Shallotte Planning Board Meeting Agenda

October 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

Approval of the September 08, 2026 Planning Board Minutes

3. CONFLICT OF INTEREST STATEMENT

Prior to consideration of agenda items, Planning Board members shall disclose any potential conflicts of interest that may affect their ability to participate in the discussion or voting on matters before the Board, in accordance with N.C.G.S. § 160D-109, as detailed in the attached statement.

4. ACTION ITEMS

I. Recognition of Ron Johnson's service to the Town and Planning Board

II. Rezoning Petition-Pine Lake Dr. SW

1.16 Acres

Owen Ventures, Inc.

From PUD to R-10

III. PRD Master Plan Revision

4.28 Acres Parcel 21300041

Sugarberry Drive

Rourk Woods Investments, LLC.

Rear Setback Adjustment

IV. TXT 26-13

Request Planning Board's review of a staff-initiated amendment to the Town of Shallotte Unified Development Ordinance to update Home Occupation regulations. Specifically, Section 10-4(D).

5. OLD AND NEW BUSINESS

a. Planning Department Report - September 2026

N) ADJOURN

TOWN OF SHALLOTTE
PLANNING BOARD MEETING
SEPTEMBER 8, 2026
5:30 P.M.

MEMBERS PRESENT:
- Richard Gannaway
- Edward Springer
- Ron Johnson

MEMBERS ABSENT:
- Melodie Bryant
- Maria Paslick
- Amy Causey
- Amanda Dunn

STAFF PRESENT:
- Robert Waring, Planning Director
- Natalie Goins, Town Clerk
- Damion Fulford, Planner

The Planning Board meeting scheduled for September 8, 2026 was unable to be convened due to the lack of a quorum. No business was conducted and no action was taken.

Respectfully submitted,

Natalie Goins,
Town Clerk

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

TO: Planning Board

FROM: Robert Waring, Planning Director

ACTION ITEM #: REZ 26-019
MEETING DATE: 10/13/2026
DATE SUBMITTED:

ISSUE/ACTION REQUESTED: Review a request to rezone a parcel from PUD to R-10 & provide the Board of Aldermen a recommendation.

PUBLIC HEARING: ☐ YES ☐ NO

BACKGROUND/PURPOSE OF REQUEST:
The parcel in question (Parcel ID # 2130003809) is a 1.46-acre (63,598 ft^2) tract located along Pine Lake Dr. SW. The property was included in a rezoning for the Summer's Walk PUD, although no use was identified on the master plan.

The owner has requested that the property be rezoned so as to be developed independently of the neighboring project.

Residential-10 zoning has a max density of 6 units/acre and requires a 10,000 Ft^2 lot, 75' wide, with setbacks as follows:
Front: 30'
Side: 8'
Rear: 20'

PUD zoning also has a max density of 6 units/acre, setbacks are determined by the PUD master plan.

The property's size is below the threshold of a PUD or conditional rezoning that would require a master plan.

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

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: NA

STAFF RECOMMENDATION: Staff requests that the Planning Board recommend to the Board of Aldermen that the R-10 zoning be approved

FINANCE RECOMMENDATION: NA

ATTACHMENTS:

1. Rezoning Application
2. Area Map
3. Permitted Use Table
4. Draft Statement of Consistency

ACTION OF THE PLANNING BOARD

APPROVED: ☐ **ATTEST:** **CLERK TO THE BOARD**

DENIED: ☐

DEFERRED UNTIL: _____ _____

SIGNATURE

OTHER:

Docusign Envelope ID: C276B435-732B-8D58-80B6-D50BEA079350

REZONING PETITION

Official Use	
P&Z #:	-
Date Rec'd:	-
Rec'd By:	-
Amount Paid: $	-

Town of Shallotte • PO Box 2287, Shallotte, NC 28459 • 106 Cheers Street, Shallotte, NC 28470 • Phone: (910) 754-4032 • Fax: (910) 754-2740

All petitions for rezoning must be complete and accompanied by the application fee of **$330.00** (150.00 plus a $180.00 advertising fee), payable in cash or by check made to the Town of Shallotte. Applicants will also be responsible for any additional advertising costs, which will be billed at a later time. All fees must be paid in full before an application will be submitted for review by the Planning Board or Board of Aldermen. Applicants are responsible for attending all Planning Board and Board of Aldermen meetings where this application will be considered.

A rezoning is a change in the zoning of a tract of land. Rezonings are also known as map amendments and are amendments to the Unified Development Ordinance (UDO). Article 9 of the UDO describes the zoning districts within the Town's zoning jurisdiction. Article 10 identifies which uses are allowable in each zoning district and whether a use is permitted by right or as a conditional use. Article 4 describes the procedures for amending the UDO.

Project Name (if applicable): Owen Ventures, Inc parcel		
SECTION 1: APPLICANT INFORMATION		
Petitioner Name:		
Mailing Address: 118 Drake Road, Hampstead, NC 28443		
Phone: 9197991551	Fax: N/a	Email: krrywn@gmail.com
SECTION 2: PROPERTY OWNER INFORMATION (if different from above)		
Owner Name(s): Kerry Owen, Owen Ventures, Inc		
Mailing Address: 118 Drake Rd, Hampstead, NC		
Phone: 9197991551	Fax: N/a	Email: krrywn@gmail.com
SECTION 3: PROPERTY INFORMATION		
Street Address and/or Description of Location: TR-P/O 2 1.46AC PL-17/88 Pine Lake Drive, Shallotte, NC		
Parcel Tax ID #(s): 2130003809	Total Site Acres or Square Feet: 1.46 1.46 acres	
Current Zoning District(s):		
Proposed Zoning District(s):		
NOTE: If any portion of a proposed zoning district boundary does not follow an existing property line, the petition must include fifteen (15) 24" x 36" maps prepared by a licensed surveyor providing bearings and distances of such zoning district boundaries.		

Docusign Envelope ID: C276B435-732B-8D58-80B6-D50BEA079350

SECTION 4: LAND USE COMPATIBILITY ANALYSIS

Future Land Use Map designation:

Is the proposed zoning consistent with the Land Use Plan? ☒ YES ☐ NO

Please explain why the proposed zoning is or is not consistent with the Land Use Plan and other adopted plans (use additional sheets as necessary):

Do not know if the zoning was changed when the developer bought and developed the land to built a housing development. The 1.46 acres needs to be zoned R-10 on Pine Lake Drive.

SECTION 5: STATEMENT OF REASONABLENESS

Please describe why the proposed rezoning is reasonable, including how it is appropriate in relation to its surroundings and how it benefits the town and the neighboring properties (use additional sheets as necessary):

I want to continue what the developer built on that road and sub divide that 1.46 acres to be able to build several homes on that parcel.

SECTION 6: SUPPLIMENTAL INFORMATION REQUIRED

Each rezoning petition use must include:

- ☐ An application fee of $330.00 in cash or check made payable to the Town of Shallotte.
- ☐ If any portion of a proposed zoning district boundary does not follow an existing property line, the petition must include three (3) paper maps and one (1) digital copy (PDF, CAD, or GIS file) prepared by a licensed surveyor providing bearings and distances of such zoning district boundaries.
- ☐ A notarized letter of authorization, if acting as the agent for the property owner(s).

SECTION 7: APPLICANT/OWNER SIGNATURE

In filing this Rezoning Petition, I hereby certify that I am authorized to submit this application and that all of the information presented in this application is accurate to the best of my knowledge, information, and belief.

