A BEARING OF N 70°4'41" W A DISTANCE OF 196.26 FEET TO A POINT; THENCE A BEARING OF N 51°0'05" W A DISTANCE OF 163.76 FEET TO A POINT; THENCE A BEARING OF N 24°58'23" W A DISTANCE OF 114.69 FEET TO A POINT; THENCE A BEARING OF N 14°57'00" W A DISTANCE OF 120.11 FEET TO A POINT; THENCE A BEARING OF N 13°42'00" W A DISTANCE OF 107.57 FEET TO A POINT; THENCE A BEARING OF N 20°59'28" E A DISTANCE OF 147.27 FEET TO A POINT; THENCE ALONG THE COUNTY OF BRUNSWICK A BEARING S 76°21'32" E A DISTANCE OF 260.08 FEET TO A FOUND 3/4" IRON PIPE; THENCE A BEARING OF N 45°31'06" E A DISTANCE OF 365.63 FEET A FOUND 3/4" IRON PIPE; THENCE A BEARING OF N 84°34'29 E A DISTANCE OF 549.98 FEET TO AN IRON REBAR SET IN THE WESTERN R/W OF FOREST ST (60' R/W); THENCE ALONG FOLLOWING THE WESTERN BOUNDARY OF FOREST ST (60' R/W) A BEARING OF S 4°51';23" W A DISTANCE OF 207.18 FEET TO AN IRON REBAR SET; THENCE A BEARING OF S 8°04'54" E A DISTANCE OF 443.33 FEET TO AN IRON REBAR SET; THENCE ALONG A CURVE TO THE LEFT WITH A CHORD BEARING OF S 18°46'45" E, A CHORD DISTANCE OF 147.78 FEET (RADIUS=398.07,DELTA=021°2'42") TO AN IRON REBAR SET; THENCE A BEARING OF S 29°28'36" E A DISTANCE OF 783.26 FEET TO AN IRON REBAR SET; THENCE ALONG A CURVE TO THE LEFT WITH A CHORD BEARING OF S 30°53'10" E, A CHORD DISTANCE OF 72.88 FEET (RADIUS=1985.81',DELTA=002°06'11") TO AN IRON REBAR SET; THENCE ALONG US 17 BY-PASS (VARIABLE R/W) A BEARING OF S 34°43'40 E A DISTANCE OF 68.21 FEET TO AN IRON REBAR SET; THENCE A BEARING OF N 80°43'50" W A DISTANCE OF 364.27 FEET TO A FOUND R/W DISK. CONTAINING 32.64 ACRES (1,421,882 SQUARE FEET).

PARCEL 2

BEGINNING AT A FOUND 5/8" IRON REBAR AND BEING THE POINT OF BEGINNING; THENCE ALONG THE NORTHERN US 17 BY-PASS (R/W VARIES) A BEARING OF N 56°50'40" W A DISTANCE OF 103.19 FEET TO AN IRON REBAR SET; THENCE ALONG FOREST ST (60' R/W) EASTERN R/W ALONG A CURVE TO THE RIGHT WITH A CHORD BEARING OF N 30°50'26" W, A CHORD DISTANCE OF 68.76 FEET (RADIUS=2013.96', DELTA=001°57'22") TO AN IRON REBAR SET; THENCE A BEARING OF N 29°28'36" W A DISTANCE OF 783.06 FEET TO AN IRON REBAR SET; THENCE ALONG A CURVE TO THE RIGHT WITH A CHORD BEARING OF N 18°46'45" W, A CHORD DISTANCE OF 125.51 FEET (RADIUS=338.07',DELTA=021°23'42") TO AN IRON REBAR SET; THENCE A BEARING OF N 8°04'54" W A DISTANCE OF 441.65 FEET TO AN IRON REBAR SET; THENCE A BEARING OF N 4°51'24" W A DISTANCE OF 205.79 FEET TO AN IRON REBAR SET; THENCE A BEARING OF N 5°22'44" W A DISTANCE OF 642.69 FEET TO A FOUND 3/4" IRON PIPE; THENCE ALONG THE COUNTY OF BRUNSWICK A BEARING OF N 59°55'02" E A DISTANCE OF 1310.35 FEET TO A FOUND 3/4" IRON PIPE; THENCE A BEARING OF N 8°28'07" W A DISTANCE OF 196.30 FEET TO A FOUND 5/8" IRON REBAR; THENCE ALONG MICHAEL NORTON A BEARING OF N 5°04'49" W A DISTANCE OF 247.66 FEET A FOUND 5/8" IRON REBAR; THENCE BEARING S 74°55'06" E A DISTANCE OF 155.10 FEET TO A FOUND 5/8" IRON REBAR; THENCE ALONG LILIANA SANCHEZ A BEARING OF S 74°51'51 E A DISTANCE OF 155.38 FEET A FOUND 5/8" IRON REBAR; THENCE AONG PINECREST ST A BEARING OF S 74°51'51" E A DISTANCE OF 62.00 FEET TO A FOUND 3/4" IRON PIPE; THENCE ALONG SUTIN LYLES A BEARING OF S 74°57'58" E A DISTANCE OF 155.43 FEET TO A FOUND 5/8" IRON REBAR; THENCE ALONG STANLEY STANDFORD A BEARING OF S 74°45'32" E A DISTANCE OF

