



Shallotte Board of Aldermen Regular Meeting Agenda

July 07, 2026 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 for the record please.)

VI. DEPARTMENT REPORTS

1. POLICE

2. FIRE

3. PLANNING

4. PUBLIC WORKS

5. FINANCE

6. PARKS & RECREATION

7. ADMINISTRATION

8. MAYOR

VII. CONSENT AGENDA

A. June 2, 2026 Regular Meeting Minutes

B. June 18, 2026 Budget Public Hearing Meeting Minutes

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

Annexation Petition: ANX 26-11
Parcel ID: 21400001
OI Investment Properties, LLC.
98.035 Acres +/-

VIII. PUBLIC HEARING

1. SUP 26-10 (2159 Ocean Hwy Outdoor Storage)

1. Motion to open public hearing
2. Swear in parties
3. Public Comments/Questions
4. Motion to close public hearing
5. Board Comments/Questions
6. Motion to approve the Specific Findings of Fact
7. Applicant agreement to conditions
8. Motion to approve/deny SUP 26-10

2. TXT 26-09 (Vehicle Stacking)

1. Motion to open public hearing
2. Public Comments/Questions
3. Motion to close public hearing
4. Board Comments-Questions
5. Consider a motion to approve the Board of Aldermen Statement of Consistency
6. Consider a motion to approve Ordinance 26-09 amending the Town of Shallotte Unified Development Ordinance, specifically Article 20, Section 11.

IX. CLOSED SESSION

- A. Motion to enter Closed Session pursuant to N.C.G.S. § 143-318.11(a)(6) to discuss a personnel matter.
- B. Motion to return to Open Session
- C. Action following Closed Session (if applicable)

X. DISCUSSION

1. Succession Planning
 - A. Motion to accept Town Manager's retirement notice effective December, 31, 2026
 - B. Motion to approve/deny/modify Town Manager selection process as outlined

XI. ADJOURN

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

§ 160D-109. Conflicts of interest.

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

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

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

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

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

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

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



TOWN OF SHALLOTTE

Police Department

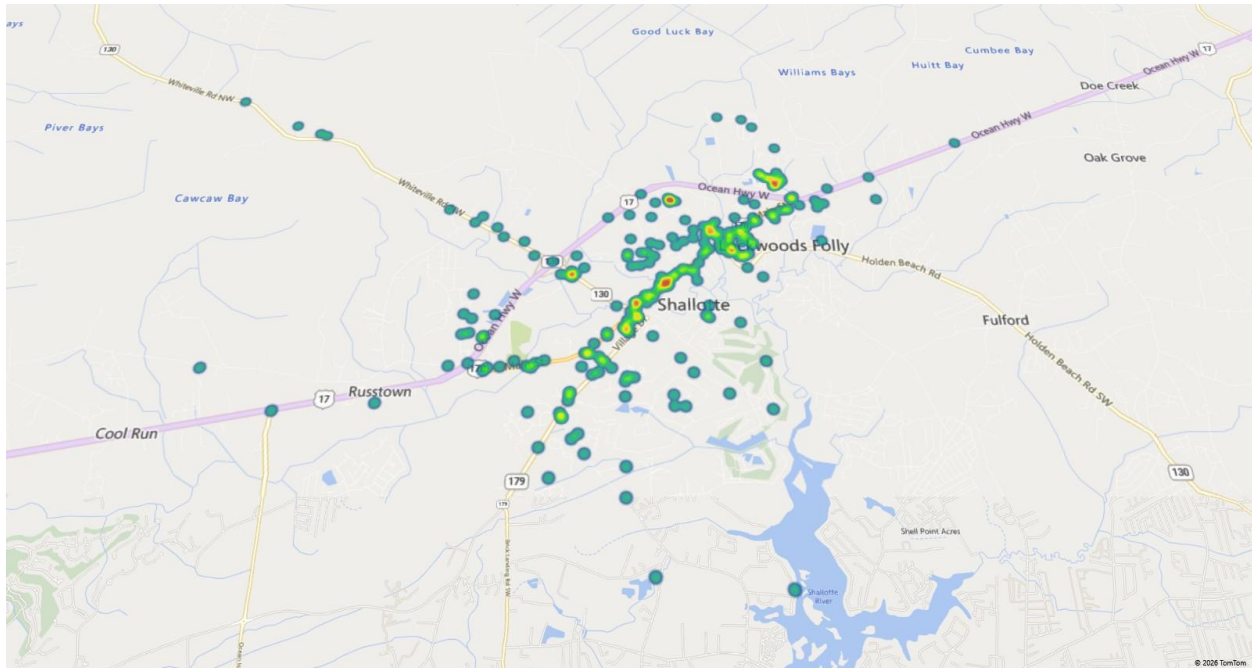
114 Cheers St. Shallotte, North Carolina 28470
Phone (910) 754-6008



Monthly Police Report

May 25 – June 24, 2026

- Completed 1495 calls for service
- Investigated 41 motor vehicle collisions
- Took 74 Incident Reports
 - Recovered 2 stolen motor vehicles and a firearm
- Effected 11 arrests including 3 warrant services
- Issued 130 State Citations w/ 170 total charges
- Received just over 171 hours of volunteer service



- Lt. Ferguson was elected to the NC D.A.R.E Board at the conference this year. Ferguson says, “Serving on the board allows me to advocate for quality instruction, support D.A.R.E. officers across the state, and help ensure we continue making a positive difference in the lives of students and our communities”.



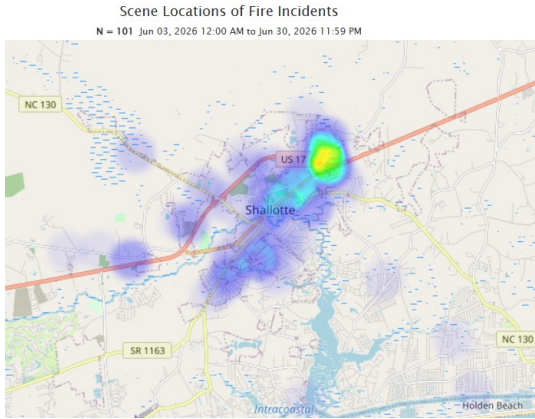
TOWN OF SHALLOTTE FIRE/RESCUE

Monthly Activity Report

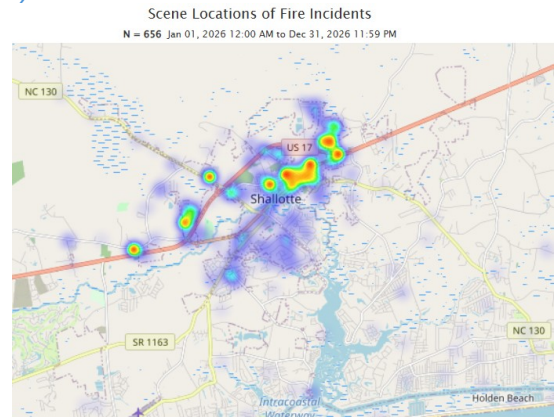
FISCAL YEAR ENDING 30 JUN 2026
 Reporting Period: 29 MAY 2026 – 29 JUN 2026

NCGS § 58-79-45: Incident Reports...

Incident Map Overview (Past 4 weeks)

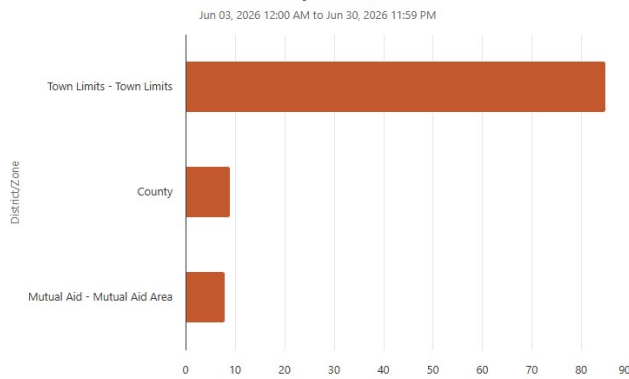


Incident Map Overview (YTD)



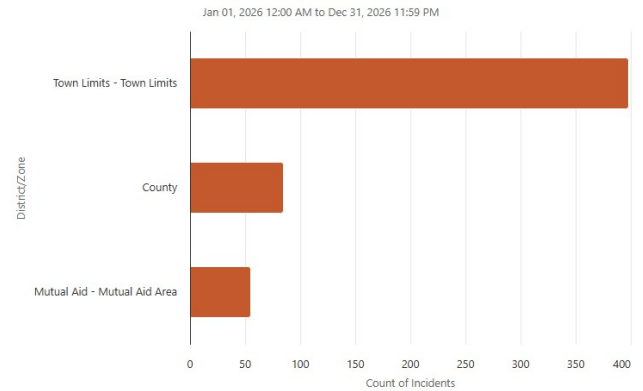
(Past 4 weeks) Town 85; County 9; Mutual Aid 8

Incidents by District/Zone



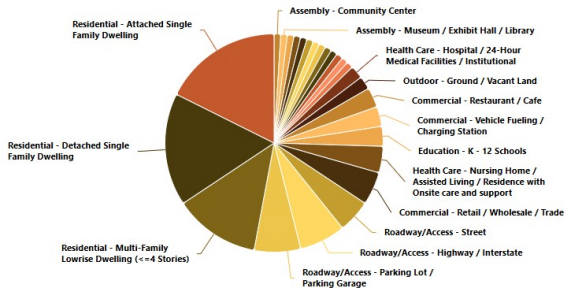
(YTD) Town 501; County 95; Mutual Aid 64

Incidents by District/Zone



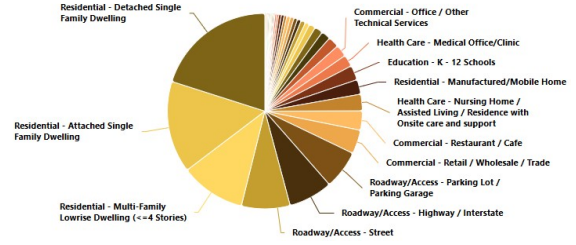
(Past 4 weeks)

Incidents by Location Use Category
Jun 03, 2026 12:00 AM to Jun 30, 2026 11:59 PM



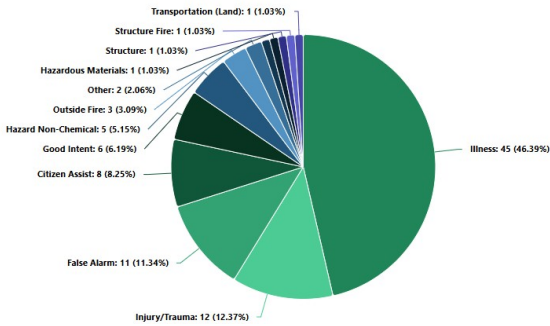
(YTD)

Incidents by Location Use Category
Jan 01, 2026 12:00 AM to Dec 31, 2026 11:59 PM



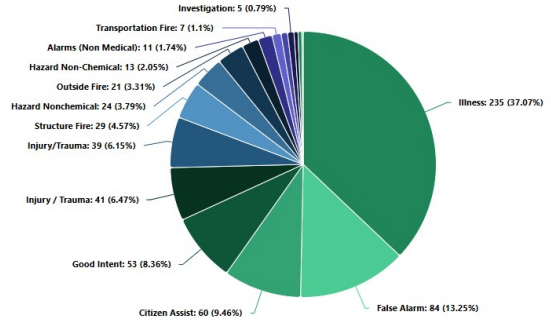
(Past 4 weeks)

Incidents by Type
Jun 03, 2026 12:00 AM to Jun 30, 2026 11:59 PM



(YTD)

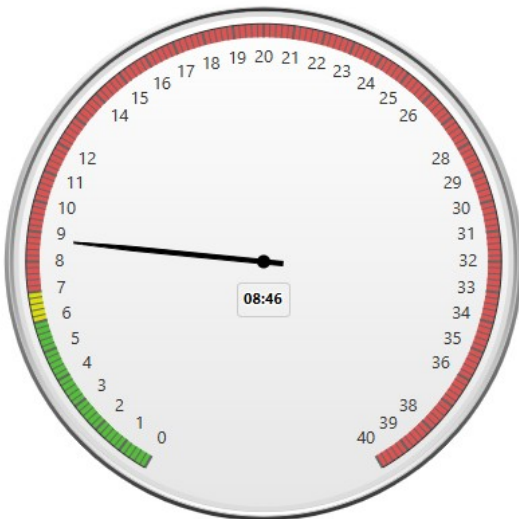
Incidents by Type
Jan 01, 2026 12:00 AM to Dec 31, 2026 11:59 PM



(Past 4 weeks) PSAP to Arrival

Average Total Response Time (MM:SS)

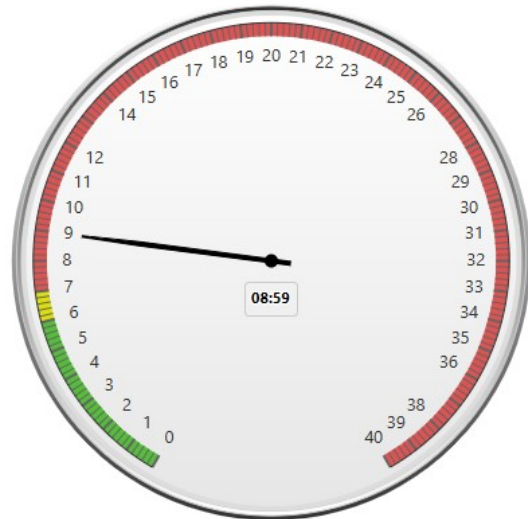
Date Reported: Jun 03, 2026 12:00 AM to Jun 30, 2026 11:59 PM



(YTD) PSAP to Arrival

Average Total Response Time (MM:SS)

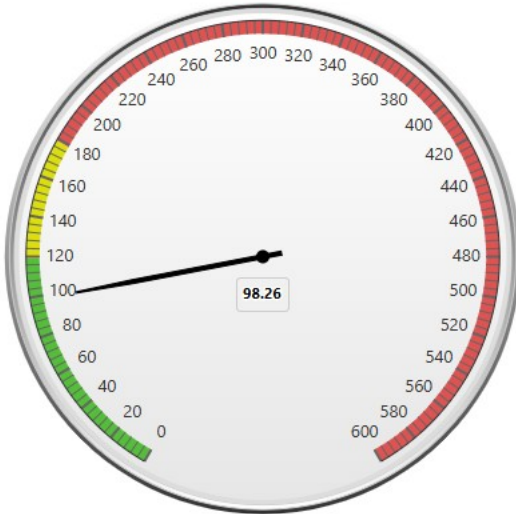
Date Reported: Jan 01, 2026 12:00 AM to Dec 31, 2026 11:59 PM



(Past 4 weeks)

Unit Average Turnout Time (Seconds)

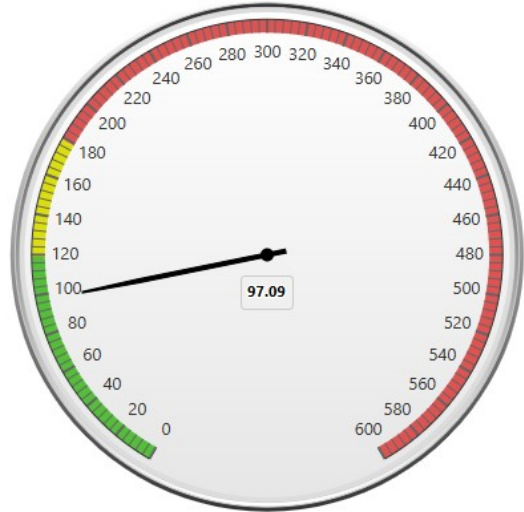
Jun 03, 2026 12:00 AM to Jun 30, 2026 11:59 PM



(YTD)

Unit Average Turnout Time (Seconds)

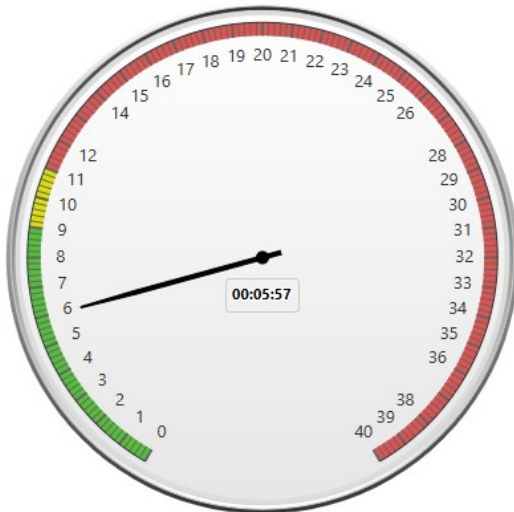
Jan 01, 2026 12:00 AM to Dec 31, 2026 11:59 PM



(Past 4 weeks)

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

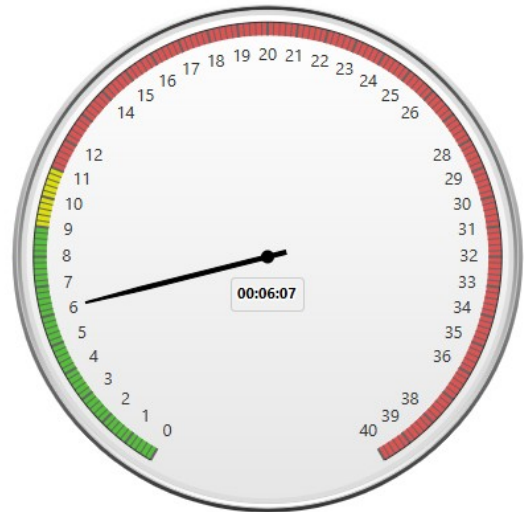
Jun 03, 2026 12:00 AM to Jun 30, 2026 11:59 PM



(YTD)

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

Jan 01, 2026 12:00 AM to Dec 31, 2026 11:59 PM



Past 4 weeks	Zone Reference by Number of Incidents from Greatest to Lowest	YTD
#1 Zone One = 38	#1 Zone One = Wall St Station (Town Central Commercial District)	#1 Zone One = 257
#2 Zone Four = 30	#2 Zone Four = Red Apple Station area (Rourke Woods/Brierwood/River's Edge/Shallotte Point area)	#2 Zone Four = 144
#3 Zone Five = 17	#3 Zone Three = Naber Dr Station (Shallotte District Park/Wildwood/Union School/McMilly Rd area)	#3 Zone Three = 93
#4 Zone Three = 13	#4 Zone Five = (Green Bay Village/Cardinal Point/Highlands/N Mulberry/Express Dr area)	#4 Zone Five = 82
#5 Zone Two = 6	#5 Zone Two = HWY 130 Station (WBHS/McMilly Rd/Industrial Park area)	#5 Zone Two = 39
#6 Zone Six = 5	#6 Zone Six = (Greybridge Rd/Red Bug Rd/Holden Beach Rd/Solserra area)	#6 Zone Six = 33
#7 Zone Seven = 2	#7 Zone Seven = (SECU/Ford & Chevy/Cumbee Rd areas)	#7 Zone Seven = 12

(YTD; District)

NCRRS 5: Training...

