



Shallotte Planning Board Meeting Agenda

October 14, 2025 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

[September](#) 09, 2025

3. CONFLICT OF INTEREST STATEMENT

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

4. ACTION ITEMS

[I.](#) Zoning Text Amendment: TXT 25-28

SUP to Conditional Rezoning (Phase 2)

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

Staff Initiated

[II.](#) Zoning Text Amendment: TXT 25-29

Bed and Breakfast

Article 10, Section 10-3(E).

Staff Initiated

[III.](#) Zoning Text Amendment: TXT 25-30

Event Venues

Article 10, Section 10-3(L).

Staff Initiated

IV. Zoning Text Amendment: TXT 25-31

Resubmission of a Denied Petition - Statutorily Required Update

Article 4, Section 4-6.

Staff Initiated

V. Zoning Text Amendment: TXT 25-32

Minor Subdivision Definition Update

Article 2, Section 2-2.

Staff Initiated

5. OLD AND NEW BUSINESS

a. Planning Report

N) ADJOURN



**Town of Shallotte
Planning Board Meeting
September 9, 2025
5:30 PM**

The Shallotte Planning Board met for their regularly scheduled meeting on September 9, 2025 at the Shallotte Town Hall Meeting Chambers with Chairman Richard Gannaway presiding.

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

Members Absent: Melodie Bryant

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 Ron Johnson. The motion passed 6 yes, 0 no.

4. Approval of Minutes:

Ron Johnson motioned to approve the August 12, 2025 minutes as read, seconded Amy Causey. The motion passed 6 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. 2025 Shallotte Collector Street Plan Adoption - Transportation Project Manager, Andrew Babb, with Bolton & Menk, Inc., presented the final draft of the Shallotte Collector Street Plan.

The final document provides a list of new roads (collector streets), capacity upgrades, & multi-modal recommendations.

The plan would be used primarily when reviewing new development, but could also provide potential projects for the NCDOT prioritization process. It should be noted that the plan is a guide and does not exactly identify new road locations or final designs.

Action Taken:

Edward Springer motioned to recommend approval to the Board of Aldermen to adopt the 2025 Shallotte Collector Street Plan as presented, seconded by Maria Paslick. The motion passed 6 yes, 0 no.

7. Zoning Map Amendment ANX 25-26 - Staff Initiated Text Amendment to Town of Shallotte Unified Development Ordinances, Article 10, Section 10-3 (O).

The proposed amendment to the Town's UDO updates ordinance language, exchanging the use of "food trucks and pushcarts" to the more inclusive "mobile food units" in regulating the use within the Town's jurisdiction.

The proposed amendment also adds language prohibiting mobile food units from being used as an accessory kitchen for a brick-and-mortar establishment.

Action Taken:

Maria Paslick motioned to recommend approval to Board of Aldermen of the Zoning Text Amendment TXT 25-26, Article 10, Section 10-3 (O). Motion seconded by Amy Causey. The motion passed 6 yes 0 no.

Ron Johnson motioned that the Shallotte Planning Board adopt the Statement of Consistency as read, seconded by Amanda Dunn. The motion passed 6 yes, 0 no.

Old & New Business

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

8. Adjournment

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

Respectfully Submitted,

Debra White

Debra White,
Planning Board Clerk

Town of Shallotte Planning Board Conflict of Interest Statement

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

§ 160D-109. Conflicts of interest.

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

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

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

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

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

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

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



Town of Shallotte Planning Board
ACTION AGENDA ITEM
2025

Section 4, Item I.

TO: Planning Board

ACTION ITEM #: TXT 25-28

MEETING DATE: 10-14-2025

FROM: Brandon Eaton, Planner II

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:	☐
DENIED:	☐
ATTEST:	CLERK TO THE BOARD
DEFERRED UNTIL:	_____
OTHER:	SIGNATURE

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



Town of Shallotte Planning Board
ACTION AGENDA ITEM
2025

Section 4, Item II.

TO: Planning Board

ACTION ITEM #: TXT 25-29

MEETING DATE: 10-14-2025

FROM: Brandon Eaton, Planner II

**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(E).

**PUBLIC
HEARING:**

☐ YES ☒ NO

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 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:	☐
DENIED:	☐
ATTEST:	CLERK TO THE BOARD
DEFERRED UNTIL:	_____
OTHER:	SIGNATURE

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



Town of Shallotte Planning Board
ACTION AGENDA ITEM
2025

Section 4, Item III.

TO: Planning Board

ACTION ITEM #: TXT 25-30

MEETING DATE: 10-14-2025

FROM: Brandon Eaton, Planner II

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(L).

PUBLIC

☐

YES

☒

NO

HEARING:

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 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

ACTION OF THE BOARD OF ALDERMEN

APPROVED:

☐

ATTEST:

CLERK TO THE BOARD

DENIED:

☐

**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, 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	L/I	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



Town of Shallotte Planning Board
ACTION AGENDA ITEM
2025

Section 4, Item IV.

TO: Planning Board

ACTION ITEM #: TXT 25-31

MEETING DATE: 10-14-2025

FROM: Brandon Eaton, Planner II

**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 4, Section 4-6.

**PUBLIC
HEARING:**

☐ YES ☒ NO

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 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

ACTION OF THE BOARD OF ALDERMEN

APPROVED:

☐

ATTEST:

CLERK TO THE BOARD

DENIED:

☐

**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



Town of Shallotte Planning Board
ACTION AGENDA ITEM
2025

Section 4, Item V.

TO: Planning Board

ACTION ITEM #: TXT 25-31

MEETING DATE: 10-14-2025

FROM: Brandon Eaton, Planner II

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 2, Section 2-2.

PUBLIC

HEARING:

☐

YES

☒

NO

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 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:	☐	ATTEST:
DENIED:	☐	CLERK TO THE BOARD
DEFERRED UNTIL:		
OTHER:	SIGNATURE	

- (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.

(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



TOWN OF SHALLOTTE

PLANNING & ZONING DEPARTMENT

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

TO: Planning Board
FROM: Robert Waring, Planning Director
DATE: October 14, 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 September 9 to review the following:
 - a. A presentation/of the Town's 2025 Collector Street Plan
 - b. A zoning text amendment updating food truck/vendor regulations
 - c. The Board's next meeting is scheduled for October 14.
2. TRC met on September 18 to review the following:
 - a. The Hayden Point Annexation & PUD zoning request
 - b. The Bay Road Landing preliminary subdivision plans
 - c. The next meeting scheduled for October 16
3. Staff attended a follow-up TCC meeting with NCGSATS
 - a. FY 24 DA projects were approved
4. Staff attended the bi-monthly traffic impact analysis meetings with NCDOT
5. Staff attended the orientation meeting for the State's RCCP grants
6. Staff distributed final draft of the Town stormwater updates to engineering & public works and will work to have the draft on the October planning Board agenda
7. Staff met with engineer/design team & GC for Price Landing project to assess completion timelines
8. Staff met with Mr. McMullen to discuss fire code & parking issues with a Main St. property
9. Staff met with Mr. Torbit to discuss housing for the recovery center clients
10. Staff met with developers to discuss potential annexation/developments in the Wildwood, Grey Bridge Road, & Village Pt areas
11. Please forward any zoning or nuisance complaints to Brandon Eaton, Planner,
beaton@townofshallotte.org Phone: (910) 754-4032
12. The Town collected \$225,861 for September 2025
 - a. Fees collected in September 2024 totaled \$16,425