



Shallotte Board of Aldermen Regular Meeting Agenda

October 07, 2025 at 5:15 PM

Meeting Chambers – 110 Cheers Street

I. CALL TO ORDER

II. INVOCATION & PLEDGE

III. CONFLICT OF INTEREST

1. Statement

IV. AGENDA AMENDMENTS & APPROVAL OF AGENDA

V. PUBLIC COMMENTS (3 minutes or less per person & sign in please)

VI. DEPARTMENT REPORTS

1. Police

2. Fire

3. Planning

4. Public Utilities

1. Bill Adjustments

A. Leaks

- Kimberly W. Hash (4910 Bridgers Rd Unit 4)

- Village of Woodsong Neighbors Assn (531 Sylvan St)

B. Nonpayment fee: Margaret Brown (4580 White St. Apt. 6)

5. Finance

6. Parks/Recreation

7. Administration

1. ABC Board Appointment

2. Resolution 25-12 Adopting New Personnel Policy Handbook

8. Mayor

VII. CONSENT AGENDA

A. September 2, 2025 Regular Meeting Minutes

B. Direct the Clerk to “Investigate the Sufficiency Thereof and to Certify the Result of the Investigation” for the Following Annexation Request:

Annexation Petition: ANX 25-27
Parcel ID's: 1820004221 & 1820004201
Weyerhaeuser NR Company.
96.03 Acres +/-

VIII. PUBLIC HEARING

1. TXT 25-26 (Mobile Food Unit Update)

1. Motion to open public hearing
2. Public Comments/Questions
3. Motion to close public hearing
4. Board Comments-Questions
5. Consider a motion to approve the Board of Aldermen Statement of Consistency
6. Consider a motion to approve Ordinance 25-26 amending the Town of Shallotte Unified Development Ordinance, specifically Article 10, Section 10-3(O).

IX. DISCUSSION

1. Henry Bennett payment

X. CLOSED SESSION

Pursuant to NCGS 143-318.11 (a)(3), consider a motion to go into closed session to protect the attorney-client privilege.

XI. CONTRACT APPROVAL

XII. ADJOURN

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

§ 160D-109. Conflicts of interest.

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

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

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

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

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

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

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



Shallotte Police Department

September 2025 Monthly Report

Highlights

- SPD has 1263 Calls for Service and Self-Initiated Incidents
- 37 Citations
- 58 Traffic Accident Reports
- 230 Volunteer Hours
- Staff participated in 9/11 Ceremony at the Town of OIB Park
- Staff participated in a lockdown drill at WBHS
- Officers Nolden and Farmer attend CIT training
- Chief Stanley and Lt. Lykins attend new NCSHP building opening.
- Sgt. Baker attended FBI LEEDA training in Myrtle Beach.
- Staff assisted with active shooter response/investigation in Southport

Incident and Investigations Summary

During the month of September 2025, the Shallotte Police Department's Investigative Division remained highly proactive in safeguarding the community by successfully managing a total of 79 criminal cases. The division's comprehensive investigative efforts resulted in multiple arrest and warrants for arrest issued, which led to the issuance of 4 misdemeanor charges and 16 Felony charges, demonstrating the division's ongoing commitment to maintaining public safety and holding offenders accountable.

Additionally, the division's attention to property crimes proved especially effective, as investigators handled 26 property crime and larceny cases. Through thorough investigation, the division was able to recover approximately \$68,000 in stolen funds and property. This recovery highlights the division's success in not only identifying and apprehending criminals but also ensuring that victims are made whole whenever possible.

Details of some of this month's newly assigned cases and one follow-up are provided below.



1. Larceny Cases – Multiple Businesses (Shallotte)

- **Incidents:** 17 reported larceny cases at various businesses in Shallotte.
- **Outcome:**
 - Detective Division recovered approximately \$28,000 worth of stolen merchandise.

2. Attempted larceny and Attempt to obtain property by false pretense

Details: Multiple false Facebook market place posts were made for trailers for sale and people were coming to buy these trailers. Suspect making the Facebook post was identified as a 17-year-old juvenile. Detectives obtained a juvenile petition.

3. Multiple reports of someone shooting a firearm inside city limits

Details: Multiple homeowners reported someone was shooting in the woods beside their house and some even had damage to the house caused by bullets hitting the residences. Detectives put up deer cameras in the woods and Patrol Officers were able catch 1 individual shooting in the woods. Detectives have sent the suspects firearm and several projectiles to the state crime lab to be examined. This is still an active investigation. *****Detectives are still waiting on Lab results in this case*****

4. Several Larceny of vehicles

Details: The detectives division had multiple larceny of MV cases this month and were able to close out all cases with the recovery of vehicles and criminal charges pressed against the offenders.



TOWN OF SHALLOTTE FIRE/RESCUE

Monthly Activity Report

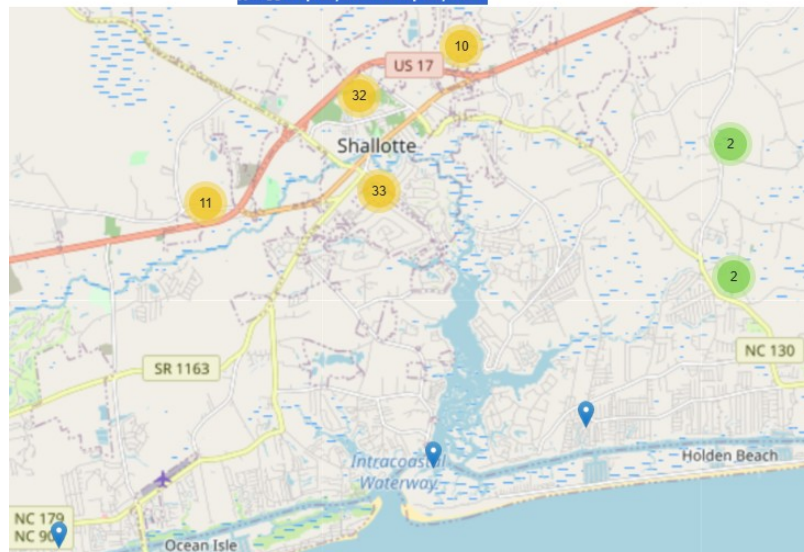
FISCAL YEAR ENDING 30 JUN 2026
Reporting Period: 29 AUG 2025 – 29 SEP 2025

NCGS § 58-79-45: Incident Reports...

Incident Map Overview (Past 4 weeks)

Scene Locations of Fire Incidents

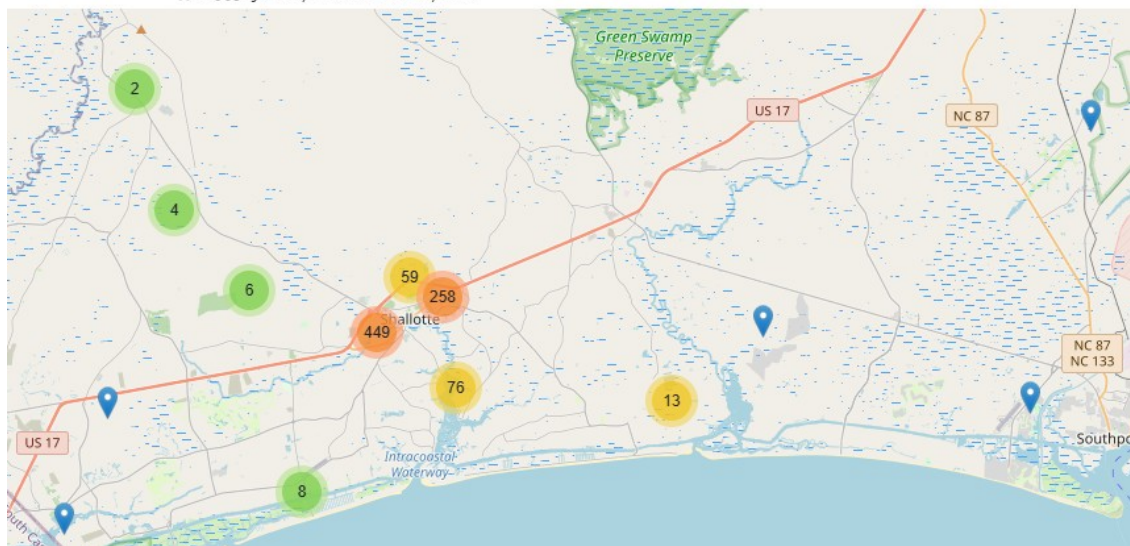
N = 95 Sep 03, 2025 to Sep 30, 2025



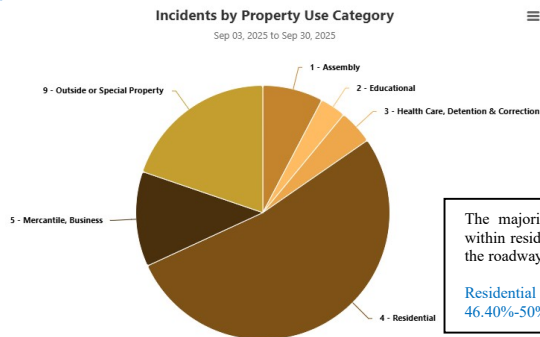
Incident Map Overview (YTD)

Scene Locations of Fire Incidents

N = 885 Jan 01, 2025 to Dec 31, 2025



(Past 4 weeks)

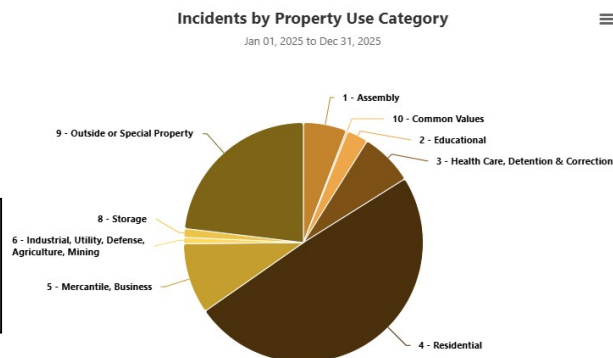


The majority of the incidents occur within residential properties and along the roadways.

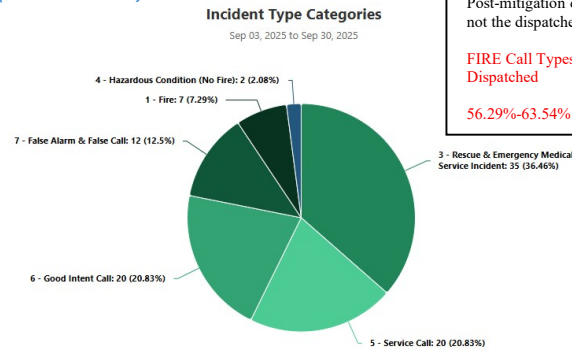
Residential
46.40%-50%

Roadways
17%-21.80%

(YTD)



(Past 4 weeks)

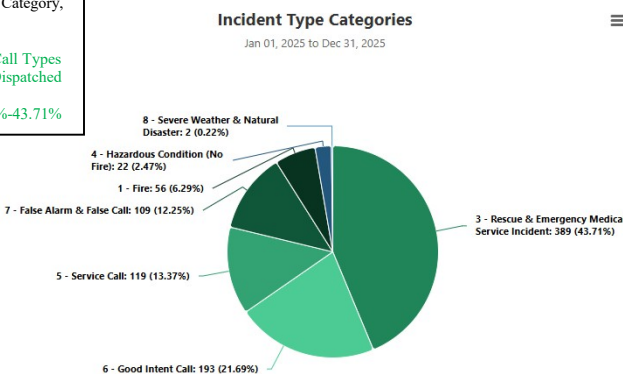


Post-mitigation data reflects the Incident Category, not the dispatched Call Type."

FIRE Call Types
Dispatched
56.29%-63.54%

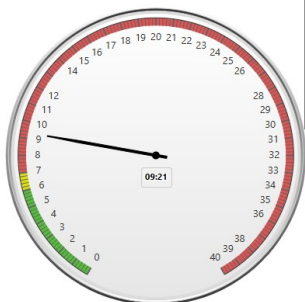
EMS Call Types
Dispatched
36.46%-43.71%

(YTD)



(Past 4 weeks)
PSAP to Arrival

Average Total Response Time (MM:SS)
Date Reported: Sep 03, 2025 to Sep 30, 2025



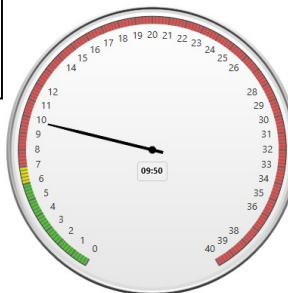
Data is consistent with that presented in the Fire Study.

The PSAP to arrival time can be impacted by 911 call processing times, CAD dispatch errors and uncontrolled variables such as delays in travel time and delays in turnout time due to overlapping high acuity incidents.

(YTD)

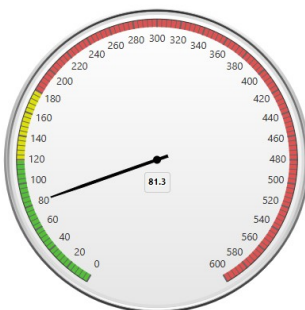
PSAP to Arrival

Average Total Response Time (MM:SS)
Date Reported: Jan 01, 2025 to Dec 31, 2025



(Past 4 weeks)

Unit Average Turnout Time (Seconds)
Sep 03, 2025 to Sep 30, 2025



Data is consistent with that presented in the Fire Study.

(YTD)

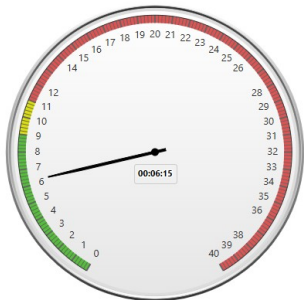
Unit Average Turnout Time (Seconds)
Jan 01, 2025 to Dec 31, 2025



(Past 4 weeks; District)

Unit Average Total Response Time (HH:MM:SS)

Sep 03, 2025 to Sep 30, 2025



Meets Town's Performance Measures.

Data is consistent with that presented in the Fire Study.

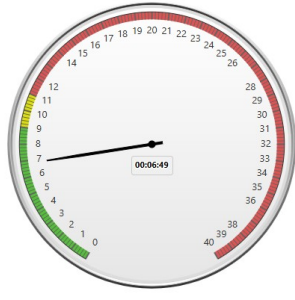
Shows data for entire fire district.

Uncontrolled variables: Time required to travel a given distance, Time required to overcome traffic patterns, Time required to clear overlapping calls...