66.06 FEET TO A FOUND 3/4" IRON PIPE; THENCE ALONG RYAN MUNIZ A BEARING OF S 74°45'32" E A DISTANCE OF 23.83 FEET TO A FOUND 3/4" IRON PIPE; THENCE ALONG JOHN SCOWCROFT A BEARING OF S 2°40'15" W A DISTANCE OF 77.92 FEET TO A FOUND 3/4" IRON PIPE; THENCE ALONG JOHNATHAN GRAY A BEARING OF S 2°40'15" W A DISTANCE OF 173.60 FEET TO A FOUND 3/4" IRON PIPE; THENCE ALONG ALEX COOKE & SAVY SUE HOLDINGS LLC A BEARING OF S 2°38'50" W A DISTANCE OF 633.59 FEET, PASSING THROUGH AN IRON AT 217.68 FEET, TO A FOUND 5/8" IRON REBAR; THENCE A BEARING OF S 29°14'10" W A DISTANCE OF 1,092.12 FEET TO A FOUND 3/4" IRON PIPE; THENCE ALONG HIGHLAND FOREST TOWNHOMES HOMEOWNERS ASSOC. INC A BEARING OF S 29°11'05" W A DISTANCE OF 561.03 FEET TO A FOUND 3/4" IRON PIPE; THENCE ALONG SHALLOTTE PROPERTY HOLDINGS LLC A BEARING S 29°13'09" W A DISTANCE OF 291.98 FEET TO A FOUND 5/8" IRON REBAR; THENCE A BEARING OF S 0°11'30" W A DISTANCE OF 552.96 FEET TO A FOUND 5/8" IRON REBAR AND THE POINT OF BEGINNING. CONTAINING 63.39 ACRES (2,761,103 SQAURE FEET).

Adopted this 5th day of November 2025.

Walt Eccard, Mayor

ATTEST:

Natalie Goins, Town Clerk

**APPLICANT: Weyerhaeuser NR Company (Corner of Forest St. Ext. and US HWY 17.-
PID# 1820004221 & 1820004201)**

I certify that Natalie Goins personally appeared before me this 5th day of November, 2025 and I have personal knowledge of the identity of the principal; acknowledging to me that she voluntarily signed the forgoing document for the purpose stated therein and in the capacity indicated: Town Clerk

Maria O. Gaither, Notary Public

Map _____ Page # _____

(Seal)

My Commission Expires: February 19, _____

STATE OF NORTH CAROLINA

County of Brunswick

Clerk's Certification

The undersigned, Natalie Goins, Clerk to the Board of Aldermen of the Town of Shallotte, North Carolina, hereby certifies that Ordinance 25-27 attached hereto for the Town of Shallotte is a true and accurate copy of the ordinance adopted unanimously by the Board of Aldermen for the Town of Shallotte, North Carolina on the 5th day of November, 2025; that the ordinance was duly adopted during a session of the Board of Aldermen and remains in full force and effect; and that the Board of Aldermen has taken no action which would in any manner modify or repeal the terms of such ordinance; and that the same remains in full force and effect as of the date hereof.

This the 5th day of November 2025.

Natalie Goins, Town Clerk
Town of Shallotte



Town of Shallotte Board of Aldermen
ACTION AGENDA ITEM
2025

Section XI, Item 2.

TO: Board of Aldermen

ACTION ITEM #: TXT 25-28

MEETING DATE: 11-05-2025

FROM: Brandon Eaton, Planner II

DATE

SUBMITTED:

ISSUE/ACTION REQUESTED:

**PUBLIC
HEARING:**

☒ YES ☐ NO

Request Board's review and decision of a staff-initiated amendment to the Town of Shallotte Unified Development Ordinances. Specifically, Article 10, Section 10-2 (Table of Permitted Uses).

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. The amendment introduces the use of conditional rezoning in place of special use permits where more appropriate and establishes a permitted-by-right designation for less intensive uses or uses with clearly defined supplemental standards.

Staff believe 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 October 14, 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: ☐
DENIED: ☐

ATTEST: **CLERK TO THE BOARD**

**DEFERRED
UNTIL:**

SIGNATURE

OTHER:

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	L1	HI	C	PUD
ACCOMMODATION SERVICES															
BED AND BREAKFAST	S P	S P	S P	S P	S P	S P	S CZ	S CZ	S CZ	S CZ	S CZ				S P
MOTELS/HOTELS [pursuant to 10-3(V)]							S CZ	S CZ	S CZ	S CZ					
TRAVEL TRAILER AND RECREATIONAL VEHICLE PARKS/CAMPGROUNDS [pursuant to 10-3(HH)]	S		S			S CZ				S CZ					
PUBLIC & CIVIC															
ALCOHOLIC BEVERAGES PACKAGED, RETAIL							P	P							
AMBULANCE SERVICE/RESCUE SQUAD								P		P	P	P	P	P	
BOAT RAMPS									S P						
NON-MOTORIZED (CANOES, KAYAKS, BOAT LAUNCH)							S P		P						
BUILDINGS, GOVERNMENTAL	P	P	P	P	P	P	P	P	P	P	P	P	P		P
CEMETERY [pursuant to 10-3(D)]					S CZ	S CZ				S CZ					S CZ
CHURCH	S CZ	S CZ	S CZ	S CZ	S CZ	S CZ	S CZ	P	P	P					P
CIVIC, CHARITABLE, POLITICAL, FRATERNAL, SOCIAL, AND RELIGIOUS ORGANIZATIONS							P	P		P	P				
GAZEBO/PIERS/DOCKS, COMMUNITY [pursuant to 10-3(K)]	S P	S P	S P	S P	S P	S P	S P	S P	S P	S P	S P	S P	S P	S P	S P
GAZEBO/PIERS/DOCKS, PRIVATE [pursuant to 10-3(L)]	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
GAZEBO/PIERS/DOCKS, PUBLIC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
HOSPITALS			P					P		P					
NATURE OBSERVATION POINTS	S P	S P	S P	S P	S P	S P	S P	S P	S P	S P	S P				S P
PARKS, PLAYGROUNDS, AND RECREATION CENTERS, OWNED AND OPERATED BY NON-PROFIT CIVIC ORGANIZATIONS [pursuant to 10-3(Y)]	P	P	P	P	P	P	P	P	P	P	P	P	P	S CZ	P
PARKS, PLAYGROUNDS, AND RECREATION CENTERS, MUNICIPALLY OWNED	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
PARKS AND RECREATION AREAS (other governmental) [pursuant to 10-3(Z)]	P	P	P	P	P	P	P	P	P	P	P	P	P	S	P
SCHOOL, PUBLIC AND PRIVATE	S CZ	S CZ	S CZ	S CZ	S CZ	S CZ	S CZ	P		P	P				S P
US POSTAL SERVICES							S P	P		S P		P			S P
RECREATION, ENTERTAINMENT, AND PUBLIC ASSEMBLY															
ADULT AND SEXUALLY ORIENTED BUSINESSES [pursuant to Article 24]														S CZ	
BILLIARD AND POOL HALLS								S CZ		S CZ					
BOWLING ALLEYS								P		P					
RECREATIONAL FACILITY (INDOOR-PRIVATE)							S CZ	P	P	P	P				
DANCE HALLS										P					
DRIVE-IN THEATERS								P		S P					
ELECTRONIC GAMING OPERATION [pursuant to 10-3(I)]												S CZ			

ENTERTAINMENT ESTABLISHMENTS (GAMES, AMUSEMENT CENTERS, ETC.)							<u>S</u> <u>P</u>	P		P					
EVENT VENUE – INDOOR-ONLY [pursuant to 10-3(K)]							<u>P</u>	<u>P</u>		<u>P</u>					
EVENT VENUE – LARGE-SCALE INDOOR/OUTDOOR [pursuant to 10-3(K)]								<u>P</u>		<u>P</u>					
GOLF COURSE, MINIATURE							<u>S</u> <u>P</u>			<u>S</u> <u>P</u>					
GOLF DRIVING RANGE							<u>S</u> <u>P</u>			<u>S</u> <u>P</u>					
GOLF, SWIMMING, AND TENNIS CLUBS [pursuant to 10-3(M)]	<u>S</u> <u>P</u>	<u>S</u> <u>P</u>		<u>S</u> <u>P</u>	<u>S</u> <u>P</u>	<u>S</u> <u>CZ</u>	<u>S</u>	P		<u>S</u> <u>CZ</u>	P				<u>S</u> <u>P</u>
HEALTH CLUBS							<u>S</u> <u>P</u>	P	P	P					P
INDOOR THEATER								P	P		P				
MARINA [pursuant to 10-3(T)]	<u>S</u> <u>P</u>	<u>S</u> <u>P</u>	<u>S</u> <u>P</u>	<u>S</u> <u>P</u>	<u>S</u> <u>P</u>	<u>S</u> <u>P</u>	<u>S</u> <u>P</u>		P						<u>S</u> <u>P</u>
RECREATION FACILITY, PRIVATE							<u>S</u> <u>P</u>	<u>S</u> <u>P</u>	<u>S</u> <u>P</u>			<u>S</u> <u>P</u>			<u>S</u> <u>P</u>
SKATING RINKS								<u>S</u> <u>P</u>		<u>S</u> <u>P</u>					
VIDEO ARCADES							<u>S</u> <u>P</u>	P		P					

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 25-28

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

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

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

The proposed amendment to the Town's UDO updates ordinance language to transition away from the use of special use permits and the quasi-judicial process. The amendment introduces the use of conditional rezoning in place of special use permits where more appropriate and establishes a permitted-by-right designation for less intensive uses or uses with clearly defined supplemental standards.

Staff believe 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.

OR

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

OR

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

Date

Planning Board Chairman
Town of Shallotte

BOARD OF ALDERMEN STATEMENT OF CONSISTENCY

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

ORDINANCE 25-28

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

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.

In keeping with the zoning authority detailed in the Town's adopted plans, 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. The amendment introduces the use of conditional rezoning in place of special use permits, where more appropriate, and establishes a permitted-by-right designation for less intensive uses or uses with clearly defined supplemental standards.