Signature: DocuSigned by: Kerry Owen 43A779F9DB834CA... Date: 8/11/2026

Official Use Only

Planning Board Hearing Date: _____ Recommendation: _____ Staff: _____

Board of Aldermen Hearing Date: _____ Action: _____ Staff: _____

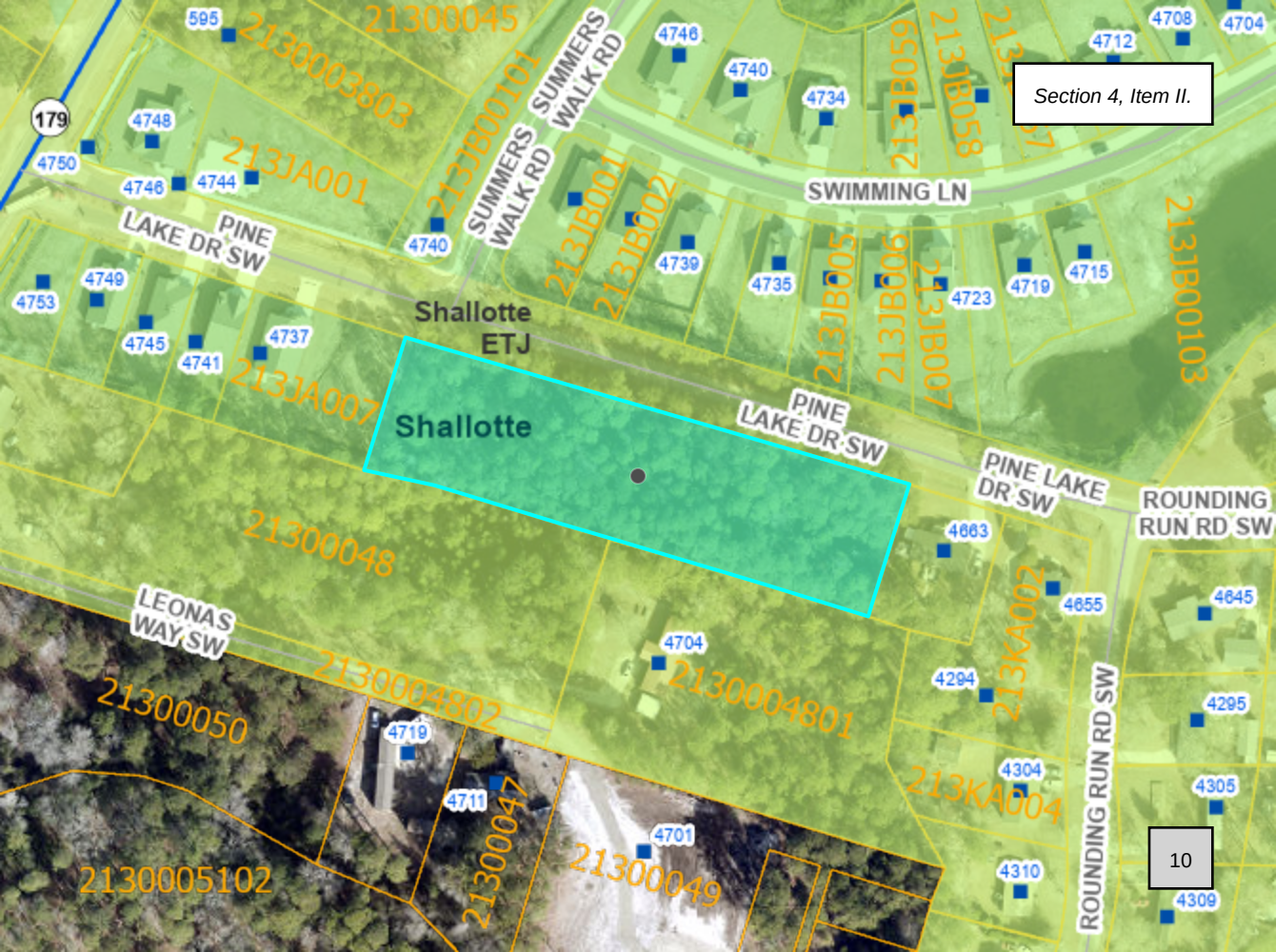

595
21300045
2130003803
179
4748
4750
4746
4744
213JA001
213JB0101
SUMMERS WALK RD
SUMMERS WALK RD
4746
4740
4734
213JB059
213JB058
4712
4708
4704
SWIMMING LN
PINE LAKE DR SW
4740
213JB001
213JB002
4739
4735
213JB005
213JB006
213JB007
4723
4719
4715
213JB0103
4749
4753
4745
4741
4737
213JA007
Shallotte ETJ
Shallotte
PINE LAKE DR SW
PINE LAKE DR SW
ROUNDING RUN RD SW
21300048
4663
4655
4645
LEONAS WAY SW
2130004802
21300050
4704
2130004801
4294
213KA002
4295
4719
4711
21300047
4701
21300049
213KA004
4304
4305
ROUNDING RUN RD SW
2130005102
4310
4309

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	LI	HI	C	PUD
RESIDENTIAL – HOUSEHOLD LIVING															
DWELLING, MULTI-FAMILY (MAJOR) [pursuant to 10-3(I)]	CZ	CZ	CZ				CZ	CZ	CZ	CZ					P
DWELLING, MULTI-FAMILY (MINOR) [pursuant to 10-3(I)]	P	CZ	CZ				CZ	CZ	CZ	CZ					P
DWELLING, SINGLE-FAMILY (excluding manufactured homes)	P	P	P	P	P	P	CZ	CZ	CZ	CZ	P				P
DWELLING, (DUPLEX)	P	P	P												P
DWELLING, (TOWNHOUSE)	P	P	P								P				P
MANUFACTURED HOME, CLASS A [pursuant to 10-3(Q)]			P			P									
MANUFACTURED HOME, CLASS B [pursuant to 10-3(Q)]			P			P									
MANUFACTURED HOME PARK [pursuant to 10-3(S)]			CZ			CZ									
RESIDENTIAL CLUSTER DEVELOPMENT [pursuant to Article 13]	CZ	CZ		CZ			CZ	CZ	CZ						CZ
Residential Micro-grid Solar Collector Battery Storage System (pursuant to Article 31)	P														
RESIDENTIAL – GROUP LIVING															
ADULT CARE HOME	CZ									CZ	CZ				
ALCOHOL AND/OR SUBSTANCE ABUSE REHABILITATION FACILITIES, RESIDENTIAL (Six or fewer residents)		P	P	P	P										
ASSISTED LIVING RESIDENCE	CZ							CZ		CZ	CZ				CZ
FAMILY CARE HOME	P	P	P	P	P	P		CZ	CZ	CZ	P				P
MULTI-UNIT ASSISTED HOUSING WITH SERVICES	CZ							CZ		CZ	CZ				CZ
NURSING HOME	CZ							CZ		CZ					P
ACCOMMODATION SERVICES															
BED AND BREAKFAST	S	S	S	S	S	S	S	S	S	S	S				S
MOTELS/HOTELS [pursuant to 10-3(V)]							S	S	S	S					
TRAVEL TRAILER AND RECREATIONAL VEHICLE PARKS/CAMPGROUNDS [pursuant to 10-3(FF)]	S		S			S				S					
PUBLIC & CIVIC															
ALCOHOLIC BEVERAGES PACKAGED, RETAIL							P	P							
AMBULANCE SERVICE/RESCUE SQUAD								P		P	P	P	P	P	
BOAT RAMPS									S						
NON-MOTORIZED (CANOES, KAYAKS, BOAT LAUNCH)							S								
BUILDINGS, GOVERNMENTAL	P	P	P	P	P	P	P	P	P	P	P	P	P		P
CEMETERY [pursuant to 10-3(D)]					S	S				S					S
CHURCH	S	S	S	S	S	S	S	P	P	P					P
CIVIC, CHARITABLE, POLITICAL, FRATERNAL, SOCIAL, AND RELIGIOUS ORGANIZATIONS							P	P		P	P				
GAZEBO/PIERS/DOCKS, COMMUNITY[1] [pursuant to 10-3(K)]	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
GAZEBO/PIERS/DOCKS, PRIVATE[1] [pursuant to 10-3(L)]	P	P	P	P	P	P	P	P	P	P	P	P	P	S	P
GAZEBO/PIERS/DOCKS, PUBLIC[1]	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
HOSPITALS			P					P		P					
NATURE OBSERVATION POINTS	S	S	S	S	S	S	S	S	S	S	S			S	

[1]As permitted by CAMA.