(YTD; District)

Unit Average Total Response Time (HH:MM:SS)

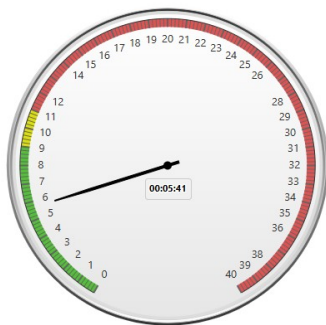
Jan 01, 2025 to Dec 31, 2025



(Past 4 weeks; City)

Unit Average Total Response Time (HH:MM:SS)

Sep 03, 2025 to Sep 30, 2025



Meets Town's Performance Measures.

Data is consistent with that presented in the Fire Study.

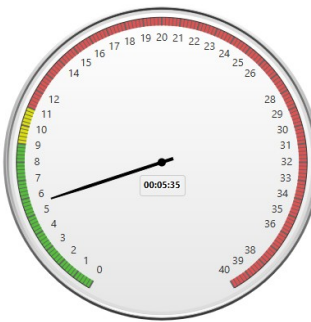
Shows data for Town Limits.

Uncontrolled variables: Time required to travel a given distance, Time required to overcome traffic patterns, Time required to clear overlapping calls...

(YTD; City)

Unit Average Total Response Time (HH:MM:SS)

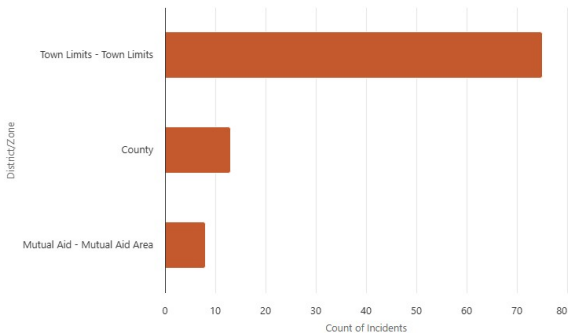
Jan 01, 2025 to Dec 31, 2025



(Past 4 weeks) Town 75; County 13; Mutual Aid 8

Incidents by District/Zone

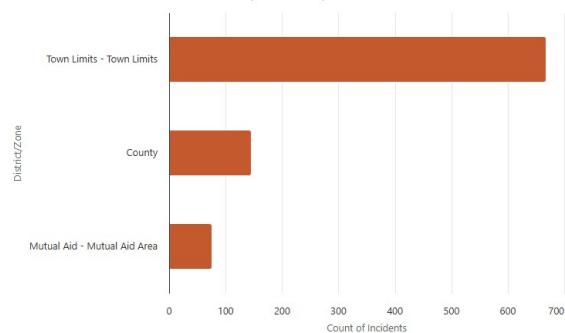
Sep 03, 2025 to Sep 30, 2025



(YTD) Town 668; County 146; Mutual Aid 76

Incidents by District/Zone

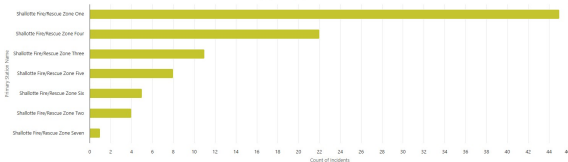
Jan 01, 2025 to Dec 31, 2025



(Past 4 weeks)

Incidents by Primary Station Name

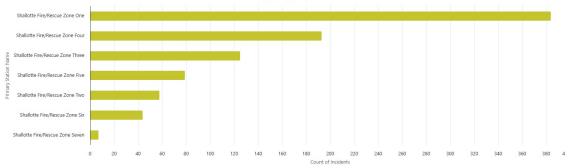
Mar 03, 2025 to Sep 30, 2025



(YTD)

Incidents by Primary Station Name

Jan 01, 2025 to Dec 31, 2025



Past 4 weeks

#1 Zone One = 45
#2 Zone Three = 22
#3 Zone Four = 11
#4 Zone Six = 8
#5 Zone Five = 5
#6 Zone Seven = 4
#7 Zone Two = 1

Zone Reference by Number of Incidents from Greatest to Lowest

#1 Zone One = Wall St Station (Town Central Commercial District)
#2 Zone Four = Red Apple Station area (Rourke Woods/Brierwood/River's Edge/Shallotte Point area)
#3 Zone Three = Naber Dr Station (Shallotte District Park/Wildwood/Union School/McMilly Rd area)
#4 Zone Five = (Green Bay Village/Cardinal Point/Highlands/N Mulberry/Express Dr area)
#5 Zone Two = HWY 130 Station (WBHS/McMilly Rd/Industrial Park area)
#6 Zone Six = (Greybridge Rd/Red Bug Rd/Holden Beach Rd/Solsera area)
#7 Zone Seven = (SECU/Ford & Chevy/Cumbee Rd areas)

YTD

#1 Zone One = 380
#2 Zone Four = 193
#3 Zone Three = 125
#4 Zone Five = 79
#5 Zone Two = 58
#6 Zone Six = 44
#7 Zone Seven = 7

NCRRS 5: Training...**325:00 hours**

- (EMT) Continuing Education
- (ISO) Fire Officer Training
- (ISO) Recruit Training
- (ISO) Company Training
- (ISO) Driver/Operator Training
- (ISO) Facility Training
- (ISO) Community Outreach

Notes:**Technical Review (TR) and Code Enforcement Items**

- Invited to County TRC - No projects within Shallotte's fire district
- TRC – Hayden Pointe Phases 4, 5 & 6
- TRC – Bay Road Landing
- TRC – Review proposed expansion to Smoked
 - Meeting with County Plan Reviewer, Town Planner and Property Owner
 - Discussed Fire Apparatus Access/Firefighter Access and Water Supply
 - Provided current fire hydrant flow test data
- Meetings with Fire Marshal – discuss automatic fire alarms and recurring issues
- Site Visits – Village Point Rd
- Site Visits – Smith Ave Ext
- Site Visits – Old Shallotte Rd
- Site Visits – Greybridge Rd
- Site Visits – Smoked
- Site Visits – Brierwood

Staffing Notes

- On-boarding two firefighters
 - Chief and Deputy Chief covering staffing shortages when part-time staff are unavailable.
 - 1 staff position on light-duty for injury
 - New Position Jan 01.

Other Notables

- Open Investigations
 - AI Street
 - Pending
 - SBI Report
- Storm Tracking
 - Imelda
 - Nonevent
 - After Action Report
 - OBSERVATIONS:
 - Information Delivery:
 - Emergency information was delivered in a timely and accurate manner, consistent with expectations.
 - Brunswick County Emergency Services coordinated effectively with municipal partners.
 - Public messaging was clear, consistent, and shared across multiple channels (social media, county website, local media).
 - RECOMMENDATIONS:
 - Continue use of redundant communication methods such as NOAA weather radio, satellite-based alerts, and community liaisons to ensure information reaches all residents.
 - Further develop and train volunteer/community response teams to assist with rapid neighborhood-level assessments and relay critical information.
 - Further invest in pre-positioning portable communication assets (mobile repeaters,

satellite hotspots) in areas prone to being cut-off or prone to isolation during severe storms.

- Ordinance Review for Town Clerk
 - Chapter 35
 - Chapter 93
 - Chapter 98
- Heart Saver Community CPR
 - 3 events
- Child Safety Seat Inspections/Installations
 - 3 events
- Fire & Life Safety Home Survey
 - 1 event
- Summarize Growth Indicators for Fire Station Development
 - Town Planner
 - NFPA Benchmarks
 - Population Benchmarks
 - Density Benchmarks
- Tracking: Senate Hearing September 10, 2025
 - Homeland Security & Governmental Affairs subcommittee
 - Fire Apparatus Crisis
 - **Costs:** Fire truck prices have doubled since 2020. Lawmakers questioned whether increases are justified.
 - **Delays:** Delivery times have grown from under a year to 2–4 years, leaving departments short of critical vehicles.
 - **Repairs & Parts:** Shortages keep aging trucks out of service longer, raising breakdown risks.
 - **Industry Consolidation:** A handful of manufacturers now control 70–80% of the market, sparking antitrust concerns.
 - **Implications:** Delays, high costs, and consolidation threaten safety and public protection—especially for smaller departments—without stronger oversight.

TOWN OF SHALLOTTE

PLANNING & ZONING DEPARTMENT

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



TO: Board of Aldermen
FROM: Robert Waring, Planning Director
DATE: October 7, 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

Permit Detail Report

Section VI, Item 3.

9/1/2025 - 9/30/2025

Permit #	Permit Date	Parcel Address	Permit Type	Permit Sub Type	Total Fees
4082	9/29/2025	4647 Main St Unit # 5	Zoning	New Occupant	\$100.00
4081	9/29/2025	27 Brierwood Rd	Change of Use	Change of Use	\$1,612.00
4080	9/29/2025		Mobile Food Unit	Food Truck	\$50.00
4079	9/26/2025	531 Glitter Bay Ct.	Building	Single Family	\$13,686.00
4078	9/25/2025	711 Invishield Ct	Building	Building Addition	\$100.00
4077	9/23/2025	4624 Mintz St.	Building	Accessory Structure	\$100.00
4076	9/22/2025	5002 Nolen St.	Building	Accessory Structure	\$100.00
4075	9/19/2025	552 Stonehaven Ct	Building	Accessory Structure	\$100.00
4074	9/17/2025	4892 Streamwood Notch	Building	Single Family	\$7,196.00
4073	9/17/2025	4890 Olde Cypress Lane	Building	Single Family	\$7,196.00
4072	9/16/2025	2094 Locust Ridge Dr	Building	Single Family	\$8,708.00
4071	9/12/2025	511 Country Club Villa Dr.	Building	Single Family	\$13,446.00
4070	9/12/2025	517 Country Club Villa Dr	Building	Single Family	\$14,958.00
4069	9/12/2025	523 Country Club Villa Dr	Building	Single Family	\$14,958.00
4068	9/11/2025	4279 Milkweed Road	Solar Panels	Roof top solar panels	\$100.00
4067	9/10/2025	4689 Swimming Ln	Building	Single Family	\$10,220.00
4066	9/10/2025	4684 Swimming Ln	Building	Single Family	\$8,708.00
4065	9/10/2025	4680 Swimming Ln	Building	Single Family	\$7,196.00
4064	9/10/2025	605 Summers Walk Rd	Building	Single Family	\$8,708.00
4063	9/10/2025	520 Getaway Lane	Building	Single Family	\$7,196.00
4062	9/5/2025	9 Wendy Ln Sw	Zoning	Pool	\$100.00
4061	9/5/2025	130 Shallotte Crossing Pkw. Unit 6	Zoning	Sign	\$75.00
4060	9/4/2025	2059 Locust Ridge Dr.	Zoning	New Residential	\$7,196.00
4059	9/4/2025	1037 Sharron Creek Dr	Zoning	Addition/Remode ling	\$100.00
4058	9/3/2025	4280 Frogie Ln.	Zoning	New Residential	\$8,708.00
4057	9/3/2025	2004 Snipe Ln.	Zoning	New Residential	\$7,196.00
4056	9/3/2025	2008 Snipe Ln.	Zoning	New Residential	\$8,708.00
4055	9/3/2025	4416 East Coast Ln.	Zoning	New Residential	\$8,708.00
4054	9/3/2025	4402 East Coast Ln.	Zoning	New Residential	\$7,196.00
4053	9/3/2025	4393 East Coast Ln	Zoning	New Residential	\$8,708.00
4052	9/3/2025	4405 East Coast Ln.	Zoning	New Residential	\$7,196.00
4051	9/3/2025	4417 East Coast Ln.	Zoning	New Residential	\$7,196.00
4050	9/3/2025	4421 East Coast Ln	Zoning	New Residential	\$7,196.00
4049	9/3/2025	4425 East Coast Ln.	Zoning	New Residential	\$8,708.00
4048	9/3/2025	4429 East Coast Ln.	Zoning	New Residential	\$7,196.00
4047	9/3/2025	9 Fairway Dr	Zoning	Accessory Structure	\$100.00
4046	9/2/2025	4433 East Coast Lane	Zoning	New Residential	\$7,136.00
					\$225,861.00

Total Records: 37

9/30/2025

Monthly Code Report (Town of Shallotte, NC) 9/2025
Prepared by Brandon Eaton, CZO, CCEO (Planner II/Code Enforcement)

Public Nuisances

1. Case Number: PN-24-005 (4450 Main Street)

Original Complaint: Tall grass/junk, etc.* See also Z-24-007

Latest Update: 9/30/25

- BOA addressed the case at their 8/5/25 meeting. Town attorney informed that service has not been made on issued injunction. CE is unaware if service has been made since 8/5/25.
- The time allotted for abatement during the judgement has passed without any compliance.
- The case was heard by Brunswick County District Court on 5/28/2025.
- A judgment was issued in favor of the Town to compel the property owner to comply with the Town's order of abatement and payment of civil penalties issued in the amount of \$20,000 (\$10,000 per parcel in violation).
- The property owner has 30 days to comply. After 30 days, the Town may abate the violations in full, charging the property owner for any related expenses.
- The Town was awarded attorney fees related to the motion.

2. Case Number: PN-24-006 (4479 Main Street)

Original Complaint: Tall grass/junk, etc.* See also Z-24-008

Latest Update: 9/30/25

- BOA addressed the case at their 8/5/25 meeting. Town attorney informed that service has not been made on issued injunction. CE is unaware if service has been made since 8/5/25.
- The time allotted for abatement during the judgement has passed without any compliance.
- The case was heard by Brunswick County District Court on 5/28/2025.
- A judgment was issued in favor of the Town to compel the property owner to comply with the Town's order of abatement and payment of civil penalties issued in the amount of \$20,000 (\$10,000 per parcel in violation).
- The property owner has 30 days to comply. After 30 days, the Town may abate the violations in full, charging the property owner for any related expenses.
- The Town was awarded attorney fees related to the motion.

3. Case Number: PN-25-007 (27 Brierwood Rd.)

Original Complaint: Tall grass, debris, dilapidated structure. Surrounding property owners have been maintaining the property as they can.

Latest Update: 9/25/25

- Property owner has installed a wire fence around the former parking area that CE has deemed a safety hazard. The property owner has been informed that corrective measures must take place.
- Property owner has been working to abate violations. Property scheduled for reinspection.
- A new inspection is scheduled for 7/29/2025. Civil penalties will begin if violations remain. An order will also be issued relating to nonresidential violations.
- Violation notice mailed. The owner had until 7/25/25 to abate violations.

- A hearing before the code enforcement officer was scheduled for 7/24/25 relating to nonresidential code violations. The property owner did not show up or reach out to CE.

4. Case Number: PN-25-008 (98 Wildwood St.)

Original Complaint: Tall grass, debris, downed silt fencing.