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 25-28

AN ORDINANCE AMENDING THE TOWN OF SHALLOTTE UNIFIED DEVELOPMENT ORDINANCE, SPECIFICALLY ARTICLE 10, SECTION 10-2(TABLE OF PERMITTED USES) 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(TABLE OF PERMITTED USES). 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. The amendment introduces the use of conditional rezoning in place of special use permits where more appropriate and establishes a permitted-by-right designation for less intensive uses or uses with clearly defined supplemental standards; 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(TABLE OF PERMITTED USES).

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 November 05, 2025,
and adopted at a Regular Meeting of the Board of Aldermen on November 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 XI, Item 3.

TO: Board of Aldermen

ACTION ITEM #: TXT 25-29

MEETING DATE: 11-05-2025

FROM: Brandon Eaton, Planner II

DATE

SUBMITTED:

ISSUE/ACTION REQUESTED:

**PUBLIC
HEARING:**

☒ YES ☐ NO

Request Board's review and decision of a staff-initiated amendment to the Town of Shallotte Unified Development Ordinances. Specifically, Article 10, Section 10-3(E).

BACKGROUND/PURPOSE OF REQUEST:

The proposed amendment to the Town's UDO updates ordinance language to revise the Town's zoning definition of bed and breakfasts and establishes supplemental regulations governing the use within the Town's zoning jurisdiction.

Bed and breakfast uses have been recategorized as by-right in most zoning districts, and staff believe that the use can be more effectively managed administratively based on the additional supplemental standards presented herein.

- 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 October 14, 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: ☐
DENIED: ☐

ATTEST: CLERK TO THE BOARD

**DEFERRED
UNTIL:**

SIGNATURE

OTHER:

Section 15-2: Development Standards

(A) Residential Uses; Variety of Housing. The Planned Residential Development is designed to allow a variety of dwelling types and to provide for creative approaches to the development of land. The following list and definitions is an example of some of the housing, uses and structures allowed in a Planned Residential Development.

- (9) Bed and Breakfast. A dwelling occupied by the owner-operator, in which rooms are rented to guests, for the lodging of transients for compensation and where food is served. The dwelling shall contain no more than eight four guest rooms, and the physical appearance shall be that of a 1-3 story house single-family dwelling.

Section 2-2: Definitions of Basic Terms

(25) Bed and Breakfast Inn. A house dwelling, or portion thereof, where short-term lodging rooms are rented for the lodging of transients for compensation, and where meals breakfast and light concessions are provided, in accordance with the following:

- (a) Does not serve food or drink to the general public for sale;
- (b) Serves only the breakfast meal to overnight guests of the establishment;
- (c) Includes the price of breakfast in the room rate;
- (d) Provides no more than four (4) rooms for rent; and
- (e) The operator of the inn lives on the premises or in adjacent premises [including boarding home(s) and tourist home(s)].

Section 10-3: Supplemental Use Standards

(E) Bed and Breakfast

(1) Purpose and Intent: The purpose of this section is to allow and establish regulations for bed and breakfast inns as a small-scale lodging use compatible with zoning districts that are generally residential in nature, while ensuring the preservation of neighborhood character, public safety, and the quiet enjoyment of adjacent properties.

(2) Use Standards:(A) Owner/Operator Residency

- (1) The operator of the inn shall reside on the premises in either the primary dwelling or in an accessory dwelling unit located on the same parcel.
- (2) An adjacent parcel under the same ownership may also satisfy this requirement.

(B) Food and Beverages

- (1) Food and drink shall be designated for guests only and may not be served or made for sale to the general public.
- (2) Bed and breakfast inns shall serve the breakfast meal and other light concessions only, and only to overnight guests of the inn.
- (3) The cost of breakfast shall be included in the room rate.

(C) Guest Rooms

- (1) Guest rooms shall be located within the principal dwelling.
- (2) Accessory dwellings shall not be rented to the public as guest rooms.
- (3) No kitchen facilities may be provided in guest rooms.

- (4) Bed and breakfast inns shall have a maximum of four (4) guest rooms.
- (5) Up to eight (8) guest rooms may be approved when site conditions allow for adequate parking, buffering, and neighborhood compatibility via a conditional rezoning.

(D) Maximum Occupancy

- (1) No more than two (2) adult guests per room, plus minor children, are permitted.

(E) Parking

- (1) Parking shall be provided as one (1) off-street parking space per guest room, plus two (2) off-street spaces for the owner/operator.
- (2) For inns with more than four (4) guest rooms, additional landscaping and screening requirements may apply to parking areas.

(F) Events and Gatherings

- (1) Bed and breakfast inns may not be used for events such as weddings, receptions, banquets, or similar gatherings without the issuance of a temporary use permit.

(G) Signage

- (1) One (1) non-illuminated sign not exceeding six (6) square feet, residential in character.

(H) Licensing and Permits

- (1) Bed and breakfast inns must comply with all County and State health regulations.
- (2) An inspection and grade card must be issued by Brunswick County Environmental Health, with a copy presented to the Town, before final zoning approval is given.
- (3) Any bed and breakfast inn that does not complete the required bi-annual County health inspections, maintaining a passing health grade, shall be subject to permit revocation.
- (4) In cases of permit revocation, the Town of Shallotte reserves the right to withhold issuance of any new zoning permit for a period of 365 days.