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
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	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	S	S	S	S	S	S	P		P					S
US POSTAL SERVICES							S	P		S		P			S
RECREATION, ENTERTAINMENT, AND PUBLIC ASSEMBLY															
ADULT AND SEXUALLY ORIENTED BUSINESSES [pursuant to Article 24]													S		
BILLIARD AND POOL HALLS								S		S					
BOWLING ALLEYS								P		P					
RECREATIONAL FACILITY (INDOOR-PRIVATE)							S	P	P	P	P				
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					
GOLF COURSE, MINIATURE								S		S					
GOLF DRIVING RANGE								S		S					
GOLF, SWIMMING, AND TENNIS CLUBS [pursuant to 10-3(M)]	S	S		S	S	S	S	P	S	P					S
HEALTH CLUBS							S	P	P	P					P
INDOOR THEATER							P	P		P					
MARINA [pursuant to 10-3(T)]	S	S	S	S	S	S	S		P						S
RECREATION FACILITY, PRIVATE							S	S	S			S			S
SKATING RINKS								S		S					
VIDEO ARCADES							S	P		P					
COMMERCIAL SALES AND RENTALS															
ANTIQUE SHOPS							P	P	P	P	S				
ARTIST AND CRAFTSMAN STUDIOS, DISPLAYS, OR SHOPS							P	P	P	P					P
AUTOMOBILE AND TRUCK DEALERS								S		S		P			
AUTOMOBILE PARTS AND SUPPLY STORE								P		P					
AUTOMOBILE (INCLUDING TRUCKS) AND/OR TRAILER RENTALS							S	S		S					
BANKS, FINANCIAL INSTITUTIONS							P	P	P	P					P
BOAT SALES AND SERVICE								P	P	P					
BOAT STORAGE								S	S	S					
BOOK STORES							P	P		P					
BUILDING MATERIALS SALES AND STORAGE								S		S		P			
CARPET AND RUG DEALERS							S	P		P		P	P		
CELLULAR TELEPHONE STORES							P	P		P	P				
CLUB, PRIVATE							S			S					
COFFEE SHOPS							P	P		P					
CONVENIENCE FOOD STORES								P		P		P			P
CONVENIENCE STORES WITH EXISTING GAS PUMPS							S	P		P					P

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
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								S		S		P			
FARMER'S MARKET							S	P		P		P			
FLEA MARKETS/VENDOR MARKETS							S	S		S		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												S	S		
FURNITURE AND FIXTURES							S	P		P		P			
GAS COMPANIES												P	P		
GLASS AND MIRROR REPAIR SALES								P		P		P	P		
GROCERY STORES (5,000 SF or greater)							S	P		P					
HARDWARE STORES							S	S		S		P			P
ICE CREAM PARLORS AND LIKE ESTABLISHMENTS							P	P		P					
ICE VENDING MACHINES (AUTOMATIC)								P		P					
LAWN AND GARDEN STORES							P	P		P					
LEATHER PRODUCTS (no tanning)							P	P		P					
LUMBER AND WOOD PRODUCTS, SALES [pursuant to 10-3(O)]							S	S		S		P	P		
MANUFACTURED HOME SALES AND SERVICE										S					
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								S		S					
OUTDOOR STORAGE FACILITY [pursuant to 10-3(AA)]								S							
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							S	S		S		P	P		
PRINTING, COMMERCIAL							S	S		S		P	P		
RE-UPHOLSTERY AND FURNITURE REPAIR								P		P		P	P		
RECREATIONAL VEHICLE AND UTILITY TRAILER SALES AND SERVICE								S		S		P			
REFRIGERATION, HEATING, AND AIR CONDITIONING MACHINERY								S		S		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)							S	P		P					
RETIREMENT/ELDERLY FACILITIES							P	P	S						P
SEAFOOD MARKET							P	P	P	P		P			
TOBACCO/VAPE SPECIALTY STORE [pursuant to 10-3 (GG)]								P		P		P			

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
UPHOLSTERY SHOPS								P		P		P	P		
VIDEO RENTAL							P	P		P					P
WATER DEPENDENT COMMERCIAL USES							S	S	S						
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]										S					
AUTOMOTIVE REPAIR FACILITY [Tier 3]												P			
AUTOMOBILE SERVICE STATION With Fuel Pumps								S		P					S
BARBER AND BEAUTY SHOPS							P	P	P	P	P				P
BAIL BONDING SERVICES								P		P	P				
CALL CENTER								P		P			P		
CAR WASHES								S		P		P			
CARPET AND UPHOLSTERY CLEANERS										S		P			
CATERING ESTABLISHMENTS							P	P	S	P					
COLLEGES, UNIVERSITIES, & PROFESSIONAL SCHOOLS								P		P	P				
CONTRACTORS, BUILDING (with storage)										S		P			
CONTRACTORS, EQUIPMENT										S		P			
CONTRACTORS, HEAVY CONSTRUCTION										S		P			
CONTRACTORS, SPECIAL TRADES (no storage)								P		P		P			
COPY CENTERS							P	P		P					
DAY CARE FACILITIES [pursuant to 10-3(F)]								P		P					S
DAY SPAS							P	P		P					
DIALYSIS CENTERS								P		P	P				
DIET CENTERS								P		P	P				
DRY CLEANERS AND LAUNDRIES [pursuant to 10-3(G)]							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		S		S			
FUNERAL HOME [pursuant to 10-3(J)]								S		S		S			
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)]								S		S		P	P		
LABOR UNIONS							P	P		P					
LABORATORIES								P		P	P	P			
LOCKSMITH, GUNSMITH							P	P		P		P			
MENTAL HEALTH, INPATIENT											S	S			
OFFICE, ACCOUNTANTS CERTIFIED PUBLIC							P	P		P	P	P			

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
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								S			S				
SUBSTANCE ABUSE TREATMENT FACILITY, OUTPATIENT								P		P	P				
TATTOO AND BODY PIERCING ESTABLISHMENTS [pursuant to 10-3(GG)]							P	P		P		P			
TAXIDERMIST								S				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)]										S			S		
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								S				P	P		
CARGO STORAGE CONTAINERS (including tractor trailers)										S		P	P		
CLOTHING AND FINISHED FABRIC PRODUCTS												P	P		
ELECTRIC MOTOR REPAIR												P			
INDUSTRIAL USES NOT HAVING AN INJURIOUS EFFECT ON THE TOWN												S	S		
MACHINERY (engines, construction tools) [pursuant to 10-3(P)]								S		S		P	P		
MANUFACTURING (textiles, clothing, scientific instruments, and small machine assembly)												P	P		
PAPERBOARD CONTAINERS AND BOXES												P	P		
QUARRY AND EXTRACTION OPERATION													S		
SCREW MACHINE PRODUCTS (bolts, nuts, screws)												P	P		
SMALL ENGINE REPAIR								S		S		P			
TEXTILES												P	P		
WELDING REPAIR								S		S		P	P		
TRANSPORTATION, WHOLESALING, AND WAREHOUSING															
BUS REPAIR AND STORAGE TERMINAL ACTIVITIES												S	S		
BUS STATIONS								P		P					
COMMERCIAL PARKING LOTS [pursuant to 10-3(E)]							S	S	S	S					S
GAS PUMPING STATIONS (unmanned, credit cards only)								P		P		P			
MOTOR FREIGHT TERMINALS												P	P		
MINI-STORAGE FACILITIES [pursuant to 10-3(U)]								S		S		P			
MINI-WAREHOUSING AND DRY STORAGE												P	P		
MOVERS, VAN LINES, AND STORAGE								S		S		P	P		
OFF-STREET AUTOMOBILE PARKING							P	P		P		P	P		P

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
PACKAGE DELIVERY SERVICES, COMMERCIAL								S		S		P			
SHIP CHANDLERS												P	P		
SHIPPING BROKERS, FREIGHT AND CARGO												P	P		
TAXI STANDS LIMITED TO 5 TAXIS							P	P		P					
TOWING SERVICES								S		S		P			
WAREHOUSE [pursuant to 10-3(II)]								CZ		CZ		P	P		
WAREHOUSE – FLEX SPACE [pursuant to 10-3 (II)]								P		P		P			
WHOLESALE MERCHANTS								P		P		P	P		
WHOLESALE STORAGE OF GASOLINE OR BULK TERMINAL PLANTS [pursuant to 10-3(GG)]													S		
UTILITIES AND COMMUNICATIONS															
PUBLIC UTILITY STORAGE OR SERVICE YARDS								P		P		P	P		
PUBLIC UTILITY SUBSTATIONS/ SWITCHING STATIONS [pursuant to 10-3(BB)]	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
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							S	S	S	S	S	P	P		P
TELECOMMUNICATION FACILITIES [pursuant to Article 18]	S	S	S	S	S	S	S	S	S	S		S	S	S	S
AGRICULTURAL AND FOOD PRODUCTION															
AGRICULTURAL, HORTICULTURAL, OR HUSBANDRY USES (excluding poultry houses and hog parlors)					P	P									
APICULTURE (BEEKEEPING)				P	P	P									
FISHING, COMMERCIAL									S			P	P		
FRUIT AND VEGETABLE MARKETS, WHOLESALE												P	P		
FOOD PROCESSING FACILITIES												P	P		
GREENHOUSES								P		P		P	P		
ACCESSORY AND TEMPORARY															
ACCESSORY DWELLING [pursuant to 10-4(A)]	P	P	P	P	P	P	P	S	S	S	S				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							S	S		S	S				S
DUMPSTERS AND ENCLOSURES [pursuant to 10-4(B)]	P	T	T	T	T	T	S	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								S		P		P			

[1]As permitted by CAMA.