Latest Update: 9/16/25

- Violations have not been abated as required. Final notice being sent to serve as last step before civil penalties.
- NOV mailed. Owner has until 8/6/25 to comply.

5. Case Number: PN-25-010 (139 Edom Ln.)

Original Complaint: Tall grass.

Latest Update: 9/16/25

- Violation corrected. **Case closed 9/16/25**
- NOV mailed with a compliance date of 8/27/2025.
- Inspection scheduled for 7/29/2025

6. Case Number: PN-25-012 (4351 Owendon Dr.)

Original Complaint: Tall grass and weeds.

Latest Update: 9/24/25

- **Case closed 9/24/25.**
- Contact made with complainant on 9/24.
- Inspection shows no violation.

7. Case Number: PN-25-011 (Tryon Rd NW)

Original Complaint: Illegal dumping/junk.

Latest Update: 9/24/25

- Abatement notice in draft.
- 9/25/25, contact attempted.
- Inspection shows what seems to be a crushed vehicle and other metal junk.

Zoning Violations

1. Case Number: Z-24-007

Original Complaint: 4450 Main St. Old junk mobile home that was once used for office, shipping container, nuisances.

Latest Update: 9/30/25

- BOA addressed the case at their 8/5/25 meeting. Town attorney informed that service has not been made on issued injunction. CE is unaware if service has been made since 8/5/25.
- The time allotted for abatement during the judgement has passed without any compliance.
- The time allotted for abatement during the judgement has passed without any compliance.
- The case was heard by Brunswick County District Court on 5/28/2025.
- A judgment was issued in favor of the Town to compel the property owner to comply with the Town's order of abatement and payment of civil penalties issued in the amount of \$20,000 (\$10,000 per parcel in violation).
- The property owner has 30 days to comply. After 30 days, the Town may abate the violations in full, charging the property owner for any related expenses.

- The Town was awarded attorney fees related to the motion.

2. Case Number: Z-24-008

Original Complaint: 4479 Main St. Old junk mobile home that was once used for auto sales business. Sign violation. Accessory structure violation and nuisances.

Latest Update: 9/30/25

- BOA addressed the case at their 8/5/25 meeting. Town attorney informed that service has not been made on issued injunction. CE is unaware if service has been made since 8/5/25.
- The time allotted for abatement during the judgement has passed without any compliance.
- The case was heard by Brunswick County District Court on 5/28/2025.
- A judgment was issued in favor of the Town to compel the property owner to comply with the Town's order of abatement and payment of civil penalties issued in the amount of \$20,000 (\$10,000 per parcel in violation).
- The property owner has 30 days to comply. After 30 days, the Town may abate the violations in full, charging the property owner for any related expenses.
- The Town was awarded attorney fees related to the motion.

3. Case Number: Z-24-009

Original Complaint: Crane business not meeting the conditions of an issued special use permit.

Latest Update: 9/30/25

- CE is still waiting on court date and information.
- Property owner has filed an appeal in Superior Court.
- Town Clerk mailed Board Findings to property owner via certified mail
- Board of Adjustment hearing was conducted on 2/27/2025.

4. Case Number: Z-25-005 (4600 Main Street)

Original Complaint: Illegal signage and potential business operating without zoning approval.

Latest Update: 9/16/25

- Business owner reached out to ask for more time. Said that property owner had not given them the notice.
- Final NOV to mail 7/30/25.
- CE has not had any response to NOV. CE removed sign in ROW.
- Notice issued 5/28/25.
- Inspection conducted on 5/21/25. Business operating without zoning approval.
- CE opened a case and has initiated the inspection and notice process.

5. Case Number: Z-25-007 (5054 Main St.)

Original Complaint: Food truck without permit.

Latest Update: 9/30/25

- **Case closed 9/30/25**
- Violation not found during inspection but it has been said that it is generally in operation on weekends. CE is continuing to monitor.

6. Case Number: Z-25-008 (5285 Main St Unit 1)

Original Complaint: Restaurant operating outside of the conditions approved in the initial permit. Business is also preparing food inside a semi-permanent food truck/trailer to serve inside in a seated environment. Illegal signage also installed.

Latest Update: 9/30/25

- 9/26 inspection shows food truck has returned. Parked in no parking area. New notice being mailed to address newly adopted UDO violations.
- The tenant still does not have a valid food truck permit but has not been seen cooking on site to serve in the restaurant. CE has been in communication with the County regarding potential health code violations and is crafting a comprehensive list of violations and necessary abatement requirements, which include revocation of the original permit (which was applied for using incorrect information) and the stipulation that the tenant must apply for a new permit to continue operations as a restaurant. This does **not** permit the tenant to cook and/or prepare food on the food truck and sell inside the restaurant.
- Sign has been removed from ROW as well.
- Property owner reached out on 7/30/25 to ask for a week to try and get the tenant to come into full compliance.
- Notice issued 6/25/25.
- Inspection conducted on 6/18/25.

7. Case Number: Z-25-011 (4530 White St.)

Original Complaint: Office of funeral home reported being used as full-service funeral home without zoning approval. Only approved to be an office.

Latest Update: 9/30/25

- Case closed to code enforcement. No reasonable cause for further inspection.
- Owner of the business in question reached out to the Town today to inquire about who reported the potential violation. CE reached out to inform the owner that the complaint was internal and inquired about an SUP.
- CE has not heard back from property owner about moving forward with an SUP. CE has no reasonable cause to suspect property is not being used as was permitted, at this time.
- CE spoke with property owner who says he is only using the building for sales and blames industry sabotage for the complaint. The owner says he may still apply for an SUP (required for this use) but is retaining legal services.

8. Case Number: Z-25-012 (4407 Owenden Dr.)

Original Complaint: Shipping container being used as accessory building.

Latest Update: 8/26/25

- Shipping container has been removed. **Case closed 9/16/2025.**
- 8/26/2025, property owner came by Town Hall on the last day of compliance before civil penalties were set to be issued, requesting an extension of another month. CE informed the property owner that these containers are not allowed for any time and that an extension until 9/15/25, was the best we could do.
- Final NOV mailed 8/12/25 giving owner until 8/26/2025 to remove the violation.

9. Case Number: Z-25-013 (4536 Main St.)

Original Complaint: Grading and site work without permit.

Latest Update: 9/26/25

- 9/26/25, owner was informed measures that must be taken before development of the current use into a Christian Recovery thrift store with the additional parcel with unpermitted site work potentially used as a parking area.
- 9/10/25, Property owner stopped by Town Hall to see what he needed to be compliant. CE was informed that the property owner was going to be changing the use of the adjacent property and was hoping to install a gravel parking lot on the subject property. CE informed the owner that he needed to submit a site and landscape plan application for the overall project.
- 9/10/25, CE spoke with the manager of Bed Land and was informed that the site work was being completed by the property owner for a parking area. CE informed the manager that work must be stopped until zoning approval was obtained.
- 9/2/25, CE reached out to owner of record. Owner is believed to be deceased. CE left a message for potential next of kin but has not received a follow up call. Notice will be mailed after re-inspection.
- Visual inspection shows work being completed without a permit.

10. Case Number: Z-25-014 (5100 Main St.)

Original Complaint: Temporary vendor (meat truck) operating without a permit.

Latest Update: 9/26/25

- 9/26/25, vendor was not on site, but CE will monitor for return.
- 9/24/25, NOV issued with an October 8th compliance date.
- 9/16, violation reported, and inspection conducted.

Vehicles

Currently no cases

Public Works Monthly Report

September 2025

To: *Board of Aldermen*

From: *Dan Formyduval, Director of Public Services*

Sewer

- Responded to 17 sewer calls during the day and 5 after hours.
- Year to date after hours sewer calls are down 26%, work hours calls are down 12%, and 17% of all calls for service are not town issues, compared to the previous year.
- Randomly inspected 41 pressure sewer services.
- Replaced 5 commercial sewer control panels.
- Installed 2 residential pressure services.
- Installed 3 gravity sewer taps
- Met with Brunswick County Public Utilities to discuss acquiring more sewer allocation.

Parks & Streets

- Cleaned out and repaired +/- 5,320 feet of ditch in the Green Bay neighborhood. This completes the work on the Town's stormwater system in Green Bay.
- Installed irrigation for part of Price Landing.
-

Construction & Engineering

- Responded to **332** NC811 locate tickets.
- Participated in weekly meetings with contractors working on Price Landing.

- Participated in NCDOT's preconstruction meeting for the Hwy 17 Super Street project.
- Conducted proof roll of the North Parking lot at Price Landing

Fleet Maintenance

Maintenace

- Repair Lights and Brakes on Hudson Trailer
- Make sure all trucks are dot legal (Safety equip, Lights, overall inspection, Ect.)
- Repair oil leak on T19
- Put battery in Clubcar CarryAll
- Repair JD Tractor not going in gear changed Transmission & Hydraulic fluid/filters
- Ordered parts to fix Bush Hog
- Repaired toolbox on trailer mounted air compressor due to rust hole.
- (2) Oil Changes
- (5) State inspections

Police

- (3) Oil changes
- (19) NC State inspections
- (4) Tires
- (1) Set of Brakes
- (6) Minor Repairs
- Started on First Vehicle Upfit. (9/29)

Fire Dept

- Repaired inoperable engine brake (found bad 'High Med Low Switch")
- Ordered Parts to repair window handle (FD installed themselves)



Installation of Gravity Sewer Taps



Town of Shallotte Board of Aldermen
ACTION AGENDA ITEM
2025

TO: Board of Aldermen

ACTION ITEM #: _____

MEETING DATE: _____

FROM: Kirstie White

DATE SUBMITTED: _____

ISSUE/ACTION REQUESTED:

PUBLIC HEARING:

☐ YES

☐ NO

Customer has requested an adjustment to their bill due to a leak.

BACKGROUND/PURPOSE OF REQUEST:

Kimberly W Hash (4910 Bridgers Rd Unit 4) Customer had a leak in a toilet. Usage for the May billing was 90,153 gallons. Usage for the July billing was 97,817 gallons. This is the customer's first and second bills. So, we do not have enough history to calculate their average usage. The minimum gallons were used in this calculation. Requesting wholesale sewer over the minimum gallons. The total bill amount for May & July is \$2,871.05. The amount of the adjustment would be \$1,951.04, bringing the bills down to \$920.01.

Village of Woodsong Neighbors Assn (531 Sylvan St) Customer had a leak in 2 toilets. Usage for the March billing was 10,973 gallons. Usage for the May billing was 134,827 gallons. Customer's average usage is 6,200 gals. Requesting wholesale sewer over the customer's average usage. The total bill amount for March & May is \$2,418.92. The amount of the adjustment would be \$1,645.16, bringing the bills down to \$773.76.

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:

TOWN MANAGER'S RECOMMENDATION: Approve as this is consistent with our policy - MOG

FINANCE RECOMMENDATION:

ATTACHMENTS:

1. Kimberly Hash: Adjustment application, receipt for parts to repair leak & calculations
2. Village of Woodsong: Adjustment application, plumbing repair bill & calculations
- 3.

ACTION OF THE BOARD OF ALDERMEN

APPROVED:

☐

ATTEST:

CLERK TO THE BOARD

DENIED:

☐

**DEFERRED
UNTIL:**

SIGNATURE

OTHER:

Jun 30 2025
2:19P

Town of Shallotte Adjustment Application

May: -910.55
July: -1,040.49
-1,951.04

If you have filled a pool from your irrigation meter, there is no need to complete this application.

If you had a leak, attach a copy of the plumbing repair bill or a copy of the receipts for any parts purchased to repair the leak. There is a chance that if this is not provided, an adjustment may not be granted.

Adjustments **will not** be approved for bills that are higher than normal without proof that a leak has been fixed.

Name: Kimberly Hash
Sewer Bill Account Number: 10382000083
Service Address (or Physical Address): 4910 Bridgers Rd Unit 4
Telephone Number: 910-398-1190
Reason for requesting adjustment (pool fill, water leak from broken pipe outside, etc.):

Toilets have been giving issues since we moved in

If filling a pool, what date(s) was the pool filled:

If filling a pool, how many gallons does your pool hold?

If this was a leak, what date was the leak fixed? One fixed May 15 and one being fixed today

If this was a leak, where was the leak located? Toilets

Do you have a plumbing repair bill or receipts for parts purchased to repair the leak? ☒ Yes ☐ No

If no, why are receipts not available? _____

Kimberly Hash 6/30/25
Applicant's Signature Date

we have had issues since moving in maintenance didn't think anything was wrong then I had my son to repair it

The following is for office use only:

Estimated average consumption: No history to average usage (6,000gal minimum)

Estimated average bill amount: \$87.18 (based on minimum)

Current consumption: May: 90,153 gals. July: 97,817 gals. Sept: 24,634

Current bill amount: May: \$1,354.02 July: \$1,517.03 Sept: \$350.19

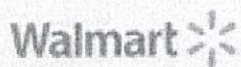
Notes: This is the customer's 1st & 2nd bills. Used minimum gallons (6,000) to calculate adjustment.

W. Quillen 9.9.25.
Town Administrator Date

PO Box 2287 Shallotte, NC 28459 • Phone: (910) 754-4032 • Fax: (910) 754-2740

Last revised: April 17, 2023

adm.00001



May 05, 2025 order
Order# 2000129-55932873



Fluidmaster K-400H-039 PerformMAX Toilet Fill Valve and 2" Flapper Repair Kit, Plastic, 1-Pack, Height 13.9in Qty 2 \$31.96

Subtotal **\$31.96**

w/ No \$35 order minimum fee ~~\$6.99~~ \$0

Tax \$2.16

Total **\$34.12**



Charge history Your transaction activity for this order



Payment method



Hash, Kimberly W

1038200 83 – 4910 Bridgers Rd Unit 4

Average usage: No history for average usage (using minimum gallons)

Sewer: Regular Rate for avg usage + 10% of the leak; wholesale rate for the remainder

May 2025

Sewer:

Regular Rate	90,153 gallons	Total Usage
	<u>-6,000 gallons</u>	Minimum Usage
	84,153 gallons	
	x 10%	
	8,415 gallons	
	<u>+6,000 gallons</u>	Minimum Usage
	14,420 gallons	Usage at Regular Rate (rounded)
Wholesale	90,153 gallons	Total Usage
	<u>-14,420 gallons</u>	Usage at Regular Rate: \$201.12
	75,733 gallons	Wholesale Charge for Overage: \$242.35
Sewer Adjustment	201.12	Regular Rate (14,420 gallons)
	<u>+242.35</u>	Wholesale Charge for Overage
	\$443.47	
	<u>-1,354.02</u>	Original Sewer Charge
	-910.55	Sewer Adjustment

7/28/25 mailed adjusted invoice/letter
adjustment considered in July.

