



Shallotte Board of Aldermen Work Session Agenda

March 17, 2026 at 5:15 PM

Meeting Chambers – 110 Cheers Street

I. CALL TO ORDER

II. CONFLICT OF INTEREST

[1.](#) Statement

III. AGENDA AMENDMENTS & APPROVAL OF AGENDA

IV. 2026 BRUNSWICK COUNTY SCHOOLS BOND PROPOSAL

Benjamin Strauss, Communications & Marketing Coordinator

Dale Cole, Superintendent

V. PUBLIC HEARING

[1.](#) **TXT 26-01 (CB Gravel Parking) *Continued from 3/3/26***

1. Motion to open public hearing

2. Public Comments/Questions

3. Motion to close public hearing

4. Board Comments-Questions

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

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

VI. FUQUAY-VARINA INTERBASIN TRANSFER

[1.](#) Email Request - Impact Letter

VII. PERSONNEL POLICY

[A.](#) Section 8: Changes to Employee Information

VIII. DISCUSSION

IX. 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).)



Town of Shallotte Board of Aldermen
ACTION AGENDA ITEM
2026

Section V, Item 1.

TO: Board of Aldermen

ACTION ITEM #: TXT 26-01

FROM: Brandon Eaton, Planner II

MEETING DATE: 03-17-2026

**DATE
SUBMITTED:**

ISSUE/ACTION REQUESTED:

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

PUBLIC HEARING: YES NO

BACKGROUND/PURPOSE OF REQUEST:

Per the Board’s direction, Mr. McMullan was asked to attend the meeting.

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

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

- See attached “Exhibit A”

The Board may vote to:

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

FISCAL IMPACT:

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

CONTRACTS/AGREEMENTS:

REVIEWED BY TOWN ATTORNEY: YES NO N/A

ADVISORY BOARD RECOMMENDATION:

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

STAFF RECOMMENDATION:

Staff recommends Board approval of the proposed amendment.

FINANCE RECOMMENDATION: NA

ATTACHMENTS:

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

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

Section 20-3: Requirements for Parking Lots

(E) ~~Required~~ Off-street parking areas, including drive and access ways, shall be installed using impervious surface materials such as asphalt, concrete, or similar for all parking facilities, and shall be designed to support the fire apparatus and other anticipated traffic loads. In the Central Business (CB), and all industrial zoning districts, parking facilities containing fewer than twenty (20) spaces may utilize pervious materials such as gravel for parking lot surfaces, subject to the conditions outlined herein:

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

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

PLANNING BOARD STATEMENT OF CONSISTENCY

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

ORDINANCE 26-01

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

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

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

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

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

OR

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

OR

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

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

BOARD OF ALDERMEN STATEMENT OF CONSISTENCY

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

ORDINANCE 26-01

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

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

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

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

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

OR

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

OR

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

Date

Mayor
Town of Shallotte

**TOWN OF SHALLOTTE
ORDINANCE 26-01**

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

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

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

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

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

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

ARTICLE 20, SECTION 20-3(E).

See attached “Exhibit A”

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

Section 3. This ordinance shall take effect *immediately* upon passage and shall apply to any zoning permit applications submitted following that effective date.
INTRODUCED AT A Regular Meeting of the Board of Aldermen on March 17, 2026, and adopted at a Regular Meeting of the Board of Aldermen on March 17, 2026.

SIGNED THIS _____ day of _____, 20____.

TOWN OF SHALLOTTE, NORTH CAROLINA

Mayor

ATTEST:

Town Clerk



Town of Shallotte

ACTION AGENDA ITEM

2026

TO: Board of Aldermen

ACTION ITEM #:

FROM: Mimi Gaither
EXT. #

MEETING DATE:

3/17/26

DATE SUBMITTED:

ISSUE/ACTION REQUESTED:

Authorize Mayor or Town Manager to sign letter to the NC Environmental Management Commission regarding the proposed Fuquay-Varina Interbasin Transfer (IBT)

PUBLIC HEARING:

YES NO

BACKGROUND/PURPOSE OF REQUEST:

CFCOG Executive Director Allen Serkin is requesting the Town sign an impact letter once it is finalized. The letter will need to be submitted to the EMC before the April 1st deadline. Email attached.

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: *-approve-Mog*

FINANCE RECOMMENDATION: N/A

ATTACHMENTS:

- 1. Allen Serkin's email
- 2.
- 3.