(Ord. 07-33, 9/07; Ord. 09-04, 7/09; Ord. 09-06, 9/09; Ord. 10-15, 11/11; Ord. 11-12, 5/11; Ord. 11-17, 10/11; Ord. 12-02, 1/12; Ord. 13-01, 1/13; Ord. 14-12, 10/07/14; Ord. 14-16, 12/02/14; Ord. 15-01, 01/06/15; Ord. 15-07, 06/02/15; Ord. 15-10, 07/07/15; Ord. 15-14,

Low Density Residential

Low density residential land uses are located at the fringe of the planning boundary, generally beyond the existing Town ETJ and in areas without direct access to primary roads. These areas are typically rural in nature with an existing low density residential development pattern. Water and sewer services are often not available in these areas. Appropriate uses include single-family residences, manufactured homes, agriculture and forestry activities, and neighborhood-scale institutional facilities. Commercial and industrial uses are generally inappropriate in these areas, as are large institutions and other significant traffic generators. Target densities are between zero (0) and three (3) dwelling units per acre.

Low Density Residential

Desired Uses:

- Single-family residential uses
- Recreation, parks, and open space

Inappropriate Uses:

- Non-residential development
- Multi-family residential uses
- Two-family residential uses

Desired Density:

- Residential uses: 3 dwelling units per acre

Planning Board Zoning Amendment Statement of Consistency

The Town of Shallotte *Planning Board* has reviewed in full the petition REZ #26-019 to rezone ±1.46 acres of real property (tax ID 2130003809) owned by Owen Ventures, Inc from Shallotte PUD to Shallotte R-10. After review of the petition, the Planning Board hereby *recommends* that the property be rezoned to R-10 from its current zoning. In making this *recommendation*, the *Planning Board* finds that
[*check all that apply*]:

This request **(X) IS ( ) IS NOT** consistent with the objectives and policies of the following plans adopted by the Town of Shallotte:

- The proposed rezoning request is consistent with the Town's Future Land Plan's policy of maintaining areas for single-family dwellings.
- The area proposed for rezoning is consistent with the surrounding uses and densities.

This request **(X) IS ( ) IS NOT** reasonable and in public interest:

- The proposed rezoning would allow for reasonable use of the property and would restrict use to those similar to the surrounding area.

The proposed amendment(s) are in conformance with the following:

(X) UDO Table of Permitted Uses
(X) 2018 CAMA Land Use Plan
(_) 2025 Collector Street Plan
(_) Bike & Pedestrian Plan (If applicable)
(_) Future Land Use Map

☐ Other comments:

_____
Date

_____
Planning Board Chairman
Town of Shallotte

Town of Shallotte Planning Board
ACTION AGENDA ITEM
2026

TO: Planning Board

FROM: Robert Waring, Planning Director

ACTION ITEM #: REZ 24-12
MEETING DATE: 6/13/2026
DATE SUBMITTED:

ISSUE/ACTION REQUESTED:
Review a request to update/revise the master plan for the Rourke Woods Planned Residential Development (PRD) and provide the Board of Aldermen a recommendation.

PUBLIC HEARING: ☐ **YES** ☒ **NO**

BACKGROUND/PURPOSE OF REQUEST: Rourk Woods is 113.5 acres +/- overall, with provisions for 188 single family lots located along Hwy 179. The development was first approved in 2005 with revisions in 2024. The subdivision was developed as a PRD which requires a master plan be developed and approved prior to actual subdivision development.

The plans originally contained a small section designated as “neighborhood non-residential”. This commercial node never had any specific uses planned and was removed all together in 2024.

The 2024 amendment to the master plan replaced an undefined commercial node with 14 single family homes. The approved amendment included rear setbacks of 20’. The developer has recently requested the rear setback be amended to 15’.

The current master plan was adopted via the Town’s rezoning process. Section 12-14 of the Town’s UDO would have revision follow the same process by which the original was approved.

No other changes are proposed.

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

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:

STAFF RECOMMENDATION: Staff recommends approval with the following conditions:

1. Copies of the updated master plan & subdivision plans be provided for the Town's records
2. A maximum slope of 3:1 be maintained at the rear of the property to ensure proper drainage
3. Stormwater permit/plans be updated to account for any additional BUA

FINANCE RECOMMENDATION: NA

ATTACHMENTS:

1. Area map
2. Rezoning Application
3. Proposed Master Plan Revisions

ACTION OF THE BOARD OF ALDERMEN

APPROVED: ☐ **ATTEST:** **CLERK TO THE BOARD**

DENIED: ☐

DEFERRED UNTIL: _____ _____

SIGNATURE

OTHER:


Shallotte ETJ
TALLOW TRACE
TALLOW TRACE
BRIERWOOD RD
BONNIE B LN
VILLAGE POINT RD
HEYWARD ST
ELMHURST WAY
CHARTER OAK DR
CHARTER OAK DR
SUGARBERRY DR
WALTZ CIR
SCARLET SAGE WAY
SUGARBERRY DR
YELLOWOOD DR
RITZ CIR
RITZ CIR
SUSAN DR
LLOYD CT
SUSAN DR
USHER AVE
JONES ST
DEEP BRANCH RD SW
STRATFORD PL SW
FOX ST SW
FOX ST SW
JONES ST SW
FOX ST SW
COUNTRY CLUB DR SW
VILLAGE POINT RD
OWENDON DR
OWENDON DR
HAPPY VALLEY LN SW
VILLAGE POINT RD SW
DIXIE LN SW
PINE LAKE DR SW
ROUNDING RUN RD SW
ROUNDING RUN RD SW
179
179
Shallotte
The Mill Pond

REZONING PETITION

Official Use
P&Z #: _____
Date Rec'd: _____ Rec'd
By: _____
Amount Paid: $_____

Town of Shallotte • PO Box 2287, Shallotte, NC 28459 • 106 Cheers Street, Shallotte, NC 28470 • Phone: (910) 754-4032 • Fax: (910) 754-2740

All petitions for rezoning must be complete and accompanied by the application fee of $330.00 (150.00 plus a $180.00 advertising fee), payable in cash or by check made to the Town of Shallotte. Applicants will also be responsible for any additional advertising costs, which will be billed at a later time. All fees must be paid in full before an application will be submitted for review by the Planning Board or Board of Aldermen. Applicants are responsible for attending all Planning Board and Board of Aldermen meetings where this application will be considered.

A rezoning is a change in the zoning of a tract of land. Rezonings are also known as map amendments and are amendments to the Unified Development Ordinance (UDO). Article 9 of the UDO describes the zoning districts within the Town's zoning jurisdiction. Article 10 identifies which uses are allowable in each zoning district and whether a use is permitted by right or as a conditional use. Article 4 describes the procedures for amending the UDO.

Project Name (if applicable): Rourk Woods – Sugarberry – 14-Lots		
SECTION 1: APPLICANT INFORMATION		
Petitioner Name: Brian Fleer		
Mailing Address: 1001 Military Cutoff Rd, Wilmington, NC 28405		
Phone: 910-515-1830	Fax:	Email: brianfleer@kw.com
SECTION 2: PROPERTY OWNER INFORMATION (if different from above)		
Owner Name(s): Rourk Woods Investments, LLC – Brian Fleer – Member Manager		
Mailing Address: 1001 Military Cutoff Rd, Wilmington, NC 28405		
Phone: 910-515-1830	Fax:	Email: brianfleer@kw.com
SECTION 3: PROPERTY INFORMATION		
Street Address and/or Description of Location: 4699 Sugarberry, Shallotte, NC 28470		

2017

Parcel Tax ID #(s): 21300041	Total Site Acres or Square Feet: 4.28 acres
Current Zoning District(s): PRD – Residential R-10	
Proposed Zoning District(s): Maintain the PRD zoning classification with a master plan rezoning of rear yard setback form 20 ft to 15 ft.	
NOTE: If any portion of a proposed zoning district boundary does not follow an existing property line, the petition must include fifteen (15) 24" x 36" maps prepared by a licensed surveyor providing bearings and distances of such zoning district boundaries.	

SECTION 4: LAND USE COMPATIBILITY ANALYSIS

Future Land Use Map designation:

Is the proposed zoning consistent with the Land Use Plan? ☐ YES ☐ NO

Please explain why the proposed zoning is or is not consistent with the Land Use Plan and other adopted plans (use additional sheets as necessary):

The Shallotte Master Plan and UDO allow for a mix of residential land use types including associated land use dimensional standards, i.e. setback variations in planned residential communities like the Rourk Woods community. The current Rourk Woods Master Planned community has a range of front, rear and side yard setback dimensions, with built-out rear yard setback variations within the Rourk Woods subdivision ranging from 5 feet to 20 feet.