May Adjustment: -910.55

July 2025

Sewer:

Regular Rate	97,817 gallons	Total Usage
	<u>-6,000 gallons</u>	Minimum Usage
	91,817 gallons	
	x 10%	
	9,180 gallons	
	<u>+6,000 gallons</u>	Minimum Usage
	15,180 gallons	Usage at Regular Rate (rounded)
Wholesale	97,817 gallons	Total Usage
	<u>-15,180 gallons</u>	Usage at Regular Rate: \$212.10
	82,637 gallons	Wholesale Charge for Overage: \$264.44
Sewer Adjustment	212.10	Regular Rate (15,180 gallons)
	<u>+264.44</u>	Wholesale Charge for Overage
	\$476.54	
	<u>-1,517.03</u>	Original Sewer Charge
	-1,040.49	Sewer Adjustment

9/10/25 mailed pending adjustment invoice/letter that adjustment will need Board approval.

July Adjustment: -1,040.49

Total Adjustment (May & July Bills): -\$1,951.04



Town of Shallotte Adjustment Application

Mar: -4
May: -1,090.96
-1,645.16
Sep 17 2025
3:58P
Section VI, Item 4.

If you have filled a pool from your irrigation meter, there is no need to complete this application.

If you had a leak, attach a copy of the plumbing repair bill or a copy of the receipts for any parts purchased to repair the leak. There is a chance that if this is not provided, an adjustment may not be granted.

Adjustments **will not** be approved for bills that are higher than normal without proof that a leak has been fixed.

Name: Village of Woodsong Neighbors Assn. (Pond)

Sewer Bill Account Number: 20135100098

Service Address (or Physical Address): 531 Sylvan St Shallotte NC 28470

Telephone Number: 910 754-9124, 910 209-1519 Cell

Reason for requesting adjustment (pool fill, water leak from broken pipe outside, etc.):

Water leak from bathroom toilets

If filling a pool, what date(s) was the pool filled:

If filling a pool, how many gallons does your pool hold?

If this was a leak, what date was the leak fixed? 3/9/25

If this was a leak, where was the leak located? Bathroom

Do you have a plumbing repair bill or receipts for parts purchased to repair the leak? ☒ Yes ☐ No

If no, why are receipts not available? _____

Don C. Martin
Applicant's Signature

9/11/25
Date

The following is for office use only:

Estimated average consumption: 6,200 gals.

Estimated average bill amount: \$95.89

Current consumption: Mar: 10,973 gals. May: 134,827 gals. July: 4,197 gals.

Current bill amount: Mar: \$12.82 May: \$2,256.60 July: \$93.18

Notes: _____

Town Administrator

Date



J&S Plumbing of the Carolinas, LLC

531 Sylvan St
531 Sylvan St
Shallotte, NC 28470

INVOICE	#22141
PAYMENT TERMS	Upon receipt
DUE DATE	Mar 09, 2025
AMOUNT DUE	\$160.13

CONTACT US

3062 Ash Little River Rd NW
Ash, NC 28420

(910) 274-2333
jandsplumbing@outlook.com

INVOICE

Service	Qty	Unit Price	Amount
Repaired 2 toilets	1.0	\$150.00	\$150.00

Services subtotal: \$150.00

Subtotal	\$150.00
Total Tax	\$10.13
NC State Sales Tax (6.75%)	\$10.13
Job Total	\$160.13
Invoice Amount	\$160.13

See our Terms & Conditions

Woodsong Neighbors Assn (Pool)

Section VI, Item 4.

2013510 98 – 531 Sylvan St

Average usage: 6,200 gallons

Sewer: Regular Rate for avg usage + 10% of the leak; wholesale rate for the remainder

March 2025**Sewer:**

Regular Rate	10,973 gallons	Total Usage
	<u>-6,200 gallons</u>	Average Usage
	4,773 gallons	
	<u>x 10%</u>	
	477 gallons	
	<u>+6,200 gallons</u>	Average Usage
	6,680 gallons	Usage at Regular Rate (rounded)
Wholesale	10,973 gallons	Total Usage
	<u>-6,680 gallons</u>	Usage at Regular Rate: \$102.38
	4,293 gallons	Wholesale Charge for Overage: \$13.74
Sewer Adjustment	102.38	Regular Rate (6,680 gallons)
	<u>+13.74</u>	Wholesale Charge for Overage
	\$116.12	
	<u>-162.32</u>	Original Sewer Charge
	-46.20	Sewer Adjustment

March Adjustment: -46.20

May 2025**Sewer:**

Regular Rate	134,827 gallons	Total Usage
	<u>-6,200 gallons</u>	Average Usage
	128,627 gallons	
	<u>x 10%</u>	
	12,860 gallons	
	<u>+6,200 gallons</u>	Average Usage
	19,060 gallons	Usage at Regular Rate (rounded)
Wholesale	134,827 gallons	Total Usage
	<u>-19,060 gallons</u>	Usage at Regular Rate: \$287.19
	115,767 gallons	Wholesale Charge for Overage: \$370.45
Sewer Adjustment	287.19	Regular Rate (19,060 gallons)
	<u>+370.45</u>	Wholesale Charge for Overage
	\$657.64	
	<u>-2,256.60</u>	Original Sewer Charge
	-1,598.96	Sewer Adjustment

May Adjustment: -1,598.96

Total Adjustment (March & May Bills): -1,645.16



Town of Shallotte Board of Aldermen
ACTION AGENDA ITEM
 2025

TO: Board of Aldermen

ACTION ITEM #: _____

FROM: Kirstie White

MEETING DATE: _____

DATE SUBMITTED: _____

ISSUE/ACTION REQUESTED:

Customer is requesting their nonpayment fee to be refunded to them.

PUBLIC HEARING: ☐ YES ☐ NO

BACKGROUND/PURPOSE OF REQUEST:

Margaret A Brown (4580 White St Apt 6) – Customer did not terminate her sewer account with us. In the process of doing disconnects, Brunswick County Public Utilities informed us that the customer had moved out. By this time, the \$75.00 nonpayment fee was already on the customer's account. Policy states that once a nonpayment fee is applied, other than signing up for bank draft, any other requests to have this fee removed must be presented to the Board of Aldermen for a decision.

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:

TOWN ADMINISTRATOR'S RECOMMENDATION: As you know, I generally do not recommend refunding in these situations as our policy plainly states and is signed by the applicant they must terminate their account with the Town. However, in this case, Ms. Brown paid her May billing, moved out in June and we had a significant delay in getting out the July bill due to the printing company going out of business and we had to scramble to find another company to print our bills. As Ms. Brown stated, she had excellent payment history with us. In this rare instance, I would recommend refunding her the \$75.00 cutoff fee. - MOG

FINANCE RECOMMENDATION:

ATTACHMENTS:

1. Customer's letter of request
- 2.
- 3.

ACTION OF THE BOARD OF ALDERMEN

APPROVED:

☐

ATTEST:

CLERK TO THE BOARD

DENIED:

☐

DEFERRED

UNTIL:

SIGNATURE

OTHER:

1500600 92

Sept. 9, 2025

I am writing in regards to a \$75.00 non-payment fee on my final bill. I did not receive a bill in question, and was told you were ⁱⁿ arrears of billing at the time in question. If you look at my billings for two years I paid promptly, never late. I have a very high credit rating, I always pay my bills upon receipt, not the due date. I am an 84 yr old female on social security. Please remove the \$75.00 fee from my account. The address was 4580 White St apt. 6 in Shallotte. My Acct # was 15006000092. I respectfully implore you to remove the fee.

Margaret Brown
410 Calabash Rd. NW
Unit 104
Calabash NC 28467
Ph. 309-620-0350

In having to move due to Shallotte Villas being sold, I was also forced to pay \$400.00 more per month in rent.



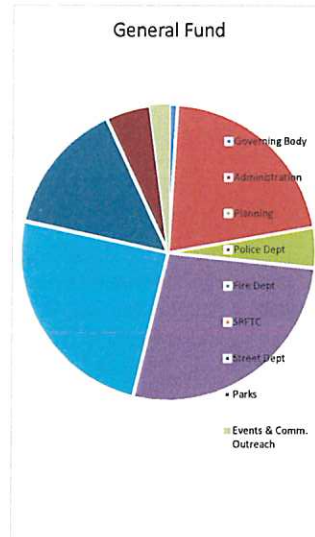
TOWN OF SHALLOTTE
Monthly Financial Dashboard
FISCAL YEAR ENDING June 30, 2026

Reporting Period: September 30, 2025

SPECIFIC REVENUE COLLECTIONS AT A GLANCE...			
General Fund	Collected TD	FY Budget	Total Budget
PROPERTY TAX		\$ 3,781,720	\$ 10,537,974
Revs YTD/% Coll/% of Budget	\$ 715,310	18.91%	35.89%
SALES & USE TAX			
Fiscal Year Budget	\$ 2,120,223	\$ 10,537,974	
Revs YTD/% Coll/% of Budget	\$ -	0.00%	20.12%
UTILITY FRANCHISE TAX			
Fiscal Year Budget	\$ 552,973	\$ 10,537,974	
Revs YTD/% Coll/% of Budget	\$ -	0.00%	5.25%
FIRE FEES			
Fiscal Year Budget	\$ 1,302,407	\$ 10,537,974	
Revs YTD/% Coll/% of Budget	\$ 316,454	24.30%	12.36%
OTHER REVENUES			
Fiscal Year Budget	\$ 2,780,651	\$ 10,537,974	
Revs YTD/% Coll/% of Budget	\$ 1,016,268	36.55%	26.39%
Enterprise Fund			
OTHER REVENUES		\$ 2,782,518	\$ 6,400,235
Revs YTD/% Coll/% of Budget	\$ 1,674,928	60.19%	43.48%
SYSTEM DEV FEES		\$ 439,707	\$ 6,400,235
Revs YTD/% Coll/% of Budget	\$ 181,708	41.32%	6.87%
			\$ 6,400,235
Revs YTD/% Coll/% of Budget	\$ -	0.00%	0.00%
SEWER CHARGES		\$ 3,178,010	\$ 6,400,235
Revs YTD/% Coll/% of Budget	\$ 450,566	14.18%	49.65%
FUND TOTALS		90% of Budget	
General Fund		\$ 10,537,974	\$ 9,484,177
Revenues FYTD	\$ 2,048,032	19%	
Enterprise Fund		\$ 6,400,235	\$ 5,760,212
Revenues FYTD	\$ 2,307,201	36%	

EXPENDITURES AT A GLANCE...			
GENERAL FUND	Fiscal Year	YTD Expenses	
DEPARTMENTS	25/26 Budget	Current FY	Current FYTD%
Governing Body	\$ 100,820	\$ 22,872	22.69%
Administration	1,488,802	389,764	26.18%
Planning	526,860	127,493	24.20%
Police Dept	3,387,684	1,095,510	32.34%
Fire Dept	2,198,991	562,591	25.58%
SRFTC	8,039	2,223	27.65%
Street Dept	2,023,650	749,995	37.06%
Parks	543,898	112,111	20.61%
Events & Comm. Outreach	259,230	71,971	27.76%
	\$ 10,537,974	\$ 3,134,530	29.75%
Fiscal Year Budget	\$ 10,537,974	\$ 3,134,530	
Unspent Budget Remaining	\$ 7,403,444	70.25%	
ENTERPRISE FUND	Fiscal Year	YTD Expenses	
DEPARTMENTS	25/26 Budget	Current FY	Current FYTD%
Sewer Department	\$ 6,400,235	\$ 2,151,747	33.62%
	\$ 6,400,235	\$ 2,151,747	33.62%
Fiscal Year Budget	\$ 6,400,235	\$ 2,151,747	
Unspent Budget Remaining	\$ 4,248,488	66.38%	

OUR CASH AND INVESTMENTS			
Balances on Sept 30, 2025 in whole dollars - Bold - As of 8-31-25			
CASH & INVESTMENTS BY FUND			
GENERAL FUND	June 2025	Sept 2025	
General Fund	\$ 967,876	\$ 1,154,457	
NCCMT	9,222,400	8,562,095	
	-	-	
General Fund Savings	49,619	25,003	
TOTAL GENERAL FUND	\$ 10,239,895	\$ 9,741,555	
ENTERPRISE FUNDS	June 2025	Sept 2025	
Sewer Fund	\$ 1,069,349	\$ 1,815,940	
NCCMT	3,862,465	3,952,108	
Sewer Fund Savings	86,636	25,004	
TOTAL OTHER FUNDS	\$ 5,018,449	\$ 5,793,052	
Special Revenue Fund	\$ 100	\$ 100	
Police Evidence Acct	313	119	
Capital Project Acct	1,861,172	1,241,538	
TOTAL CASH & INVESTMENTS TOWN-WIDE			
	June 2025	Sept 2025	
ALL FUNDS	\$ 17,119,929	\$ 16,776,364	



Capital Project - Riverfront Project			
CP Expenditures	FY Budget	Current Exp	
Mulberry Park	\$ 1,662,873.00	\$ 628,592.54	
Riverwalk II	\$ 1,132,300.20	\$ 180,749.83	
Professional Svc	\$ 1,322,600.95	\$ 233,739.24	
Price Landing Cap	\$ 2,500,000.00	\$ 1,782,148.55	
New Town Hall	\$ 16,342,363.00		
Cheers St Parking	\$ 337,396.00		
Total	\$ 23,297,533.15	\$ 2,825,230.16	
CP Revenues	FY Budget	Current Rev	
App Fund Balance	\$ 250,000.00		
Transfer from GF	\$ 2,982,177.16	\$ 357,631.78	
Grant-Riverwalk	\$ 250,000.00		
SCIF Grant-Riverw	\$ 815,355.99	\$ 185,449.83	
SCIF Grant-Mulb	\$ 3,000,000.00	\$ 2,282,148.55	
USDA Loan	\$ 16,000,000.00	\$ -	
Total	\$ 23,297,533.15	\$ 2,825,230.16	

	September-24	September-25	Difference
Cash:			
General Fund	\$ 9,943,252	\$ 9,741,555	
Sewer Fund	4,782,373	5,793,052	
Special Revenue Fd	100	100	
Police Evidence Acct	313	119	
Capital Account	3,017,578	1,241,538	
	\$ 17,743,616	\$ 16,776,364	(967,252)
Receipts for August 25:			
June 2025 Sales Tax		214,768.62	
Town Prop Tax Aug 25		434,262.57	
Franchise Tax 6-30-25		117,543.69	
Powell Bill Proceeds		94,436.59	

