



Shallotte Planning Board Meeting Agenda
February 10, 2026 at 5:30 PM
Meeting Chambers – 110 Cheers Street

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

AGENDA AMENDMENTS

PUBLIC COMMENT

1. APPROVAL OF AGENDA

2. APPROVAL OF MINUTES

[January](#) 13, 2026

3. CONFLICT OF INTEREST STATEMENT

[Planning](#) Board Conflict of Interest Statement

4. ACTION ITEMS

I. Zoning Text Amendment: TXT 26-02

SUP to CZ - Phase 3

Article 10, Section 10-2 (Table of Permitted Uses)

Staff Initiated

II. Zoning Text Amendment: TXT 26-03

Recreational Vehicle Sales & Service

Article 10, Section 10-3(GG)

Staff Initiated

5. OLD AND NEW BUSINESS

a. Department Report

N) ADJOURN



The Shallotte Planning Board met for their regularly scheduled meeting on January 13, 2026 at the Shallotte Town Hall Meeting Chambers with Chairman Richard Gannaway presiding.

Members Present: Maria Paslick, Edward Springer, Richard Gannaway, Ron Johnson and Amanda Dunn

Members Absent: Melodie Bryant and Amy Causey

Staff Present: Robert Waring, Brandon Eaton and Debra White

Aldermen Liaison: Absent

1. Agenda Amendment: None

2. Public Comments None

3. Approval of Agenda:

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

4. Approval of Minutes:

Ron Johnson motioned to approve the December 9, 2025 minutes as read, seconded Maria Paslick. The motion passed 5 yes, 0 no.

5. Conflict of Interest Statement

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

There was no conflict of Interest.

6. Election of Planning Board Officers

Action Taken:

Maria Paslick nominated Richard Gannaway as Planning Board Chair person. There were no other nominations for chairperson. Motion second by Amanda Dunn. The motion passed 5 yes 0 no.

Richard Gannaway nominated Edward Springer as Planning Board Vice-Chairperson. There were no other nominations for vice-chairperson. Motion second by Maria Paslick. The motion passed 5 yes 0 no.

7. Zoning Text Amendment TXT 26-01 – Citizen-Initiated Text Amendment to Town of Shallotte Unified Development Ordinances, Article 20, Section 20-3(E).

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

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

Action Taken:

Maria Paslick motioned to recommend approval to Board of Aldermen of the Zoning Text Amendment TXT 26-01, Article 20, Section 20-3(E). Motion seconded by Amanda Dunn. The motion passed 5 yes 0 no.

Ron Johnson motioned that the Shallotte Planning Board adopt the Statement of Consistency as read, seconded by Edward Springer. The motion passed 5 yes, 0 no.

Old & New Business

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

8. Adjournment

Ron Johnson made a motion to adjourn, seconded by Maria Paslick. The motion passed 5 yes 0 no.

Respectfully Submitted,

Debra White

Debra White,
Planning Board Clerk

Town of Shallotte Planning Board Conflict of Interest Statement

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

§ 160D-109. Conflicts of interest.

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

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

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

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

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

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

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



Town of Shallotte Planning Board
ACTION AGENDA ITEM
2026

Section 4, Item 1.

TO: Planning Board

ACTION ITEM #: TXT 26-02

FROM: Brandon Eaton, Planner II

MEETING DATE: 2-10-2026

**DATE
SUBMITTED:**

ISSUE/ACTION REQUESTED:

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

PUBLIC HEARING: YES NO

BACKGROUND/PURPOSE OF REQUEST:

The proposed amendment to the Town’s UDO updates ordinance language to transition away from the use of special use permits and the quasi-judicial process. 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 Planning Board may vote to *recommend to*:

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

FISCAL IMPACT:

BUDGET AMENDMENT REQUIRED: YES NO

CAPITAL PROJECT ORDINANCE REQUIRED: YES NO

PRE-AUDIT CERTIFICATION REQUIRED: YES NO

REVIEWED BY FINANCE DIRECTOR YES NO

CONTRACTS/AGREEMENTS:

REVIEWED BY TOWN ATTORNEY: YES NO N/A

ADVISORY BOARD RECOMMENDATION:

TBD

STAFF RECOMMENDATION:

Staff recommend Planning Board approval

FINANCE RECOMMENDATION: NA

ATTACHMENTS:

1. Draft Language "Exhibit A"

2. Draft Statement of Consistency

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

| PERMITTED USES | ME-14/10/6 | R-10 | RM-10 | R-15 | RA-15 | RAM-15 | CB | HB | CW | B-2 | O/I | LI | HI | C | PUD |
|---|------------|------|-------|------|-------|--------|--------------------------------|--------------------------------|-------------------------------|--------------------------------|-------------------------------|---|---|---|---------------|
| COMMERCIAL SALES AND RENTALS | | | | | | | | | | | | | | | |
| ANTIQUe SHOPS | | | | | | | P | P | P | P | \$ P | | | | CZ |
| ARTIST AND CRAFTSMAN STUDIOS, DISPLAYS, OR SHOPS | | | | | | | P | P | P | P | | | | | P |
| AUTOMOBILE AND TRUCK DEALERS | | | | | | | | \$ CZ | | \$ P | | P | | | |
| AUTOMOBILE PARTS AND SUPPLY STORE | | | | | | | | P | P | P | | | | | |
| AUTOMOBILE (INCLUDING TRUCKS) AND/OR TRAILER RENTALS | | | | | | | \$ CZ | \$ CZ | | \$ P | | | | | |
| BANKS, FINANCIAL INSTITUTIONS | | | | | | | P | P | P | P | | | | | P |
| BOAT SALES AND SERVICE | | | | | | | | P | P | P | | | | | |
| BOAT STORAGE | | | | | | | | S CZ | S CZ | S CZ | | P | | | |
| BOOK STORES | | | | | | | P | P | | P | | | | | |
| BUILDING MATERIALS SALES AND STORAGE | | | | | | | | S | | S | | P | | | |
| CARPET AND RUG DEALERS | | | | | | | \$ P | P | | P | | P | P | | |
| CELLULAR TELEPHONE STORES | | | | | | | P | P | | P | P | | | | |
| CLUB, PRIVATE | | | | | | | \$ CZ | | | S | | | | | |
| COFFEE SHOPS | | | | | | | P | P | | P | | | | | |
| CONVENIENCE FOOD STORES | | | | | | | | P | | P | | P | | | P |
| CONVENIENCE STORES (NEW CONSTRUCTION) WITH GAS PUMPS | | | | | | | | P | | P | | | | | |
| CONSIGNMENT SHOPS, USED MERCHANDISE | | | | | | | P | P | | P | P | | | | |
| COMPUTER AND ASSOCIATED EQUIPMENT STORES | | | | | | | P | P | | P | | | | | |
| ELECTRICAL AND ELECTRICAL MACHINERY, EQUIPMENT AND SUPPLIES | | | | | | | | \$ CZ | | \$ CZ | | P | | | |
| FARMER'S MARKET | | | | | | | \$ CZ | P | | P | | P | | | |
| FLEA MARKETS/VENDOR MARKETS | | | | | | | \$ CZ | \$ CZ | | \$ CZ | | P | | | |
| FLORIST SHOPS | | | | | | | P | P | P | P | | | | | P |
| FOOD STORES (less than 5,000 SF) | | | | | | | P | P | | P | | | | | P |
| FOOD, BEVERAGE, & CRAFT BREWING PROCESSING AND PRODUCTION WITH RETAIL SALES | | | | | | | P | P | P | P | | | | | |
| FUEL AND ICE DEALERS | | | | | | | | | | | | \$ C Z | \$ C Z | | |
| FURNITURE AND FIXTURES | | | | | | | S CZ | P | | P | | P | | | |
| GAS COMPANIES | | | | | | | | | | | | P | P | | |
| GLASS AND MIRROR REPAIR SALES | | | | | | | | P | | P | | P | P | | |
| GROCERY STORES (5,000 SF or greater) | | | | | | | \$ CZ | P | | P | | | | | |
| HARDWARE STORES | | | | | | | \$ CZ | \$ CZ | | \$ CZ | | P | | | P |
| ICE CREAM PARLORS AND LIKE ESTABLISHMENTS | | | | | | | P | P | | P | | | | | |
| ICE VENDING MACHINES (AUTOMATIC) | | | | | | | | P | | P | | | | | |