585:25 hours

- (EMT) Pediatric Burns (BLS)
- (EMT) Anticholinergic Overdose
 - In plain language, anticholinergic medicines tend to “dry things up” and slow certain automatic body functions.
- (EMT) Animal Bites
- (EMT) Anaphylaxis
- (ISO) Haz-Mat Preparing for Potential Harm & Response
- (ISO) Company Training
- (ISO) Facility Training
- (ISO) Community Outreach
- (OSHA) Confined Space Rescue

Notes:

Technical Review (TR) and Code Enforcement Items

- Technical Review – Smith Ave – No Show at meeting
- Technical Review – Emerge Ortho – Expansion
- Technical Review – Gray Bridge Rd – Comments reviewed
- Site Visits – Village Point Rd – Power transformers being installed
- Site Visits – Gray Bridge Rd – 24 structures; 20 SF, >2 occupied
- Site Visits – Tideland Preserve – Awaiting signs of vertical movement
- Site Visits – Creek Tide Landing -

Staffing Notes

- One resignation
- Two positions open
- One conditional offer
- Process ongoing
 - Chief and Deputy Chief covering staffing shortages when part-time staff are unavailable.

Other Notables

- Open Investigation
 - Al Street
 - SBI Report Cause and Origin Report Pending
 - Met with the Medical Examiner’s Office
- Open Investigations
 - Milliken Street
 - SBI Report Cause and Origin Report Pending
 - Pending Medical Examiner’s Office findings
- PFAS/PFOS Mitigation Completed
 - AFFF Fire Suppression Foam
 - Coordinated with NCOSFM and BCEM for disposal
 - Finalizes mitigation efforts
- Town of Shallotte Safety & Health Policy
 - Update
 - Change to reflect OSHA Training Matrix for General Admin
 - Requires 6 training sessions annually in specific disciplines
- FEMA GRANT Application
 - Staffing For Adequate Fire Emergency Response (SAFER)
 - **Grant ID:** EMW-2025-FF-00479
 - Submitted 06/04/2026
- FEMA GRANT Application
 - Assistance to Firefighters Grant (AFG)
 - **Grant ID:** EMW-2025-FG-02717
 - Submitted 06/04/2026
- FEMA GRANT Application
 - Fire Prevention & Safety (FPS)
 - **Grant ID:** EMW-2025-FP-00392
 - Submitted 06/04/2026



TOWN OF SHALLOTTE

PLANNING & ZONING DEPARTMENT

TO: Board of Aldermen
 FROM: Robert Waring, Planning Director
 DATE: July 7, 2026
 RE: Monthly Planning Department Report

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

1. The Planning Board met on June 9
 - a. Reviewed the following:
 - i. Major subdivision application-Forest St. Ext.
 - ii. Staff initiated text amendment
 - b. The Board's next meeting is scheduled for July 14
2. TRC met June 18:
 - a. The committee reviewed:
 - i. Grey Bridge Rd. PUD
 - ii. Emerge Ortho expansion
 - b. The next meeting will be on July 16
3. Staff attended multiple meetings/calls regarding the Price Landing park project
4. Staff attended the bi-monthly TIA review with NCDOT
5. Staff met with developers regarding Solserra updates
6. Staff met with representatives of Weyerhaeuser regarding development & potential TIF
7. Staff conducted the final zoning inspection of the Tides (Phase 4)
8. Staff signed the final plat for the Forest Run subdivision
9. Staff met with Dr. Moshoures regarding potential placement of the church now on the corner of Hwy 179 & Vil. Pt. Rd.
10. Staff met with company reps for the contract code enforcement service
11. Please forward any zoning or nuisance complaints to Brandon Eaton, Planner, beaton@townofshallotte.org Phone: (910) 754-4032
12. The Town collected \$140,928 for June 2026
 - a. Fees collected in June 2025 totaled \$87,832

Monthly Code Report (Town of Shallotte, NC) 6/2026
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: 6/29/26
 - Code enforcement is researching abatement contractors at the suggestion of the Town Attorney. Previously used contractor would not contract with the Town due to scheduling.

- 2. Case Number: PN-24-006 (4479 Main Street)**
*Original Complaint: Tall grass/junk, etc. * See also Z-24-008*
Latest Update: 6/29/26
 - Code enforcement is researching abatement contractors at the suggestion of the Town Attorney. Previously used contractor would not contract with the Town due to scheduling.

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: 6/29/26
 - Code enforcement is researching abatement contractors at the suggestion of the Town Attorney. Previously used contractor would not contract with the Town due to scheduling.

- 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: 6/29/26
 - Code enforcement is researching abatement contractors at the suggestion of the Town Attorney. Previously used contractor would not contract with the Town due to scheduling.

- 3. Case Number: Z-24-009**
Original Complaint: Crane business not meeting the conditions of an issued special use permit.
Latest Update: 4/29/26

- CE is still waiting on court date and information. Property owner becomes more non-compliant as time moves on.

4. Case Number: Z-25-017 (Southeastern Christian Academy)

Original Complaint: Shipping/cargo containers being used as accessory structures.

Latest Update: 1/22/26

- Town management reached out to the property owner and has given the owner six months to comply with Town ordinance. CE will check back in six months for compliance.
- Notice of violation drafted to issue on 12/31/25.
- Site inspection conducted on 12/19.

5. Case Number: Z-26-003 (422 Village Rd.)

Original Complaint: Former residential structure located in the HB zoning district potentially being used as an event center.

Latest Update: 5/27/26

- Property is currently only being used as a short-term rental. CE will monitor for changes. Case closed on **6/29/26**.

6. Case Number: Z-26-004 (4710 Main St.)

Original Complaint: Structure in disrepair that has submitted an application for a building permit but does not have zoning approval.

Latest Update: 5/22/26

- Property owner has obtained a permit to begin interior demolition and to close the back portion of the building to temporarily halt violation status. CE will monitor for changes in use. Case closed on **6/29/26**.

7. Case Number: Z-26-005 (2159 Ocean Highway)

Original Complaint: Reported development without zoning approval.

Latest Update: 5/27/26

- TRC complete. Project engineer was reminded that all violations must be removed before the special use permit hearing.
- Project scheduled for May TRC.
- CE has spoken with the project engineer. An application is in process and the project lead has informed the property owner that no work can be completed until approval has been given.

8. Case Number: Z-26-010 (PID# 1984B032)

Original Complaint: Reported shipping/cargo containing being used as an accessory structure.

Latest Update: 6/29/26

- Owner issued a Final Notice of Violation on 6/30/2026.

Vehicles

Currently no cases

Permit Detail Report

6/1/2026 - 6/30/2026

Permit #	Permit Date	Permit Type	Parcel #	Parcel Address	Total Fees
4316	6/30/2026	Zoning	1970005014	348 Whiteville Rd	\$50.00
4315	6/30/2026	Building	197ID065	2012 Snipe Ln	\$7,196.00
4314	6/26/2026	Sign	1980002607	121 Edom Ln	\$75.00
4313	6/26/2026	Mobile Food Unit			\$50.00
4312	6/26/2026	Mobile Food Unit			\$50.00
4311	6/26/2026	Mobile Food Unit			\$50.00
4310	6/26/2026	Building	198ID036	350 River Village Sq	\$7,136.00
4309	6/25/2026	Building	197ID037	4328 Frogie Ln	\$7,196.00
4308	6/25/2026	Building	197ID045	4398 East Coast Ln	\$7,196.00
4307	6/25/2026	Building	197MD034	525 Picclo Ln	\$5,624.00
4306	6/23/2026	Zoning	1970002005	4636 East Coast Ln. Unit 2	\$100.00
4305	6/22/2026	Building	198JB094	3403 Discovery Bay Rd	\$13,686.00
4304	6/22/2026	Building	198JB065	3396 Discovery Bay Rd	\$13,686.00
4303	6/22/2026	Building	198JB133	3417 Rendevous Bay Dr	\$15,198.00
4302	6/19/2026	Pool	1980000118	689 Lightwood Ln	\$100.00
4301	6/19/2026	Building	2141A102	46 Brierwood Rd Sw	\$100.00
4300	6/18/2026	Building	198JB127	290 Eden Rock Ct	\$12,174.00
4299	6/16/2026	Building	197IE019	4389 Frogie Lane	\$8,708.00
4298	6/16/2026	Building	197IE028	4356 Frogie Ln	\$8,708.00
4297	6/16/2026	Mobile Food Unit			\$50.00
4296	6/16/2026	Change of Use	2130004113	499 Bricklanding Rd. Sw	\$100.00
4295	6/15/2026	Sign	2130004113	499 Bricklanding Rd. Sw	\$75.00
4294	6/11/2026	Building	197IE020	4373 Frogie Ln	\$8,708.00
4293	6/11/2026	Building	197IE022	4363 Frogie Ln	\$8,708.00
4292	6/9/2026	Change of Use	1810005401	5011 Northside Dr	\$100.00
4291	6/9/2026	Building	197JC002	180 Wild Raven St	\$100.00
4290	6/8/2026	Building	1970006206	512 Village Rd. Unit 103	\$100.00
4289	6/5/2026	Building	213JC020	549 Summer Walk Rd	\$8,708.00
4288	6/5/2026	Building	213JC062	583 Summers Walk Rd	\$7,196.00
					\$140,928.00

Total Records: 29

6/30/2026

Public Works Monthly Report

June 2026

To: Board of Aldermen

From: Dan Formyduval, Director of Public Services

Sewer

- Responded to **11** sewer calls during the day and **7** after hours.
- Randomly inspected **22** pressure sewer services.
- Replaced **2** sewer control panels.
- Performed weekly mainline sewer lift station cleanings and inspections.
- Installed **3** new residential pressure sewer services.
- Upgraded **1** older residential pressure sewer service.
- Met with new owner's representative at McDonalds for grease disposal education.
- Cleaned 1000 linear feet for gravity sewer.
- Replaced Pumps at the Mintz St lift station.
- Replaced the automatic transfer switch at the Mintz St lift station.
- Completed the repair and coating of the wet wells and receiving manhole at Village Point.
- Replaced pumps at the Birch Pond lift station.
- Witnessed sewer tap for Bank of America.

Parks & Streets

- Completed resurfacing of Mulberry St from Main St to the intersection of Mulberry and White St.

- Right of way vegetation clearing on Wildwood, Holmes, and Commerce.
- Pothole patching on White St, Forest St, Country Club, and Wild Raven.
-

Construction & Engineering

- Responded to **266** NC811 locate tickets.
- Conducted a pre construction meeting with subcontractors for FOCUS broadband for future fiber optic overbuild work.
- Have begun reviewing encroachments for FOCUS broadband overbuild.
- Participated in preconstruction meeting for the Bay Rd development.
- Reviewed three projects for TRC.

Fleet Maintenance

- Completed annual building and lift station generator servicing.
- Completed 12 repairs and services on Fire vehicles.
- Completed 20 services and repairs for the Police department.
- Completed 13 services and repairs for Public Services equipment and vehicles.



TOWN OF SHALLOTTE

Monthly Financial Dashboard

FISCAL YEAR ENDING June 30, 2026

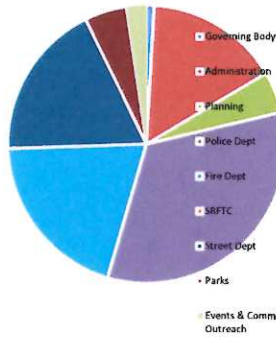
Reporting Period: June 30, 2026

SPECIFIC REVENUE COLLECTIONS AT A GLANCE...			
General Fund	Collected TD	FY Budget	Total Budget
PROPERTY TAX		\$ 3,781,720	\$11,116,778
Revs YTD/% Coll/% of Budget	\$ 3,920,836	103.68%	34.02%
SALES & USE TAX			
Fiscal Year Budget	\$ 2,120,223	\$11,116,778	
Revs YTD/% Coll/% of Budget	\$ 1,642,670	77.48%	19.07%
UTILITY FRANCHISE TAX			
Fiscal Year Budget	\$ 552,973	\$11,116,778	
Revs YTD/% Coll/% of Budget	\$ 409,599	74.07%	4.97%
FIRE FEES			
Fiscal Year Budget	\$ 1,302,407	\$11,116,778	
Revs YTD/% Coll/% of Budget	\$ 1,271,114	97.60%	11.72%
OTHER REVENUES			
Fiscal Year Budget	\$ 3,359,455	\$11,116,778	
Revs YTD/% Coll/% of Budget	\$ 1,268,979	37.77%	30.22%
Enterprise Fund			
OTHER REVENUES	\$ 4,504,718	\$ 8,122,435	
Revs YTD/% Coll/% of Budget	\$ 4,181,729	92.83%	55.46%
SYSTEM DEV FEES	\$ 439,707	\$ 8,122,435	
Revs YTD/% Coll/% of Budget	\$ 975,114	221.76%	5.41%
		\$ 8,122,435	
Revs YTD/% Coll/% of Budget	\$ -	0.00%	0.00%
SEWER CHARGES	\$ 3,178,010	\$ 8,122,435	
Revs YTD/% Coll/% of Budget	\$ 2,927,066	92.10%	39.13%
FUND TOTALS 90% of Budget			
General Fund	\$ 11,116,778	\$10,005,100	
Revenues FYTD	\$ 8,513,199	77%	
Enterprise Fund	\$ 8,122,435	\$ 7,310,191	
Revenues FYTD	\$ 8,083,909	100%	

EXPENDITURES AT A GLANCE...			
GENERAL FUND	Fiscal Year	YTD Expenses	
DEPARTMENTS	25/26 Budget	Current FY	Current FYTD%
Governing Body	\$ 100,820	\$ 78,572	77.93%
Administration	2,292,305	2,082,866	90.86%
Planning	535,491	490,778	91.65%
Police Dept	3,688,163	3,456,583	93.72%
Fire Dept	2,226,272	2,118,078	95.14%
SRFC	8,039	7,883	98.06%
Street Dept	1,456,880	626,447	43.00%
Parks	549,578	490,444	89.24%
Events & Comm. Outreach	259,230	251,936	97.19%
	\$ 11,116,778	\$ 9,603,587	86.39%
Fiscal Year Budget	\$ 11,116,778	\$ 9,603,587	
Unspent Budget Remaining	\$ 1,513,191	13.61%	
ENTERPRISE FUND			
DEPARTMENTS	25/26 Budget	Current FY	Current FYTD%
Sewer Department	\$ 8,122,435	\$ 7,193,306	88.56%
	\$ 8,122,435	\$ 7,193,306	88.56%
Fiscal Year Budget	\$ 8,122,435	\$ 7,193,306	
Unspent Budget Remaining	\$ 929,129	11.44%	

OUR CASH AND INVESTMENTS			
Balances on June 30, 2026 in whole dollars - Bold - As of 5.22.26			
CASH & INVESTMENTS BY FUND			
GENERAL FUND	June 2025	June 2026	
General Fund	\$ 967,876	\$ 655,749	
NCCMT	9,222,400	9,071,911	
General Fund Savings	49,619	25,012	
TOTAL GENERAL FUND	\$ 10,239,895	\$ 9,752,672	
ENTERPRISE FUNDS	June 2025	June 2026	
Sewer Fund	\$ 1,069,349	\$ 1,509,891	
NCCMT	3,862,465	4,770,158	
Sewer Fund Savings	86,636	25,014	
TOTAL OTHER FUNDS	\$ 5,018,450	\$ 6,305,063	
Fines & Forfeitures Fund	\$ 100	\$ 20,923	
Police Evidence Acct	313	119	
Capital Project Acct	1,861,572	886,005	
TOTAL CASH & INVESTMENTS TOWN-WIDE			
	June 2025	June 2026	
ALL FUNDS	\$ 17,119,930	\$ 16,964,782	

General Fund



Capital Project - Riverfront Project			
CP Expenditures	FY Budget	Current Exp	
Mulberry Park	\$ 1,162,873.00	\$ 834,145.55	
Riverwalk II	\$ 1,132,300.20	\$ 367,898.96	
Professional Svc	\$ 170,178.95	\$ 4,700.00	
Price Landing Cap	\$ 2,500,000.00	\$ 2,268,042.50	
New Town Hall	\$ 17,494,785.00	\$ 509,886.52	
Cheers St Parking	\$ 337,396.00		
Mulberry Park-PartF	\$ 500,000.00	\$ 500,000.00	
Total	\$23,297,533.15	\$ 4,484,673.53	
CP Revenues	FY Budget	Current Rev	
PartF Grant	\$ 500,000.00	\$ 500,000.00	
Transfer from GF	\$ 2,982,177.16	\$ 1,144,474.03	
SCIF Grant-Riverw	\$ 815,355.99	\$ 372,598.96	
SCIF Grant-Mulb	\$ 3,000,000.00	\$ 2,768,042.50	
USDA Loan	\$ 16,000,000.00	\$ -	
Total	\$23,297,533.15	\$ 4,785,115.49	