NCCMT Interest Rate March 25	4.31%
NCCMT Interest Rate April 25	4.17%
NCCMT Interest Rate May 25	4.28%
NCCMT Interest Rate June 25	4.14%
NCCMT Interest Rate July 25	4.30%
NCCMT Interest Rate August 25	4.30%



Town Of Shallotte

Expenditure Statement : 2025 - 2026

for Accounting Period 9/30/2025

GENERAL FUND

	Dept #	Department	Approp Amount	Activity this Period	Expenditure YTD	Encumbrance YTD	Unencumbered Balance	% Exp. & Enc.
4100		Governing Body	\$100,820.00	\$22,872.10	\$22,872.10	\$0.00	\$77,947.90	22.69
4200		Administration	\$1,488,801.93	\$388,791.84	\$388,791.84	\$971.91	\$1,099,038.18	26.18
4300		Planning Department	\$526,860.00	\$127,492.58	\$127,492.58	\$0.00	\$399,367.42	24.20
4400		Events & Community Outreach	\$259,230.00	\$71,816.44	\$71,816.44	\$154.70	\$187,258.86	27.76
5100		Police	\$3,387,684.07	\$993,190.81	\$993,190.81	\$102,319.36	\$2,292,173.90	32.34
5300		Fire	\$2,198,990.74	\$576,920.06	\$576,920.06	(\$14,328.81)	\$1,636,399.49	25.58
5400		SRFTC	\$8,038.87	\$2,022.93	\$2,022.93	\$199.99	\$5,815.95	27.65
5600		Streets	\$2,023,650.00	\$711,075.79	\$711,075.79	\$38,919.35	\$1,273,654.86	37.06
5700		Parks	\$543,898.00	\$148,431.30	\$148,431.30	(\$36,320.03)	\$431,786.73	20.61
Total Fund		GENERAL FUND	\$10,537,973.61	\$3,042,613.85	\$3,042,613.85	\$91,916.47	\$7,403,443.29	29.75



Town Of Shallotte
Expenditure Statement : 2025 - 2026
for Accounting Period 9/30/2025

ENTERPRISE FUND						
Dept # Department		Approp Amount	Activity this Period	Expenditure YTD	Encumbrance YTD	Unencumbered Balance
8200	Sewer	\$6,400,235.21	\$2,069,201.31	\$2,069,201.31	\$82,546.10	\$4,248,487.80
Total Fund		\$6,400,235.21	\$2,069,201.31	\$2,069,201.31	\$82,546.10	\$4,248,487.80
						% Exp. & Enc. 33.62
						33.62

Parks & Recreation Department Monthly Report – October

Upcoming Holiday & Community Events

- **October 11** – Touch-A-Truck @ Mulberry Park
 - **October 28** – Halloween Event @ Riverwalk
 - **December 1** – Tree Lighting (*new date this year*)
 - **December 6** – Shallotte Christmas Parade
 - **December 9** – Pictures with Santa @ Mulberry Park
 - **December 13** – Christmas Village @ Mulberry Park
 - **December 16** – Town Christmas Party @ Planet Fun
-

Employee Event

- **Benefits Fair** – Tuesday, October 7th, 11:00 a.m.–1:00 p.m.
Food, vendors, and more!
-

Event & Program Highlights

- **Concert Season** – Successful, even with rescheduled dates!
 - **Fall Market** – One of the best yet, with excellent turnout, vendors, and positive feedback about hosting at the Riverwalk.
 - **Parade** – Focus will not be filming this year due to company changes. A Facebook post will be shared soon to gauge community interest in live coverage. Parade applications will be posted next week.
-

Parks & Facilities Updates

- **Riverwalk** – Floating dock and kayak launch are now open; signage has been ordered.
- **Price Landing** – Signage has been ordered; picnic tables/benches donated by the Kiwanis have been delivered; staff is working with the Lions Club to create an outdoor classroom.



MEMORANDUM

TO: BOARD OF ALDERMEN
FROM: MIMI GAITHER, TOWN MANAGER
SUBJECT: MANAGER'S REPORT
DATE: 10.01.25

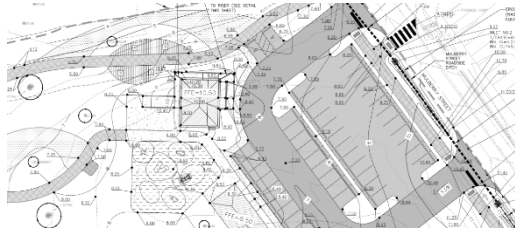
- Town Hall Closed – Labor Day – 9.1.25
- Former Aldermen Clyde Babson's Funeral – 9.2.25
- BOA Meeting 9.2.25
- County Sewer Meeting with PU Director Dan Formyduval – 9.4.25
- Meeting with Barrett McMullan re expansion - 9.8.25
- ABC Board Interviews 9.11.25
- Phone call with Cinderella contractors 9.12.25
- ABC Interviews 9.15.25
- Meeting re Shallotte Point – 9.16.25
- TH Committee Meeting – 9.17.25
- ABC Board Interviews – 9.18.25
- Creech Teams call – 9.19.25
- Vacation – 9.22-26.25
- County EM Phone conference re PT9 – 9.26.25, 9.27.25, 9.28.25, 9.29.25

Project Update – Riverwalk

The project is finished with a final CO from the County in early September. SeaDog is going to adjust the height of the ramp for ease in getting out of the water. Both floating dock and kayak launch are open to the public.

Project Update – Price Landing

As mentioned at our workshop, there hasn't been much progress made. I emailed Matt Bouchard, the attorney working on the Samet contract, and I am waiting to hear from him so we can get guidance on what steps we can take. Cinderella states that they are ready to start paving the parking lot but that is questionable with the amount of rain we have had. The walkway and kayak launch are in similar states as they were at our last board meeting. Dan reported at the workshop that the contractor's equipment to drive the pilings has broken down and has not been fixed. Penalties to 10.7.25 are \$65,500. As I mentioned at the workshop, that JP Russ has turned in a change order for increased costs due to the delay. I have attached McGill's report behind this one.



**MONTHLY
JOB REPORT**
September 2025
10/2/2025

Project Number: 22.07019
Town of Shallotte Project # 8/07/2024
Project Owner: Town of Shallotte
Project Name: Price Landing Park

Contractor: Cinderella Partners (or "Cinderella" herein)

Contract Amount: \$3,070,099.60
No. of Contract Modifications: 6
Revised Contract Amount: \$3,078,517.87

NTP: 8/07/2024
Original Contract Time: 211 Calendar Days to Substantial Completion
225 Calendar Days to Final Completion

Contract Time Remaining: 0 Calendar Days to Final Completion
Completion Date (Substantial): 5/29/2025 (CO #4)
Completion Date (Final): 6/13/2025 (CO #4)
Liquidated Damages \$500 Per Calendar Day after Substantial Completion
\$500 Per Calendar Day after Final Completion

Outstanding Items

- Pending Change Order #8 submission from contractor for North Parking Lot subgrade stabilization.

Contractor's Schedule

- Contractor had been granted a time extension to June 13, 2025, for final completion. As of this date the project is not complete, and the Contractor has not been granted any further time extensions. The latest updated schedule submitted by the Contractor had a final completion date of September 19, 2025 which has not been met. An updated schedule for completion has been requested from the Contractor. Contractor has been advised that Pay Applications are being held until a revised schedule is provided.

Construction Activities – Past 30 Days

- On September 15th 8 test pits were dug throughout the North Parking Lot and the lot was proof rolled. ECS was on site and inspected the test pits and witnessed the proof roll. A majority of the lot did not pass the proof roll. ECS provided the recommendations to stabilize the entire parking

lot in order to allow the Contractor to proceed with placement of subbase and pavement. Contractor is currently working up pricing for the stabilization work.

- Restroom structure completely built except for painting of doors and trim.
- Handrail on restroom ramps and porch completely installed.
- South boardwalk deck framing construction progressing. Construction of South boardwalk complete up to Pavilion. Pavilion is currently being built along with ramp to Kayak Launch. Due to the misalignment of the piles on the South Boardwalk from the Pavilion to the end of the walkway, the contractor was directed to remove and replace the piles. North boardwalk (Mulberry Street) complete.
- Water piping and concrete pads for Misters has been installed. Contractor grading around Misters in order to install decking.
- Began installation of lighting on South Boardwalk.
- Contractor removed and replaced the new sidewalk that was damaged near the picnic shelter, along with all of the sidewalk in front of the picnic shelter and the restroom.

Construction Activities – Next 30 Days

- Install stone subbase and bituminous paving for parking lots and walking trails – stone subbase on south (main) parking lot and walking trails approximately 95% complete.
- Construction of south boardwalk deck, pavilion, and kayak launch.
- Complete installation of lighting on south boardwalk.
- Construction of sidewalks. Contractor was directed to remove and replace the concrete sidewalk and stairs at the south end of the site near the outdoor classroom. The sidewalk and stairs were not built per the plan requirements.
- Installation of pedestal misters and construction of decking.
- Installation of irrigation system.
- Final grading, seeding and landscaping.

Submittals

- None outstanding

Request for Information

- None Outstanding

Request for Proposals

- No requests for proposal have been initiated

Proposals Received

- No proposals received

Change Orders Billed Against Owner's Contingency

- CO #1 – Water Connection Changes (Brunswick County) – \$9,980.00
- CO #2 – Overage on Excavation / Unsuitable Soils – \$9,992.24.

- CO #3 – Drainage revisions (ECS) for North Parking Lot – \$21,333.76
- CO #5 – Restroom Roof Material & Circuit for Grinder Pump - \$9,012.50 (\$3,686.24 toward contingency; \$5,326.26 added to contract)
- CO #6 – 30 LF of Trench Drain - \$3,092.01 added to contract

Change Orders to Contract

- CO #1 – Water Connection Changes (Brunswick County) – 5 Days
- CO #2 – Overage on Excavation / Unsuitable Soils – 5 Days
- CO #3 – Drainage revisions (ECS) for North Parking Lot – 7 Days
- CO #4 – Final Completion Extension to June 13, 2025.
- CO #5 – Restroom Roof Material and Circuit for Grinder Pump - \$5,326.26 added to contract
- CO #6 – 30 LF of Trench Drain - \$3092.01 added to contract
- CO #7 – Credit for changing the lighting at the boardwalk to low voltage – \$4,600.00 deleted from contract

Change Orders Rejected

- None pending

General Discussion

- Owner requested to use Pearl Glam Beautyberry plants in lieu of the Autumn Ivory Encore Ivory (AI) plants and Hummingbird Clethra in lieu of the Eleanor Taber Hawthorne (RU) plants shown on the Landscape Plan (C-110). The plant counts would remain the same. Contractor advised this will be done at no additional cost and/or not impact to the schedule.

Contractor Action Items

- Finalize all outstanding submittals.
- Replace damaged sidewalk and concrete stairs near Outdoor Classroom.
- Contractor was directed to inspect all silt fence and fix the unstable sections.

Engineer and Subcontractor Action Items

- McGill continues to review documents from the contractor as they arrive.

Owner Action Items

- Owner coordinating with BFPE regarding installation of manual dry stand pipe on South Boardwalk. Anticipated schedule for installation is the week of October 6, 2025.

Material Stored on Site

- Misters
 - Delivered onsite by freight and wrapped in shrink wrap.

Engineer's Observations

- Contractor is actively working on all project components.
- Contractor is maintaining all erosion control measures.
- Schedule for substantial completion was 5/29/25 and it was not met, which will result in liquidated damages of \$500/day until such a time that substantial completion is achieved. As of this date contractor is 126 days past the substantial completion date.

Next Monthly Job Report:

- October, 2025

End of Monthly Job Report



Town of Shallotte

ACTION AGENDA ITEM

2025

TO: Board of Alderman

ACTION ITEM #:

FROM: Mimi Gaither, Town Manager

MEETING DATE: 10.7.25

EXT. #

DATE SUBMITTED: 10.01.25

ISSUE/ACTION REQUESTED: Appointment to the ABC Board.

PUBLIC HEARING: ☐ YES ☒ NO

BACKGROUND/PURPOSE OF REQUEST: Roy Mintz, the chair of the ABC Board is having to resign for health reasons. The BOA put together a committee to interview the applicants interested in filling the vacancy. The applicants were Mr. Ben Deblois, Mr. Gordan Lewis, Mr. Allan Cheatham and Mr. Alan Lewis.

The Committee has asked to appoint Mr. Gordan Lewis as the new member as well as appoint Chris Lane (existing member) as the Board Chair. They did also ask that Mr. Allan Cheatham be held as an alternate in case they have any openings in the near future.

FISCAL IMPACT:

BUDGET AMENDMENT REQUIRED:

☐ YES ☒ NO

CAPITAL PROJECT ORDINANCE REQUIRED:

☐ YES ☒ NO

PRE-AUDIT CERTIFICATION REQUIRED:

☐ YES ☒ NO

REVIEWED BY DIRECTOR OF FISCAL OPERATIONS

☐ YES ☒ NO

CONTRACTS/AGREEMENTS:

REVIEWED BY TOWN ATTORNEY:

☐ YES ☒ NO ☐ N/A

ADVISORY BOARD RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION: Approve of the committee's recommendation. - MOG

FINANCE RECOMMENDATION: N/A

ATTACHMENTS:

1.

ACTION OF THE BOARD OF ALDERMEN

APPROVED:

☐

DENIED:

☐

DEFERRED

UNTIL:

ATTEST:

CLERK TO THE BOARD

SIGNATURE

OTHER:



RESOLUTION 25-12

A RESOLUTION OF THE TOWN OF SHALLOTTE, NC ADOPTING A NEW PERSONNEL POLICY HANDBOOK APPLICABLE TO EMPLOYEES OF THE TOWN OF SHALLOTTE

WHEREAS, it is the purpose of the Personnel Policy handbook to establish and maintain a uniform system for managing personnel matters; and to provide for the standards, terms, and conditions of employment with the Town of Shallotte in a clear and comprehensive fashion; and

WHEREAS, periodic review and updates to the handbook are necessary for general formatting purposes and clarification, to ensure compliance with evolving state and federal laws, and to address the needs and desires of the Town and its employees; and

WHEREAS, the Town administration and staff have prepared a new Town of Shallotte Personnel Policy Handbook in consultation with the Cape Fear Council of Governments (CFCOG), in partnership with the Piedmont Triad Regional Council (PTRC), and with recommendations from the North Carolina League of Municipalities (NCLM); and

WHEREAS, the Town asserts that all employees of the Town are Employees at Will and, as such, are free to resign at any time without reason and the Town, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice; and

NOW THEREFORE BE IT RESOLVED by the Mayor and the Board of Aldermen of the Town of Shallotte hereby revokes all previously issued Personnel Policy handbooks and hereby adopts the new Personnel Policy handbook provided in Exhibit A, attached hereto and incorporated herein by reference.