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 25-29

AN ORDINANCE AMENDING THE TOWN OF SHALLOTTE UNIFIED DEVELOPMENT ORDINANCE, SPECIFICALLY ARTICLE 10, SECTION 10-3(E)

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

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

The proposed amendment to the Town's UDO updates ordinance language to revise the Town's zoning definition of bed and breakfasts and establishes supplemental regulations governing the use within the Town's zoning jurisdiction.

Bed and breakfast uses have been recategorized as by-right in most zoning districts, and staff believe that the use can be more effectively managed administratively based on the additional supplemental standards presented herein.

OR

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

OR

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

Date

Planning Board Chairman
Town of Shallotte

BOARD OF ALDERMEN STATEMENT OF CONSISTENCY

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

ORDINANCE 25-29

AN ORDINANCE AMENDING THE TOWN OF SHALLOTTE UNIFIED DEVELOPMENT ORDINANCE, SPECIFICALLY ARTICLE 10, SECTION 10-3(E)

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

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

The proposed amendment to the Town's UDO updates ordinance language to revise the Town's zoning definition of a bed and breakfast and establishes supplemental regulations governing the use within the Town's zoning 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:

Date

Mayor
Town of Shallotte

TOWN OF SHALLOTTE ORDINANCE 25-29

AN ORDINANCE AMENDING THE TOWN OF SHALLOTTE UNIFIED DEVELOPMENT ORDINANCE, SPECIFICALLY ARTICLE 10, SECTION 10-3(E) REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT THEREWITH; AND PROVIDING AN EFFECTIVE DATE.

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

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

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

WHEREAS, The Board of Aldermen for the Town of Shallotte deems it to be in the public's best interest to amend the Unified Development Ordinance with a text amendment so as to provide for changes as set forth below to ARTICLE 10, SECTION 10-3(E). The proposed amendment to the Town's UDO updates ordinance language to revise the Town's zoning definition of bed and breakfasts and establishes supplemental regulations governing the use within the Town's zoning jurisdiction; 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 10-3(E).

See attached "Exhibit A"

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

Section 3. This ordinance shall take effect *immediately* upon passage and shall apply to any zoning permit applications submitted following that effective date.

INTRODUCED AT A Regular Meeting of the Board of Aldermen on November 05, 2025,
and adopted at a Regular Meeting of the Board of Aldermen on November 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 XI, Item 4.

TO: Board of Aldermen

ACTION ITEM #: TXT 25-30

MEETING DATE: 11-05-2025

FROM: Brandon Eaton, Planner II

DATE

SUBMITTED:

ISSUE/ACTION REQUESTED:

PUBLIC



YES



NO

HEARING:

Request Board's review and decision of a staff-initiated amendment to the Town of Shallotte Unified Development Ordinances. Specifically, Article 10, Section 10-3(L).

BACKGROUND/PURPOSE OF REQUEST:

The proposed amendment to the Town's UDO updates ordinance language to revise the Town's zoning definition of event venues and establishes supplemental regulations governing the use within the Town's zoning jurisdiction.

The Town currently does not define or regulate event centers, venues, or similar uses, and there has been a growing trend of such uses across the state.

- 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 October 14, 2025 meeting, with a modification to the definition of an event center which would exempt residential common areas and facilities maintained by an HOA from inclusion.

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: ☐
DENIED: ☐

ATTEST: CLERK TO THE BOARD

**DEFERRED
UNTIL:**

SIGNATURE

OTHER:

Section 2-2: Definitions of Basic Terms

(85) A commercial facility used to accommodate functions including, but not limited to, banquets, weddings, celebrations, dinners, festivals, concerts, or other group events. Church and religious institutions, residential common areas and facilities maintained by an HOA for use by its members, and public community centers, are not included in this definition.

(198) Recreational Facility (Indoor-Private). A privately owned, for profit indoor facility which provides accommodations for a variety ~~of~~ of organized recreational events. Such events may include sporting events, individual or group training facilities, fitness training, swimming pools. The facility may also provide ancillary services, such as a snack bar, retail equipment rental/sales,, or other support facilities. All events and provision of training shall take place indoors. Such facility may contain seating for spectators. This definition is not meant to include bowling alleys, indoor shooting/gun ranges, ~~or~~ pool halls, or special event venues.

Section 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	L1	HI	C	PUD
PUBLIC & CIVIC															
DANCE HALLS										P					
DRIVE-IN THEATERS										S					
ELECTRONIC GAMING OPERATION [pursuant to 10-3(I)]												S			
ENTERTAINMENT ESTABLISHMENTS (GAMES, AMUSEMENT CENTERS, ETC.)							S	P		P					
<u>EVENT VENUE – INDOOR-ONLY [pursuant to 10-3(L)]</u>							<u>CZ</u>	<u>P</u>		<u>P</u>					<u>P</u>
<u>EVENT VENUE – LARGE-SCALE INDOOR/OUTDOOR [pursuant to 10-3(L)]</u>					<u>CZ</u>			<u>P</u>		<u>P</u>					<u>P</u>

Section 10-3: Supplemental Use Standards

(L) Event Venues

(1) Purpose and Intent: The purpose of this section is to provide standards for the establishment and operation of event venues or special event centers, ensuring such uses contribute positively to Shallotte's economy and cultural life while protecting adjacent properties from excessive noise, traffic, and other impacts. These regulations are in addition to all other provisions of this ordinance.