Capital Project



Cash:	June-25	June-26
General Fund	\$ 10,177,638	\$ 9,752,672
Sewer Fund	4,948,974	6,305,063
Fines & Forfeitures Fund	100	20,923
Police Evidence Acct	313	119
Capital Account	1,861,572	886,005
	\$ 16,988,597	\$ 16,964,782

Difference

(23,815)	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%
	NCCMT Interest Rate September 25	4.11%
	NCCMT Interest Rate October 25	4.13%
	NCCMT Interest Rate November 25	3.85%
	NCCMT Interest Rate December 25	3.82%
	NCCMT Interest Rate January 26	3.68%
	NCCMT Interest Rate February 26	3.30%
	NCCMT Interest Rate March 26	3.63%
	NCCMT Interest Rate April 26	3.50%
	NCCMT Interest Rate May 26	3.68%



Town Of Shalotte Expenditure Statement : 2025 - 2026 for Accounting Period 6/30/2026

GENERAL FUND

Dept #	Department	Approp Amount	Activity this Period	Expenditure YTD	Encumbrance YTD	Unencumbered Balance	% Exp. & Enc.
4100	Governing Body	\$100,820.00	\$78,572.08	\$78,572.08	\$0.00	\$22,247.92	77.93
4200	Administration	\$2,292,305.63	\$2,082,843.79	\$2,082,843.79	\$22.23	\$209,439.61	90.86
4300	Planning Department	\$535,491.04	\$490,777.72	\$490,777.72	\$0.00	\$44,713.32	91.65
4400	Events & Community Outreach	\$259,230.00	\$233,368.94	\$233,368.94	\$18,567.37	\$7,293.69	97.19
5100	Police	\$3,688,162.97	\$3,440,109.83	\$3,440,109.83	\$16,473.53	\$231,579.61	93.72
5300	Fire	\$2,226,272.31	\$2,132,186.13	\$2,132,186.13	(\$14,108.62)	\$108,194.80	95.14
5400	SRFTC	\$8,038.87	\$7,883.11	\$7,883.11	\$0.00	\$155.76	98.06
5600	Streets	\$1,456,880.00	\$587,112.13	\$587,112.13	\$39,334.80	\$830,433.07	43.00
5700	Parks	\$549,577.59	\$489,359.21	\$489,359.21	\$1,084.72	\$59,133.66	89.24
Total Fund	GENERAL FUND	\$11,116,778.41	\$9,542,212.94	\$9,542,212.94	\$61,374.03	\$1,513,191.44	86.39



Town Of Charlotte
Expenditure Statement : 2025 - 2026
for Accounting Period 6/30/2026

ENTERPRISE FUND								
Dept #	Department	Approp Amount	Activity this Period	Expenditure YTD	Encumbrance YTD	Unencumbered Balance	% Exp. & Enc.	
8200	Sewer	\$8,122,434.92	\$7,065,822.87	\$7,065,822.87	\$127,483.12	\$929,128.93	88.56	
Total Fund	ENTERPRISE FUND	\$8,122,434.92	\$7,065,822.87	\$7,065,822.87	\$127,483.12	\$929,128.93	88.56	

July Report

June Recap

During the month of June, we continued focusing on communications, budget completion, website improvements, event planning, and administrative projects.

Professional Development

- Participated in several ADA Compliance webinars through the League of Municipalities, Catalis, and other organizations to better understand upcoming accessibility requirements and how they will impact the Town's website.
- Attended a 401(k) retirement planning seminar.

Budget & Finance

- Completed end-of-budget tasks, including finalizing purchase orders and budget-related items.
- Attended the FY 2026-2027 Budget Adoption Meeting with the Board of Aldermen and Town staff.

Communications & Public Information

- Met with the Shallotte Police Department on several Public Information Officer (PIO) initiatives and communication projects.
- Continued updating the Town website by working toward ADA compliance, adding new staff email addresses, and expanding information to make the website more user-friendly and accessible for our citizens.

Community Events

- The June Shallotte Market was well attended despite extremely hot temperatures. A few vendors were unable to participate due to the heat. The market will now take its seasonal break and return in September.
- Continued preparations for the Town's first Summer Concert, including coordinating with event sponsors to ensure their needs were met and working with Sign Shoppe on sponsorship signage.
- A special thank you to the Maintenance Department for installing the large sponsor banner at Mulberry Park. This was a significant project and greatly enhanced the event presentation.

Administration

- Began preparing employee evaluations for the upcoming review cycle.
- Continued coordination with Town departments to support upcoming community events and communication efforts.

SHALLOTTE CONCERT SERIES

MULBERRY PARK AMPHITHEATER

123 MULBERRY STREET • SHALLOTTE, NC

FREE THURSDAY NIGHT CONCERTS!

JULY 2 CHOCOLATE CHIP & COMPANY

JULY 9 CATALINAS

JULY 16 THE FABULOUS FISH HEADS

JULY 23 SPECIAL OCCASION BAND

JULY 30 BAND OF 02

AUGUST 6 JULIO & THE SALTINES

AUGUST 13 JACK JACK 180

AUGUST 20 TOO MUCH SYLVIA

AUGUST 27 JEBB MAC BAND

SEPTEMBER 3 NORTH TOWER

SEPTEMBER 10
EXTRAORDINAIRES

THURSDAYS

7PM - 9PM



SHALLOTTE
North Carolina

TOWN OF SHALLOTTE

Come Together. Celebrate Together.



UPCOMING EVENTS



HARVEST FEST MARKET

- SEPTEMBER 19, 2026
- 9:00 AM TO 2:00 PM
- THE RIVERWALK



SPOOKTACULAR HALLOWEEN EVENT

- OCTOBER 27, 2026
- 6:00 PM
- THE RIVERWALK



HARVEST TO HOLIDAY Market Fest

- NOVEMBER 14, 2026
- 9:00 AM TO 2:00 PM
- THE RIVERWALK



HOLIDAY FEST Kringle Market

- DECEMBER 19, 2026
- 9:00 AM TO 2:00 PM
- THE RIVERWALK

VISIT TOWNOFSHALLOTTE.ORG
FOR MORE INFORMATION



MEMORANDUM

TO: BOARD OF ALDERMEN
FROM: MIMI GAITHER, TOWN MANAGER
SUBJECT: MANAGER'S REPORT - JULY 2026 MEETING
DATE: 6.30.26

- BOA Meeting 6.2.26
- Finalize budget documents 6.3-4, 2026
- Review HR Evaluation forms 6.8.26
- Phone conference Matt Bourchard re Price Landing 6.9.26
- ADA Website Seminar 6.11.26
- 401K Seminar 6.11.26
- Recap Stay Interviews with PD Management 6.12.26
- Teams Conference re Cinderella – Options 6.15.26
- Teams Conference Bruns Co Tax Office – 6.16.26
- Robert Taylor Group – Open enrollment for ancillary benefits 6.18.26
- Budget Public Hearing and Adoption 6.18.26
- Meeting with Cinderella re Punch List and North Lot. 6.22.26
- Succession planning documents 6.23-24, 2026
- Staff meeting 6.25.26
- Meeting with McGill re Price Landing 6.30.26

Project Update – Price Landing

Staff met with Cinderella and McGill engineering regarding the punch list, pay application and the North Lot on Monday June 22, 2026. They stated they would have check list done by Friday 6.26.26. They also stated that they would have revised quote for North Lot in a couple of days. As of 6.30.26, we have not received anything other than an email that states they are working on the North Lot quote and punch list is complete except for paving. That is not correct...Meeting with McGill is scheduled for 7.2.26 regarding pay application and next steps per BOA direction. Will advise BOA more at Tuesday’s meeting.

Town Hall Complex

After finally getting all the contract parts completed and signed, Creech and Samet are having a meeting on July 2, 2026 to discuss the questionnaires, concepts, and ideals the BOA suggested when we last met. They are going to take those concepts and come up with a savings approximation for the July 21st workshop meeting. This will be a rough concept on the savings and what the redesign estimates might be so we can determine what the next steps are.

Board Workshop planned for 7.21.26

Town of Shallotte Mayor Report

To: Board of Aldermen
From: Art Dornfeld Mayor
cc:
Date: 7 July 2026
Re: Mayor's report for June 2026

June 2- Attended BOA meeting

June 3- Quarterly Mayor meeting

June 14- Guest speaker and participant in Shallotte Elks lodge Flag Day ceremony

June 16- Meeting Hardee developers group/ BOA workshop

June 20- Attended the Burgaw Blueberry festival

June 26- Grand opening with Chris Stanley

Numerous conversations with Town Manager and staff on price landing.

SHALLOTTE BOARD OF ALDERMEN
REGULAR MEETING
June 2, 2026
5:15 P.M.

The Shallotte Board of Aldermen met for a regular meeting on June 2, 2026 at 5:15 p.m. in the meeting chambers located at 110 Cheers Street with Mayor Art Dornfeld presiding.

Aldermen present: Gene Vasile, Bobby Williamson, Larry Harrelson, and Jimmy Bellamy
Aldermen absent: Karmen Custer

Staff present: Mimi Gaither, Robert Waring, Brandon Eaton, Natalie Goins, Isaac Norris, Jeremy Dixon, Paul Dunwell, Dan Formyduval, and Attorney Laura Thompson.

- I. CALL TO ORDER**
Mayor Dornfeld called the meeting to order. A motion was made by Jimmy Bellamy seconded by Gene Vasile to open the meeting. Motion carried 4 yes 0 no.

- II. INVOCATION & PLEDGE**
Fran Salone-Pelletier delivered the invocation followed the Board and audience reciting the Pledge of Allegiance.

- III. CONFLICT OF INTEREST**
Mayor Dornfeld 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 declared.

- IV. AGENDA AMENDMENTS & APPROVAL OF AGENDA**
A motion was made by Larry Harrelson seconded by Jimmy Bellamy to make the following amendments:

Under IX. Discussion, add 1. Riverwalk. Motion carried 4 yes 0 no.

A motion was made by Bobby Williamson seconded by Gene Vasile to approve the agenda as amended. Motion carried 4 yes 0 no.

- V. PUBLIC COMMENTS**

- VI. DEPARTMENT REPORTS**
 - 1. POLICE**
 - 2. FIRE**
 - 3. PLANNING**
 - A. CAT Replacement

Planning Director Robert Waring reported that a member of the Community Action Team (CAT) had become unresponsive and needed to be replaced.

A motion was made by Gene Vasile seconded by Bobby Williamson to appoint Ron Johnson as the replacement. Motion carried 4 yes 0 no.

B. Forest Ridge – Fee In Lieu of Rec. Area

A motion was made by Larry Harrelson seconded by Gene Vasile to approve a request for a Fee In Lieu of Recreation area (0.78 acres) for a proposed Forest Ridge residential subdivision. The appraised value would yield a fee in lieu of totaling \$25,209. Motion carried 4 yes 0 no.

C. Smart Moves Consulting Agreement

A motion was made by Bobby Williamson seconded by Gene Vasile to approve a contract with Smart Moves Consulting for grant management services for the DA-funded Mulberry Street sidewalk project. Total cost not to exceed \$7,500. Motion carried 4 yes 0 no.

4. PUBLIC UTILITIES

5. FINANCE

6. PARKS & RECREATION

7. ADMINISTRATION

8. MAYOR

VII. CONSENT AGENDA

A motion was made by Gene Vasile seconded by Bobby Williamson to approve the following consent agenda items. Motion carried 4 yes 0 no.

A. May 5, 2026 Regular Meeting Minutes

B. May 7, 2026 Budget Workshop Minutes

C. May 19, 2026 Work Session Minutes

VIII. PUBLIC HEARINGS

1. ORD 26-08 (Future Land Use Map Update 2026)

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

Wes MacLeod with Anchorpoint Planning presented the proposed update to the Town’s 2016 Future Land Use map.

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 Larry Harrelson seconded by Gene Vasile to approve Ordinance 26-08, approving updates to the Town’s Future Land Use Map. Motion carried 4 yes 0 no.

6. A motion was made by Bobby Williamson seconded by Gene Vasile to approve Resolution 26-06, approving updates to the Town’s Future Land Use Map. Motion carried 4 yes 0 no

2. Annexation 26-06 (Omnistorage)

Town Planner Brandon Eaton presented the petition for annexation and rezoning of a currently vacant

Parcel (1970007504), intended for commercial use.

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 Bobby Williamson to approve Annexation Ordinance 26-06, annexing PID 1970007504. Motion carried 4 yes 0 no.
6. A motion was made by Larry Harrelson seconded by Bobby Williamson to approve the Board of Aldermen Zoning Statement of Consistency. Motion carried 4 yes 0 no.
7. A motion was made by Bobby Williamson seconded by Gene Vasile to approve rezoning PID 1970007504 to HB. Motion carried 4 yes 0 no.

3. The Tides Multi-Family (tabled from 5/5/26 meeting)

1. A motion was made by Gene Vasile seconded by Bobby Williamson to reconvene the public hearing. Motion carried 4 yes 0 no.
2. Town Clerk Natalie Goins administered the oath to the following:
 - Robert Waring
 - Watson CavinessTown Planner Robert Waring provided background for SUP 21-52, granted in 2021, and an overview of the requested revision. The applicant has requested that the multi-use pedestrian path be moved from phase 5 to the final phase of the project. Staff proposed a condition requiring the applicant to grant an easement to the town over the path area prior to or concurrent with final approval of future phases, so the town could proceed with its Riverwalk work if completed before the applicant reaches the final phase. Watson Caviness provided documentation demonstrating compliance with the special use standards.
3. Public Comments/Questions
4. A motion was made by Bobby Williamson seconded by Gene Vasile to close the public hearing. Motion carried 4 yes 0 no.
5. A motion was made by Larry Harrelson seconded by Jimmy Bellamy to approve the Specific Findings of Fact. Motion carried 4 yes 0 no.
6. Mr. Caviness confirmed agreement to the conditions of approval for the record.
7. A motion was made by Larry Harrelson seconded by Gene Vasile to approve revisions to SUP 21-52 with the following imposed conditions. Motion carried 4 yes 0 no.
 - 1) The conditions approved with the initial SUP remain in place; and
 - 2) An easement over the area public walking path be recorded prior to additional final approval of future phases; and
 - 3) The applicant indicates acceptance of these conditions.

IX. DISCUSSION

1. Riverwalk

Alderman Larry Harrelson brought forward a request received from the Eccard family to install a commemorative plaque at the Riverwalk in honor of former Mayor Walt Eccard, in recognition of his work and dedication in bringing the Riverwalk project to fruition. The plaque would be funded entirely at the family's expense. A motion was made by Gene Vasile seconded by Bobby Williamson to approve installation of a commemorative plaque at the Riverwalk. Motion carried 4 yes 0 no.

X. ADJOURN

A motion was made by Jimmy Bellamy seconded by Gene Vasile to adjourn the meeting at 6:10 p.m.
Motion carried 4 yes 0 no.

Respectfully submitted,

Natalie Goins,
Town Clerk

DRAFT

SHALLOTTE BOARD OF ALDERMEN
BUDGET PUBLIC HEARING
JUNE 18, 2026
5:15 P.M.

The Shallotte Board of Aldermen met for their Budget Public Hearing on June 18, 2026 at 5:15 p.m. in the meeting chambers located at 110 Cheers Street with Mayor Art Dornfeld presiding.

Aldermen present: Larry Harrelson, Karmen Custer, Gene Vasile, and Bobby Williamson

Aldermen absent: Jimmy Bellamy

Staff present: Mimi Gaither, Robert Waring, Paul Dunwell, Dan Formyduval, Megan Bellamy, Isaac Norris, Jeremy Dixon, Natalie Goins and Kirstie White.

I. **CALL TO ORDER**

Mayor Dornfeld called the meeting to order. A motion was made by Karmen Custer seconded by Gene Vasile to open the meeting. Motion carried 4 yes 0 no.

II. **CONFLICT OF INTEREST**

III. **AGENDA AMENDMENTS & APPROVAL OF AGENDA**

A motion was made by Bobby Williamson seconded by Larry Harrelson to approve the agenda as submitted. Motion carried 4 yes 0 no.

IV. **BUDGET PUBLIC HEARING**

1. A motion was made by Bobby Williamson seconded by Gene Vasile to open the public hearing. Motion carried 4 yes 0 no.
2. Town Manager Mimi Gaither presented a summary of the proposed FY 2026-2027 budget. The following highlights were covered:

Financial Overview

- Balanced budget with no property tax increase
- Tax rate remains at \$0.31 per \$100 valuation
- General Fund Budget: \$10,246,410
- Enterprise Fund Budget: \$4,563,903
- Maintains the Board's commitment to fiscal responsibility and long-term sustainability

Growth & Development

- Population estimate in 25-26 4,992 residents with increase project expected in July 2026
- Approximately 3,851 residential units in various stages of development
- 157 single-family permits issued in FY 2025–2026
- Brunswick County remains one of the fastest-growing counties in North Carolina and the nation

Fiscal Responsibility

- No new General Fund debt obligations
- Strategic use of fund balance for non-recurring expenditures
- Continued pursuit of grants and partnerships
- Municipal recycling services discontinued to avoid a tax increase and preserve core services

Employee Investment

- Proposed 3% Cost of Living Adjustment (COLA)
- Possible 2% merit adjustment
- Continued investment in employee benefits and retirement programs
- Focus on recruitment and retention of qualified personnel

Public Safety Investments

- Funding for one additional Police Officer (January 2027)
- Funding for one additional Firefighter (January 2027)
- Purchase of a Fire Department rescue boat
- Vehicle replacement program continues
- Planning initiated for a future third fire station

Infrastructure & Capital Projects

- Riverwalk Expansion Phase II
- Completion of Price Landing at Mulberry Park
- Municipal Complex/Town Hall planning and design refinement
- Riverfront development planning
- Street resurfacing and stormwater improvements
- Continued investment in parks and recreational facilities

Sewer System & Enterprise Fund

- Maintains 84 miles of sewer lines, 1,560 pump stations, and 35 lift stations
- Sewer rate increase of \$1.96 per 1,000 gallons due to regional biosolids project costs
- Continued investment in sewer infrastructure and system reliability

The Town Manager commended department staff for their disciplined budget preparation and acknowledged Finance Director Isaac Norris for his substantial efforts throughout the budget process.