Adopted this 7th day of October, 2025.

Walt Eccard, Mayor

ATTEST:

Natalie Goins, Town Clerk

SHALLOTTE BOARD OF ALDERMEN

REGULAR MEETING

September 2, 2025

5:15 P.M.

The Shallotte Board of Aldermen met for a regular meeting on September 2, 2025 at 5:15 p.m. in the meeting chambers located at 110 Cheers Street with Mayor Walt Eccard presiding.

Aldermen present: Gene Vasile, Jimmy Bellamy, Bobby Williamson and Larry Harrelson (5:20)

Aldermen absent: Karmen Custer

Staff present: Mimi Gaither, Robert Waring, Brandon Eaton, Natalie Goins, Isaac Norris, Adam Stanley, Paul Dunwell, Dan Formyduval and Attorney Laura Thompson (left at 5:37).

I. CALL TO ORDER

Mayor Eccard called the meeting to order. A motion was made by Jimmy Bellamy seconded by Gene Vasile to open the meeting. Motion carried 3 yes 0 no.

II. INVOCATION & PLEDGE

Mayor Walt Eccard gave the Invocation followed by the Board and audience reciting the Pledge of Allegiance.

III. CONFLICT OF INTEREST

Mayor Eccard asked if any member of the Board had a conflict of interest or the appearance of a conflict of interest with regard to any item on the agenda. None stated.

IV. AGENDA AMENDMENTS & APPROVAL OF AGENDA

A motion was made by Gene Vasile seconded by Bobby Williamson to make the following amendments and approve the amended agenda:

VI. Department Reports

7. Administration – Move Items 1. Recommendation of Attorney for CM@R contract and 2. Price Landing Update to beginning of Department Reports. Add 4. ABC Committee.

8. Mayor – Add Item 1. Mayor Pro Tem Presentation. Reorder items.

Motion carried 3 yes 0 no.

V. PUBLIC COMMENTS

Dane Stanley, resident at 740 Marvin's Trail SW in Shallotte, addressed the Board regarding the collector street plan survey. Mr. Stanley explained that he owns about 2 acres in the middle of a 41-acre tract that has been in his family for over 75 years. Mr. Stanley emphasized that they have no intentions of selling the property. Their desire is to keep the property in the family and "preserve our way of life". He requested that the Board consider this information when reviewing the related plans.

VI. DEPARTMENT REPORTS

7. Administration

1. Recommendation of Attorney for CM@R contract

A motion was made by Gene Vasile seconded by Larry Harrelson to approve hiring Matt Bouchard with Poyner Spruill law firm as attorney for the Construction Manager at Risk contract, at a municipal rate of \$395 per hour.

2. Price Landing Update

Michael Norton (Principal Engineer with McGill & Associates) and Alex Lapinsky (Project Manager with McGill & Associates) provided updates on the Price Landing project including the following:

- North parking lot: Has had subgrade issues but is progressing with sand being brought in; expected to be paved within 2 weeks
- North boardwalk: Complete and approved by the county and structural engineer
- Restroom: Working through county approvals; roof sheeting to be installed soon with final inspection expected within 1-2 weeks
- Pavilion: 100% complete
- Sidewalk in front of pavilion and restroom: Poor workmanship being corrected; torn out and being redone
- South boardwalk: About 60% complete; some piles were set incorrectly and being replaced
- Concrete stairs and sidewalk: Being torn out and rebuilt

The Board agreed to revisit the matter at the next meeting to assess progress and discuss possible courses of action if the project remains incomplete.

1. Police

Mayor Eccard read a message of appreciation recognizing Detective Heather Newman and the police department for their efforts in recovering a stolen purse.

2. Fire

3. Planning

4. Public Utilities

1. Deed of Easement: Bennett Property (Resolution 25-08)

A motion was made by Larry Harrelson seconded by Bobby Williamson to approve Resolution 25-08 accepting the deed of easement for the Bennett property and approving the \$2280.91 payment for the easement. Motion carried 4 yes 0 no.

5. Finance

6. Media & Events

7. Administration

3. Personnel Policy

Town Manager Mimi Gaither stated she had received a few responses on the personnel policy and that this item will be brought back to the Board at the October meeting for approval.

4. ABC committee

Town Manager Mimi Gaither announced that ABC Board Chairman Roy Mintz would be retiring. A motion was made by Gene Vasile seconded by Jimmy Bellamy to approve a committee consisting of Alderman Bobby Williamson, Town Manager Mimi Gaither, ABC store manager Artie Duncan, and an ABC board member to review applications for the position. Motion carried 4 yes 0 no.

8. Mayors Monthly Activities

1. Mayor Pro Tem Presentation

Mayor Pro Tem Bobby Williamson presented an enlarged copy of an original article listing the Town of Shallotte's first officers from the date of incorporation, March 6, 1899. He requested the Town accept the document, as it represents Shallotte's founding governing body. The Board, with appreciation, accepted the document and agreed it will be appropriately displayed in Town Hall or another municipal building.

2. Colonial Heritage Month Proclamation – October 2025

A motion was made by Gene Vasile seconded by Jimmy Bellamy to approve proclaiming the month of October 2025 as Colonial Heritage Month in the Town of Shallotte. Motion carried 4 yes 0 no.

3. Fire Service Funding

Mayor Eccard briefed the Board on the proposed fire service funding scenarios. He recommended that Aldermen Gene Vasile and Karmen Custer lead further study on this issue and report back.

VII. **CONSENT AGENDA**

A motion was made by Larry Harrelson seconded by Gene Vasile to approve the following consent agenda items:

- A. August 5, 2025 Regular Meeting Minutes
- B. Budget Adjustment: BA 25-26-2: Mulberry Park Mulch \$36,550.00
- C. Budget Adjustment: BA-25-26-3: Vision Infrastructure contract \$138,300.00
- D. Meadows Sewer Dedication: Phases 1A, 1B, 2 (Resolution 25-07)

Motion carried 4 yes 0 no.

VIII. **PUBLIC HEARINGS**

1. **REZONING PETITION (RZ 25-13): 117 Al St.**

Mr. David Summerlin has submitted a request on the behalf of David & Ellen Frazee for consideration of a rezoning petition for the property located at 117 Al St. (0.88 Acres +/-). Parcel ID # 198AB006. The property is currently zoned Residential (R-10) and has been requested to rezone into the Central Business (CB) zoning district.

1. A motion was made by Jimmy Bellamy seconded by Gene Vasile to open the public hearing. Motion carried 4 yes 0 no.

2. Public Comments/Questions
3. A motion was made by Gene Vasile seconded by Larry Harrelson to close the public hearing. Motion carried 4 yes 0 no.
4. Board Comments-Questions
5. A motion was made by Gene Vasile seconded by Larry Harrelson to approve the Zoning Statement of Consistency. Motion carried 4 yes 0 no.
6. A motion was made by Gene Vasile seconded by Larry Harrelson to approve rezoning PID 198AB006 from R-10 to CB. Motion carried 4 yes 0 no.

2. Annexation (Oakland Plantation)

4492 Main St. Parcel IDs # 18200051 & 1820005101

Oakland Plantation, Inc.

2.24 Acres +/-

2 Commercial Parcels

1. A motion was made by Jimmy Bellamy seconded by Gene Vasile to open the public hearing. Motion carried 4 yes 0 no.
Town Planner Brandon Eaton gave an overview of the request.
John Mclendon, representing the property owner, spoke in favor of the annexation and noted the parcels would likely be combined once annexed.
2. Public Comments/Questions
3. A motion was made by Jimmy Bellamy seconded by Gene Vasile to close the public hearing. Motion carried 4 yes 0 no.
4. Board Comments/Questions
5. A motion was made by Gene Vasile seconded by Larry Harrelson to approve Annexation Ordinance 25-14, annexing PIDs 1820005101 & 18200051. Motion carried 4 yes 0 no.

3. Thamesmen Annexation & PUD

Bay Road SW Parcel ID # 2290003505

Aubrey & Amanda Faatz

County 7500 to Shallotte Planned Unit Development

22.3 Acres +/-

66 Single-Family Lots

1. A motion was made by Jimmy Bellamy seconded by Gene Vasile to open the public hearing. Motion carried 4 yes 0 no.
Town Planning Director Robert Waring gave an overview of the request.
Brian Fleer, representing the developer, emphasized that the traffic impact analysis was conducted in response to concerns raised at a previous meeting.
Caroline Cheeves, DRMP traffic engineer, explained that their analysis found all intersections in the Bay Road corridor were operating acceptably to NCDOT standards.
2. Public Comments/Questions
Victoria Inman, adjacent property owner, expressed concerns about her 7-acre tract becoming landlocked by the new development.
3. A motion was made by Larry Harrelson seconded by Gene Vasile to close the public hearing. Motion carried 4 yes 0 no.
4. Board Comments/Questions
Alderman Bobby Williamson voiced concerns with the existing left turn at Bay Road and Village Point Road.

The Board carefully considered the matter of the Victoria Inman tract. Following discussion, Brian Fleer offered to provide a driveway easement from the Inman property out to Bay Road as a condition of approval. The Board was in agreement with adding the following condition:
A driveway easement be provided from Bay Rd. SW to the Inman tract (PID 2290004303).

5. A motion was made by Jimmy Bellamy seconded by Gene Vasile to approve Annexation Ordinance 25-21, annexing PID 2290003505. Motion carried 4 yes 0 no.
6. A motion was made by Gene Vasile seconded by Jimmy Bellamy to approve the Board of Aldermen Zoning Statement of Consistency with the following conditions:
 1. Subdivision plans remain consistent with the master plan and recommendations of the submitted TIA.
 2. All local, state, and federal permits be provided as they are obtained.
 3. No construction or land clearing commence until preliminary subdivision application and plans have been reviewed and approved.
 4. A driveway easement be provided from Bay Rd. SW to the Inman tract (PID 2290004303).
 Motion carried 4 yes 0 no.
7. A motion was made by Larry Harrelson seconded by Gene Vasile to approve rezoning PID 2290003505 to Planned Unit Development (PUD). Motion carried 4 yes 0 no.

4. Annexation (Blum Investment Group Golf, LLC)

27 Brierwood Rd. Parcel IDs # 2132B00101

Blum Investment Group Golf, LLC.

3.10 Acres +/-

1 Single-Family Lot

1. A motion was made by Jimmy Bellamy seconded by Gene Vasile to open the public hearing.
Motion carried 4 yes 0 no.
Town Planner Brandon Eaton gave an overview of the request.
2. Public Comments/Questions
3. A motion was made by Gene Vasile seconded by Bobby Williamson to close the public hearing.
Motion carried 4 yes 0 no.
4. Board Comments/Questions
5. A motion was made by Bobby Williamson seconded by Gene Vasile to approve Annexation Ordinance 25-22, annexing PID 2132B00101. Motion carried 4 yes 0 no.

5. TXT 25-23 (Screening in Front Yards)

The proposed amendment to the Town's UDO updates ordinance language to permit the installation of fencing, walls, and other methods of screening within front yards in all zoning districts, for purposes pertaining to utilities and/or other critical infrastructure.

1. A motion was made by Jimmy Bellamy seconded by Gene Vasile to open the public hearing.
Motion carried 4 yes 0 no.
2. Public Comments/Questions
3. A motion was made by Gene Vasile seconded by Larry Harrelson to close the public hearing.
Motion carried 4 yes 0 no.
4. Board Comments-Questions
5. A motion was made by Gene Vasile seconded by Larry Harrelson to approve the Board of Aldermen Statement of Consistency. Motion carried 4 yes 0 no
6. A motion was made by Larry Harrelson seconded by Gene Vasile to approve Ordinance 25-23 amending the Town of Shallotte Unified Development Ordinance, specifically Article 2, Section 2-2; and Article 10, Section 10-4(H). Motion carried 4 yes 0 no.

6. TXT 25-24 (SUP to CZ Phase 1)

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 for less intensive residential uses, instead utilizing conditional rezoning when more appropriate.

1. A motion was made by Larry Harrelson seconded by Gene Vasile to open public hearing
2. Public Comments/Questions
3. A motion was made by Gene Vasile seconded by Larry Harrelson to close the public hearing.
Motion carried 4 yes 0 no.
4. Board Comments-Questions
5. A motion was made by Larry Harrelson seconded by Gene Vasile to approve the Board of Aldermen Statement of Consistency. Motion carried 4 yes 0 no.
6. A motion was made by Gene Vasile seconded by Larry Harrelson to approve Ordinance 25-24 amending the Town of Shallotte Unified Development Ordinance, specifically Article 2, Section 2-2, Article 10, Tables 10-1 & 10-2, & Article 10, Section 10-3 (I). Motion carried 4 yes 0 no.

7. TXT 25-25 (Tattoo & Body Piercing)

The proposed amendment to the Town's UDO updates ordinance language to bring Town regulations regarding tattoo and body piercing establishments up to date with current standards regarding the use and in line with how the use is regulated in surrounding communities.

1. A motion was made by Jimmy Bellamy seconded by Bobby Williamson to open the public hearing.
Motion carried 4 yes 0 no.
2. Public Comments/Questions
3. A motion was made by Jimmy Bellamy seconded by Gene Vasile to close the public hearing.
Motion carried 4 yes 0 no
4. Board Comments-Questions
5. A motion was made by Gene Vasile seconded by Larry Harrelson to approve the Board of Aldermen Statement of Consistency. Motion carried 4 yes 0 no.
6. A motion was made by Bobby Williamson seconded by Gene Vasile to approve Ordinance 25-25 amending the Town of Shallotte Unified Development Ordinance, specifically Article 10, Section 10-2; and Article 10, Section 10-4(GG). Motion carried 4 yes 0 no.

IX. DISCUSSION

There were no additional discussion items.

ADJOURN

A motion was made by Jimmy Bellamy seconded by Bobby Williamson to adjourn at 7:41 p.m.
Motion carried 4 yes 0 no.

Respectfully submitted,

Natalie Goins
Town Clerk

DRAFT



Town of Shallotte Board of Aldermen

ACTION AGENDA ITEM

2025

TO: Board of Aldermen

FROM: Brandon Eaton, Planner II

ACTION ITEM #: ANX 25-27

MEETING DATE: 10/07/2025

DATE SUBMITTED:

ISSUE/ACTION REQUESTED:

Request the Board to direct the Town Clerk to “investigate the sufficiency thereof and to certify the result of the investigation” of the petition for voluntary annexation of Parcel ID #'s 1820004221 & 1820004201 (near the intersection of Forest St. Extension and Hwy 17) on behalf of the Weyerhaeuser NR Company.