| PERMITTED USES | ME-14/10/6 | R-10 | RM-10 | R-15 | RA-15 | RAM-15 | CB | HB | CW | B-2 | O/I | LI | HI | C | PUD |
|---|------------|------|-------|------|-------|--------|------------------------|------------------------|------------------------|------------------------|-----|----|----|---|-----|
| LAWN AND GARDEN STORES | | | | | | | P | P | | P | | | | | |
| LEATHER PRODUCTS (no tanning) | | | | | | | P | P | | P | | | | | |
| LUMBER AND WOOD PRODUCTS, SALES [pursuant to 10-3(<u>Θ</u> <u>Q</u>)] | | | | | | | <u>\$</u> <u>CZ</u> | <u>\$</u> <u>CZ</u> | | <u>\$</u> <u>CZ</u> | | P | P | | |
| MANUFACTURED HOME SALES AND SERVICE | | | | | | | | | | <u>\$</u> <u>CZ</u> | | | | | |
| MEASURING, ANALYZING, CONTROLLING, AND OPTICAL GOODS, WATCHES, CLOCKS | | | | | | | P | P | | P | | P | | | |
| MICROBREWERY (5,000 SF or less and production of less than 1,000 barrels per year) | | | | | | | P | P | | | | | | | |
| MOTION PICTURE PRODUCTION AND DISTRIBUTION | | | | | | | | | | | | P | P | | |
| MOTORCYCLE SALES AND SERVICES | | | | | | | | <u>\$</u> <u>CZ</u> | | <u>\$</u> <u>CZ</u> | | | | | |
| OUTDOOR STORAGE FACILITY [pursuant to 10-3(AA)] | | | | | | | | <u>\$</u> <u>CZ</u> | | | | | | | |
| PAWNSHOP OR USED MERCHANDISE STORE | | | | | | | | P | | P | | | | | |
| PET SALE & SUPPLIES (excluding kennel activities, breeding operations, and/or outside storage of animals) | | | | | | | P | P | | P | | | | | |
| POTTERY AND RELATED PRODUCTS | | | | | | | P | P | P | P | | P | | | |
| PRINTING AND PUBLISHING ESTABLISHMENTS | | | | | | | <u>\$</u> <u>CZ</u> | <u>\$</u> <u>CZ</u> | | <u>\$</u> <u>CZ</u> | | P | P | | |
| PRINTING, COMMERCIAL | | | | | | | <u>\$</u> <u>CZ</u> | <u>\$</u> <u>CZ</u> | | <u>\$</u> <u>CZ</u> | | P | P | | |
| RE-UPHOLSTERY AND FURNITURE REPAIR | | | | | | | | P | | P | | P | P | | |
| RECREATIONAL VEHICLE AND UTILITY TRAILER SALES AND SERVICE | | | | | | | | <u>\$</u> <u>CZ</u> | | <u>\$</u> <u>P</u> | | P | | | |
| REFRIGERATION, HEATING, AND AIR CONDITIONING MACHINERY | | | | | | | | <u>\$</u> <u>CZ</u> | | <u>\$</u> <u>P</u> | | P | | | |
| REPAIR SHOPS (radio, television, small appliances, shoes, etc.) | | | | | | | P | P | | P | | P | P | | |
| RESTAURANTS | | | | | | | P | P | P | P | | | | | P |
| RETAIL SALES ESTABLISHMENTS (less than 5,000 SF) | | | | | | | P | P | P | P | | P | | | P |
| RETAIL STORES (5,000 SF or greater) | | | | | | | <u>\$</u> <u>CZ</u> | P | | P | | | | | |
| RETIREMENT/ELDERLY FACILITIES | | | | | | | P | P | <u>\$</u> <u>CZ</u> | | | | | | P |
| SEAFOOD MARKET | | | | | | | P | P | P | P | | P | | | |
| TOBACCO/VAPE SPECIALTY STORE [pursuant to 10-3 (<u>GG JJ</u>)] | | | | | | | | P | | P | | P | | | |
| UPHOLSTERY SHOPS | | | | | | | | P | | P | | P | P | | |
| VIDEO RENTAL | | | | | | | P | P | | P | | | | | P |
| WATER DEPENDENT COMMERCIAL USES | | | | | | | <u>\$</u> <u>CZ</u> | <u>\$</u> <u>CZ</u> | <u>\$</u> <u>CZ</u> | | | | | | |
| OFFICE AND COMMERCIAL SERVICE | | | | | | | | | | | | | | | |
| ALCOHOLIC AND/OR SUBSTANCE ABUSE REHABILITATION SERVICES, NON-RESIDENTIAL | | | | | | | | P | | P | P | P | P | | |
| ANIMAL HOSPITALS/ VETERINARIANS [pursuant to 10-3(B)] | | | | | | | | P | | P | | | | | |
| AUTOMATED TELLER MACHINES (STAND ALONE) | | | | | | | | P | P | P | P | | | | |
| AUTOMOTIVE DETAILING SERVICES | | | | | | | | | | P | | | | | |
| AUTOMOTIVE REPAIR FACILITY [Tier 1] | | | | | | | | | | P | | P | | | |
| AUTOMOTIVE REPAIR FACILITY [Tier 2] | | | | | | | | | | <u>\$</u> <u>CZ</u> | | | | | |