- 3. Public Comments/Questions
- 4. Board Comments/Questions
Board members expressed appreciation for the work of Town Manager Mimi Gaither and all department heads in producing a responsible budget.
- 5. A motion was made by Karmen Custer seconded by Gene Vasile to close the public hearing. Motion carried 4 yes 0 no.
- 6. A motion was made by Gene Vasile seconded by Larry Harrelson to approve Ordinance 26-07, approving the 2026-2027 Fiscal Budget for the Town of Shallotte. Motion carried 4 yes 0 no.
- 7. A motion was made by Bobby Williamson seconded by Karmen Custer to approve Resolution 26-07, revising the current fee schedule for the Town of Shallotte. Motion carried 4 yes 0 no.

V. CONSENT AGENDA

A motion was made by Karmen Custer seconded by Bobby Williamson to approve the following consent agenda items. Motion carried 4 yes 0 no.

- A. Budget Amendment BA 25-26-8: \$592,541.78
- B. Personnel Policy Amendments
Article VII Holidays & Leave of Absence

Section 12 – Sick Leave
The following provision has been added:

"Employees serving a probationary period following initial employment may accumulate sick leave but shall not be permitted to take sick leave during the first six (6) months of employment unless approved by the Town Manager."

Section 30 – Attendance & Absence Notification
Section 30 has been added as follows:

"Employees who are unable to report to work or who will be late must notify their supervisor as soon as possible, but no later than their scheduled start time. If an employee is unable to make the notification personally due to an emergency, a family member or other responsible party may contact the supervisor on the employee's behalf. Notification of an absence or tardiness does not automatically excuse the absence.

Failure to report to work and failure to notify the supervisor of an absence before the scheduled shift is considered a no call/no show and may result in disciplinary action up to and including termination."

VI. GARNET PLACE SEWER DEDICATION

1. A motion was made by Larry Harrelson seconded by Karmen Custer to approve the Sewer Indemnity Agreement. Motion carried 4 yes 0 no.
2. A motion was made by Gene Vasile seconded by Bobby Williamson to approve Resolution 26-01 accepting dedication of Garnet Place sewer system. Motion carried 4 yes 0 no.

VII. DISCUSSION

1. America 250 Proclamation

VIII. CLOSED SESSION

Aldermen present: Larry Harrelson, Karmen Custer, Gene Vasile, and Bobby Williamson

Staff present: Mimi Gaither, Robert Waring, Dan Formyduval, Isaac Norris and Natalie Goins

Pursuant to N.C.G.S. 143-318.11 (a) (3), a motion was made by Karmen Custer seconded by Gene Vasile to go into closed session at 5:50 p.m. to consult with the Attorney in order to protect the attorney-client privilege. Motion carried 4 yes 0 no.

Attorney Matt Bouchard joined the meeting via Teams to discuss the Town's options regarding the remaining uncompleted work under Cinderella's contract for the Price Landing project. It was noted that a meeting was scheduled with Cinderella the following Monday, and staff would report outcomes to the Board at the July 7th meeting. A motion was made by Gene Vasile seconded by Karmen Custer to resume regular session at 6:48 p.m. Motion carried 4 yes 0 no.

IX. ADJOURN

A motion was made by Gene Vasile seconded by Karmen Custer to adjourn the meeting at 6:51 p.m. Motion carried 4 yes 0 no.

Respectfully submitted,

Natalie Goins, Town Clerk



Town of Shallotte Board of Aldermen
ACTION AGENDA ITEM
2026

TO: Board of Aldermen

ACTION ITEM #: ANX 26-11

FROM: Brandon Eaton, Planner II

MEETING DATE: 07/07/2026

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 # 21400001 on behalf of OI Investment Properties, LLC.

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:** 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:

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



Town of Shallotte Board of Aldermen
ACTION AGENDA ITEM
2026

TO: Board of Aldermen

ACTION ITEM #: SUP 26-10

FROM: Brandon Eaton, Planner II

MEETING DATE: 07-07-2026

DATE SUBMITTED: _____

ISSUE/ACTION REQUESTED:

PUBLIC HEARING: YES NO

(1) Conduct a quasi-judicial hearing for the proposed Special Use Permit (SUP) as submitted by Ryan Ware, Hulland, LLC for a proposed outdoor storage facility, located at 2159 Ocean Hwy W. (Parcel ID # 18300113).

(2) Consider any specific aspects of the proposed project, consider any conditions specific to the potential project impacts, and consider approval of the SUP application & site plan.

BACKGROUND/PURPOSE OF REQUEST:

The property is a +/- 4.86-acre vacant parcel fronting Hwy 17, zoned Highway Business (HB), located within the Town's corporate jurisdiction.

The applicant intends to install an outdoor storage facility on the property, which requires a special use permit in accordance with the Town's Permitted Use Table.

The project has been reviewed by staff and the Town's TRC, with comments and plans updated accordingly.

The Board may:
Vote to approve the SUP as proposed; or
Vote to deny the SUP as proposed; or
Continue the item until additional information is presented.

FISCAL IMPACT:

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

CONTRACTS/AGREEMENTS:

REVIEWED BY TOWN ATTORNEY: YES NO N/A

ADVISORY BOARD RECOMMENDATION: N/A

STAFF RECOMMENDATIONS:

1. All required fees shall be paid prior to final zoning approval; and
2. Per Sec. 12-12, all required site improvements, shall commence within 12 months of SUP approval date or applicant shall request an extension of up to six months from the Shallotte Board of Aldermen; and
3. All required local, state, and federal permits shall be obtained and copies provided prior to final zoning approval; and
4. The site be maintained in accordance with the approved site plans.

FINANCE RECOMMENDATION: NA

ATTACHMENTS:

1. SUP Application
2. Site Plan
3. TRC Notes & Response Memo
4. Applicant's findings/justification responses
5. Final SUP

ACTION OF THE BOARD OF ALDERMEN

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



APPLICATION FOR SPECIAL USE

Section VIII, Item 1.

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

Town of Shallotte • PO Box 2287, Shallotte, NC 28459 • 116 Cheers Street, Shallotte, NC 28470 • Phone: (910) 754-4032 • Fax: (910) 754-2740

All applications for special use must be complete and accompanied by the permit fee of \$150.00 plus a public notice fee of \$90.00 and a recording fee of \$30.00, payable in cash or by check made to the Town of Shallotte. Applicants will also be responsible for any additional cost of public notices, which will be billed at a later time. All fees must be paid in full before a Zoning Permit will be issued and before an application will be submitted for review by the Board of Aldermen. Applicants or their agents are responsible for attending the Board of Aldermen meeting where this application will be considered.

Article 10 of the Town of Shallotte Unified Development Ordinance regulates which uses are conditional within the zoning districts in the Town's zoning jurisdiction. Special uses must be approved by the Board of Aldermen. All special uses must satisfy all standards in Section 6-8(B). Most special uses are also required to submit site and landscaping plans. Any plans required to be submitted shall be considered part of this application and special use permits issued are subject to the approved plans.

Project Name: 2159 Ocean Hwy Storage		
SECTION 1: APPLICANT INFORMATION		
Applicant Name: Ryan Ware		
Mailing Address: 318 Marker Fifty Five, Holden Beach, NC 28462		
Phone: 704-473-4840	Fax: _____	Email: ryanware@piedmontutility.com
SECTION 2: PROPERTY OWNER INFORMATION (if different from above)		
Owner Name(s): Ryan Ware, Hulland, LLC		
Mailing Address: 318 Marker Fifty Five, Holden Beach, NC 28462		
Phone: 704-473-4840	Fax: _____	Email: ryanware@piedmontutility.com
SECTION 3: PROPERTY INFORMATION		
Street Address and/or Description of Location: 2159 Ocean Hwy W, Supply, NC 28462		
Parcel ID #(s): 18300113	Total Site Acres or Square Feet: 4.86 ac	
Current Zoning District(s): HB		
SECTION 4: USE INFORMATION		
Detailed Description of Proposed Use (attach additional sheets as necessary): Outdoor storage yard for RV's, boats, trailers, & other moveable stock.		
Use Classification (from Table of Uses): Outside Storage Facility		



Federal Emergency Management Agency

Section VIII, Item 1.

Washington, D.C. 20472

January 16, 2026

MR. RYAN WARE
COASTAL GEOMATICS, PLLC
4932 ELLENBORO ROAD
MOORESBORO, NC 28114

CASE NO.: 26-04-0906A
COMMUNITY: TOWN OF SHALLOTTE, BRUNSWICK
COUNTY, NORTH CAROLINA
COMMUNITY NO.: 370388

DEAR MR. WARE:

This is in reference to a request that the Federal Emergency Management Agency (FEMA) determine if the property described in the enclosed document is located within an identified Special Flood Hazard Area, the area that would be inundated by the flood having a 1-percent chance of being equaled or exceeded in any given year (base flood), on the effective National Flood Insurance Program (NFIP) map. Using the information submitted and the effective NFIP map, our determination is shown on the attached Letter of Map Amendment (LOMA) Determination Document. This determination document provides additional information regarding the effective NFIP map, the legal description of the property and our determination.

Additional documents are enclosed which provide information regarding the subject property and LOMAs. Please see the List of Enclosures below to determine which documents are enclosed. Other attachments specific to this request may be included as referenced in the Determination/Comment document. If you have any questions about this letter or any of the enclosures, please contact the FEMA Map Insurance eXchange (FMIX) toll free at (877) 336-2627 (877-FEMA MAP) or by letter addressed to the Federal Emergency Management Agency, LOMC Clearinghouse, 3601 Eisenhower Avenue, Suite 500, Alexandria, VA 22304-6426.

Sincerely,

David N. Bascom, Acting Director
Engineering and Modeling Division
Risk Analysis, Planning and Information Directorate

LIST OF ENCLOSURES:

LOMA DETERMINATION DOCUMENT (REMOVAL)

cc: State/Commonwealth NFIP Coordinator
Community Map Repository
Region



Federal Emergency Management Agency

Washington, D.C. 20472

ADDITIONAL INFORMATION REGARDING LETTERS OF MAP AMENDMENT

When making determinations on requests for Letters of Map Amendment (LOMAs), the Department of Homeland Security's Federal Emergency Management Agency (FEMA) bases its determination on the flood hazard information available at the time of the determination. Requesters should be aware that flood conditions may change or new information may be generated that would supersede FEMA's determination. In such cases, the community will be informed by letter.

Requesters also should be aware that removal of a property (parcel of land or structure) from the Special Flood Hazard Area (SFHA) means FEMA has determined the property is not subject to inundation by the flood having a 1-percent chance of being equaled or exceeded in any given year (base flood). This does not mean the property is not subject to other flood hazards. The property could be inundated by a flood with a magnitude greater than the base flood or by localized flooding not shown on the effective National Flood Insurance Program (NFIP) map.

The effect of a LOMA is it removes the Federal requirement for the lender to require flood insurance coverage for the property described. The LOMA *is not* a waiver of the condition that the property owner maintain flood insurance coverage for the property. *Only* the lender can waive the flood insurance purchase requirement because the lender imposed the requirement. *The property owner must request and receive a written waiver from the lender before canceling the policy.* The lender may determine, on its own as a business decision, that it wishes to continue the flood insurance requirement to protect its financial risk on the loan.

The LOMA provides FEMA's comment on the mandatory flood insurance requirements of the NFIP as they apply to a particular property. A LOMA is not a building permit, nor should it be construed as such. Any development, new construction, or substantial improvement of a property impacted by a LOMA must comply with all applicable State and local criteria and other Federal criteria.

Even though structures are not located in an SFHA, as mentioned above, they could be flooded by a flooding event with a greater magnitude than the base flood. In fact, more than 25 percent of all claims paid by the NFIP are for policies for structures located outside the SFHA in Zones B, C, X (shaded), or X (unshaded). More than one-fourth of all policies purchased under the NFIP protect structures located in these zones. The risk to structures located outside SFHAs is just not as great as the risk to structures located in SFHAs. Finally, approximately 90 percent of all federally declared disasters are caused by flooding, and homeowners insurance does not provide financial protection from this flooding. Therefore, FEMA encourages the widest possible coverage under the NFIP.

LOMAs are based on minimum criteria established by the NFIP. State, county, and community officials, based on knowledge of local conditions and in the interest of safety, may set higher standards for construction in the SFHA. If a State, county, or community has adopted more restrictive and comprehensive floodplain management criteria, these criteria take precedence over the minimum Federal criteria.

LOMAENC-1 (LOMA Removal)

In accordance with regulations adopted by the community when it made application to join the NFIP, letters issued to amend an NFIP map must be attached to the community's official record copy of the map. That map is available for public inspection at the community's official map repository. Therefore, FEMA sends copies of all such letters to the affected community's official map repository.

When a restudy is undertaken, or when a sufficient number of revisions or amendments occur on particular map panels, FEMA initiates the printing and distribution process for the affected panels. FEMA notifies community officials in writing when affected map panels are being physically revised and distributed. In such cases, FEMA attempts to reflect the results of the LOMA on the new map panel. If the results of particular LOMAs cannot be reflected on the new map panel because of scale limitations, FEMA notifies the community in writing and revalidates the LOMAs in that letter. LOMAs revalidated in this way usually will become effective 1 day after the effective date of the revised map.

ATTENTION LICENSED PROFESSIONALS!

You can save time with electronic Letter of Map Amendment (eLOMA).

The Federal Emergency Management Agency (FEMA) has designed a web-based tool for licensed land surveyors and professional engineers to submit selected Letter of Map Amendment (LOMA) requests, known as an electronic Letter of Map Amendment (eLOMA), replacing the traditional process with an instantaneous determination within minutes!

Save time.

For more information visit:

https://hazards.fema.gov/femaportal/resources/eLOMA_faq.html

Section VIII, Item 1.



FEMA

WHAT ARE THE BENEFITS OF eLOMA?

Section VIII, Item 1.

QUICK & EASY



- Receive a determination from FEMA in minutes
- Print a copy almost instantly and save digital copy

COMPLETELY ONLINE



- Electronic transfer of data, **NO MAILING REQUIRED**
- Electronic communication
- Register and renew license info online
- Save an in-progress request and resume later

ACCEPTS MOST LOMA REQUESTS



- Approximately 75% of all LOMA requests are eligible

CENTRAL LOCATION



- Track status of all submitted requests in one spot
- Holds data for 3 years
- Easy to organize required data and submit audit requirements

NO COST



- **NO FEE** to use eLOMA tool or print final determination



Federal Emergency Management Agency

Washington, D.C. 20472

LETTER OF MAP AMENDMENT DETERMINATION DOCUMENT (REMOVAL)

COMMUNITY AND MAP PANEL INFORMATION		LEGAL PROPERTY DESCRIPTION
COMMUNITY	TOWN OF SHALLOTTE, BRUNSWICK COUNTY, NORTH CAROLINA	A parcel of land, as shown on the Plat recorded in Map Cabinet 47, Page 32, in the Office of the Register of Deeds, Brunswick County, North Carolina The portion of property is more particularly described by the following metes and bounds:
	COMMUNITY NO.: 370388	
AFFECTED MAP PANEL	NUMBER: 3720200800K DATE: 8/28/2018	
FLOODING SOURCE: WILLIAMS BRANCH		APPROXIMATE LATITUDE & LONGITUDE OF PROPERTY: 33.992890, -78.337788 SOURCE OF LAT & LONG: LOMA LOGIC DATUM: NAD 83

DETERMINATION

LOT	BLOCK/ SECTION	SUBDIVISION	STREET	OUTCOME WHAT IS REMOVED FROM THE SFHA	FLOOD ZONE	1% ANNUAL CHANCE FLOOD ELEVATION (NAVD 88)	LOWEST ADJACENT GRADE ELEVATION (NAVD 88)	LOWEST LOT ELEVATION (NAVD 88)
--	--	--	2159 Ocean Highway West	Portion of Property (Area A)	X (shaded)	--	--	18.4 feet

Special Flood Hazard Area (SFHA) - The SFHA is an area that would be inundated by the flood having a 1-percent chance of being equaled or exceeded in any given year (base flood).

ADDITIONAL CONSIDERATIONS (Please refer to the appropriate section on Attachment 1 for the additional considerations listed below.)

LEGAL PROPERTY DESCRIPTION
DETERMINATION TABLE (CONTINUED)
PORTIONS REMAIN IN THE SFHA

This document provides the Federal Emergency Management Agency's determination regarding a request for a Letter of Map Amendment for the property described above. Using the information submitted and the effective National Flood Insurance Program (NFIP) map, we have determined that the described portion(s) of the property(ies) is/are not located in the SFHA, an area inundated by the flood having a 1-percent chance of being equaled or exceeded in any given year (base flood). This document amends the effective NFIP map to remove the subject property from the SFHA located on the effective NFIP map; therefore, the Federal mandatory flood insurance requirement does not apply. However, the lender has the option to continue the flood insurance requirement to protect its financial risk on the loan.