(2) Type(A) Event venues – indoor only(1) Location & Zoning

(A) Indoor-only event venues capable of serving guests of twenty-five (25) or more are prohibited in any district that is residential in nature.

(B) Indoor-only event venues serving 150 or more guests require conditional rezoning.

- (C) Event venues located in residential zoning districts shall be limited in scope based on the regulations established within this Article and any other applicable section of the Town's Unified Development Ordinance.
- (D) This section does not preclude properties with state-recognized bona fide farm exemptions from operating event venues within the Town's ETJ.
- (2) Size & Capacity
 - (A) The maximum assembly space of any indoor-only event center permitted by-right shall be 8,000 square feet.
 - (B) Venues with space exceeding 8,000 square feet shall require a conditional rezoning.
 - (C) The maximum occupancy of any indoor-only event venue shall be established based on North Carolina Fire and Building Code standards.
 - (D) Any single event exceeding 200 attendees shall require a separate temporary event permit to ensure proper safety and traffic management.
- (3) Parking
 - (A) Off-street parking shall be provided at a ratio of 1 space per every 300 square feet of gross-floor area.
 - (B) Parking must be located on-site unless shared parking arrangements are included in preliminary plans and approved by the Administrator or his or her designee. See UDO Section 20-2: Shared Parking.
 - (C) Parking areas abutting adjacent properties shall include a five (5) foot wide landscaped buffer area, that is protected by curbing or wheel-stops/bumpers or shall be incorporated into a buffer required by Article 17, unless otherwise provided for in this section.
- (4) Noise & Hours of Operation
 - (A) Amplified sound, which is plainly audible from adjacent and neighboring properties is prohibited between the hours of 10:00 p.m. and 8:00 a.m. Sunday to Thursday and 11:00 p.m. to 9:00 a.m. Friday and Saturday, unless otherwise approved by temporary use permit.
 - (B) A temporary use permit shall be obtained in advance for any activity where the sound level to be produced exceeds or should be reasonably expected to exceed the sound level limits or time limits on any adjacent or neighboring property as set out in this Article.
 - (C) Indoor-only event venues shall also comply with any additional requirement of the Town's noise ordinance.
- (5) Outdoor Activities
 - (A) Outdoor activities shall be strictly ancillary to the primary building and use and shall be limited to twenty-five (25) percent of the overall use.
 - (B) Outdoor activities shall not produce any plainly audible noise that is not within the general character of neighboring properties.
- (6) Alcohol
 - (A) Sale and/or service of alcohol must strictly comply with all federal, state, and local laws and permitting regulations.
- (7) Signage
 - (A) Limited to district regulations detailed in Section 21-8 of this Ordinance.

(B) Permitted LED signs may not blink, flash, rotate, scroll, or be distracting to motorists in any way.

(C) Temporary signs such as banners or inflatables shall require the issuance of a temporary use permit for this use.

(D) Feather flags, pennants, and streamers are prohibited for this use.

(E) Temporary signs shall not be permitted in any public right-of-way.

(8) Accessory Uses

(A) Kitchens, on-site catering facilities, and limited lodging (such as a bridal suite) are permitted as accessory uses. Kitchens and catering facilities shall serve only patrons and guests of the event venue.

(B) On-site overnight accommodations for event guests (such as cabins or bunkhouses) are prohibited.

(C) Event venues shall not rent or make available to the general public any room, or collection of rooms, for transient lodging.

(9) Other Regulations

(A) Event venues are responsible for addressing event scheduling, parking, noise control, security, and waste disposal during application and plan submittal.

(B) Event venues are responsible for the conduct of patrons and guests. Venues with repeated traffic control, security and safety, noise violations, and other violations of the Town of Shallotte Unified Development Ordinance, shall be subject to permit revocation.

(B) Event venues – large-scale indoor, outdoor, or combination of the two.

(1) Location & Zoning

(A) Event venues located in zoning districts which are residential in nature shall take every measure to ensure that the use is in harmony with other uses in the district.

(B) Event venues located in residential zoning districts shall be limited in scope based on the regulations established within this Article and any other applicable section of the Town's Unified Development Ordinance.

(C) This does not preclude properties with state-recognized bona fide farm exemptions from operating event venues within the Town's ETJ.

(2) Size & Capacity

(A) In zoning districts that are residential in nature, the maximum assembly space of any single structure, or combination of structures, for a large-scale event center permitted by-right, shall be 10,000 square feet. Venues located in residential zoning districts exceeding 10,000 square feet shall require a conditional rezoning.

(B) In all other permitted zoning districts, the maximum assembly space of any single structure, or combination of structures, for a large-scale event center permitted by-right, shall be 20,000 square feet.

(C) Venues with assembly space of any single structure, or combination of structures, exceeding 20,000 square feet, shall require a conditional rezoning.

(D) The maximum occupancy of any large-scale event venue shall be established based on North Carolina Fire and Building Code standards.