PUBLIC HEARING:

☐ YES

☒ NO

BACKGROUND/PURPOSE OF REQUEST:

Staff has received an application and petition for voluntary annexation for the property shown on the attached plat. G.S. 160A-31 requires that prior to a public hearing; the Town Clerk must first investigate the sufficiency of the petition.

Upon the direction of the Board, staff will ensure that the petition has been signed appropriately and that the subsequent public hearing is advertised and adjacent property owners are given the appropriate notice.

FISCAL IMPACT:

BUDGET AMENDMENT REQUIRED:

CAPITAL PROJECT ORDINANCE REQUIRED:

PRE-AUDIT CERTIFICATION REQUIRED:

REVIEWED BY FINANCE DIRECTOR

☐ YES

☒ NO

☐ YES

☒ NO

☐ YES

☒ NO

☐ YES

☒ NO

CONTRACTS/AGREEMENTS:

REVIEWED BY TOWN ATTORNEY:

☐ YES

☐ NO

☒ N/A

ADVISORY BOARD RECOMMENDATION:

NA

STAFF’S RECOMMENDATION: NA

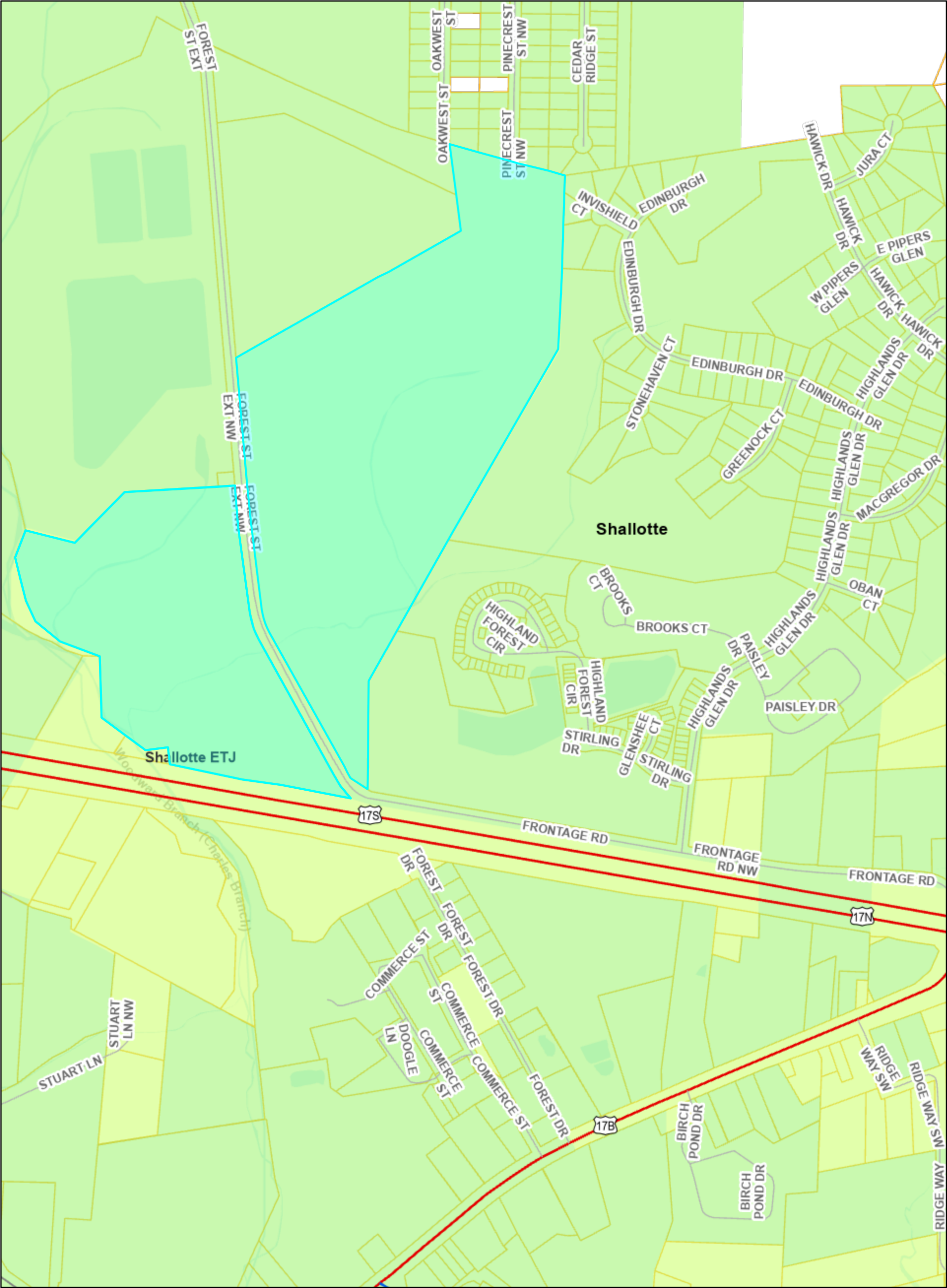
FINANCE RECOMMENDATION: NA

ATTACHMENTS:

- 1. Petition for Annexation
- 2. Area Map
- 3. Legal Description

<u>ACTION OF THE BOARD OF ALDERMEN</u>		
APPROVED:	☐	ATTEST:
DENIED:	☐	CLERK TO THE BOARD
DEFERRED UNTIL:		
OTHER:	SIGNATURE	

Brunswick County GIS Data Viewer



9/25/2025, 12:26:12 PM

Municipalities

Shallotte City

Shallotte ETJ

County Boundary

Parcels

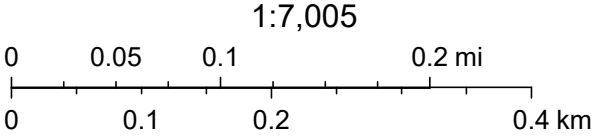
Roads

US Hwy

NC Hwy

State Road

Minor



AS-SURVEYED PERIMETER DESCRIPTION AS REQUESTED BY CLIENT:

ALL AND SINGULAR, THAT CERTAIN PIECE, PARCEL, OR LOT OF LAND, WITH ANY IMPROVEMENTS THEREON, SITUATED, LYING, AND BEING IN TOWN OF SHALLOTTE, BRUNSWICK COUNTY, AND NORTH CAROLINA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

PARCEL 1

BEGINNING AT A FOUND R/W DISK IN THE NORTHERN BOUNDARY OF US 17 BY-PASS (R/W VARIABLE) AND BEING THE POINT OF BEGINNING; THENCE ALONG THE NORTHERN R/W BOUNDARY OF US 17 BY-PASS (VARIABLE R/W) A BEARING OF N 83°22'15" W A DISTANCE OF 200.18 FEET TO AN IRON REBAR SET; THENCE A BEARING OF N 79°41'08" W A DISTANCE OF 378.13 FEET TO A FOUND 1/2" IRON REBAR; THENCE ALONG JERRY DANFORD A BEARING OF N 6°2'4" W A DISTANCE OF 84.51 FEET TO A FOUND 3/4" IRON PIPE; THENCE A BEARING OF S 88°59'05" W A DISTANCE OF 123.51 FEET TO A FOUND 3/4" IRON PIPE; THENCE A BEARING OF N 54°22'23" W A DISTANCE OF 114.31 FEET TO A FOUND 5/8" IRON REBAR; THENCE ALONG LAND INVESTMENT GROUP A BEARING OF N 52°30'15" W A DISTANCE OF 157.86 FEET TO A FOUND 5/8" IRON REBAR; THENCE A BEARING OF N 0°59'25" W A DISTANCE OF 312.98 FEET TO A FOUND 5/8" IRON REBAR; THENCE ALONG NFUSION II LLC A BEARING OF N 70°4'41" W A DISTANCE OF 196.26 FEET TO A POINT; THENCE A BEARING OF N 51°0'05" W A DISTANCE OF 163.76 FEET TO A POINT; THENCE A BEARING OF N 24°58'23" W A DISTANCE OF 114.69 FEET TO A POINT; THENCE A BEARING OF N 14°57'00" W A DISTANCE OF 120.11 FEET TO A POINT; THENCE A BEARING OF N 13°42'00" W A DISTANCE OF 107.57 FEET TO A POINT; THENCE A BEARING OF N 20°59'28" E A DISTANCE OF 147.27 FEET TO A POINT; THENCE ALONG THE COUNTY OF BRUNSWICK A BEARING S 76°21'32" E A DISTANCE OF 260.08 FEET TO A FOUND 3/4" IRON PIPE; THENCE A BEARING OF N 45°31'06" E A DISTANCE OF 365.63 FEET TO A FOUND 3/4" IRON PIPE; THENCE A BEARING OF N 84°34'29" E A DISTANCE OF 549.98 FEET TO AN IRON REBAR SET IN THE WESTERN R/W OF FOREST ST (60' R/W); THENCE ALONG FOLLOWING THE WESTERN BOUNDARY OF FOREST ST (60' R/W) A BEARING OF S 4°51'23" W A DISTANCE OF 207.18 FEET TO AN IRON REBAR SET; THENCE A BEARING OF S 8°04'54" E A DISTANCE OF 443.33 FEET TO AN IRON REBAR SET; THENCE ALONG A CURVE TO THE LEFT WITH A CHORD BEARING OF S 18°46'45" E, A CHORD DISTANCE OF 147.78 FEET (RADIUS=398.07, DELTA=021°2'42") TO AN IRON REBAR SET; THENCE A BEARING OF S 29°28'36" E A DISTANCE OF 783.26 FEET TO AN IRON REBAR SET; THENCE ALONG A CURVE TO THE LEFT WITH A CHORD BEARING OF S 30°53'10" E, A CHORD DISTANCE OF 72.88 FEET (RADIUS=1985.81, DELTA=002°06'11") TO AN IRON REBAR SET; THENCE

ALONG US 17 BY-PASS (VARIABLE R/W) A BEARING OF S 34°43'40" E A DISTANCE OF 68.21 FEET TO AN IRON REBAR SET; THENCE A BEARING OF N 80°43'50" W A DISTANCE OF 364.27 FEET TO A FOUND R/W DISK. CONTAINING 32.64 ACRES (1,421,882 SQUARE FEET).

PARCEL 2

BEGINNING AT A FOUND 5/8" IRON REBAR AND BEING THE POINT OF BEGINNING; THENCE ALONG THE NORTHERN US 17 BY-PASS (R/W VARIES) A BEARING OF N 56°50'40" W A DISTANCE OF 103.19 FEET TO AN IRON REBAR SET; THENCE ALONG FOREST ST (60' R/W) EASTERN R/W ALONG A CURVE TO THE RIGHT WITH A CHORD BEARING OF N 30°50'26" W, A CHORD DISTANCE OF 68.76 FEET (RADIUS=2013.96', DELTA=001°57'22") TO AN IRON REBAR SET; THENCE A BEARING OF N 29°28'36" W A DISTANCE OF 783.06 FEET TO AN IRON REBAR SET; THENCE ALONG A CURVE TO THE RIGHT WITH A CHORD BEARING OF N 18°46'45" W, A CHORD DISTANCE OF 125.51 FEET (RADIUS=338.07', DELTA=021°23'42") TO AN IRON REBAR SET; THENCE A BEARING OF N 8°04'54" W A DISTANCE OF 441.65 FEET TO AN IRON REBAR SET; THENCE A BEARING OF N 4°51'24" W A DISTANCE OF 205.79 FEET TO AN IRON REBAR SET; THENCE A BEARING OF N 5°22'44" W A DISTANCE OF 642.69 FEET TO A FOUND 3/4" IRON PIPE; THENCE ALONG THE COUNTY OF BRUNSWICK A BEARING OF N 59°55'02" E A DISTANCE OF 1310.35 FEET TO A FOUND 3/4" IRON PIPE; THENCE A BEARING OF N 8°28'07" W A DISTANCE OF 196.30 FEET TO A FOUND 5/8" IRON REBAR; THENCE ALONG MICHAEL NORTON A BEARING OF N 5°04'49" W A DISTANCE OF 247.66 FEET A FOUND 5/8" IRON REBAR; THENCE BEARING S 74°55'06" E A DISTANCE OF 155.10 FEET TO A FOUND 5/8" IRON REBAR; THENCE ALONG LILIANA SANCHEZ A BEARING OF S 74°51'51" E A DISTANCE OF 155.38 FEET A FOUND 5/8" IRON REBAR; THENCE AONG PINECREST ST A BEARING OF S 74°51'51" E A DISTANCE OF 62.00 FEET TO A FOUND 3/4" IRON PIPE; THENCE ALONG SUTIN LYLES A BEARING OF S 74°57'58" E A DISTANCE OF 155.43 FEET TO A FOUND 5/8" IRON REBAR; THENCE ALONG STANLEY STANDFORD A BEARING OF S 74°45'32" E A DISTANCE OF 66.06 FEET TO A FOUND 3/4" IRON PIPE; THENCE ALONG RYAN MUNIZ A BEARING OF S 74°45'32" E A DISTANCE OF 23.83 FEET TO A FOUND 3/4" IRON PIPE; THENCE ALONG JOHN SCOWCROFT A BEARING OF S 2°40'15" W A DISTANCE OF 77.92 FEET TO A FOUND 3/4" IRON PIPE; THENCE ALONG JOHNATHAN GRAY A BEARING OF S 2°40'15" W A DISTANCE OF 173.60 FEET TO A FOUND 3/4" IRON PIPE; THENCE ALONG ALEX COOKE & SAVY SUE HOLDINGS LLC A BEARING OF S 2°38'50" W A DISTANCE OF 633.59 FEET, PASSING THROUGH AN IRON AT 217.68 FEET, TO A FOUND 5/8" IRON REBAR; THENCE A BEARING OF S 29°14'10" W A DISTANCE OF 1,092.12 FEET TO A

FOUND 3/4" IRON PIPE; THENCE ALONG HIGHLAND FOREST TOWNHOMES HOMEOWNERS ASSOC. INC A BEARING OF S 29°11'05" W A DISTANCE OF 561.03 FEET TO A FOUND 3/4" IRON PIPE; THENCE ALONG SHALLOTTE PROPERTY HOLDINGS LLC A BEARING S 29°13'09" W A DISTANCE OF 291.98 FEET TO A FOUND 5/8" IRON REBAR; THENCE A BEARING OF S 0°11'30" W A DISTANCE OF 552.96 FEET TO A FOUND 5/8" IRON REBAR AND THE POINT OF BEGINNING. CONTAINING 63.39 ACRES (2,761,103 SQAURE FEET).