| PERMITTED USES | ME-14/10/6 | R-10 | RM-10 | R-15 | RA-15 | RAM-15 | CB | HB | CW | B-2 | O/I | LI | HI | C | PUD |
|--|------------|------|-------|------|-------|--------|----|-------------------------------|-------------------------------|-------------------------------|-----|--|----|---|-------------------------------|
| AUTOMOTIVE REPAIR FACILITY [Tier 3] | | | | | | | | | | | | P | | | |
| AUTOMOBILE SERVICE STATION With Fuel Pumps | | | | | | | | S CZ | | P | | | | | S CZ |
| BARBER AND BEAUTY SHOPS | | | | | | | P | P | P | P | P | | | | P |
| BAIL BONDING SERVICES | | | | | | | | P | | P | P | | | | |
| CALL CENTER | | | | | | | | P | | P | | | P | | |
| CAR WASHES | | | | | | | | S CZ | | P | | P | | | |
| CARPET AND UPHOLSTERY CLEANERS | | | | | | | | | | S CZ | | P | | | |
| CATERING ESTABLISHMENTS | | | | | | | P | P | S CZ | P | | | | | |
| COLLEGES, UNIVERSITIES, & PROFESSIONAL SCHOOLS | | | | | | | | P | | P | P | | | | |
| CONTRACTORS, BUILDING (with storage) | | | | | | | | | | S CZ | | P | | | |
| CONTRACTORS, EQUIPMENT | | | | | | | | | | S CZ | | P | | | |
| CONTRACTORS, HEAVY CONSTRUCTION | | | | | | | | | | S CZ | | P | | | |
| CONTRACTORS, SPECIAL TRADES (no storage) | | | | | | | | P | | P | | P | | | |
| COPY CENTERS | | | | | | | P | P | | P | | | | | |
| DAY CARE FACILITIES [pursuant to 10-3(F G)] | | | | | | | | P | | P | | | | | S CZ |
| DAY SPAS | | | | | | | P | P | | P | | | | | |
| DIALYSIS CENTERS | | | | | | | | P | | P | P | | | | |
| DIET CENTERS | | | | | | | | P | | P | P | | | | |
| DRY CLEANERS AND LAUNDRIES [pursuant to 10-3(G H)] | | | | | | | P | P | | P | | P | | | |
| ELECTRONIC DATA PROCESSING | | | | | | | | P | | P | P | P | P | | |
| ENGINEERING, ARCHITECTURAL, AND SURVEYING OFFICES | | | | | | | P | P | P | P | P | P | | | |
| EXTERMINATING SERVICES | | | | | | | | | | | | P | P | | |
| FORTUNE TELLERS (to include Palm Readers, Crystal Ball Reading, Tarot Card Reading, and similar fortune telling techniques). | | | | | | | | S CZ | | S CZ | | S C Z | | | |
| FUNERAL HOME [pursuant to 10-3(J K)] | | | | | | | | S CZ | | S CZ | | S C Z | | | |
| GROOMING SERVICES, ANIMALS | | | | | | | | P | | P | | P | P | | |
| INDUSTRIAL RESEARCH OFFICES AND LABORATORIES | | | | | | | | | | | | P | P | | |
| KENNEL OPERATIONS, BOARDERS, BREEDERS, AND ANIMAL SHELTERS (no outside pens, no permanent outside boarding, all operations must be located in the rear yard and must not be visible from any right-of-way) [pursuant to 10-3(N P)] | | | | | | | | S CZ | | S CZ | | P | P | | |
| LABOR UNIONS | | | | | | | P | P | | P | | | | | |
| LABORATORIES | | | | | | | | P | | P | P | P | | | |
| LOCKSMITH, GUNSMITH | | | | | | | P | P | | P | | P | | | |
| MENTAL HEALTH, INPATIENT | | | | | | | | | | S CZ | | S C Z | | | |
| OFFICE, ACCOUNTANTS CERTIFIED PUBLIC | | | | | | | P | P | | P | P | P | | | |