This determination is based on the flood data presently available. The enclosed documents provide additional information regarding this determination. If you have any questions about this document, please contact the FEMA Mapping and Insurance eXchange (FMIX) toll free at (877) 336-2627 (877-FEMA MAP) or by letter addressed to the Federal Emergency Management Agency, LOMC Clearinghouse, 3601 Eisenhower Avenue, Suite 500, Alexandria, VA 22304-6426.

David N. Bascom, Acting Director
Engineering and Modeling Division
Risk Analysis, Planning and Information Directorate



Federal Emergency Management Agency

Washington, D.C. 20472

LETTER OF MAP AMENDMENT DETERMINATION DOCUMENT (REMOVAL)

ATTACHMENT 1 (ADDITIONAL CONSIDERATIONS)

LEGAL PROPERTY DESCRIPTION (CONTINUED)

Area A:

Being a portion of a certain tract or parcel of land lying in Lockwood Folly Township, Brunswick County North Carolina. Being bounded on the north by the right-of-way of US Hwy 17 /Ocean Hwy W; on the south by the lands claimed by Marianna Lou Holden Boyd in deed book 3233, page 533; on the east by the lands claimed by Tania B. Mitchell in deed book 24E, page 13, by the Elder Hewett Heirs, and by the Thurman B. Hewett Heirs in deed book 987, page 234 and on the west by the lands claimed by William E. & Gladys F. Hewett in deed book 324, page 804. Beginning at an iron re bar found in the southern right-of-way line of US Hwy 17 /Ocean Hwy W, said iron having a NC grid coordinate of N=89538.89 feet and E=2200542.40 feet (NAD83/2011). Said iron is the northeastern corner of the subject property and is the place and point of beginning. Thence from the above described point of beginning and leaving the southern right-of-way line of US Hwy 17 /Ocean Hwy W, S38°25'33"E, 49.72 feet to a point; thence S30°21'33"E, 167.99 feet to a point; thence N07°07'30"E, 117.28 feet to a point; thence S23°43'33"E, 33.81 feet to a point; thence S08°02'12"E 90.00 feet to a point; thence S12°55'14"W, 32.24 feet to a point; thence S32°03'15"E, 21.37 feet to a point; thence S12°35'26"W, 24.81 feet to a point; thence S43°36'55"W, 18.61 feet to a point; thence S11°13'57"E, 17.10 feet to a point; thence S33°58'27"E, 32.39 feet to a point; thence N27°46'40"E, 16.31 feet to a point; thence S78°16'05"E, 30.58 feet to a point; thence N38°03'48"E, 22.32 feet to a point; thence S28°59'01"E, 22.75 feet to a point; thence S08°18'05"W, 18.65 feet to a point; thence N84°07'02"E, 15.93 feet to a point; thence S73°02'05"E, 11.03 feet to a point; thence S13°40'15"E, 24.39 feet to a point; thence S24°19'55"E, 22.57 feet to a point; thence S14°22'50"W, 62.65 feet to a point; thence S38°26'27"E, 25.73 feet to a point; thence S01°14'46"E, 25.97 feet to a point; thence S44°03'50"E, 64.22 feet to a point; thence S05°29'48"W, 36.49 feet to a point; thence S45°07'00"W, 30.23 feet to a point; thence S20°56'42"W, 42.44 feet to a point; thence S24°07'33"W, 69.56 feet to a point; thence N46°16'34"W, 23.74 feet to a point; thence N88°17'16"W, 13.24 feet to a point; thence N57°08'01"W, 28.52 feet to a point; thence N03°39'46"W, 9.60 feet; thence S89°39'54"W, 13.11 feet to a point; thence S27°19'03"E, 10.52 feet to a point; thence S89°00'45"E, 8.89 feet to a point; thence S57°08'01"E, 28.52 feet to a point; thence S60°30'23"W, 24.56 feet to a point; thence N86°08'54"W, 54.33 feet to a point; thence N19°10'28"W, 33.89 feet to a point; thence N50°44'23"W, 46.53 feet to a point; thence N10°22'58"W, 21.37 feet to a point; thence N°10 36'23"E, 13.09 feet to a point; thence N34°10'10"W, 19.26 feet to a point; thence N27°36'56"W, 20.43 feet to a point; thence N33°30'14"W, 54.80 feet to a point; thence N05°12'56"W, 64.96 feet to a point; thence N57°12'43"W, 14.01 feet to a point; thence N09°33'10"E, 13.71 feet to a point; thence N19°03'34"W, 17.94 feet to a point; thence N53°20'33"W, 22.64 feet to a point; thence N47°25'57"W, 43.11 feet to a point; thence N57°04'04"W, 14.43 feet to a point; thence N12°22'09"W, 20.17 feet to a point; thence N40°42'53"W, 108.42 feet to a point; thence N22°57'08"W, 185.94 feet to a point in the southern right-of-way line of US Hwy 17 /Ocean Hwy W; thence with the right-of-way line of US Hwy 17/Ocean Hwy W N67°35'06"E, 208.30 feet to an existing NCDOT right-of-way monument; thence N71°21'42"E, 3.51 feet to the place and point of beginning

Area B:

Being a portion of a certain tract or parcel of land lying in Lockwood Folly Township, Brunswick County North Carolina. Being bounded on the north by the right-of-way of US Hwy 17/Ocean Hwy W; on the south by the lands claimed by Marianna Lou Holden Boyd in deed book 3233, page 533; on the east by the lands claimed by Tania B. Mitchell in deed book 24E, page 13, by the Elder Hewett Heirs, and by the Thurman B. Hewett Heirs in deed book 987, page 234 and on the west by the lands claimed by William E. & Gladys F. Hewett in deed book 324, page 804. Beginning at a point in the eastern boundary line of the subject parcel, said point being S31°47'04"E, 539.13 feet from an existing iron rebar found in the southern right-of-way line of US Hwy 17 /Ocean Hwy W, said iron having a NC grid coordinate of N=89538.89 feet and E=2200542.40 feet (NAD83/2011). Said iron is the

This attachment provides additional information regarding this request. If you have any questions about this attachment, please contact the FEMA Mapping and Insurance eXchange (FMIX) toll free at (877) 336-2627 (877-FEMA MAP) or by letter addressed to the Federal Emergency Management Agency, LOMC Clearinghouse, 3601 Eisenhower Avenue, Suite 500, Alexandria, VA 22304-6426.

David N. Bascom

David N. Bascom, Acting Director
Engineering and Modeling Division
Risk Analysis, Planning and Information Directorate



Federal Emergency Management Agency

Washington, D.C. 20472

LETTER OF MAP AMENDMENT DETERMINATION DOCUMENT (REMOVAL)

ATTACHMENT 1 (ADDITIONAL CONSIDERATIONS)

northeastern corner of the subject property. Thence from the above described point of beginning, N78°39'17"E, 32.45 feet to a point; thence N87°08'37"E, 59.04 feet to a point; thence N43°18'43"E, 12.90 feet to a point; thence S50°28'23"W, 7.17 feet to a point; thence S32°37'19" E, 59.13 feet to a point; thence S81°04' 44"E, 30.74 feet to a point; thence S41°18'36" E, 66.50 feet to a point; thence S48°45'46"W, 27.96 feet to a point; thence S44°36'54"W, 40.01 feet to a point; thence N86°38'57"W, 10.46 feet to a point; thence S35°34'35"W, 31.73 feet to a point; thence S84°05'59"W, 48.20 feet to a point; thence N69°51'25"W, 48.76 feet to a point; thence S16°02'58"E, 32.95 feet to a point; thence N84°50'44"W, 40.23 feet to a point; thence N16°32'11"E, 50.73 feet to a point; thence N37°04'50"E, 41.83 feet to a point; thence N05°32'55"E, 53.39 feet to a point; thence N45°48'07"W, 59.88 feet to a point; thence N01°36'00"E, 20.59 feet to the place and point of beginning

DETERMINATION TABLE (CONTINUED)

LOT	BLOCK/ SECTION	SUBDIVISION	STREET	OUTCOME WHAT IS REMOVED FROM THE SFHA	FLOOD ZONE	1% ANNUAL CHANCE FLOOD ELEVATION (NAVD 88)	LOWEST ADJACENT GRADE ELEVATION (NAVD 88)	LOWEST LOT ELEVATION (NAVD 88)
--	--	--	2159 Ocean Highway West	Portion of Property (Area B)	X (shaded)	--	--	18.6 feet

PORTIONS OF THE PROPERTY REMAIN IN THE SFHA (This Additional Consideration applies to the preceding 2 Properties.)

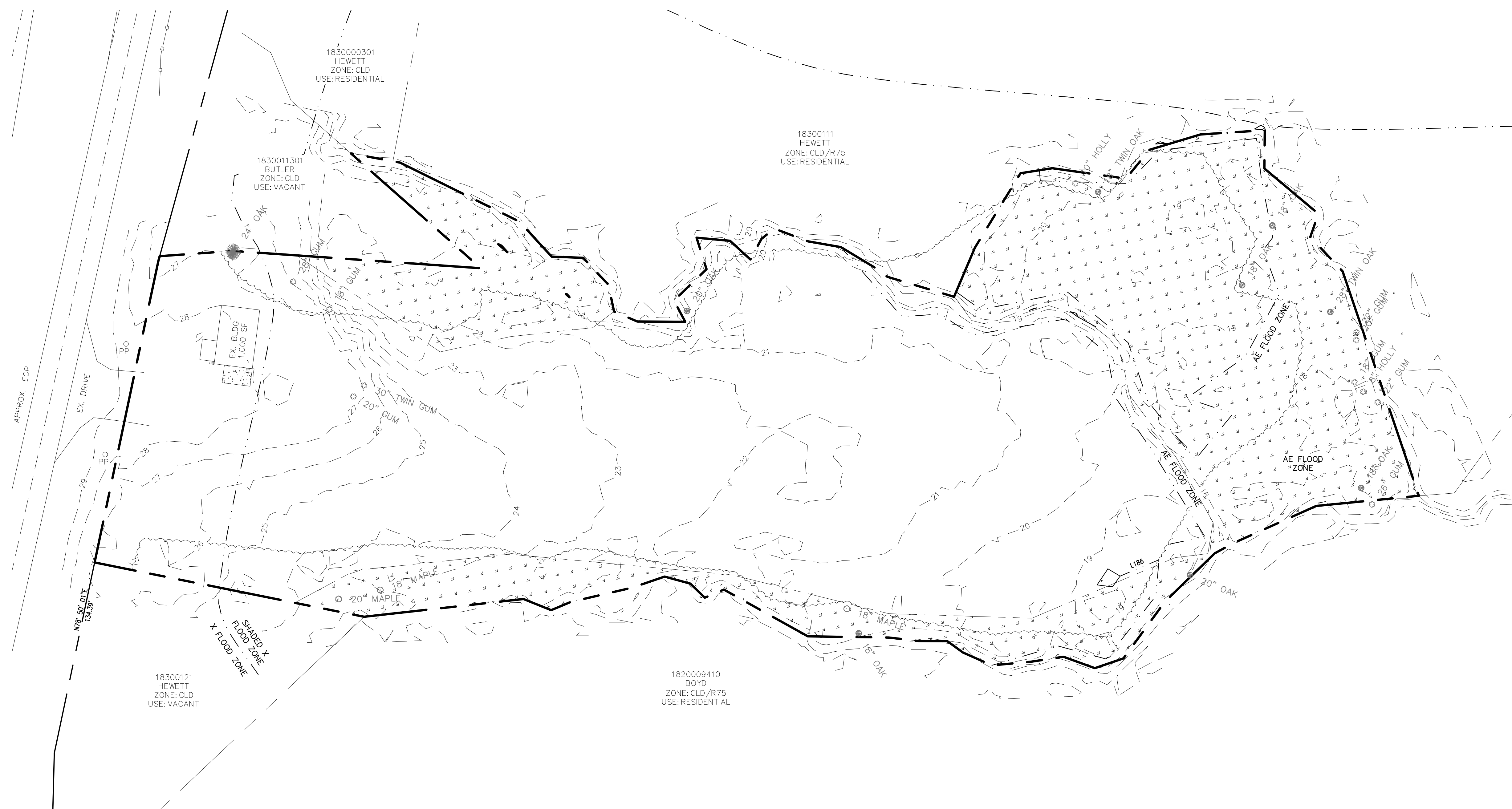
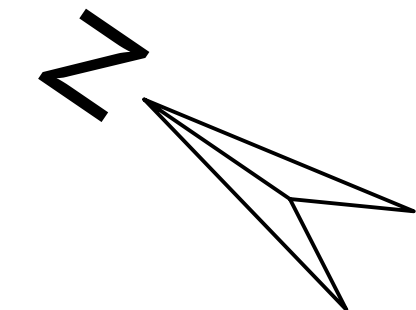
Portions of this property, but not the subject of the Determination/Comment document, may remain in the Special Flood Hazard Area. Therefore, any future construction or substantial improvement on the property remains subject to Federal, State/Commonwealth, and local regulations for floodplain management.

STATE AND LOCAL CONSIDERATIONS (This Additional Consideration applies to all properties in the LOMA DETERMINATION DOCUMENT (REMOVAL))

Please note that this document does not override or supersede any State or local procedural or substantive provisions which may apply to floodplain management requirements associated with amendments to State or local floodplain zoning ordinances, maps, or State or local procedures adopted under the National Flood Insurance Program.

This attachment provides additional information regarding this request. If you have any questions about this attachment, please contact the FEMA Mapping and Insurance eXchange (FMIX) toll free at (877) 336-2627 (877-FEMA MAP) or by letter addressed to the Federal Emergency Management Agency, LOMC Clearinghouse, 3601 Eisenhower Avenue, Suite 500, Alexandria, VA 22304-6426.

David N. Bascom, Acting Director
Engineering and Modeling Division
Risk Analysis, Planning and Information Directorate



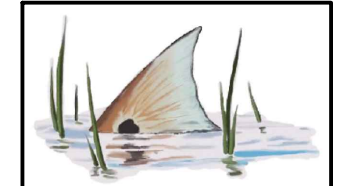
LEGEND

	EXISTING CONTOUR
	PROPERTY LINE
	ROW LINE
	WETLANDS



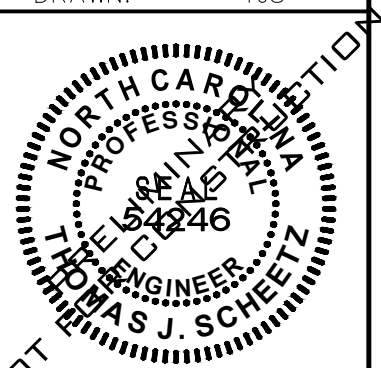
EXISTING CONDITIONS
2159 OCEAN HWY STORAGE
 2159 OCEAN HWY, SUPPLY, NC 28462
 RYAN WARE
 318 MARKER FIFTY FIVE, HOLDEN BEACH, NC 28462
 704-473-4840 ryanware@pedmontutility.com

#	DATE	DESCRIPTION	BY

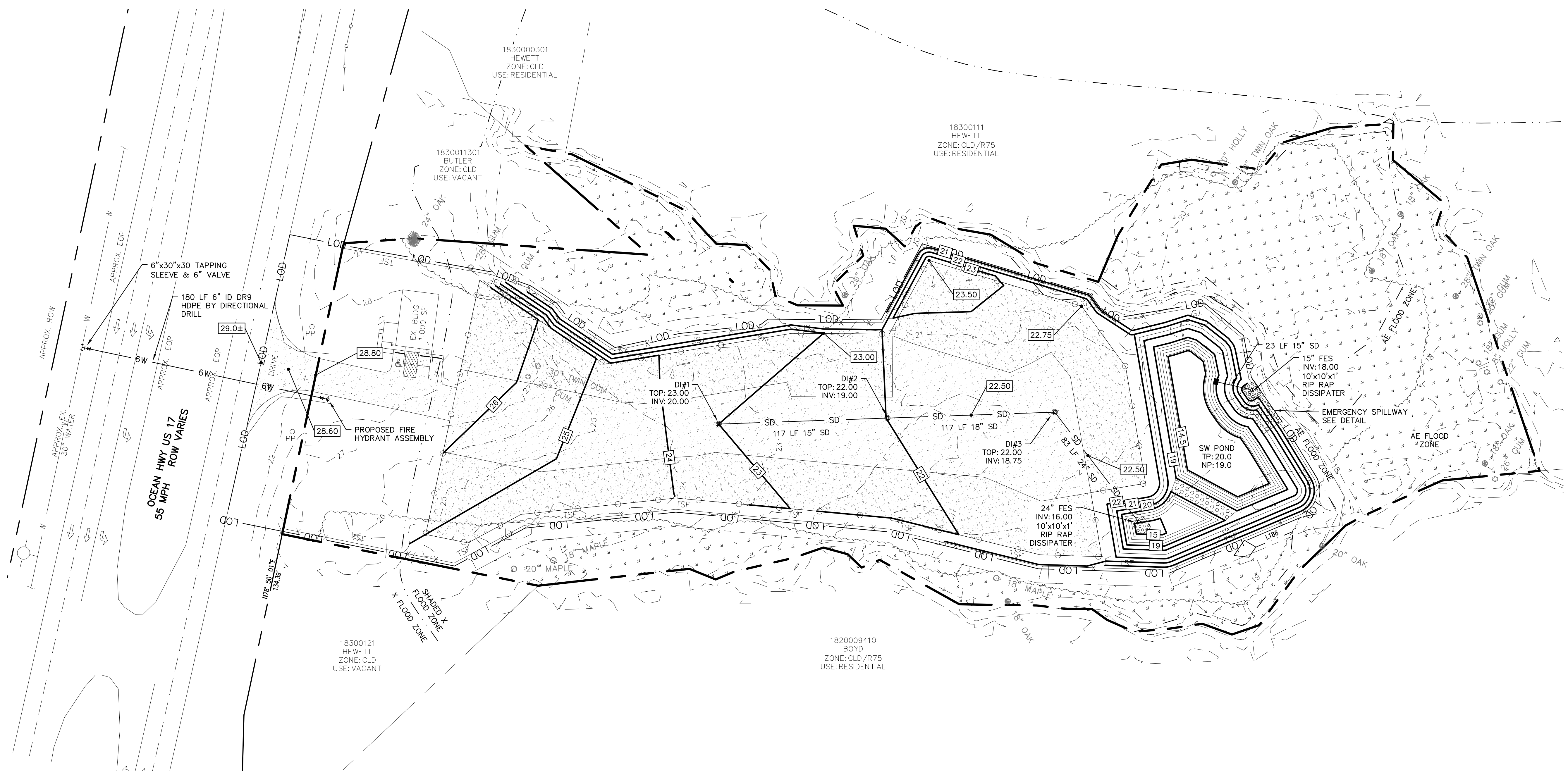
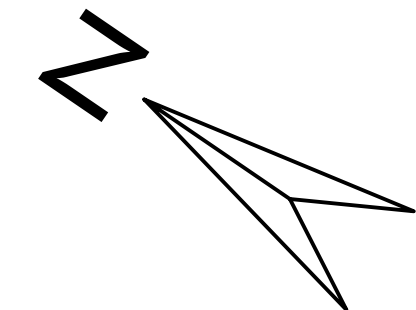