Town of Shallotte Board of Aldermen
ACTION AGENDA ITEM
2025

Section VIII, Item 1.

TO: Board of Aldermen

ACTION ITEM #: TXT 25-26

MEETING DATE: 10-07-2025

FROM: Brandon Eaton, Planner II

DATE

SUBMITTED:

ISSUE/ACTION REQUESTED:

PUBLIC



YES



NO

HEARING:

Request Board's review and decision of a staff-initiated amendment to the Town of Shallotte Unified Development Ordinances. Specifically, Article 10, Section 10-3(O).

BACKGROUND/PURPOSE OF REQUEST:

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.

- See attached "Exhibit A"

The Board may vote to:

Approve the ordinance as written, or

Further amend the ordinance and vote to approve, or

Continue the Board's review and ask that the ordinance be further researched, or

Deny the ordinance.

FISCAL IMPACT:

BUDGET AMENDMENT REQUIRED:



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:

The Planning Board voted to recommend approval at their September 09, 2025 meeting.

STAFF RECOMMENDATION:

Staff recommends Board approval

FINANCE RECOMMENDATION: NA

ATTACHMENTS:

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

ACTION OF THE BOARD OF ALDERMEN

APPROVED: ☐
DENIED: ☐

ATTEST: **CLERK TO THE BOARD**

**DEFERRED
UNTIL:** _____

SIGNATURE

OTHER:

(132) Itinerant Merchant. A person or entity ~~who engages~~ engaged in the temporary or transient business of selling and delivering goods, wares, or merchandise within the Town's limits, and who, for the purpose of carrying on such business, uses any lot, premises, building, room, vehicle, structure, or place. This definition includes, but is not limited to, yard sales, vendors at craft fairs, temporary sales events, and sellers operating from a temporary location such as a tent, booth, or mobile food unit such as a food truck or pushcart.

	MF-14/10/6	R-10	RM-10	R-15	RA-15	RAM-15	CB	HB	CW	B-2	O/I	LI	HI	C	PUD
ACCESSORY AND TEMPORARY															
ACCESSORY DWELLING [pursuant to 10-4(A)]															
ACCESSORY STRUCTURE [pursuant to 10-4]															
ACCESSORY USES, OTHER [pursuant to 10-4]															
ACCESSORY RETAIL [pursuant to 10-4(E)]															
DRIVE-THROUGH FACILITIES															
DUMPSTERS AND ENCLOSURES [pursuant to 10-4(B)]															
HOME OCCUPATION [pursuant to 10-4(D)]															
FOOD TRUCKS & PUSHCARTS <u>MOBILE FOOD UNITS</u> [pursuant to 10-3(N 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)]															
OUTDOOR DISPLAY, OUTDOOR STORAGE, OUTDOOR SALES [pursuant to 10-3(W)]															
STORAGE, INDUSTRIAL [pursuant to 10-3(Y)]															
TEMPORARY OUTDOOR VENDORS [pursuant to 10-3(N O)]								T		T					T
TEMPORARY USES, OTHER															
VEHICLE STORAGE IN CONJUNCTION WITH REPAIR															
YARD SALES		P	P	P	P	P									P

Section 10-3: Supplemental Use Standards

(N) Itinerant Merchants, ~~Food Trucks~~ Mobile Food Units, & Yard Sales. The purpose of this ordinance is to regulate itinerant merchants within the Town of Shallotte, ensuring public health, safety, and welfare, while supporting commerce and local businesses.

(1) ~~Food Trucks & Pushearts~~ Mobile Food Units.

- a. Permit Requirement: No person shall operate a ~~food truck or pusheart~~ mobile food unit on public or private property without first obtaining an annual ~~food truck/push-cart~~ mobile food unit zoning permit from the Town of Shallotte, as well as any permit required by the State and/or County. The following zoning permit requirements apply:

1. All ~~food truck/pusheart~~ mobile food unit permits expire on December 31st of the year in which they are issued.
 2. The ~~food truck/push-cart~~ mobile food unit permit issued by the Town of Shallotte must be displayed in a prominent location on or within the ~~food truck or pusheart~~ mobile food unit at all times during operation.
 3. All mobile food vendors shall obtain and maintain ~~a any required permit from the County's~~ state or county health department permit and keep such posted in a conspicuous place during hours of operation.
 4. ~~Food trucks and pushearts~~ Mobile food units must have an associated commissary kitchen or be certified by the state or county that the Mobile food unit meets the requirements to serve at its own commissary and must present this information to receive a Mobile food unit permit from the Town.
 5. ~~Food Trucks and pushearts~~ Mobile food units serving prepared foods must provide a current health certificate upon request.
 6. No zoning permit is required if invited by the Town for special events; however, all other criteria of this Article remain applicable.
 7. A ~~food truck/pusheart~~ mobile food unit permit shall be revoked if the Town finds that the terms of the permit have been violated or that there is a hazard to public health, safety and welfare.
- b. Location:
1. ~~Food trucks and pushearts~~ Mobile food units shall not operate on any parcel without written permission from the property owner on which they are situated and shall present proof of written permission when requested by Town officials.
 2. ~~Food trucks and pushearts~~ Mobile food units may be operated in designated areas of on-street parking and other Town-owned properties during special events sponsored by the Town.
 3. In residential zoning districts, a property owner may sponsor a ~~food truck or pusheart~~ mobile food unit to cater for a private event on private property.
 4. A property and/or homeowners association may sponsor a ~~food truck or pusheart~~ mobile food unit on common area property such as a clubhouse, pool facility, and/or park owned by the association.
 5. Mobile food units that are owned, operated, or otherwise associated with a permitted business shall be parked only within approved, striped parking spaces of the associated business's parking lot when not in active operation.
 6. Mobile food units shall not be parked or stored in fire lanes, drive aisles, landscaped areas, loading zones, or any other area not specifically designated and approved as a parking space.
- c. Time:
1. Mobile food vendors are permitted to operate on a particular parcel for a maximum of fourteen (14) consecutive days within any given calendar year.
 2. The Zoning Administrator, or their designee, has the discretion to grant an extension of up to an additional fourteen (14) days, allowing for a total of twenty-eight (28) consecutive days within the same calendar year.
 3. After reaching the maximum allowed duration of twenty-eight (28) consecutive days, mobile food vendors must cease operations on that parcel for a minimum period of two (2) weeks before the parcel is eligible to be used again.
- d. Other Regulations:
1. ~~Food trucks and pushearts~~ Mobile food units shall be located no closer than 50 feet to an existing restaurant, unless the operator provides written documentation demonstrating support from the restaurant owner for closer proximity.
 2. ~~Food truck and push-cart~~ Mobile food unit operators are responsible for the collection and removal of all trash, waste, and litter associated with the operation. Garbage must be collected and disposed of at an off-site facility, unless specific permission has been given by the owner

- to use on-site dumpsters or other disposal facilities. A trash receptacle is required for ~~food truck and pushcart~~ mobile food vendor customer use.
3. Pushcarts shall not be operated on any public sidewalk or in any public street right-of-way without the express written permission of the Zoning Administrator, or his or her designee.
 4. ~~Food trucks~~ Mobile food units shall not be operated as a drive-thru.
 5. Mobile food units shall operate as stand-alone, self-contained food service establishments and may not be used as an accessory kitchen or food preparation area for any brick-and-mortar restaurant or other food service business, and shall not be parked, staged, or otherwise operated with the intent of supplementing or expanding the kitchen operations of that establishment.
 6. Nothing in this section shall prohibit a mobile food unit from contracting with an approved commissary kitchen, provided such commissary use complies with all applicable state and local regulations.
 7. Signage for food trucks ~~and trailers~~ shall consist only of signs permanently attached to the ~~food truck~~ mobile food unit, and one temporary sign within four feet of the food truck ~~or trailer~~. The temporary sign may be an A-frame, bistro, banner, or the like, with an area no larger than 40 square feet.
 8. Signage for pushcarts is limited to signs permanently affixed to the pushcart and one portable A-frame style menu board which must be no further than three (3) feet from the pushcart.
 9. ~~Food trucks and pushcarts~~ Mobile food units shall not block fire lanes and other emergency access areas, loading areas, driveways, or alleys.
 10. ~~Food trucks and pushcarts~~ Mobile food units shall be limited to one food truck or trailer and one pushcart per parcel at any given time. A temporary permit may be obtained to conduct a food truck rally, rodeo, fair, or the like. These food truck gatherings are limited to two consecutive days per calendar month. ~~Food trucks~~ Mobile food units participating in ~~food truck~~ mobile vendor gatherings must all meet the requirements within this article.
 11. Limits on the number of ~~food trucks~~ mobile food units on a given parcel do not apply to Town sanctioned events.
- e. Violations:
1. Failure to obtain and display a ~~food truck or push-cart~~ mobile food unit permit while operating within the Town's zoning jurisdiction shall result in a civil penalty of one hundred dollars (\$100.00) for the first offense and the property owner will be notified.
 2. Each additional offense will result in a five hundred dollar (\$500.00) per day civil penalty.
 3. After five or more civil penalties, to Town reserves the right to withhold the issuance of a ~~food truck/pushcart~~ mobile food unit permit for up to three hundred sixty-five (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 25-26

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

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, 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.

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:

9/9/2025
Date

Richard Gannan
Planning Board Chairman
Town of Shallotte

BOARD OF ALDERMEN STATEMENT OF CONSISTENCY

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

ORDINANCE 25-26

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

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

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

The proposed amendment to the Town’s UDO updates ordinance language, 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. The changes are consistent with adopted Town of Shallotte plans and current zoning regulations, and are intended to further enhance the clarity and comprehension of adopted regulations.

OR

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

OR

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

Date

Mayor
Town of Shallotte

**TOWN OF SHALLOTTE
ORDINANCE 25-26**

**AN ORDINANCE AMENDING THE TOWN OF SHALLOTTE UNIFIED
DEVELOPMENT ORDINANCE, SPECIFICALLY
ARTICLE 10, SECTION 10-3(O)
REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN
CONFLICT THEREWITH; AND PROVIDING AN EFFECTIVE DATE.**

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

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

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

WHEREAS, The Board of Aldermen for the Town of Shallotte deems it to be in the public’s best interest to amend the Unified Development Ordinance with a text amendment so as to provide for changes as set forth below to ARTICLE 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; and

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

ARTICLE 10, SECTION 10-3(O).

See attached “Exhibit A”

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

Section 3. This ordinance shall take effect *immediately* upon passage and shall apply to any zoning permit applications submitted following that effective date.
INTRODUCED AT A Regular Meeting of the Board of Aldermen on October 07, 2025,
and adopted at a Regular Meeting of the Board of Aldermen on October 07, 2025.

SIGNED THIS _____ day of _____, 20_____.

TOWN OF SHALLOTTE, NORTH CAROLINA

Mayor

ATTEST:

Town Clerk



Town of Shallotte

ACTION AGENDA ITEM

2025

TO: BOARD OF ALDERMEN**ACTION ITEM #:****FROM: Isaac Norris Jr CPA Finance Director****MEETING DATE:**

10/7/2025

DATE SUBMITTED:

9/29/2025

ISSUE/ACTION REQUESTED: The Board of Aldermen needs to approve an additional amount to be paid to Mr. Henry Bennett for the easement relating to the 12" Forcemain Project.

PUBLIC HEARING:

YES

NO

BACKGROUND/PURPOSE OF REQUEST: The Town's engineer, Mr. David Bowman made a miscalculation in the amount due to Mr. Bennett when it was originally calculated. The Town owes Mr. Bennett an additional \$14,051.80. Please see the attached email.

FISCAL IMPACT:**BUDGET AMENDMENT REQUIRED:**

YES

NO**CAPITAL PROJECT ORDINANCE REQUIRED:**

YES

NO**PRE-AUDIT CERTIFICATION REQUIRED:**YES

NO

REVIEWED BY DIRECTOR OF FISCAL OPERATIONSYES

NO

CONTRACTS/AGREEMENTS:**REVIEWED BY TOWN ATTORNEY:**

YES

NO

N/A**ADVISORY BOARD RECOMMENDATION: N/A****TOWN MANAGER'S RECOMMENDATION:** Recommend that the additional amount be approved.**FINANCE RECOMMENDATION:** Recommend that the additional amount be approved.

ATTACHMENTS: Email from Town engineer Mr. David Bowman.

<u>ACTION OF THE BOARD OF ALDERMEN</u>		
APPROVED:	☐	ATTEST:
DENIED:	☐	CLERK TO THE BOARD
DEFERRED UNTIL:	_____	_____
OTHER:	SIGNATURE	



Isaac Norris <inorris@townofshallotte.org>

FW: Bennett Easement correction

1 message

Maria O'Sullivan Gaither <mgaither@townofshallotte.org>
To: inorris@townofshallotte.org, cbranning@atmc.net
Cc: Dan Formyduval <dformyduval@townofshallotte.org>

Mon, Sep 29, 2025 at 12:21 PM

Isaac,

Dave Bowman made some errors in the calculation for the easement for Henry Bennett. Both in the information as well as the calculation for payment. See email below.

His amount should have been \$16,332.71 less \$2,280.91 that we paid him making the amount we own him is \$14,051.80.

You would please process payment for that in the most recent check run.

We will also need to take to BOA for an adjustment – this is part of the 12” Forcemain project.

Mimi O'Sullivan Gaither

Town Manager



Town of Shallotte

PO Box 2287

Shallotte NC 28459-2287

910-754-4032 Phone

910-754-2740 Fax

mgaither@townofshallotte.org

mgaither@atmc.net

From: d bowman <dbowman@atmc.net>

Sent: Monday, September 22, 2025 11:01 PM

To: Mimi Gaither <mgaither@townofshallotte.org>; Dan Formyduval <dformyduval@townofshallotte.org>

Subject: Bennett Easement correction

Well, I must be losing it. First, Chris Stanley is doing the survey for the McMullens on the Bennett property and he pointed out that the deed I drafted was incorrect, I have attached the corrected deed for resigning. When I went back to calculate the new amount for the easement, I realized that I had used an incorrect value and we way underpaid the Bennetts. Their land value is actual \$107,452.05 per acre. Since we are asking for an easement of 0.152 acres, we should pay them \$16,332.71. I think after this, I won't be doing any more easement work. I tried to speed it up so that we could get them to sign before materials were dropped off, and that hurry caused a big error. I apologize for any inconvenience. Hopefully, the Bennetts will sign with the offer of additional compensation. Once they sign, the new deed will need to go to the Register of Deeds and the old one will have to be replaced. Let me know if you have any questions.

David



Corrected Deed Bennett Sept2025.docx

20K