The rezoning request proposes to amend each individual lot rear yard setback within the 14-lot Sugarberry Subsection of the Rourk Wood's Masterplan from 20-feet to 15-feet. Please see attached site pan showing the original 20-ft setback compared with the requested 15-ft setback.

The 15-ft rear setback amendment accommodates additional first floor design options, including more efficient first floor bedroom configurations. It should be noted that the rear setback amendment as requested reduces the need for a larger lot accommodating what would be needed to allow for a twenty (20) ft rear yard setback. The 15 ft. rear yard setback reduces the lot size requirement along with additional land clearing and tree removal, while maintaining the properties existing wetlands boundary. The 14-lot project will also maintain the 20-ft. front yard setback, (providing off-street parking) while accommodating a 5-ft. wide sidewalk within the front yard ROW for all 14 lots.

SECTION 5: STATEMENT OF REASONABLENESS

Please describe why the proposed rezoning is reasonable, including how it is appropriate in relation to its surroundings and how it benefits the town and the neighboring properties (use additional sheets as necessary):

In general, the proposed rear yard setback amendment to 15-feet allows a setback variation that is consistent with the current Rourk Woods built-out community which by example currently has in place variations in rear yard setbacks ranging from 5 ft – 20 ft. Ultimately the 15 ft rear yard setback allows for a single-family footprint that efficiently allows for residential design options ranging from a one-story to a two-story configuration, with high market demand, and community need, while replicating current residential designs and footprints currently existing within the Rourk Woods community.

SECTION 6: SUPPLIMENTAL INFORMATION REQUIRED

Each rezoning petition use must include:

- ☐ An application fee of $330.00 in cash or check made payable to the Town of Shallotte.
- ☐ If any portion of a proposed zoning district boundary does not follow an existing property line, the petition must include three (3) paper maps and one (1) digital copy (PDF, CAD, or GIS file) prepared by a licensed surveyor providing bearings and distances of such zoning district boundaries.
- ☐ A notarized letter of authorization, if acting as the agent for the property owner(s).

SECTION 7: APPLICANT/OWNER SIGNATURE

In filing this Rezoning Petition, I hereby certify that I am authorized to submit this application and that all of the information presented in this application is accurate to the best of my knowledge, information, and belief.

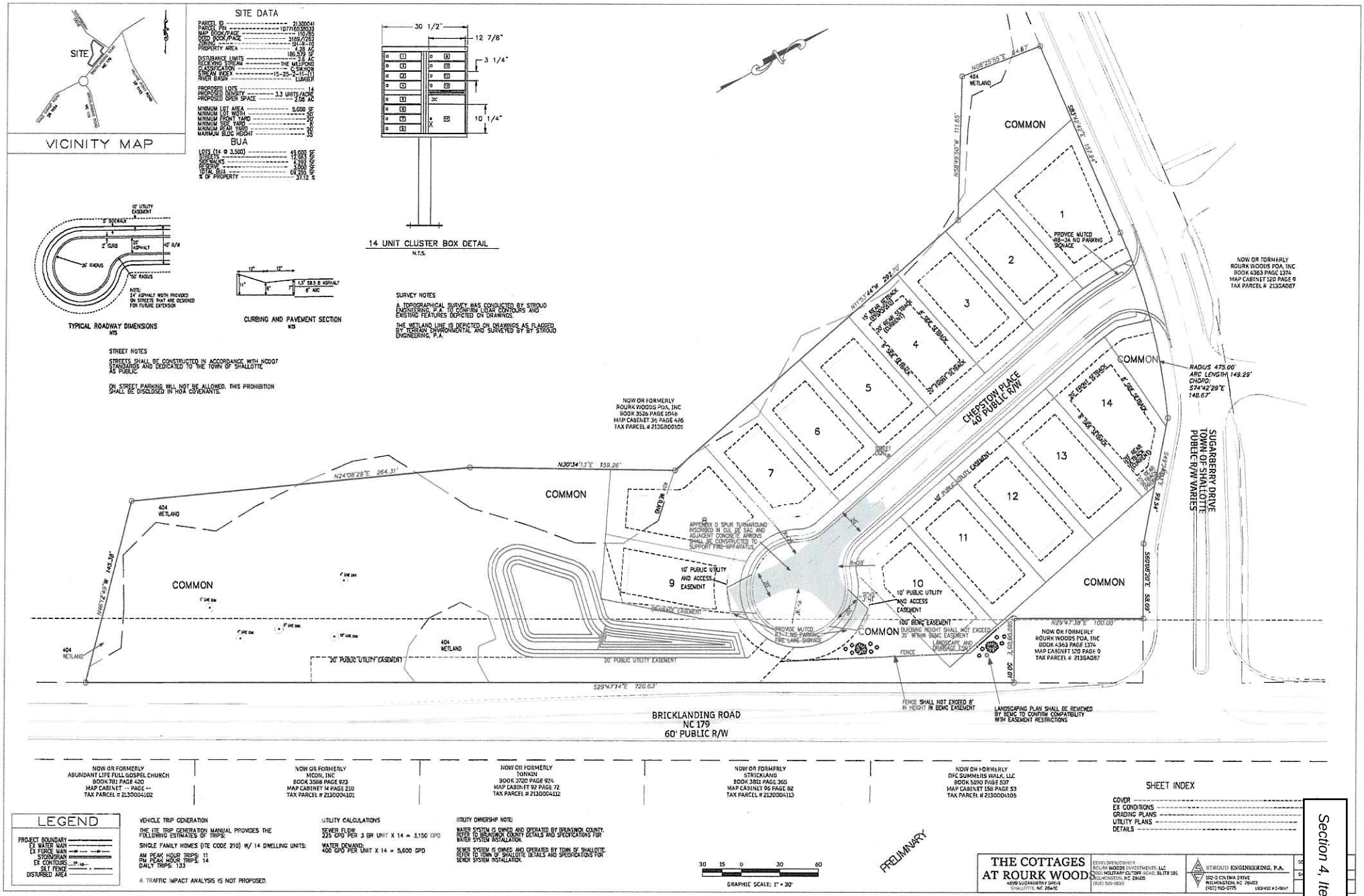
Signature: B M Fleet Date: 10-7-2026

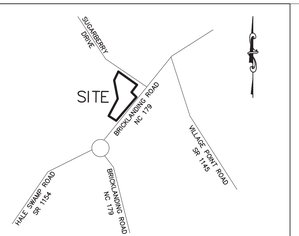
Brian M. Fleet, Member, Manager Rourk Woods Investments, LLC
owner