HEADWATERS ENGINEERING
OF THE CAPE FEAR, PLLC

#25-009
 DATE: 05/21/26
 DESIGN: TJS
 DRAWN: TJS



C2



STORMWATER NOTES:

1. THERE ARE NO SURFACE WATERS OR PROTECTED RIPARIAN BUFFERS ON THIS SITE.
2. SCM IMPACTED BY SEDIMENTATION AND EROSION CONTROL DURING THE CONSTRUCTION PHASE SHALL BE CLEANED OUT AND CONVERTED TO ITS APPROVED DESIGN STATE.
3. ANY DEWATERING OF THE SEDIMENT BASIN/SCM SHALL OCCUR AT THE DESIGNATED OUTLET STRUCTURE LOCATION WITH THE USE OF A SILT SACK.
4. IN AREAS WHERE LIMITS OF DISTURBANCE IS IN CLOSE PROXIMITY TO WETLANDS, THE CONTRACTOR SHALL TAKE EXTRA CAUTION TO STAY WITHIN PERMITTED DISTURBED AREA.
5. ALL BUA ASSOCIATED WITH THE PROPOSED PROJECT SHALL DRAIN TO THE SPECIFIED FOREBAY OF THE SCM VIA SHEET FLOW, ROOF DRAINS, OR STORM DRAINS.
6. ALL INLETS TO HAVE INLET PROTECTION. SEE DETAIL.

UTILITY NOTES:

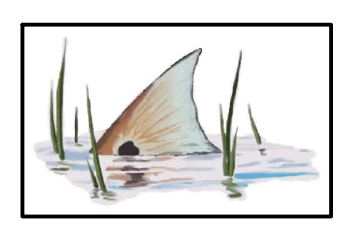
1. A MINIMUM OF 12" OF VERTICAL SEPARATION SHALL BE PROVIDED AT ALL WATER/STORM SEWER CROSSINGS.
2. A MINIMUM OF 18" OF VERTICAL SEPARATION SHALL BE PROVIDED AT ALL WATER/SANITARY SEWER CROSSINGS.
3. ALL WATER/SANITARY SEWER CROSSINGS SHALL ADHERE TO BRUNS. CO. DETAIL WS-21.
4. PROPOSED FIRE HYDRANTS WILL CONSIST OF A TEE, 6" GV, & FH ASSEMBLY PER COUNTY STANDARD DETAILS.

LEGEND	
	EXISTING CONTOUR
	PROPERTY LINE
	ROW LINE
	STORMDRAIN
	WETLANDS
	LIMITS OF DISTURBANCE
	TEMPORARY SILT FENCE
	PROPOSED CONTOUR
	PROPOSED ELEVATION
	6" WATER LINE



GRADING PLAN
2159 OCEAN HWY STORAGE
 2159 OCEAN HWY, SUPPLY, NC 28462
 RYAN WARE
 318 MARKER FIFTY FIVE, HOLDEN BEACH, NC 28462
 704-473-4840 ryanware@pedmontutility.com

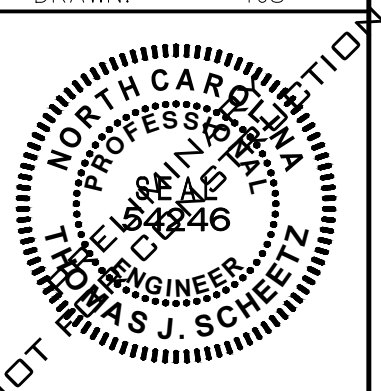
REVISIONS			
#	DATE	DESCRIPTION	BY



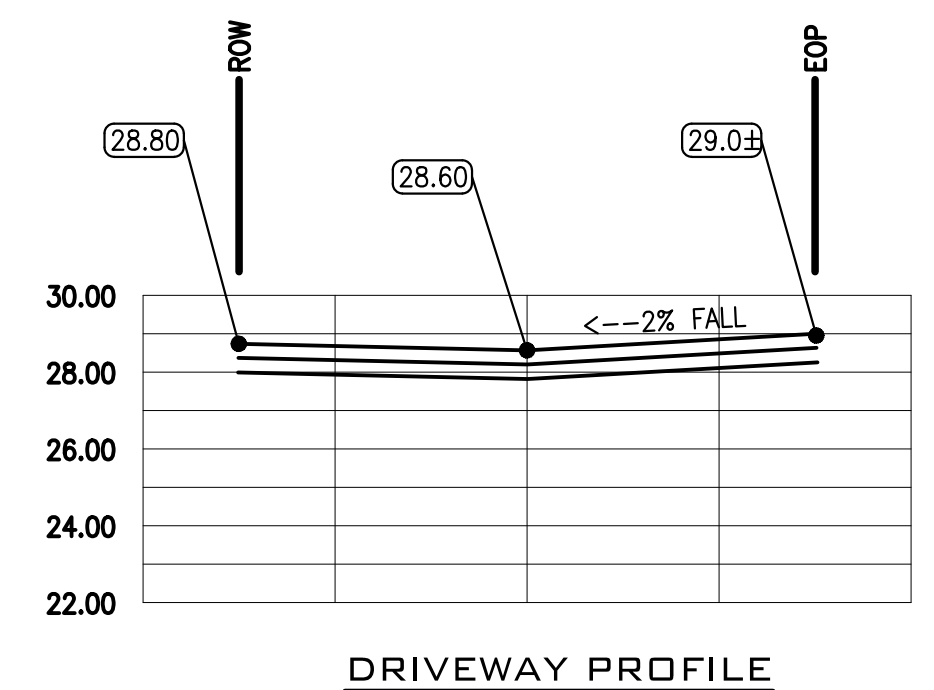
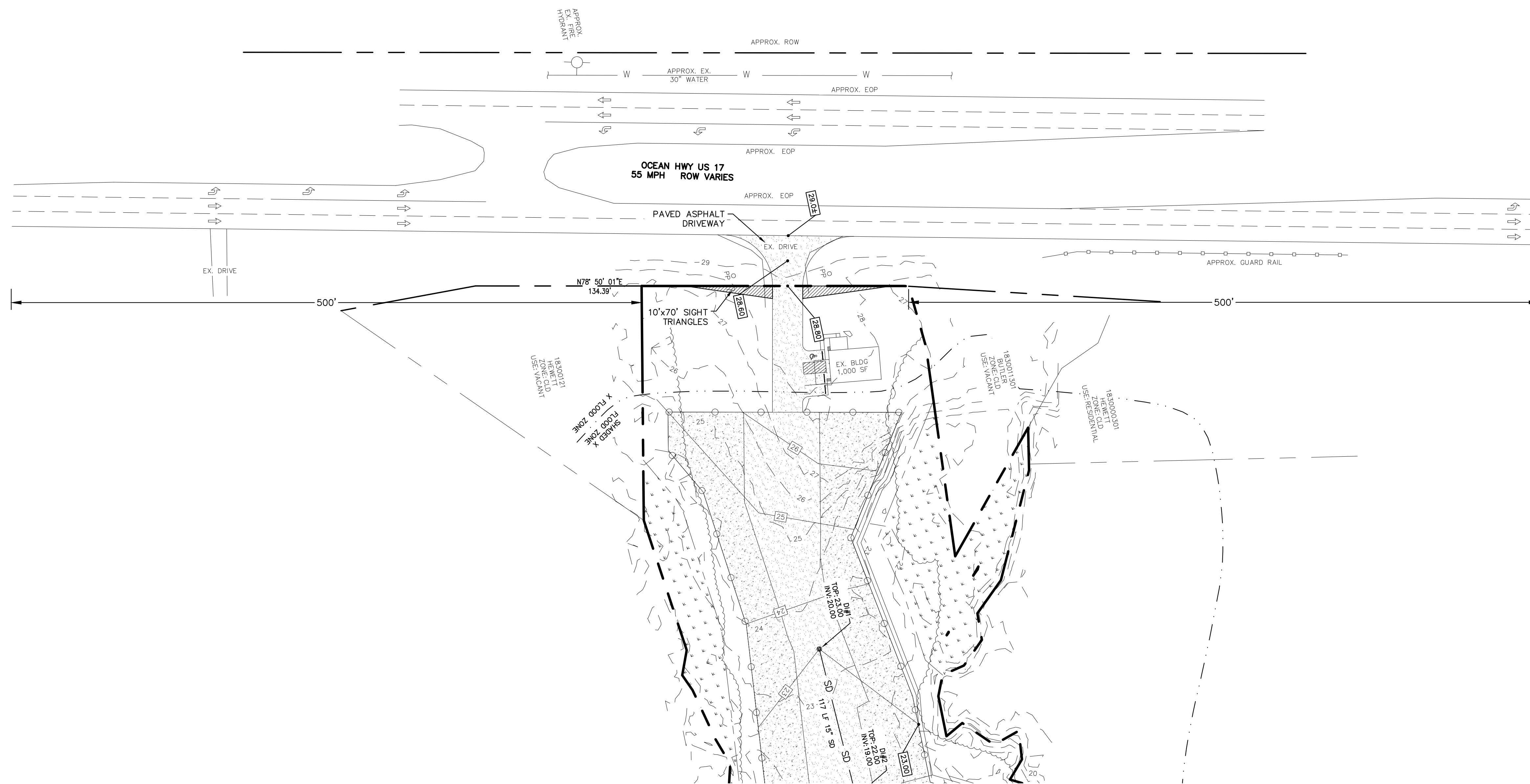
HEADWATERS ENGINEERING
OF THE CAPE FEAR, PLLC

#25-009
 P-2714
 PO BOX 10058
 SOUTHPORT, NC 28461
 (910)465-3304
 TSCHETZ@HEADWATERSCAPEFEAR.COM

DATE: 05/21/26
 DESIGN: TJS
 DRAWN: TJS



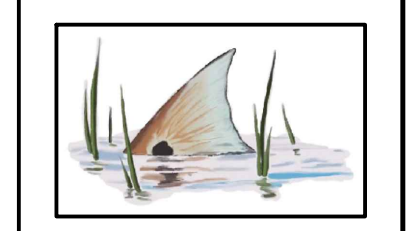
C3



LEGEND	
	EXISTING CONTOUR
	PROPERTY LINE
	ROW LINE
	STORMDRAIN
	WETLANDS
	PROPOSED CONTOUR
	PROPOSED ELEVATION

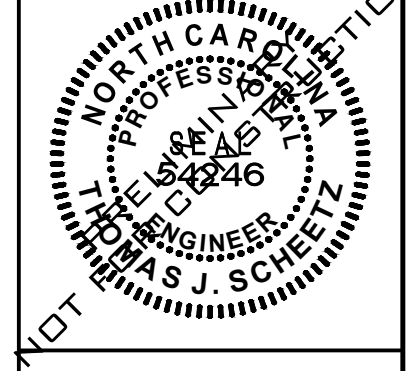
DRIVEWAY PLAN
2159 OCEAN HWY STORAGE
 2159 OCEAN HWY, SUPPLY, NC 28462
 RYAN WARE
 318 MARKER FIFTY FIVE, HOLDEN BEACH, NC 28462
 704-473-4840 ryanware@pedmontutility.com

REVISIONS			
#	DATE	DESCRIPTION	BY

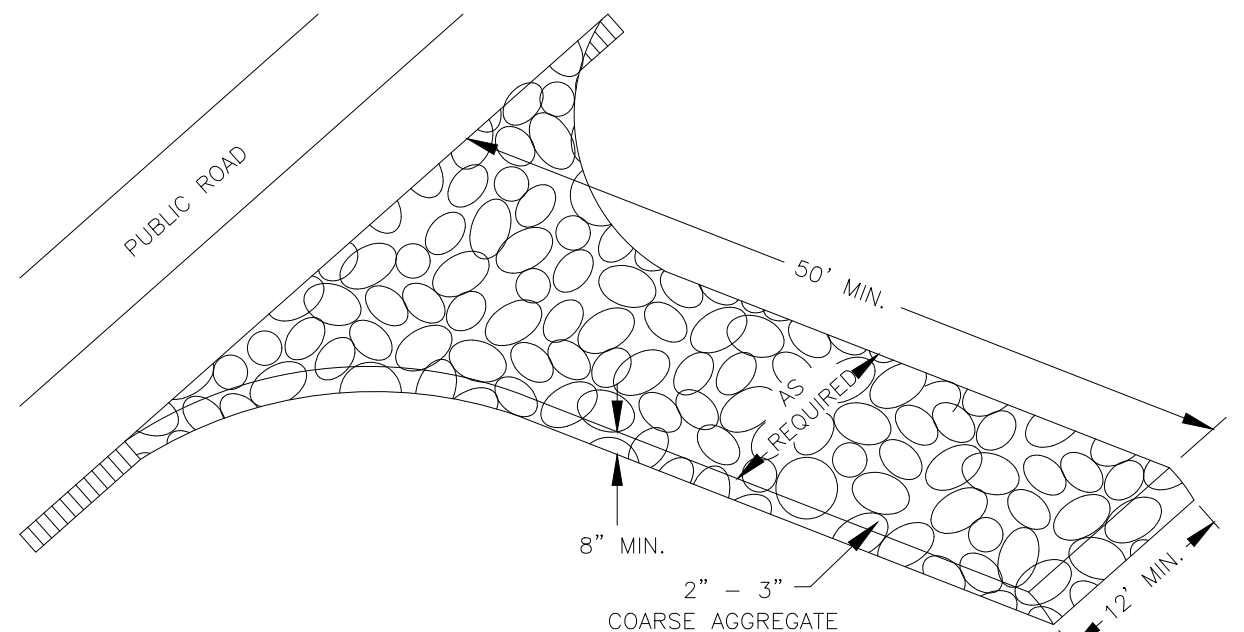


HEADWATERS ENGINEERING
OF THE CAPE FEAR, PLLC
 P-2714
 PO BOX 10058
 SOUTHPORT, NC 28461
 (910)465-3304
 TSCHEITZ@HEADWATERSCAPEFEAR.COM

#25-009
 DATE: 05/21/26
 DESIGN: TJS
 DRAWN: TJS



C4

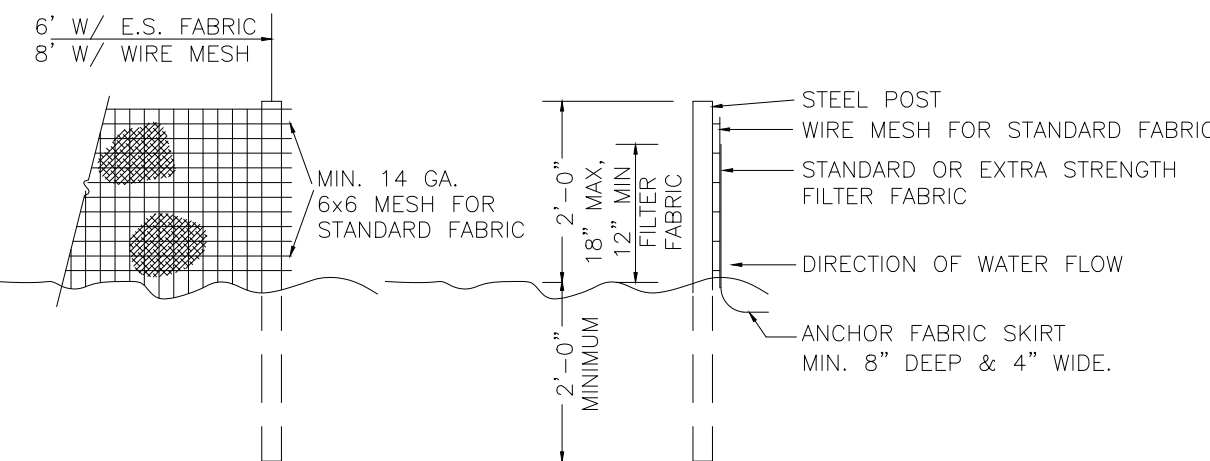


GRAVEL CONSTRUCTION ENTRANCE

CONSTRUCTION SPECIFICATION:
 1. CLEAR THE ENTRANCE AND EXIT AREA OF ALL VEGETATION, ROOTS, AND OTHER OBJECTIONABLE MATERIAL AND PROPERLY GRADE IT.
 2. PLACE THE GRAVEL TO THE SPECIFIC GRADE AND DIMENSIONS SHOWN ON THE PLANS, AND SMOOTH IT.
 3. PROVIDE DRAINAGE TO CARRY WATER TO A SEDIMENT TRAP OR OTHER SUITABLE OUTLET.
 4. USE GEOTEXTILE FABRICS BECAUSE THEY IMPROVE STABILITY OF THE FOUNDATION IN LOCATIONS SUBJECT TO SEEPAGE OR HIGH WATER TABLE.

