



Shallotte Planning Board Meeting Agenda
January 13, 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

[Planning](#) Board Minutes - December 09, 2025

3. CONFLICT OF INTEREST STATEMENT

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

4. ACTION ITEMS

I. Members of the Board shall nominate & elect a Chairperson

II. Members of the Board shall nominate & elect a Vice Chairperson

[III.](#) Zoning Text Amendment: TXT 26-01

5. OLD AND NEW BUSINESS

[a.](#) Department Report

N) ADJOURN



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

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

Members Present: Maria Paslick, Edward Springer, Richard Gannaway, Ron Johnson, Melodie Bryant and Amy Causey

Members Absent: Amanda Dunn

Staff Present: Robert Waring, Brandon Eaton and Debra White

Aldermen Liaison: Absent

1. Agenda Amendment: None

2. Public Comments None

3. Approval of Agenda:

Maria Paslick motioned to approve the agenda as presented, seconded by Melodie Bryant. The motion passed 6 yes, 0 no.

4. Approval of Minutes:

Melodie Bryant motioned to approve the November 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. Zoning Text Amendment TXT 25-35 – Citizen-Initiated Text Amendment to Town of Shallotte Unified Development Ordinances, Article 21, Section 21-13 (D) to allow Rooftop Signage in Central Business on commercial structures that are located more than 150 feet off the center line of Main Street. (Exhibit A)

Staff drafted a proposed alternate language that would allow rooftop signage on all commercial structures within the Central Business zoning with supplement standards outlined. (Exhibit B).

Action Taken:

Ron Johnson motioned to recommend approval to Board of Aldermen Exhibit B of the Citizen-Initiated Text Amendment to Town of Shallotte Unified Development Ordinances, Article 21, Section 21-13 (D) to allow Rooftop Signage in Central Business, with corrections below:

- #6 to change wording to state “with no signs to go above the roof ridge” instead of “maximum building height.”
- Add language stating “for commercial structures that are located more than 150 feet off the center line of Main Street.”

Motion seconded by Melodie Bryant. The motion was tied 3 yes 3 no. Maria Paslick, Richard Ginnaway and Amy Causey voted no.

A second motion was made.

Maria Paslick motioned to recommend denial to Board of Aldermen of the Citizen-Initiated Text Amendment to Town of Shallotte Unified Development Ordinances, Article 21, Section 21-13 (D) to allow Rooftop Signage in Central Business on commercial structures that are located more than 150 feet off the center line of Main Street. (Exhibit A). Motion seconded by Amy Causey. The motion was approved 4 yes 2 no. Ron Johnson and Melodie Bryant voted no.

Maria Paslick motioned that the Shallotte Planning Board adopt the Statement of Consistency as read, seconded by Edward Springer. The motion passed 6 yes, 0 no.

7. Zoning Text Amendment TXT 25-34 - Staff Initiated Text Amendment to Town of Shallotte Unified Development Ordinances, Article 10, Section 10-3(G).

The proposed amendment to the Town’s UDO updates ordinance language to create a zoning definition of “Data Centers” as a use and establishes supplement regulations governing such use within the Town’s zoning jurisdiction.

Data centers are becoming more common with advancements in artificial intelligence and other technologies. Areas across the State of North Carolina have started seeing more interest in data centers as a land use. Staff believes a proactive approach of allowance via conditional rezoning in Heavy Industrial zoning district is key.

Action Taken:

Maria Paslick motioned to recommend approval to Board of Aldermen of the Zoning Text Amendment TXT 25-34, Article 10, Section 10-3(G). Motion seconded by Edward Springer. The motion passed 6 yes 0 no.

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

Old & New Business

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

8. Adjournment

Edward Springer made a motion to adjourn, seconded by Ron Johnson. 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
2026

Section 4, Item III.

TO: Planning Board

ACTION ITEM #: TXT 26-01

FROM: Brandon Eaton, Planner II

MEETING DATE: 01-13-2026

**DATE
SUBMITTED:**

ISSUE/ACTION REQUESTED:

Request Planning Board’s review 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:

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 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 for the installation of these types of parking areas if the property falls within the CAMA Urban Waterfront designation.

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: _____
DENIED: <input type="checkbox"/>	CLERK TO THE BOARD
DEFERRED UNTIL: _____	SIGNATURE
OTHER:	

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:

Date

Planning Board Chairman
Town of Shallotte

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.



TOWN OF SHALLOTTE

PLANNING & ZONING DEPARTMENT

TO: Planning Board
FROM: Robert Waring, Planning Director
DATE: January 13, 2026
RE: Monthly Planning Department Report

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

1. The Planning Board met on December 9 to review the following:
 - a. TXT 25-35 Rooftop Signs & TXT 25-34 Data Centers
 - b. The Board’s next meeting is scheduled for January 13.
2. TRC met December 18 to review the following:
 - a. SUB 25-025 Preliminary Subdivision, 85 Lots Forest St. Ext.
 - b. The next meeting scheduled for January 15
3. Staff attended the bi-monthly traffic impact analysis meetings with NCDOT
4. Staff attended the November GSATS TCC meeting
 - a. The Town’s 2025 Collector Street Plan was recommended for approval to the TAC
 - b. Staff met with GSATS to discuss approval of the Town’s 2024 DA grant project
5. Staff is still awaiting additional applications for the Community Action Team:
 - a. Michael Norton, PE & Eugene Carrette
 - b. Staff recommends appointing them to serve on the committee and seeking three additional committee members
6. Staff met with developers regarding the potential subdivision (major) of portions of the Brierwood fairways
 - a. Staff informed them that we would not be able to sign a minor sub plat for the area given the Town’s limitations on minor subdivisions;
 - b. No applications for major subdivision have been submitted
7. Staff has not received any alternatives for the GSATS/NCDOT adaptive signalization project discussed for Main St.
8. Staff participated in interviews for the Chief of Police position
9. Staff conducted the final zoning inspection for Biscuitville @ 4425 Main St.
10. Please forward any zoning or nuisance complaints to Brandon Eaton, Planner, beaton@townofshallotte.org Phone: (910) 754-4032
11. The Town collected \$118,163 for December 2025
 - a. Fees collected in December 2024 totaled \$47,376