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

From: Allen Serkin <aserkin@capefearcog.org>
Sent: Thursday, March 5, 2026 5:22 PM
To: Becky Lanier; Sharon A. Niemann; townmanager@townofbelville.com; Tanya Shannon; ghargrove@cityofbsl.org; Mary Etta Hewett; Daralyn Spiver; steve.stone@brunswickcountync.gov; Kristen Wells; jgantt@burgawnc.gov; Kim Ward; bruce.oakley@carolinabeach.gov; Niki Hewett; chicks@carolinashoresnc.com; Beth Usery; jpierce@caswellbeach.org; April Radford; Allen Serkin; Peggy Moore; hfinnell@hbtownhall.com; bryan.chadwick@hbtownhall.com; Beth Chase; m.sanders@tokb.org; Sabrena Reinhardt; dhollis@townofleland.com; Kym Crowell; ccoudriet@nhcgov.com; Casey Reeves Hayes; justin@oibgov.com; tshoulder@pendercountync.gov; csawyer@pendercountync.gov; Sabrina Child; Natalie Goins; mgaither@townofshallotte.org; kklamar@sunsetbeachnc.gov; Carla Citarelli; kbreuer@surfcitync.gov; Rochelle Jagst; cburke@topsailbeachnc.gov; Cassandra Parrish; Penelope (Penny) Spicer-Sidbury; becky.hawke@wilmingtonnc.gov; Lance Heater; hbrigman@towb.org
Cc: Kenneth Waldroup - Cape Fear Public Utility Authority (Kenneth.Waldroup@cfpua.org); Kara Spencer; Buckland, Tim (tbuckland@nhcgov.com); Tony McEwen (tony@floodcoalition.org); Niel Brooks - Town of Leland (nbrooks@townofleland.com); Mallin, Michael A.; Chris Giesting
Subject: Governing board request

Managers and Clerks,

Many of your governing boards adopted resolutions in opposition to the Town of Fuquay-Varina’s Interbasin Transfer (IBT) request that proposes to permanently transfer more than 6 MGD from the Cape Fear River for the benefit of Fuquay-Varina but to the detriment of all of us downstream. The COG hand-delivered a stack of more than 20 of those resolutions to the Environmental Management Commission (EMC) at their public hearing in Pittsboro in December. Thank you for your engagement on this important issue.

Now we have assembled a working group of professionals across multiple disciplines to develop a follow-up response in the form of a letter that more specifically addresses the criteria from NCGS ?143-215.22L that the EMC must use to evaluate the adequacy of the IBT request. The letter will discuss specific points related to the water quality and water quantity impacts of the proposed IBT, several flaws with the environmental study, and flaws of the decision-making process for IBTs. The letter must be submitted to the EMC by April 1, the public comment deadline.

We hope that each of your communities will agree to sign onto the letter, but it likely won’t be available until after most of your governing boards have met for the last time before the submittal deadline. Therefore, we are asking that you discuss this with your Board at their next meeting, and we request that, if they are willing, they grant permission for either the mayor, chair, or manager to sign the letter on behalf of the board. We will distribute a copy of the letter once it is completed. Please don’t hesitate to reach out to me if you have any questions.

Allen Serkin
Executive Director
Cape Fear Council of Governments
(910) 395-4553 office
(910) 274-0341 direct
(910) 833-0380 mobile



Town of Shallotte

ACTION AGENDA ITEM

2026

TO: Board of Alderman

ACTION ITEM #: _____

FROM: Mimi Gaither, Town Manager
EXT. #

MEETING DATE: _____

DATE SUBMITTED: 03/04/2026

ISSUE/ACTION REQUESTED: Approval of Article I, Section 8 of the Personnel Policy, establishing a new section titled "Changes to Employee Information."

PUBLIC HEARING: YES NO

BACKGROUND/PURPOSE OF REQUEST:

To add a policy section on "Changes to Employee Information" to protect employees' personal information, reduce the risk of fraud, and ensure records remain accurate and up to date.

FISCAL IMPACT:

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

CONTRACTS/AGREEMENTS:

REVIEWED BY TOWN ATTORNEY: YES NO N/A

ADVISORY BOARD RECOMMENDATION:

TOWN MANAGER'S RECOMMENDATION:.. *approval moz*

FINANCE RECOMMENDATION: N/A

ATTACHMENTS:

1. Section 8: Changes to Employee Information
- 2.
- 3.

ARTICLE I. GENERAL PROVISIONS

Section 8. Changes to Employee Information

Employees are responsible for promptly notifying the Finance or Human Resources Department of any changes to their personal information, including but not limited to legal name, home address, telephone number, emergency contacts, marital status (if benefit-related), tax withholding status, direct deposit information, and professional licensure or certification status. All changes must be made in person by completing the appropriate forms and submitting them to the Finance or Human Resources Department within 30 days of the change. Required forms must be requested, fully completed, and accompanied by any necessary supporting documentation. Maintaining accurate and current information is necessary to ensure proper payroll processing, benefits administration, compliance with legal requirements, and effective communication.