MAINTENANCE:
 MAINTAIN THE GRAVEL PAD IN A CONDITION TO PREVENT MUD OR SEDIMENT FROM LEAVING THE CONSTRUCTION SITE. THIS MAY REQUIRE PERIODIC TOP DRESSING WITH 2 INCH STONE. AFTER EACH RAINFALL, INSPECT ANY STRUCTURE USED TO TRAP SEDIMENT AND CLEAN IT OUT AS NECESSARY. IMMEDIATELY REMOVE ALL OBJECTIONABLE MATERIALS SPILLED, WASHED, OR TRACKED ONTO PUBLIC ROADWAYS.

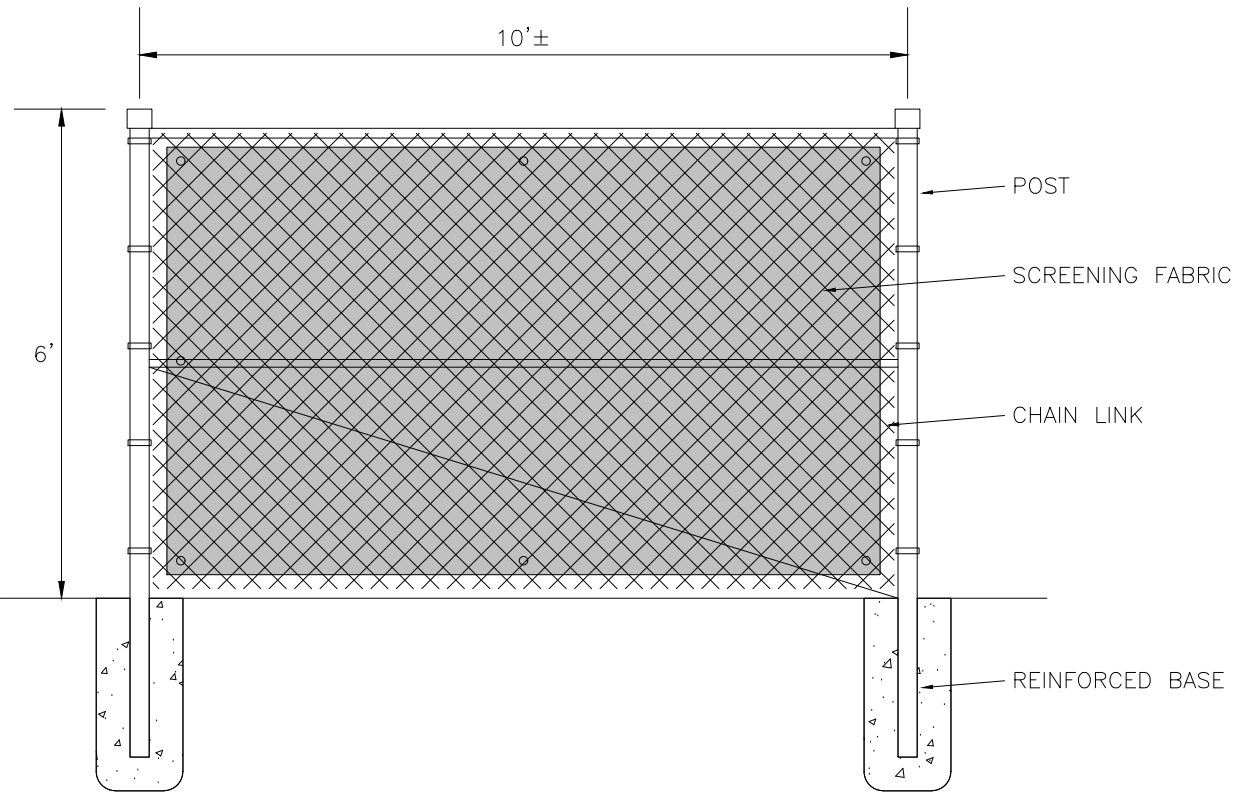
TEMPORARY GRAVELLED CONSTRUCTION ENTRANCE
 NTS



NOTES:
 1. SYN. FENCE FABRIC SHALL BE MIN. OF 30\"/>

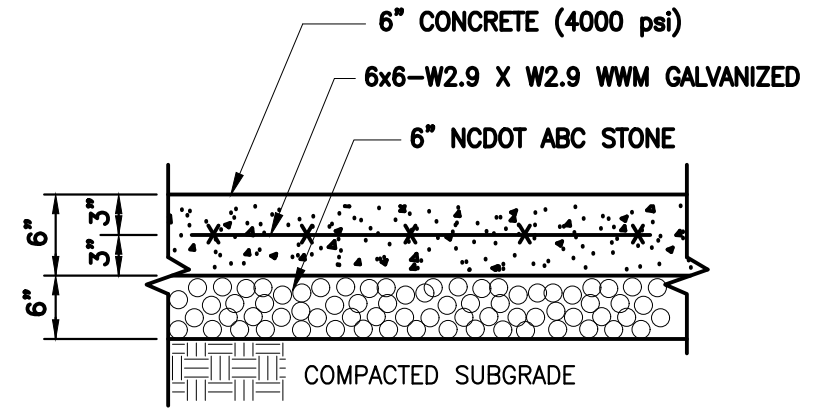
TEMPORARY SILT FENCE MAINTENANCE
 INSPECT SEDIMENT FENCES AT LEAST ONCE A WEEK AND EACH RAINFALL. MAKE ANY REQUIRED REPAIRS IMMEDIATELY. SHOULD THE FABRIC OF A SEDIMENT FENCE COLLAPSE, TEAR, DECOMPOSE OR BECOME INEFFECTIVE, REPLACE IT PROMPTLY. REMOVE SEDIMENT DEPOSITS AS NECESSARY TO PROVIDE ADEQUATE STORAGE VOLUME FOR THE NEXT RAIN AND TO REDUCE PRESSURE ON THE FENCE. TAKE CARE TO AVOID UNDERMINING THE FENCE DURING CLEANOUT. REMOVE ALL FENCING MATERIALS AND UNSTABLE IT AFTER THE CONTRIBUTING DRAINAGE AREA HAS BEEN PROPERLY STABILIZED.

TEMPORARY SILT FENCE
 NTS



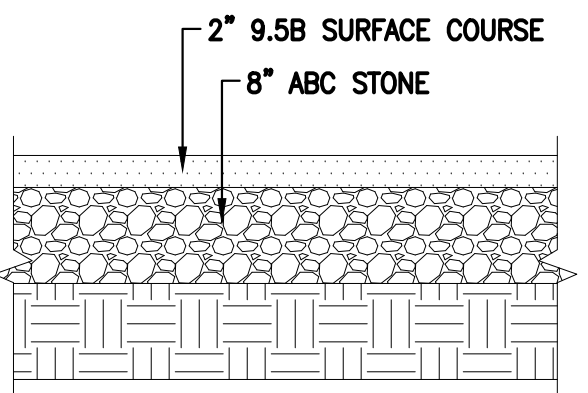
NOTE:
 1. NO BARBED WIRE ALLOWED
 2. FULLY OPAQUE SCREENING FABRIC REQUIRED

FENCE DETAIL
 NTS



NOTES:
 1. CONTROL JOINTS SHALL BE EVERY 15 FT. (MAX.) AND EXPANSION JOINTS SHALL BE EVERY 50 FT. (MAX.)
 2. PAVEMENT SECTION MAY VARY DEPENDING UPON FIELD CONDITIONS. THE PAVING CONTRACTOR SHALL COORDINATE WITH OWNER REPRESENTATIVE AND GEOTECHNICAL ENGINEER TO DETERMINE ACTUAL PAVEMENT SECTION.
 3. SURFACE SHALL SUPPORT 86,000 LB APPARATUS.

CONCRETE PAVEMENT SECTION
 NTS



NOTE: PAVEMENT SECTION MAY VARY DEPENDING UPON FIELD CONDITIONS. CONTRACTOR SHALL COORDINATE w/OWNER & GEOTECHNICAL ENGINEER TO DETERMINE ACTUAL PAVEMENT SECTION. SURFACE SHALL SUPPORT 86,000 LB APPARATUS.

PAVEMENT SECTION
 NTS

TEMPORARY/PERMANENT GRASS SPECIFICATION

- CHISEL COMPACTED AREAS AND SPREAD TOPSOIL 3 INCHES DEEP OVER ADVERSE SOIL CONDITIONS.
- REP THE ENTIRE AREA TO A 6 INCH DEPTH.
- REMOVE ALL ROCKS, ROOTS AND OTHER OBSTRUCTIONS LEAVING SURFACES SMOOTH AND UNIFORM.
- APPLY AGRICULTURAL LIME AND FERTILIZER UNIFORMLY AND MIX WITH SOIL. LIME: 45 LBS. PER 1000 S.F. PHOSPHOROUS: 20 LBS PER 1000 S.F. FERTILIZER: 17 LBS. PER 1000 S.F.
- CONTINUE TILLAGE UNTIL A WELL PULVERIZED, FIRM, UNIFORM SEED BED IS PREPARED 4-6 INCHES DEEP.
- SEED ON A FRESHLY PREPARED SEED BED AND COVER SEED LIGHTLY. 2 - 3 LBS PER 1000 S.F. (SEE MIXTURE BELOW)
- MULCH IMMEDIATELY AFTER SEEDING AND ANCHOR MULCH. GRAIN STRAW & HAY AT 75 TO 100 LBS PER 1000 S.F. WOOD CHIPS AT 500 LBS. PER 1000 S.F. JUTE & MESH AS PER MANUFACTURER
- ASPHALT FOR ANCHORING MULCH SHALL BE TYPE SS-1 EMULSION AND APPLIED AT A RATE OF 1000 GAL. PER ACRE FOR SLOPE STABILIZATION, AND 150 GAL. PER TON OF STRAW FOR ANCHORING STRAW.
- INSPECT ALL SEEDED AREAS AND MAKE NECESSARY REPAIRS OR RESEED WITHIN THE PLANTING SEASON, IF POSSIBLE. IF GRASS STAND SHOULD BE OVER 60% DAMAGED, REESTABLISH FOLLOWING ORIGINAL LIME, FERTILIZER AND SEEDING RATES.
- CONSULT CONSERVATION INSPECTOR ON MAINTENANCE, TREATMENT, AND FERTILIZATION AFTER PERMANENT COVER IS ESTABLISHED.
- SEED FOR TEMPORARY AND PERMANENT APPLICATIONS SHALL BE:
 20% CARPET GRASS
 24% BERNUDA GRASS
 20% TURF FESCUE 10% CREEPING RED FESCUE
 24% ANNUAL RYE GRASS
 *BERNUDA SEED SHALL BE HULLED FOR WARM WEATHER PLANTING. PURITY OF SEED SHALL BE A MIN. OF 98% AND GERMINATION SHALL BE A MIN. OF 85%.

ALL DISTURBED AREA SHALL BE SEEDED WITHIN 7 TO 14 DAYS OF THE COMPLETION OF GRADING. CONSULT CONSERVATION ENGINEER OR SOIL CONSERVATION SERVICE FOR ADDITIONAL INFORMATION CONCERNING OTHER ALTERNATIVES FOR VEGETATION OF DENuded AREAS. THE ABOVE VEGETATION RATES ARE THOSE WHICH DO WELL UNDER LOCAL CONDITIONS, OTHER SEEDING SCHEDULES MAY BE POSSIBLE.

NPDES STABILIZATION TIMEFRAMES

SITE AREA DESCRIPTION	STABILIZATION	TIMEFRAME EXCEPTIONS
PERIMETER DIKES, SWALES, DITCHES AND SLOPES	7 DAYS	NONE
HIGH QUALITY WATER (HOW) ZONES	7 DAYS	NONE
SLOPES STEEPER THAN 3:1	7 DAYS	IF SLOPES ARE 10' OR LESS IN LENGTH AND ARE NOT STEEPER THAN 2:1, 14 DAYS ARE ALLOWED
SLOPES 3:1 OR FLATTER	14 DAYS	7 DAYS FOR SLOPES GREATER THAN 50' IN LENGTH
ALL OTHER AREAS WITH SLOPES FLATTER THAN 4:1	14 DAYS	NONE, EXCEPT FOR PERIMETERS AND HOW ZONES

TEMPORARY SEEDING RECOMMENDATIONS FOR SUMMER

SPECIES	RATE (lb/acre)
GERMAN MILLET	40

IN THE PIEDMONT AND MOUNTAINS, A SMALL-STEMMED SUDANGRASS MAY BE SUBSTITUTED AT A RATE OF 50 lb/acre.

SEEDING DATES
 MOUNTAINS - MAY 15 - AUG. 15
 PIEDMONT - MAY 1 - AUG. 15
 COASTAL PLAIN - APR. 15 - AUG. 15

SOIL AMENDMENTS
 FOLLOW RECOMMENDATIONS OF SOIL TESTS OR APPLY 2,000 lb/acre GROUND AGRICULTURAL LIMESTONE AND 750 lb/acre 10-10-10 FERTILIZER.

MULCH
 APPLY 4,000 lb/acre STRAW. ANCHOR STRAW BY TACKLING WITH ASPHALT, NETTING, OR A MULCH ANCHORING TOOL. A DISK WITH BLADES SET NEARLY STRAIGHT CAN BE USED AS A MULCH ANCHORING TOOL.

MAINTENANCE
 REFERTILIZE IF GROWTH IS NOT FULLY ADEQUATE. RESEED, REFERTILIZE AND MULCH IMMEDIATELY FOLLOWING EROSION OR OTHER DAMAGE.

TEMPORARY SEEDING RECOMMENDATIONS FOR FALL

SPECIES	RATE (lb/acre)
RYE (GRAIN)	120

SEEDING DATES
 MOUNTAINS - AUG. 15 - DEC. 15
 COASTAL PLAIN AND PIEDMONT - AUG. 15 - DEC. 15

SOIL AMENDMENTS
 FOLLOW SOIL TEST OR APPLY 2,000 lb/acre GROUND AGRICULTURAL LIMESTONE AND 1,000 lb/acre 10-10-10 FERTILIZER.

MULCH
 APPLY 4,000 lb/acre STRAW. ANCHOR STRAW BY TACKLING WITH ASPHALT, NETTING, OR A MULCH ANCHORING TOOL. A DISK WITH BLADES SET NEARLY STRAIGHT CAN BE USED AS A MULCH ANCHORING TOOL.

MAINTENANCE
 REPAIR AND REFERTILIZE DAMAGE AREAS IMMEDIATELY. TOP DRESS WITH 50 lb/acre OF NITROGEN IN MARCH, IF IT IS NECESSARY TO EXTEND TEMPORARY COVER BEYOND JUNE 15. OVERSEED WITH 50 lb/acre KOBE (PIEDMONT AND COASTAL PLAIN) OR KOREAN (MOUNTAINS) LESPEDEZA IN LATE FEBRUARY OR EARLY MARCH.

TEMPORARY SEEDING RECOMMENDATIONS FOR LATE WINTER AND EARLY SPRING

SPECIES	RATE (lb/acre)
RYE (GRAIN)	120
ANNUAL LESPEDEZA (KOBE IN PIEDMONT AND COASTAL PLAIN, KOREAN IN MOUNTAINS)	50

OMIT ANNUAL LESPEDEZA WHEN DURATION OF TEMPORARY COVER IS NOT TO EXTEND BEYOND JUNE.

SEEDING DATES
 MOUNTAINS - ABOVE 2,500 FEET: FEB. 15 - MAY 15
 BELOW 2,500 FEET: FEB. 1 - MAY 1
 PIEDMONT - JAN. 1 - MAY 1
 COASTAL PLAIN - DEC. 1 - APRIL 15

SOIL AMENDMENTS
 FOLLOW RECOMMENDATIONS OF SOIL TESTS OR APPLY 2,000 lb/acre GROUND AGRICULTURAL LIMESTONE AND 750 lb/acre 10-10-10 FERTILIZER.

MULCH
 APPLY 4,000 lb/acre STRAW. ANCHOR STRAW BY TACKLING WITH ASPHALT, NETTING, OR A MULCH ANCHORING TOOL. A DISK WITH BLADES SET NEARLY STRAIGHT CAN BE USED AS A MULCH ANCHORING TOOL.

MAINTENANCE
 REFERTILIZE IF GROWTH IS NOT FULLY ADEQUATE. RESEED, REFERTILIZE AND MULCH IMMEDIATELY FOLLOWING EROSION OR OTHER DAMAGE.