(3) Parking

- (A) Off-street parking shall be provided at a ratio of 1 space per every 300 square feet of gross-floor area or 1 space for every 3 seats (whichever is greater).
- (B) Parking must be located on-site unless shared parking arrangements are included in preliminary plans and approved by the Administrator or his or her designee. See UDO Section 20-2: Shared Parking.
- (C) Parking areas abutting adjacent properties shall include a five (5) foot wide landscaped buffer area, that is protected by curbing or wheel-stops/bumpers or shall be incorporated into a buffer required by Article 17, unless otherwise provided for in this section.
- (4) Noise & Hours of Operation
 - (A) Amplified sound which is plainly audible from adjacent and neighboring properties is prohibited between the hours of 10:00 pm and 8:00 am Sunday to Thursday and 11:00 p.m. to 9:00 a.m. Friday and Saturday, unless otherwise approved by the issuance of a temporary use permit.
 - (B) A temporary use permit shall be obtained in advance for any activity where the sound level to be produced exceeds, or should be reasonably expected to exceed, the sound level limits or time limits on any adjacent or neighboring property as set out in this Article.
 - (C) Event venues shall also comply with any additional requirement of the Town's noise ordinance.
- (5) Outdoor Activities
 - (A) Outdoor areas (such as lawns, gardens, patios, or tents) may be used for events provided any additional required permits are obtained.
 - (B) No overnight camping shall be permitted.
 - (C) Trash collection must take place at the end of each day's event. Trash, junk, garbage, etc. that is not collected after each event will subject the property owner to a nuisance ordinance violation and a daily civil penalty of \$100.00 per violation.
- (6) Alcohol
 - (A) Sale and/or service of alcohol must strictly comply with all federal, state, and local laws and permitting regulations.
- (7) Event Venue Management Plan
 - (A) Event venue facilities exceeding space and/or seating for more than 150 guests will be required to submit an event venue management plan, detailing traffic and parking control, security, and cleanup measures, before final zoning compliance is issued.
 - (B) Event venues operating without adherence to a required event venue management plan are subject to civil penalties of \$100.00 per day and per violation. Zoning compliance will be revoked for all repeat offenders.
- (8) Signage
 - (A) Signs meeting district regulations detailed in Section 21-8 of this Ordinance are permitted.
 - (B) In residential zoning districts, event venues shall be limited to one freestanding sign not to exceed forty-eight (48) square feet. The maximum height of the sign shall be no greater than eight (8) feet. An LED or electronic display shall be permitted as part of the freestanding sign not to exceed sixteen (16) square feet in area.

(C) Temporary signs such as banners, feather flags, pennants, and other similar signs, are permitted only in accordance with Article 21 of this Ordinance.

(D) Temporary signs shall not be permitted in any public right-of-way.

(9) Special Events

(A) Any single event exceeding 300 attendees shall require a separate temporary event permit to ensure proper safety and traffic management.

(10) Accessory Uses

(A) Kitchens, on-site catering facilities, and limited lodging (such as a bridal suite) are permitted as accessory uses. Kitchens and catering facilities shall serve only patrons and guests of the event venue.

(B) On-site accessory buildings, structures, or dwellings used for overnight accommodation for event guests (such as cabins or bunkhouses) are permitted via a conditional rezoning.

(C) Event venues shall not rent or make available to the general public any room, or collection of rooms, for transient lodging.

(11) Other Regulations

(A) Event venues are responsible for addressing event scheduling, parking, noise control, security, and waste disposal during application and plan submittal.

(B) Event venues are responsible for the conduct of patrons and guests. Venues with repeated traffic control, security and safety, noise violations, and other violations of the Town of Shallotte Unified Development Ordinance, shall be subject to permit revocation.

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 25-30

AN ORDINANCE AMENDING THE TOWN OF SHALLOTTE UNIFIED DEVELOPMENT ORDINANCE, SPECIFICALLY ARTICLE 10, SECTION 10-3(L)

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

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

The proposed amendment to the Town's UDO updates ordinance language to revise the Town's zoning definition of event venues and establishes supplemental regulations governing the use within the Town's zoning jurisdiction.

The Town currently does not define or regulate event centers, venues, or similar uses, and there has been a growing trend of such uses across the state.

OR

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

OR

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

Date

Planning Board Chairman
Town of Shallotte

BOARD OF ALDERMEN STATEMENT OF CONSISTENCY

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

ORDINANCE 25-30

AN ORDINANCE AMENDING THE TOWN OF SHALLOTTE UNIFIED DEVELOPMENT ORDINANCE, SPECIFICALLY ARTICLE 10, SECTION 10-3(L)

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 revise the Town's zoning definition of event venues and establishes supplemental regulations governing the use within the Town's zoning jurisdiction, which is in keeping with the zoning authority detailed in the Town's adopted plans.

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 25-30

AN ORDINANCE AMENDING THE TOWN OF SHALLOTTE UNIFIED DEVELOPMENT ORDINANCE, SPECIFICALLY ARTICLE 10, SECTION 10-3(L) 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 10-3(L). The proposed amendment to the Town's UDO updates ordinance language to revise the Town's zoning definition of event venues and establishes supplemental regulations governing the use within the Town's zoning jurisdiction; 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 10-3(L).

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 November 05, 2025,
and adopted at a Regular Meeting of the Board of Aldermen on November 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 XI, Item 5.

TO: Board of Aldermen

ACTION ITEM #: TXT 25-31

MEETING DATE: 11-05-2025

FROM: Brandon Eaton, Planner II

**DATE
SUBMITTED:**

ISSUE/ACTION REQUESTED:

**PUBLIC
HEARING:**

☒ YES ☐ NO

Request Board's review and decision of a staff-initiated amendment to the Town of Shallotte Unified Development Ordinances. Specifically, Article 4, Section 4-6.