Official Use Only

Planning Board Hearing Date: _____ Recommendation: Staff: _____

Board of Aldermen Hearing Date: _____ Action: _____ Staff: _____


SITE DATA
PARCEL ID 21300041
PARCEL PIN 10771613003
MAP BOOK/PAGE 110/65
DEED BOOK/PAGE 5165/2262
ZONING CR-CA-CU
PROPERTY AREA 4.28 AC
DISTURBANCE LIMITS 186,579 SF
RECEIVING STREAM THE MELLFORD
CLASSIFICATION C;SW;WS-IV
STREAM INDEX 15-25-3-11-(1)
RIVER BASIN LUMBER
PROPOSED LOTS 14
PROPOSED DENSITY 3.3 UNITS/ACRE
PROPOSED OPEN SPACE 2.06 AC
MINIMUM LOT AREA 5,000 SF
MINIMUM LOT WIDTH 50'
MINIMUM FRONT YARD 20'
MINIMUM SIDE YARD 5'
MINIMUM REAR YARD 20'
MAXIMUM BLDG HEIGHT 35'
BUA
LOTS (14 @ 3,500) 49,000 SF
SIDEWALKS 12,393 SF
DRIVEWAYS 4,283 SF
CREWAYS 3,000 SF
TOTAL BUA 68,676 SF
% OF PROPERTY 37.12 %
SITE
VICINITY MAP
30 1/2"
12 7/8"
3 1/4"
10 1/4"
14 UNIT CLUSTER BOX DETAIL
N.T.S.
10' UTILITY EASEMENT
5' SIDEWALK
2' CURB
26' ASPHALT
40' R/W
36' RADIUS
50' RADIUS
NOTE:
24' ASPHALT WIDTH PROVIDED ON STREETS THAT ARE DESIGNED FOR FUTURE EXTENSION
TYPICAL ROADWAY DIMENSIONS
NTS
1.5" S9.5 B ASPHALT
8" ABC
CURBING AND PAVEMENT SECTION
NTS
SURVEY NOTES
A TOPOGRAPHICAL SURVEY WAS CONDUCTED BY STROUD ENGINEERING, P.A. TO CONFIRM LIDAR CONTOURS AND EXISTING FEATURES DEPICTED ON DRAWINGS.
THE WETLAND LINE IS DEPICTED ON DRAWINGS AS FLAGGED BY TERRAIN ENVIRONMENTAL AND SURVEYED BY BY STROUD ENGINEERING, P.A.
STREET NOTES
STREETS SHALL BE CONSTRUCTED IN ACCORDANCE WITH NCDOT STANDARDS AND DEDICATED TO THE TOWN OF SHALLOTTE AS PUBLIC
ON STREET PARKING WILL NOT BE ALLOWED. THIS PROHIBITION SHALL BE DISCLOSED IN HOA COVENANTS.
N08°25'55"E 64.67'
404 WETLAND
COMMON
N59°49'30"W 111.65'
S83°12'42"E 187.84'
1
2
3
4
5
6
7
8
9
10
11
12
13
14
PROVIDE MUTCD R8-3A NO PARKING SIGNAGE
NOW OR FORMERLY ROURK WOODS POA, INC BOOK 4363 PAGE 1374 MAP CABINET 120 PAGE 9 TAX PARCEL # 213GA087
N11°55'44"W 292.70'
15' REAR SETBACK (1,500SQ.FT.)
20' REAR SETBACK (CORNER)
5' SIDE SETBACK
8' SIDE SETBACK
20' FRONT SETBACK
CHEPSTOW PLACE 40' PUBLIC R/W
RADIUS 475.00' ARC LENGTH 148.29' CHORD: S74°42'29"E 148.67'
SUGARBERRY DRIVE TOWN OF SHALLOTTE PUBLIC R/W VARIES
NOW OR FORMERLY ROURK WOODS POA, INC BOOK 3526 PAGE 1046 MAP CABINET 36 PAGE 426 TAX PARCEL # 213GB00101
N30°34'13"E 139.26'
N24°08'29"E 264.31'
APPENDIX D SPUR TURNAROUND INSCRIBED IN CUL DE SAC AND ADJACENT CONCRETE APRONS SHALL BE CONSTRUCTED TO SUPPORT FIRE APPARATUS
10' PUBLIC UTILITY AND ACCESS EASEMENT
DRAINAGE EASEMENT
PROVIDE MUTCD R7-1 NO PARKING FIRE LANE SIGNAGE
BUILDING HEIGHT SHALL NOT EXCEED 35' WITHIN 35MC EASEMENT
LANDSCAPE AND DRAINAGE EASEMENT
FENCE
100' BSMC EASEMENT
16' PUBLIC UTILITY EASEMENT
S05°08'20"E 58.05'
N29°47'38"E 100.00'
NOW OR FORMERLY ROURK WOODS POA, INC BOOK 4363 PAGE 1374 MAP CABINET 120 PAGE 9 TAX PARCEL # 213GA087
N16°12'49"W 145.38'
20' PUBLIC UTILITY EASEMENT
S29°47'14"E 720.63'
FENCE SHALL NOT EXCEED 8' IN HEIGHT IN BSMC EASEMENT
LANDSCAPING PLAN SHALL BE REVIEWED BY BSMC TO CONFIRM COMPATIBILITY WITH EASEMENT RESTRICTIONS
BRICKLANDING ROAD
NC 179
60' PUBLIC R/W
NOW OR FORMERLY ABUNDANT LIFE FULL GOSPEL CHURCH BOOK 781 PAGE 420 MAP CABINET -- PAGE -- TAX PARCEL # 213000402
NOW OR FORMERLY MCON, INC BOOK 3598 PAGE 923 MAP CABINET M PAGE 210 TAX PARCEL # 213000401
NOW OR FORMERLY TONKIN BOOK 3720 PAGE 924 MAP CABINET 92 PAGE 72 TAX PARCEL # 213000412
NOW OR FORMERLY STRICKLAND BOOK 3811 PAGE 365 MAP CABINET 96 PAGE 62 TAX PARCEL # 213000413
NOW OR FORMERLY DFC SUMMERS WALK, LLC BOOK 5370 PAGE 537 MAP CABINET 158 PAGE 53 TAX PARCEL # 213000405
LEGEND
PROJECT BOUNDARY
EX WATER MAIN
EX FORCE MAIN
STORMDRAIN
EX CONTOURS
SILT FENCE
DISTURBED AREA
VEHICLE TRIP GENERATION
THE ITE TRIP GENERATION MANUAL PROVIDES THE FOLLOWING ESTIMATES OF TRIPS:
SINGLE FAMILY HOMES (ITE CODE 210) W/ 14 DWELLING UNITS:
AM PEAK HOUR TRIPS: 11
PM PEAK HOUR TRIPS: 14
DAILY TRIPS: 133
A TRAFFIC IMPACT ANALYSIS IS NOT PROPOSED.
UTILITY CALCULATIONS
SEWER FLOW:
225 GPD PER 3 BR UNIT X 14 = 3,150 GPD
WATER DEMAND:
400 GPD PER UNIT X 14 = 5,600 GPD
UTILITY OWNERSHIP NOTE:
WATER SYSTEM IS OWNED AND OPERATED BY BRUNSWICK COUNTY. REFER TO BRUNSWICK COUNTY DETAILS AND SPECIFICATIONS FOR WATER SYSTEM INSTALLATION.
SEWER SYSTEM IS OWNED AND OPERATED BY TOWN OF SHALLOTTE REFER TO TOWN OF SHALLOTTE DETAILS AND SPECIFICATIONS FOR SEWER SYSTEM INSTALLATION.
30 15 0 30 60
GRAPHIC SCALE: 1" = 30'
PRELIMINARY
SHEET INDEX
COVER
EX CONDITIONS
GRADING PLANS
UTILITY PLANS
DETAILS
THE COTTAGES AT ROURK WOOD
4699 SUGARBERRY DRIVE
SHALLOTTE, NC 28470
DEVELOPER/OWNER:
ROURK WOODS INVESTMENTS, LLC
2001 MILITARY CUTOFF ROAD, SUITE 101
WILMINGTON, NC 28403
(910) 515-1830
STROUD ENGINEERING, P.A.
102-D CINEMA DRIVE
WILMINGTON, NC 28403
(910) towards-0775
LICENSE # C-0641



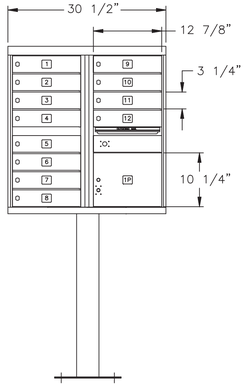
VICINITY MAP

SITE DATA

PARCEL ID	21300041
PARCEL PIN	107716938032
MAP BOOK/PAGE	110/85
DEED BOOK/PAGE	5189/1262
ZONING	SH-8-10
PROPERTY AREA	4.28 AC 186,579 SF
DISTUBANCE LIMITS	2.6 AC
RECIEVING STREAM	THE MILLPOND
CLASSIFICATION	C;SW,HQW
STREAM INDEX	15-25-2-11-(1)
RIVER BASIN	LUMBER
PROPOSED LOTS	14
PROPOSED DENSITY	3.3 UNITS/ACRE
PROPOSED OPEN SPACE	2.08 AC
MINIMUM LOT AREA	5,000 SF
MINIMUM LOT WIDTH	50'
MINIMUM FRONT YARD	20'
MINIMUM SIDE YARD	8'
MINIMUM REAR YARD	20'
MAXIMUM BLDG HEIGHT	35'

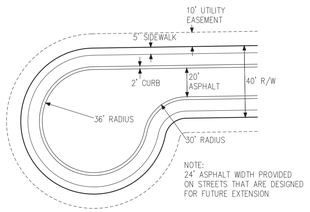
BUA

LOTS (14 @ 3,500)	49,000 SF
STREETS	12,963 SF
SIDEWALKS	4,292 SF
RESERVE	3,000 SF
TOTAL BUA	69,255 SF
% OF PROPERTY	37.12 %



14 UNIT CLUSTER BOX DETAIL

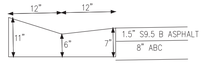
N.T.S.