| PERMITTED USES | ME-14/10/6 | R-10 | RM-10 | R-15 | RA-15 | RAM-15 | CB | HB | CW | B-2 | O/I | LI | HI | C | PUD |
|--|------------|------|-------|------|-------|--------|----|-----------------|----|-----------------|-----------------|-----------------|-----------------|-----------------|-----|
| OFFICES, INCLUDING BUT NOT LIMITED TO PROFESSIONAL SERVICES (ATTORNEY, DOCTOR, HEALTHCARE PROFESSIONAL, STAFFING ETC.) | | | | | | | P | P | P | P | P | P | | | P |
| PHOTOGRAPHERS | | | | | | | P | P | P | P | P | | | | P |
| SUBSTANCE ABUSE TREATMENT FACILITY, INPATIENT | | | | | | | | § CZ | | | § CZ | | | | |
| SUBSTANCE ABUSE TREATMENT FACILITY, OUTPATIENT | | | | | | | | P | | P | P | | | | |
| TATTOO AND BODY PIERCING ESTABLISHMENTS [pursuant to 10-3(GG HH)] | | | | | | | P | P | | P | | P | | | |
| TAXIDERMIST | | | | | | | | § CZ | | | | P | P | | |
| TEACHING STUDIO (including fine arts, yoga, martial arts, etc.) | | | | | | | P | P | | P | P | | | | |
| VETERINARY SERVICES WITH CLOSED PENS | | | | | | | | | | | | P | P | | P |
| INDUSTRIAL, MANUFACTURING, AND HEAVY REPAIR | | | | | | | | | | | | | | | |
| APPAREL & ACCESSORY MANUFACTURING | | | | | | | | | | | | P | P | | |
| ASPHALT, CONCRETE, CEMENT, STONE MANUFACTURING | | | | | | | | | | | | | P | | |
| AUTOMOBILE JUNKYARD [pursuant to 10-3(C)] | | | | | | | | | | § CZ | | | § CZ | | |
| BAKERY PRODUCT, CANDY, CONFECTIONARY MANUFACTURING | | | | | | | | | | | | P | P | | |
| BOAT AND SHIPBUILDING | | | | | | | | | | | | P | P | | |
| BOTTLING | | | | | | | | | | | | P | P | | |
| BRICK AND CLAY MANUFACTURING | | | | | | | | | | | | | P | | |
| CABINET MAKING AND COUNTER TOP MANUFACTURING | | | | | | | | § CZ | | | | P | P | | |
| CARGO STORAGE CONTAINERS (including tractor trailers) | | | | | | | | | | § CZ | | P | P | | |
| CLOTHING AND FINISHED FABRIC PRODUCTS | | | | | | | | | | | | P | P | | |
| ELECTRIC MOTOR REPAIR | | | | | | | | | | | | P | | | |
| INDUSTRIAL USES NOT HAVING AN INJURIOUS EFFECT ON THE TOWN | | | | | | | | | | | | § CZ | § CZ | § CZ | |
| MACHINERY (engines, construction tools) [pursuant to 10-3(P R)] | | | | | | | | § CZ | | § CZ | | P | P | | |
| MANUFACTURING (textiles, clothing, scientific instruments, and small machine assembly) | | | | | | | | | | | | P | P | | |
| PAPERBOARD CONTAINERS AND BOXES | | | | | | | | | | | | P | P | | |
| QUARRY AND EXTRACTION OPERATION | | | | | | | | | | | | | § CZ | | |
| SCREW MACHINE PRODUCTS (bolts, nuts, screws) | | | | | | | | | | | | P | P | | |
| SMALL ENGINE REPAIR | | | | | | | | § CZ | | § CZ | | P | | | |
| TEXTILES | | | | | | | | § CZ | | § CZ | | P | P | | |
| WELDING REPAIR | | | | | | | | § CZ | | § CZ | | P | P | | |
| TRANSPORTATION, WHOLESALING, AND WAREHOUSING | | | | | | | | | | | | | | | |