BACKGROUND/PURPOSE OF REQUEST:

The proposed amendment to the Town's UDO updates ordinance language to reflect required changes made at the state level in N.C.G.S. 160D-601(e).

The legislature of the State of North Carolina voted this month to prohibit time limits regarding refiling a petition for a "zoning map amendment, text amendment, development application, or request for development approval", from an applicant that was previously denied or withdrew an application.

- 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 October 14, 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: ☐
DENIED: ☐

ATTEST: CLERK TO THE BOARD

**DEFERRED
UNTIL:**

SIGNATURE

OTHER:

Section 4-6: Resubmission of a Denied Petition

~~Denied petitions may not be resubmitted within one (1) year of its previous denial. Petitions for amendments to this ordinance shall not be subject to time limitations when refiling a petition after a denial, in accordance with N.C.G.S. 160D-601(e).~~

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 25-31

AN ORDINANCE AMENDING THE TOWN OF SHALLOTTE UNIFIED DEVELOPMENT ORDINANCE, SPECIFICALLY ARTICLE 4, SECTION 4-6

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

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

The proposed amendment to the Town's UDO updates ordinance language to reflect required changes made at the state level in N.C.G.S. 160D-601(e).

The legislature of the State of North Carolina voted this month to prohibit time limits regarding refiling a petition for a "zoning map amendment, text amendment, development application, or request for development approval", from an applicant that was previously denied or withdrew an application.

OR

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

OR

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

Date

Planning Board Chairman
Town of Shallotte

BOARD OF ALDERMEN STATEMENT OF CONSISTENCY

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

ORDINANCE 25-31

AN ORDINANCE AMENDING THE TOWN OF SHALLOTTE UNIFIED DEVELOPMENT ORDINANCE, SPECIFICALLY ARTICLE 4, SECTION 4-6

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 reflect required changes made at the state level in N.C.G.S. 160D-601(e).

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 25-31

AN ORDINANCE AMENDING THE TOWN OF SHALLOTTE UNIFIED DEVELOPMENT ORDINANCE, SPECIFICALLY ARTICLE 4, SECTION 4-6 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 4, SECTION 4-6. The proposed amendment to the Town's UDO updates ordinance language to reflect required changes made at the state level in N.C.G.S. 160D-601(e); 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 4, SECTION 4-6.

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 November 05, 2025, and adopted at a Regular Meeting of the Board of Aldermen on November 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 XI, Item 6.

TO: Board of Aldermen

ACTION ITEM #: TXT 25-32

MEETING DATE: 11-05-2025

FROM: Brandon Eaton, Planner II

DATE

SUBMITTED:

ISSUE/ACTION REQUESTED:

PUBLIC



YES



NO

HEARING:

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.

BACKGROUND/PURPOSE OF REQUEST:

The proposed amendment to the Town's UDO updates ordinance language to amend the definition of a minor subdivision, reducing the amount of lots created from fifteen to five.

Staff feel that five lots is a more manageable and consistent number of lots to be created using the administrative review of a minor subdivision.

- 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 October 14, 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: ☐
DENIED: ☐

ATTEST: **CLERK TO THE BOARD**

**DEFERRED
UNTIL:**

SIGNATURE

OTHER:

- (247) Subdivision, Minor. The division of one existing tract of land into no more than ~~fifteen (15)~~ five (5) lots/parcels where:
- a. the entire area of the tract or parcel to be divided is 5 acres or less;
 - b. no public or private street right-of-way is created, except as permitted in Section 30-3(C);
 - c. no extension of public utilities is required;
 - d. no provision of public improvements is required; and
 - e. no improvement guarantees are proposed.
 - f. the minor subdivision process may only be utilized to subdivide a parcel once within a ten-year period.

(Ord. 11-13, 7/5/11; Ord. 13-09, 8/6/13; Ord. 20-05, 7/7/20)

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 25-32

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

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 to the Town's UDO updates ordinance language to amend the definition of a minor subdivision, reducing the amount of lots created from fifteen to five.

Staff feel that five lots is a more manageable and consistent number of lots to be created using the administrative review of a minor subdivision.

OR

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

OR

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

Date

Planning Board Chairman
Town of Shallotte

BOARD OF ALDERMEN STATEMENT OF CONSISTENCY

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

ORDINANCE 25-32

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

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 to the Town's UDO updates ordinance language to amend the definition of a minor subdivision, reducing the amount of lots created from fifteen to five. These changes are consistent with the statutory authority given to local municipalities and codified in the Town's UDO.

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 25-32

AN ORDINANCE AMENDING THE TOWN OF SHALLOTTE UNIFIED DEVELOPMENT ORDINANCE, SPECIFICALLY ARTICLE 2, SECTION 2-2 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. The proposed amendment to the Town's UDO updates ordinance language to amend the definition of a minor subdivision, reducing the amount of lots created from fifteen to five; 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.

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

SIGNED THIS _____ day of _____, 20____.

TOWN OF SHALLOTTE, NORTH CAROLINA

Mayor

ATTEST:

Town Clerk