NOTE:
24' ASPHALT WIDTH PROVIDED ON STREETS THAT ARE DESIGNED FOR FUTURE EXTENSION

TYPICAL ROADWAY DIMENSIONS

NTS



CURBING AND PAVEMENT SECTION

NTS

STREET NOTES

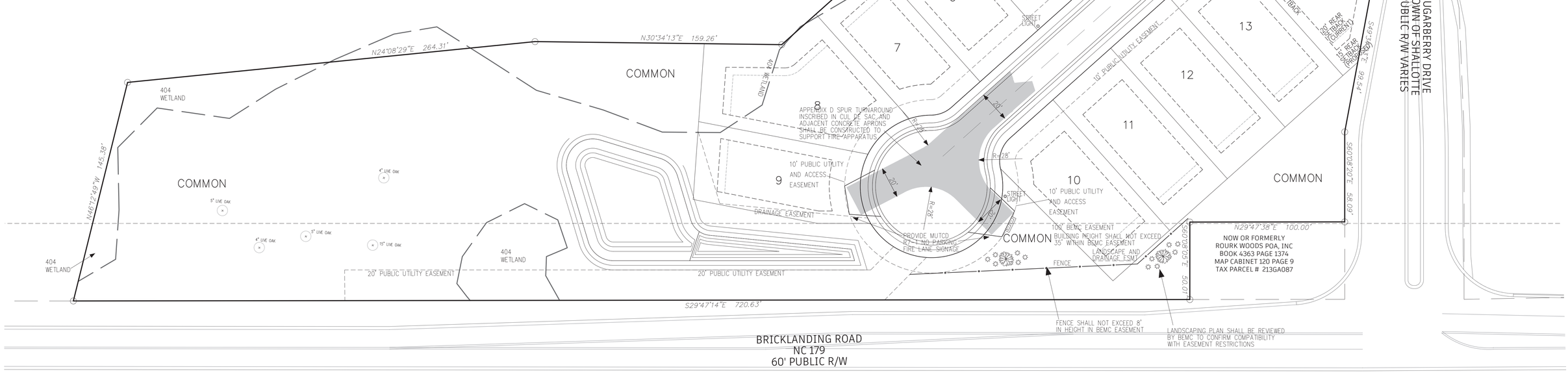
STREETS SHALL BE CONSTRUCTED IN ACCORDANCE WITH NCDOT STANDARDS AND DEDICATED TO THE TOWN OF SHALLOTTE AS PUBLIC.

ON STREET PARKING WILL NOT BE ALLOWED. THIS PROHIBITION SHALL BE DISCLOSED IN HOA COVENANTS.

SURVEY NOTES

A TOPOGRAPHICAL SURVEY WAS CONDUCTED BY STROUD ENGINEERING, P.A. TO CONFIRM LIDAR CONTOURS AND EXISTING FEATURES DEPICTED ON DRAWINGS.

THE WETLAND LINE IS DEPICTED ON DRAWINGS AS FLAGGED BY TERRAIN ENVIRONMENTAL AND SURVEYED BY BY STROUD ENGINEERING, P.A.



NOW OR FORMERLY
ABUNDANT LIFE FULL GOSPEL CHURCH
BOOK 781 PAGE 420
MAP CABINET -- PAGE --
TAX PARCEL # 2130004102

NOW OR FORMERLY
MCON, INC
BOOK 3588 PAGE 923
MAP CABINET M PAGE 210
TAX PARCEL # 2130004101

NOW OR FORMERLY
TONKIN
BOOK 3720 PAGE 924
MAP CABINET 92 PAGE 72
TAX PARCEL # 2130004112

NOW OR FORMERLY
STRICKLAND
BOOK 3811 PAGE 365
MAP CABINET 96 PAGE 82
TAX PARCEL # 2130004113

NOW OR FORMERLY
DFC SUMMERS WALK, LLC
BOOK 5190 PAGE 537
MAP CABINET 158 PAGE 53
TAX PARCEL # 2130004105

SHEET INDEX

COVER	1
EX CONDITIONS	2
GRADING PLANS	3–4
UTILITY PLANS	5–7
DETAILS	8–19

LEGEND

- PROJECT BOUNDARY
- EX WATER MAIN
- EX FORCE MAIN
- STORMDRAIN
- EX CONTOURS 14 15
- SILT FENCE
- DISTURBED AREA

VEHICLE TRIP GENERATION

THE ITE TRIP GENERATION MANUAL PROVIDES THE FOLLOWING ESTIMATES OF TRIPS:

SINGLE FAMILY HOMES (ITE CODE 210) W/ 14 DWELLING UNITS:

AM PEAK HOUR TRIPS: 11
PM PEAK HOUR TRIPS: 14
DAILY TRIPS: 133

A TRAFFIC IMPACT ANALYSIS IS NOT PROPOSED.

UTILITY CALCULATIONS

SEWER FLOW:
225 GPD PER 3 BR UNIT X 14 = 3,150 GPD

WATER DEMAND:
400 GPD PER UNIT X 14 = 5,600 GPD

UTILITY OWNERSHIP NOTE:

WATER SYSTEM IS OWNED AND OPERATED BY BRUNSWICK COUNTY. REFER TO BRUNSWICK COUNTY DETAILS AND SPECIFICATIONS FOR WATER SYSTEM INSTALLATION.

SEWER SYSTEM IS OWNED AND OPERATED BY TOWN OF SHALLOTTE. REFER TO TOWN OF SHALLOTTE DETAILS AND SPECIFICATIONS FOR SEWER SYSTEM INSTALLATION.

30 15 0 30 60

GRAPHIC SCALE: 1" = 30'

PRELIMINARY

THE COTTAGES AT ROURK WOODS

4699 SUGARBERRY DRIVE
SHALLOTTE, NC 28470

DEVELOPER/OWNER:
ROURK WOODS INVESTMENTS, LLC
7001 MILITARY CUTOFF ROAD, SUITE 101
WILMINGTON, NC 28405
(910) 515-1830

STROUD ENGINEERING, P.A.
102-D CINEMA DRIVE
WILMINGTON, NC 28403
(910) 815-0775
LICENSE # C-0647

SCALE: 1" = 30'
SHEET: 1 OF 19
COVER

Town of Shallotte Planning Board
ACTION AGENDA ITEM
2026

TO: Planning Board

FROM: Damion Fulford, Planner I

ACTION ITEM #: TXT 26-13
MEETING DATE: 10-13-2026
DATE SUBMITTED:

ISSUE/ACTION REQUESTED:
Request Planning Board's review of a staff-initiated amendment to the Town of Shallotte Unified Development Ordinance to update Home Occupation regulations. Specifically, Section 10-4(D)

PUBLIC HEARING: ☐ YES ☒ NO

BACKGROUND/PURPOSE OF REQUEST:

Session Law 2026-51/House Bill 372 was approved and enacted in July. SL 2026-51 amends NC General Statue 160A by adding a new section,205.8, that prohibits local municipalities from imposing limits on no-impact home-based businesses in their jurisdictional limits, aside from regulations that protect public health, safety, ensure that the business is secondary to the residential use of the home, and a few other limited provisions. This does not apply to the unincorporated county.

This proposed text amendment would update the UDO to ensure compliance with the General Statutes by changing the term home occupation to no-impact home-based business to reduce confusion, updating various definitions and standards to incorporate language from the General Statues, and removing or reducing supplemental standards to be more consistent with the intent of SL 2026-51.

The proposed draft language is attached as "**Exhibit A**".

The Planning Board may:
Vote to recommend the amendment as written; or
Further amend the ordinance and vote to approve; or
Continue the Board's review and ask staff to preform further research, or
Deny the amendment.

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: NA

STAFF RECOMMENDATION:

Staff recommends Planning Board approval

FINANCE RECOMMENDATION: NA

ATTACHMENTS:

1. Draft Text Amendment Language "Exhibit A"
2. Session Law 2026-51/HB 372
3. Draft Planning Board Statement of Consistency

ACTION OF THE BOARD OF ALDERMEN

APPROVED: ☐ **ATTEST:** **CLERK TO THE BOARD**
DENIED: ☐

DEFERRED UNTIL: _____ _____

SIGNATURE

OTHER:

Home Occupation/ No-Impact Home-Based Business Text Amendment Draft

New language: double underlined

Removed language: ~~struck through~~

Section 2-2: Definitions of Basic Terms

(~~122~~ 170) ~~Home Occupation~~ No-Impact Home-Based Business (formerly Home Occupation). A business, profession, occupation, or trade conducted for gain or support and located entirely ~~within a residential building or a structural accessory~~ ~~thereto~~ in a residential dwelling, properly fenced rear yard, or permitted accessory structure, ~~which~~ where such use is accessory, incidental and secondary to the use of the ~~building~~ property for dwelling purposes and does not change the essential residential character or appearance of such ~~building~~ property and no outside or window display of goods. ~~Further provided that no more than 25% of the total floor area is used for such purposes; that there is not outside or window display; and no more than one person not residing on the premises is employed in connection with the home occupation.~~ The use must shall comply with State and federal law, including the payment of applicable taxes. The following definitions shall also apply when used in conjunction with this definition:

a. Goods. Any merchandise, equipment, products, supplies, or materials.
b. Home-based business. Any Business owned and operated by the owner or occupant od the residential dwelling that manufactures, provides, or sells good and/or services.