| PERMITTED USES | ME-14/10/6 | R-10 | RM-10 | R-15 | RA-15 | RAM-15 | CB | HB | CW | B-2 | O/I | LI | HI | C | PUD |
|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| BUS REPAIR AND STORAGE TERMINAL ACTIVITIES | | | | | | | | | | | | § C Z | § C Z | | |
| BUS STATIONS | | | | | | | | P | | P | | | | | |
| COMMERCIAL PARKING LOTS [pursuant to 10-3(E E)] | | | | | | | | § C Z | § C Z | § C Z | | | | | § C Z |
| GAS PUMPING STATIONS (unmanned, credit cards only) | | | | | | | | P | | P | | P | | | |
| MOTOR FREIGHT TERMINALS | | | | | | | | | | | | P | P | | |
| MINI-STORAGE FACILITIES [pursuant to 10-3(U W)] | | | | | | | | § C Z | | § C Z | | P | | | |
| MINI-WAREHOUSING AND DRY STORAGE | | | | | | | | | | | | P | P | | |
| MOVERS, VAN LINES, AND STORAGE | | | | | | | | § C Z | | § C Z | | P | P | | |
| OFF-STREET AUTOMOBILE PARKING | | | | | | | P | P | | P | | P | P | | P |
| PACKAGE DELIVERY SERVICES, COMMERCIAL | | | | | | | | § C Z | | § C Z | | P | | | |
| SHIP CHANDLERS | | | | | | | | | | | | P | P | | |
| SHIPPING BROKERS, FREIGHT AND CARGO | | | | | | | | | | | | P | P | | |
| TAXI STANDS LIMITED TO 5 TAXIS | | | | | | | P | P | | P | | | | | |
| TOWING SERVICES | | | | | | | | § C Z | | § C Z | | P | | | |
| WAREHOUSE [pursuant to 10-3(H LL)] | | | | | | | | CZ | | CZ | | P | P | | |
| WAREHOUSE – FLEX SPACE [pursuant to 10-3 (H LL)] | | | | | | | | P | | P | | P | | | |
| WHOLESALE MERCHANTS | | | | | | | | P | | P | | P | P | | |
| WHOLESALE STORAGE OF GASOLINE OR BULK TERMINAL PLANTS [pursuant to 10-3(GG)] | | | | | | | | | | | | | § C Z | | |
| UTILITIES AND COMMUNICATIONS | | | | | | | | | | | | | | | |
| PUBLIC UTILITY STORAGE OR SERVICE YARDS | | | | | | | | P | | P | | P | P | | |
| PUBLIC UTILITY SUBSTATIONS/ SWITCHING STATIONS [pursuant to 10-3(BB)] | § C Z |
| PUMP STATIONS (MUNICIPALLY OWNED) | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| RADIO AND TELEVISION BROADCASTING STUDIOS | | | | | | | P | P | | P | | P | | | P |
| UTILITY STATIONS | | | | | | | § C Z | § C Z | § C Z | § C Z | § C Z | P | P | | P |
| TELECOMMUNICATION FACILITIES [pursuant to Article 18] | § C Z |
| AGRICULTURAL AND FOOD PRODUCTION | | | | | | | | | | | | | | | |
| AGRICULTURAL, HORTICULTURAL, OR HUSBANDRY USES (excluding poultry houses and hog parlors) | | | | | P | P | | | | | | | | | |
| APICULTURE (BEEKEEPING) | | | | P | P | P | | | | | | | | | |
| FISHING, COMMERCIAL | | | | | | | | | § C Z | | | P | P | | |
| FRUIT AND VEGETABLE MARKETS, WHOLESALE | | | | | | | | | | | | P | P | | |
| FOOD PROCESSING FACILITIES | | | | | | | | | | | | P | P | | |
| GREENHOUSES | | | | | | | | P | | P | | P | P | | |
| ACCESSORY AND TEMPORARY | | | | | | | | | | | | | | | |