Table 10-2: Table of Permitted Uses

~~HOME OCCUPATION~~ No-Impact Home-Based Business [pursuant to 10-4(D)]	P	P	P	P	P	P	P	P	P	P					P

Section 10-4: Supplemental Use Standards for Accessory Uses

(D~~) Home Occupations~~ No-Impact Home-Based Business. ~~Home occupations~~ No-Impact Home-Based Businesses ~~are permitted only as an accessory use~~ do not require any permit license, variance, or other approval but ~~Provided further~~ ~~home occupations~~ shall ~~be permitted subject to~~

shall comply with the following limitations to ensure public health, safety, and compatibility with surrounding residential uses:

(1) No display of products shall be visible from the street and/or adjacent properties. Any activity must occur inside the dwelling, fenced rear yard, or appropriately permitted accessory structure.

~~(2) On site retail sale of good and/or commodities is prohibited.~~

(3) No mechanical equipment shall be installed or used except such that is normally used for domestic, professional or hobby purposes and which does not cause noise or other interference in radio and television reception. Any outdoor equipment shall be located in the rear yard, be placed at least ten (10) feet from any property line, and shall be screened to obstruct the view from adjacent properties.

(4) Not over ~~twenty-five (25%)~~ forty-nine (49%) of the total actual floor area ~~or five hundred (500) square feet, whichever is less,~~ or an appropriately permitted accessory structure no larger than the primary residence shall be used for a home occupation.

(5) No more than five persons who are not related to the principal resident(s) of the dwelling may be on site at any one time. This number shall include employees and clients. ~~person not residing in the dwelling may be engaged in the home occupation~~.

(6) Traffic generation shall not exceed the traffic volumes generated by ~~nearby residents~~ traditional residential uses. Any additional need for parking shall be met off the street and shall not create any congestion that would impact nearby residents or operation of emergency services. The use and storage of one vehicle related to the operation of the business is permitted. Heavy equipment is prohibited.

(7) Any appropriate required state or federal permits, certifications, or other qualifications must be obtained prior to the commencement of any business activity.

(8) The selling of illegal drugs, liquor, operating or maintaining a structured sober living home, or any other adult or sexually themed business is strictly prohibited.

(9) The provisions of this section shall not apply if any deed restriction, covenant, agreement restricting the use of the land, or homeowners' association bylaw may prohibit the operation of the dwelling for business use.

Section 15-2: Development Standards

(12) ~~Home Occupation~~ No-Impact Home-Based Business. See definition of ~~home occupation~~ no-impact home-based business in Section 2-2, Definitions of Basic Terms.

(13) Outbuilding. An attached or detached building on a single-family lot, can be used as a garage apartment, workshop or office as a ~~home occupation~~ no-impact home-based business.

Section 21-6: Signs Permitted in Residential Districts

(C) One identification wall sign for each ~~home occupation~~ no-impact home-based business that has been approved by the Town is permitted and shall not exceed six (6) square feet in area. The sign shall be mounted to the wall of the home or outbuilding used for conducting the ~~home occupation~~ no-impact home-based business.

GENERAL ASSEMBLY OF NORTH CAROLINA
SESSION 2025

SESSION LAW 2026-51
HOUSE BILL 372

AN ACT TO PROVIDE THAT CITIES SHALL NOT PROHIBIT CERTAIN HOME-BASED BUSINESSES WITHIN THEIR JURISDICTIONAL LIMITS.

The General Assembly of North Carolina enacts:

PART I. CITIES SHALL ALLOW CERTAIN HOME-BASED BUSINESSES WITHIN THEIR JURISDICTIONAL LIMITS

SECTION 1. Article 8 of Chapter 160A of the General Statutes is amended by adding a new section to read:

"**§ 160A-205.8. No-impact home-based businesses.**

(a) A city shall not adopt an ordinance or other regulation prohibiting no-impact home-based businesses within its jurisdictional limits or require a person to apply, register, or obtain any permit, license, variance, or other type of approval to operate a no-impact home-based business within its jurisdictional limit. A city may impose reasonable regulations on no-impact home-based businesses if the regulations are narrowly tailored for any of the following purposes:

(1) Ensuring the protection of public health and safety, as allowed by law.

(2) Ensuring that the business activity meets all of the following:

a. Is compatible with the residential use of the property and surrounding residential use.

b. Is secondary to the use of the property as a residential dwelling.

c. Complies with State and federal law, including the payment of applicable taxes.

(3) Prohibiting or limiting the use of no-impact home-based businesses for the purpose of selling illegal drugs, liquor, operating or maintaining a structured sober living home, pornography, obscenity, or nude or topless dancing or other adult-oriented businesses.

(b) A city shall not require as a condition of operating a no-impact home-based business that the owner or occupant of the property do the following:

(1) Submit a petition for rezoning the property for commercial use.

(2) Install or equip fire sprinklers in any building or structure subject to the North Carolina Residential Code.

(c) The provisions of this section shall not apply if the operation of a no-impact home-based business is prohibited by the terms of:

(1) Any deed, covenant, or agreement restricting the use of the land.

(2) Any master deed, bylaws, or other documents applicable to a homeowners association.

(d) The following definitions apply in this section:

(1) Goods. – Any merchandise, equipment, products, supplies, or materials.

(2) Home-based business. – Any business owned and operated by the owner or occupant of the residential dwelling that manufactures, provides, or sells goods or services.

(3) No-impact home-based business. – A no-impact home-based business for which all of the following apply:

a. The total number of on-site employees and clients do not exceed the city's occupancy limit for the residential property.

b. The business activities are characterized by all of the following:

1. Are limited to the sale of lawful goods and services.
2. Do not generate on-street parking or a substantial increase in traffic through the residential area.
3. Occur inside or in the yard of the residential dwelling.
4. Are not visible from the street.
5. Do not store merchandise, equipment, products, supplies, or materials outside of the premises."

PART II. EFFECTIVE DATE

SECTION 2. This act is effective when it becomes law.

In the General Assembly read three times and ratified this the 1st day of July, 2026.

s/ Rachel Hunt
President of the Senate

s/ Destin Hall
Speaker of the House of Representatives

s/ Josh Stein
Governor

Approved 9:49 a.m. this 7th day of July, 2026

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 26-13

AN ORDINANCE AMENDING THE TOWN OF SHALLOTTE UNIFIED DEVELOPMENT ORDINANCE, SPECIFICALLY
ARTICLE 10, SECTION 10-04(D)

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 the Town's ordinance to reclassify Home Occupations as No-Impact Home-Based Businesses and to ensure compliance with State guidelines set forth by NC General Statue Section 160A-205.8. No-impact home-based businesses.

The proposal aims to remain consistent with the Town's adopted plans by establishing narrowly tailored standards to protect public health and safety while removing barriers for small business.

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: October 13, 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 did not meet Sept. 8 for lack of a quorum
    a. The Board's next meeting is scheduled for October 13
    b. We have three seats up for appointment/re-appointment and the remainder of Mr. Johnson's term will need to be filled

2. TRC met Sept. 17 to review the following projects:
    a. Preliminary subdivision plans, Solserra Phase
    b. Preliminary subdivision plans, Solserra Phase
    c. Site & landscape plans, BEMC substation
    d. The next meeting will be on October 15

3. Staff attended the bi-monthly TIA review with NCDOT

4. Staff attended the Resilient Coastal Communities Program (RCCP) workshop hosted by NCDEQ & CRC in New Bern

5. Staff attended a meeting with state emergency management to discuss floodplain mapping for the Waccamaw & Coastal basins

6. Staff & the CAT group met with consultants to discuss Town's resiliency planning efforts & review draft strategies
    a. The team is nearing completion of phases I & II of the process

7. Staff met with several developers to review plans & next steps for their projects, these included:
    a. The Copas Ridge subdivision
    b. Hayden Pt PUD
    c. Royal Oak annexation, PUD & commercial center

8. The town Attorney is working out the final details of the contract code enforcement agreement & staff plans to have the program running by mid-October

9. Please forward any zoning or nuisance complaints to Brandon Eaton, Planner, beaton@townofshallotte.org Phone: (910) 754-4032

10. The Town collected $93,259 for September 2026
    a. Fees collected in September 2025 totaled $225,786