| PERMITTED USES | MF-14/10/6 | R-10 | RM-10 | R-15 | RA-15 | RAM-15 | CB | HB | CW | B-2 | O/I | LI | HI | C | PUD |
|--|------------|------|-------|------|-------|--------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|----|----|---|-------------------------------|
| ACCESSORY DWELLING [pursuant to 10-4(A)] | P | P | P | P | P | P | P | § CZ | § CZ | § CZ | § CZ | | | | P |
| ACCESSORY STRUCTURE [pursuant to 10-4] | P | P | P | P | P | P | P | P | P | P | P | P | P | | P |
| ACCESSORY USES, OTHER [pursuant to 10-4] | P | P | P | P | P | P | P | P | P | P | P | | | | P |
| ACCESSORY RETAIL [pursuant to 10-4(E)] | | | | | | | P | P | P | P | P | P | P | | P |
| DRIVE-THROUGH FACILITIES | | | | | | | § CZ | § CZ | | § CZ | § CZ | | | | § CZ |
| DUMPSTERS AND ENCLOSURES [pursuant to 10-4(B)] | P | T | T | T | T | T | § P | P | P | P | P | P | P | | P |
| HOME OCCUPATION [pursuant to 10-4(D)] | P | P | P | P | P | P | P | P | P | P | | | | | P |
| MOBILE FOOD UNITS [pursuant to 10-3(O)] | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T |
| MODULAR/MOBILE OFFICE, TEMPORARY [pursuant to 10-3(S)] | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T |
| OUTDOOR DISPLAY AND SALES [pursuant to 10-3(Y)] | | | | | | | P | P | | P | | | | | |
| OUTDOOR STORAGE [pursuant to 10-3(Z)] | | | | | | | | | | | | P | P | | |
| STORAGE, INDUSTRIAL [pursuant to 10-3(BB)] | | | | | | | | | | | | P | P | | |
| TEMPORARY USES, OTHER | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T |
| VEHICLE STORAGE IN CONJUNCTION WITH REPAIR | | | | | | | | § CZ | | 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 26-02

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



Town of Shallotte Planning Board
ACTION AGENDA ITEM
2026

Section 4, Item II.

TO: Planning Board

ACTION ITEM #: TXT 26-03

FROM: Brandon Eaton, Planner II

MEETING DATE: 02-10-2026

**DATE
SUBMITTED:**

ISSUE/ACTION REQUESTED:

Request Planning Board’s review of a staff-initiated amendment to the Town of Shallotte Unified Development Ordinances. Specifically, Article 10, Section 10-3(GG).

PUBLIC HEARING: YES NO

BACKGROUND/PURPOSE OF REQUEST:

The proposed amendment to the Town’s UDO updates ordinance language to establish the retail sale of golf carts, ATVs, UTVs, etc. as a permitted land use, designate locations within the Town’s zoning jurisdiction where the use is permitted, and adopt minimal supplemental standards in relation to the land use.

Currently, the Town only has language permitting recreational vehicles and utility trailer sales and service, but there has been an increasing amount of interest in the sales of golf carts and similar vehicle types.

- See attached “Exhibit A”

The Planning Board may vote to *recommend to*:

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

FISCAL IMPACT:

BUDGET AMENDMENT REQUIRED: YES NO

CAPITAL PROJECT ORDINANCE REQUIRED: YES NO

PRE-AUDIT CERTIFICATION REQUIRED: YES NO

REVIEWED BY FINANCE DIRECTOR YES NO

CONTRACTS/AGREEMENTS:

REVIEWED BY TOWN ATTORNEY: YES NO N/A

ADVISORY BOARD RECOMMENDATION:

TBD

STAFF RECOMMENDATION:

Staff recommends Planning Board approval.

FINANCE RECOMMENDATION: NA

ATTACHMENTS:

- 1. Draft Language “Exhibit A”

- 2. Draft Statement of Consistency

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

- (200) Recreational Vehicle. A recreational vehicle is a vehicle which is: (a) built on a single chassis; (b) self-propelled or permanently towable by a separate self-propelled vehicle; and (c) designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational camping, travel, or seasonal use. Recreational vehicles must be ready, willing and able to move off-site within 48 hours. When a recreational vehicle is located within a special flood hazard area, the local Flood Prevention Ordinance must be met. Recreational vehicles include “park model” recreational vehicles as defined by this Ordinance.
- (201) All-Terrain Vehicle. A three or more wheeled, motorized, non-highway vehicle, with a seat that is generally straddled by the user and with handlebars for used for steering, which is designed for recreational off-road use.
- (202) Golf Cart. A four-wheeled vehicle designed and manufactured for operation on a golf course for sporting or recreational purposes that is not capable of exceeding speeds of 20 miles per hour.
- (203) Low Speed Vehicle. A four-wheeled vehicle, powered by electricity or gas and designed to be driven on public and private roadways, that has a maximum speed capability greater than 20 miles per hour but less than 25 miles per hour.
- (204) Utility Vehicles (UTVs). A four-wheeled, side-by-side seated vehicle, that is designed to be driven off-road for agricultural or other utility 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 |
|--|------------|------|-------|------|-------|--------|----|----------|----------|----------|-----|----------|-----------|---|-----|
| COMMERCIAL SALES AND RENTALS | | | | | | | | | | | | | | | |
| RE-UPHOLSTERY AND FURNITURE REPAIR | | | | | | | | P | | P | | P | P | | |
| RECREATIONAL VEHICLES, <u>GOLF CARTS AND LOW SPEED VEHICLES, ALL-TERRAIN AND UTILITY VEHICLES,</u> AND UTILITY TRAILER SALES AND SERVICE | | | | | | | | <u>S</u> | <u>C</u> | <u>N</u> | | <u>S</u> | <u>al</u> | P | |
| REFRIGERATION, HEATING, AND AIR CONDITIONING MACHINERY | | | | | | | | S | | S | | P | | | |

Section 10-3(GG):

- (GG) Recreational and Utility Vehicle and Trailer Sales and Service
 - (1) Applicability: The standards of this section shall apply to any establishment engaged in the sale, lease, rental, repair, servicing, or accessory sales of any of the following:
 - a. Recreational Vehicles (RVs)
 - b. Golf Carts
 - c. Low-Speed Vehicles (LSVs)
 - d. All-Terrain Vehicles (ATVs)
 - e. Utility Task Vehicles (UTVs)
 - f. Utility Trailers and Similar Towable Equipment
 - (2) Supplemental Standards

(A) Indoor Storage of Vehicles Overnight

(1) All ATVs, UTVs, golf carts, LSVs, and similar small recreational vehicles shall be stored inside a fully enclosed building overnight, except for vehicles awaiting customer pickup or delivery for no more than 48 consecutive hours.

(2) Recreational vehicles and utility trailers being stored outdoors overnight shall only be staged within designated areas that are part of the approved site plan.

(B) Outdoor Display and Storage

(1) Outdoor display and storage areas shall be clearly delineated on an approved site plan.

(2) Displayed vehicles and trailers shall not encroach into required parking areas, fire lanes, sidewalks, or rights-of-way.

(C) Repairs and Servicing

(1) General service and repair shall be conducted entirely within an enclosed building.

(2) Major repairs such as engine and body work, fabrication, and transmission replacement shall only be permitted in the Light Industrial (LI) zoning district.

PLANNING BOARD STATEMENT OF CONSISTENCY

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

ORDINANCE 26-03

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

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 establish the retail sale of golf carts, ATVs, UTVs, etc. as a permitted land use, designate locations within the Town’s zoning jurisdiction where the use is permitted and adopt minimal supplemental standards in relation to the land use.

The proposal aims to remain consistent with the Town’s adopted plans by promoting new economic growth, while remaining aware of the environmental impacts each use may have.

OR

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

OR

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

Date

Planning Board Chairman
Town of Shallotte



TOWN OF SHALLOTTE

PLANNING & ZONING DEPARTMENT

TO: Planning Board
FROM: Robert Waring, Planning Director
DATE: February 10, 2026
RE: Monthly Planning Department Report

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

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