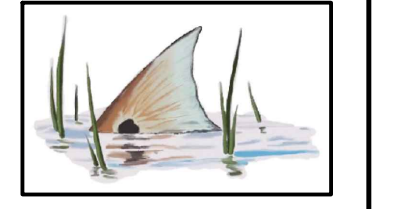
- SITE WORK NOTES:
- THE CONTRACTOR SHALL VISIT THE SITE TO BECOME FAMILIAR WITH FIELD CONSTRUCTION CONDITIONS.
 - CONTRACTOR SHALL COORDINATE WORK WITHIN NCDOT AND LOCAL RIGHT OF WAYS WITH PROPER AUTHORITIES AND SHALL MEET ANY REQUIREMENTS AS TO TRAFFIC CONTROL AND CONNECTION TO EXISTING STREETS.
 - CLEARING AND GRUBBING: REMOVE ALL TREES AS REQUIRED UNLESS OTHERWISE NOTED TO REMAIN, STUMPS, ROOTS, SHRUBBERY, ASPHALT, CONCRETE STRUCTURES, BURIED UTILITIES, STORAGE TANKS, ETC. WITHIN LIMITS OF CONSTRUCTION.
 - STRIPPING: BEFORE EXCAVATING OR FILLING, REMOVE ALL TOPSOIL, WOOD, LEAVES, AND ANY OTHER UNSUITABLE MATERIAL.
 - MULCHING: REMOVE ANY SOFT, ORGANIC SILT MATERIALS AND EXISTING BURIED CONSTRUCTION DEBRIS AS REQUIRED AND FILL TO SUBGRADE ELEVATIONS WITH A CLEAN SELECT-FILL COMPACTED AS SPECIFIED.
 - EMBANKMENT: STRIPPED OR EXCAVATED SPOIL SHALL BE REMOVED FROM SITE AND DISPOSED OF IN ACCORDANCE WITH ALL APPLICABLE LOCAL AND STATE CODES.
 - BORROW MATERIAL: THE CONTRACTOR SHALL FURNISH BORROW MATERIAL REQUIRED FROM OFF SITE AND OBTAIN ALL REQUIRED PERMITS ASSOCIATED WITH BORROW OPERATIONS.
 - FILL AND COMPACTION: AFTER STRIPPING THOSE AREAS DESIGNATED TO RECEIVE FILL SHOULD BE PROOFROLLED. THE TOP 8\"/>



- EROSION CONTROL NOTES AND MAINTENANCE PLAN
- ALL EROSION AND SEDIMENT CONTROL MEASURES WILL BE CHECKED FOR STABILITY AND OPERATION FOLLOWING EVERY RUNOFF-PRODUCING RAINFALL, BUT IN NO CASE, LESS THAN ONCE EVERY WEEK AND WITHIN 24 HOURS OF EVERY HALF-INCH RAINFALL.
 - ALL POINTS OF EGRESS WILL HAVE CONSTRUCTION ENTRANCES THAT WILL BE PERIODICALLY TOP-DRESSED WITH AN ADDITIONAL 2 INCHES OF #4 STONE TO MAINTAIN PROPER DEPTH. THEY WILL BE MAINTAINED IN A CONDITION TO PREVENT MUD OR SEDIMENT FROM LEAVING THE SITE. IMMEDIATELY REMOVE OBJECTIONABLE MATERIAL SPILLED WASHED OR TRACKED ONTO THE CONSTRUCTION ENTRANCE OR ROADWAYS.
 - SEDIMENT WILL BE REMOVED FROM HARDWARE CLOTH AND GRAVEL INLET PROTECTION, BLOCK AND GRAVEL INLET PROTECTION, ROCK DOUGHNUT INLET PROTECTION AND ROCK PIPE INLET PROTECTION WHEN THE DESIGNED STORAGE CAPACITY HAS BEEN HALF FILLED WITH SEDIMENT. ROCK WILL BE CLEANED OR REPLACED WHEN THE SEDIMENT POOL NO LONGER DRAINS AS DESIGNED. DEBRIS WILL BE REMOVED FROM THE ROCK AND HARDWARE CLOTH TO ALLOW PROPER DRAINAGE. SILT SACKS WILL BE EMPTIED ONCE A WEEK AND AFTER EVERY RAIN EVENT. SEDIMENT WILL BE REMOVED FROM AROUND BEAVER DAMS, DANDY SACKS AND SOCKS ONCE A WEEK AND AFTER EVERY RAIN EVENT.
 - DIVERSION DITCHES WILL BE CLEANED OUT IMMEDIATELY TO REMOVE SEDIMENT OR OBSTRUCTIONS FROM THE FLOW AREA. DIVERSION RIDGES WILL ALSO BE REPAIRED. SWALES MUST BE TEMPORARILY STABILIZED WITHIN 7 CALENDAR DAYS OF CEASE OF ANY PHASE OF ACTIVITY ASSOCIATED WITH A SWALE.
 - SEDIMENT WILL BE REMOVED FROM BEHIND THE SEDIMENT FENCE WHEN IT BECOMES HALF FILLED. THE SEDIMENT FENCE WILL BE REPAIRED AS NECESSARY TO MAINTAIN A BARRIER. STAKES MUST BE STEEL. STAKE SPACING WILL BE 6 FEET MAX. WITH THE USE OF EXTRA STRENGTH FABRIC, WITHOUT WIRE BACKING. STAKE SPACING WILL BE 8 FEET MAX. WHEN STANDARD STRENGTH FABRIC AND WIRE BACKING ARE USED. IF ROCK FILTERS ARE DESIGNED AT LOW POINTS IN THE SEDIMENT FENCE, THE ROCK WILL BE REPAIRED OR REPLACED IF IT BECOMES HALF-FULL OF SEDIMENT, NO LONGER DRAINS AS DESIGNED OR IS DAMAGED.
 - SEDIMENT WILL BE REMOVED FROM THE SEDIMENT BASIN WHEN THE DESIGN STORAGE CAPACITY HAS BEEN HALF FILLED WITH SEDIMENT. ROCK WILL BE CLEANED OR REPLACED WHEN THE SEDIMENT POOL NO LONGER DRAINS OR IF THE ROCK IS DISLODGED. BAFFLES WILL BE REPAIRED OR REPLACED IF THEY COLLAPSE, TEAR, DECOMPOSE OR BECOME INEFFECTIVE. THEY WILL BE REPLACED PROMPTLY. SEDIMENT WILL BE REMOVED FROM BAFFLES WHEN DEPOSITS REACH HALF THE HEIGHT OF THE 1ST BAFFLE. FLOATING SKIMMERS WILL BE INSPECTED WEEKLY AND WILL BE KEPT CLEAN. :
- LAND QUALITY REQUIRES
- ALL SEEDED AREAS WILL BE FERTILIZED, RESEED AS NECESSARY, AND MULCHED, ACCORDING TO SPECIFICATIONS IN THE VEGETATIVE PLAN, TO MAINTAIN A VIGOROUS, DENSE VEGETATIVE COVER. ALL SLOPES WILL BE STABILIZED WITHIN 21 CALENDAR DAYS. ALL OTHER AREAS WILL BE STABILIZED WITHIN 15 WORKING DAYS. WATER QUALITY REQUIRES ALL SEEDED AREAS BE FERTILIZED, RESEED AS NECESSARY AND MULCHED ACCORDING TO SPECIFICATIONS IN THE VEGETATIVE PLAN TO MAINTAIN A VIGOROUS, DENSE VEGETATIVE COVER. ALL PERIMETER DIKES, SWALES, HORIZONTAL TO DITCHES, PERIMETER SLOPES, ALL SLOPES STEEPER THAN (3:1) VERTICAL AND ALL HIGH QUALITY WATER (HOW) ZONES SHALL PROVIDE TEMPORARY OR PERMANENT STABILIZATION WITH GROUND COVER AS SOON AS PRACTICAL. BUT IN ANY EVENT WITHIN SEVEN (7) CALENDAR DAYS FROM THE LAST LAND-DISTURBING ACTIVITY. ALL OTHER DISTURBED AREAS SHALL PROVIDE TEMPORARY OR PERMANENT STABILIZATION WITH GROUND COVER AS SOON AS PRACTICAL BUT IN ANY EVENT WITHIN FOURTEEN (14) CALENDAR DAYS FROM THE LAST LAND-DISTURBING ACTIVITY.
 - FLOCCULANTS WILL BE USED TO ADDRESS TURBIDITY ISSUES. THE PUMPS, TANKS, HOSES AND INJECT SYSTEMS WILL BE CHECKED FOR PROBLEMS OR TURBID DISCHARGES DAILY.
 - Basin Outlet Structures and Skimmers shall withdraw water from the surface.

SITE DETAILS
 2159 OCEAN HWY STORAGE
 RYAN WARE
 2159 OCEAN HWY, SUPPLY, NC 28462
 318 MARKER FIFTY FIVE, HOLDEN BEACH, NC 28462
 704-473-4840 yware@pedmontutility.com

#	DATE	DESCRIPTION	BY

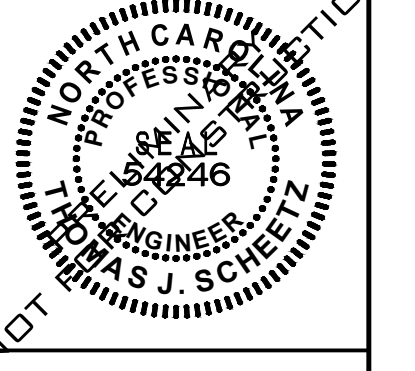


HEADWATERS ENGINEERING
 OF THE CAPE FEAR, PLLC
 P-2714
 PO BOX 10058
 SOUTHPORT, NC 28461
 (910)465-3304
 TSCHELTZ@HEADWATERSCAPEFEAR.COM

REVISIONS

#25-009

DATE: 05/21/26
 DESIGN: TJS
 DRAWN: TJS



C5



TOWN OF SHALLOTTE

Post Office Box 2287 Shallotte, North Carolina 28459
Telephone: (910) 754-4032 Fax: (910) 754-2740
Planning & Zoning

June 08, 2026

Town of Shallotte Technical Review Committee

Ryan Ware, Hulland, LLC
Attn: Thomas Sheetz, P.E.
318 Marker Fifty-Five
Holden Beach, NC 28462
RE: 2159 Ocean Hwy (Outdoor Storage Facility)

Ryan Ware, Hulland, LLC,

Attached are notes and comments from the Technical Review Committee in regard to the 2159 Ocean Hwy (Outdoor Storage Facility) project. Please provide responses to each comment as well as revised preliminary plans that reflect those comments and any updates.

The proposed use is permitted in this zoning district via a special use permit. As such, once satisfactory TRC responses, revised plans, and any requested supplementals have been received, I will review the responses and plans and place the project on the next available Board of Aldermen meeting agenda for a required quasi-judicial hearing.

Feel free to reach out to me with any questions or concerns.

Best regards,

Brandon Eaton, CZO, CCEO
Town of Shallotte
Planner II/Code Administrator
Office: (910) 754-4032
beaton@townofshallotte.org

Town of Shallotte Planning

1. The plans show gravel, but a paved impervious covering would be required throughout the facility and driveway.
2. Please define “moveable stock” as detailed in the application. “The storage facility shall not be used for outside dead storage of materials or products” in accordance with UDO 10-3(DD)
3. A project boundary buffer is required in accordance with UDO 17-14 using one of the provided buffer alternatives. It will be the responsibility of the project to utilize existing vegetation or supplemental vegetation on the project parcel to meet buffering requirements.
4. All landscaping details need to be included.
5. Will the existing structure be utilized?
6. Only operational vehicles will be permitted to be stored at the location. Junk or dilapidated vehicles, RV’s, trailers, etc. are prohibited.
7. Will the project make use of a dumpster? If so, dumpsters must be enclosed in accordance with UDO 10-4(C).
8. What is the open area between spot 34 and 79 being used for?
9. If outdoor lighting is proposed, the Town will need to see a lighting plan in accordance with UDO Article 19.
10. Employee and customer parking should be detailed on the plans.
11. All parking lots shall provide the minimum size, number, and arrangement of accessible spaces pursuant to the current ADA Standards for Accessible Design.
12. A fee in lieu of sidewalks would be required for this project.

Brandon Eaton – Town Planner - beaton@tosgov.org

Robert Waring- Planning Director/Assistant Town Administrator rwaring@tosgov.org

Town Engineer

Stormwater Permitting

1. Findings says gravel surface is considered 100% pervious to all local and state requirements. However, the stormwater plans calcs appear to consider it pervious, and the site plan shows emergency access turnaround, which typically would require a pervious surface to meet load requirements. Please clarify.
2. The LOMAR and 2018 that correlates with study that removes portions of the project from the flood zone are noted. Please note that the proposed development appears to be surrounded on 3 sides by property that is still located within the flood zone. (see attached DFIRM map, property outlined in orange top left corner of page)
3. Is there adequate space between 3:1 side slopes of grading and wetlands to provide screening buffers from adjacent residential properties?
4. Is the existing building to remain? Use? Existing utilities?

General

1. No general comments.

Sewer Permitting

1. No sewer permitting comments.

Elizabeth Nelson – Town of Shallotte Engineer - Elizabeth@EliEngineering.net

David Bowman – Town of Shallotte Engineer - dbowman@atmc.net

Zoning

1. Must complete Zoning permit application and all fees must be paid prior to zoning permit approval.
2. Sign permit will be reviewed and issued separately.

Zoning/Utilities

1. No additional zoning utilities comments.

Debra White, CZO, Development & Regulatory Compliance Manager – (910) 754-4032 debratos@outlook.com

Brunswick County Utilities

1. Brunswick County has a 30" DI watermain on the opposite side of US Hwy 17 available for connection.
2. No proposed services or fire hydrants shown on plans.
3. If fire hydrant is required by Fire, a NCDOT Encroachment will be needed, and the hydrant will need to be installed by a Licensed Utility Contractor.
4. If water service is needed it can be installed by a licensed utility contractor or Brunswick County.
5. Impact Fees would be calculated at the time it comes into BCMS if necessary.

Amy Aycock - Engineering Project Manager - Brunswick County Engineering – Office: (910) 253-2407
amy.aycock@brunswickcountync.gov

North Carolina Division of Coastal Management

1. It looks like this one is probably outside of our AECs as well, according to the water classification GIS, Williams Branch Creek does run behind it, but about 400' away from the back property line. I did notice on the plans that there were wetlands delineated, but there's no indication on any of the documentation if they are 404, or who flagged them.

Tara MacPherson - Wilmington Region District Manager – Office: (910) 796-7266
tara.macpherson@deq.nc.gov

Shallotte FD

1. Fire code compliance will be reviewed separately by the Fire Code Official; these comments are limited to Fire Department operations, apparatus access, and emergency response functionality.
2. Provide a fire apparatus swept path analysis using the Fire Department's design apparatus to demonstrate entry from the public roadway, full internal circulation, access to operational areas, turnaround capability, and exit without excessive backing.
3. Clearly identify the proposed fire apparatus access surface and provide pavement/surface design details confirming an all-weather surface capable of supporting the Fire Department's 86,000 lb apparatus without rutting, deformation, or failure.
4. Confirm minimum unobstructed access width throughout the site and clearly identify fire lane areas to prevent obstruction from parking, storage, landscaping, gates, or other encroachments.
5. Clarify turnaround design at the end of the access drive and demonstrate that apparatus can safely maneuver without relying on long-distance backing.
6. Clearly identify hydrant locations and spacing to ensure operational water supply coverage throughout the site, especially given the depth of the property.
7. Evaluate grading, drainage, shoulders, slopes, and stormwater features adjacent to access roads to ensure apparatus stability and reliable emergency access under all-weather conditions.

Paul F. Dunwell, IV, Town of Shallotte Fire/Rescue Chief; Emergency Management Coordinator - pdunwell@tosgov.org
 (910) 754-6262

Shallotte PD

1. No comments from Shallotte PD at this time.

Brunswick County Plan Review (Fire Inspection & Floodplain)

1. A fire hydrant would need to be within 400 feet of all points of the apparatus road for this facility. The current hydrant indicated across Hwy 17 would not work and Shallotte FD does not accept dry hydrants which is currently proposed at rear of property.
2. The gravel section of the lot would need to meet the requirements of Shallotte FD apparatus to support the weight of the fire apparatus of 86,000 lbs. for all weather surface.

3. Gates if approved by fire chief would need to be in compliance with 503.6 of the NC Fire Code and have an approved method of emergency operation and be minimum 20 feet in width.
4. Is there going to be a way to mark the parking spaces so vehicles/etc. are not parked in the fire apparatus road.

Joe Oliver Brunswick County, Deputy Fire Marshal 910-676-4392 Joseph.oliver@brunswickcountync.gov

Brunswick County 911 Communications

Recommendations and notes:

1. No comment from 911.

Brian Ross, Deputy Director - Central Communications Division - Brunswick County Sheriff's Office
brian.ross@brunswickncsheriff.gov

Brunswick County Floodplain Administration

1. The proposed project is located on a parcel that contains multiple special flood hazard areas. The proposed project is for a gated self-storage lot with an office area.
2. The office and entrance to the storage area is located in the X-Zone portion of the property and does not have floodplain requirements for the remodel of the existing building.
3. The construction of a fence, excavation, grading and placement of fill material/gravel requires a floodplain development. The extent of the development is not permitted to extend into the delineated wetland areas.
4. The applicant is required to provide to the floodplain administrator a plan of action to address severe weather/ flooding events and whether the recreational units will be permitted to remain in place or if the units are required to be relocated during the event. The plan must indicate that all recreational vehicles are required to be licensed and ready for highway use, the type of notification to the individual owners. The plan submitted to the floodplain administrator must also be on file with the Town of Shallotte.
5. No chemical or hazardous material storage, or junk yard activities are permitted. (This does not include the normal propane tanks associated with a recreational vehicle).

Gracie Thomas, Floodplain Supervisor - Brunswick County gracie.thomas@brunswickcountync.gov
John Shirk, Floodplain Admin. – Brunswick County john.shirk@brunswickcountync.gov

Brunswick County Building Inspections Plan Review

1. No county building comments.

Jeff McIntosh, Building Plans Reviewer III Brunswick County - jeff.mcintosh@brunswickcountync.gov

NCDOT

1. Please see attached NCDOT comments.

Angela Hammers - Engineering Technician III, NCDOT Div. 3 District 3 – (910) 398-9100 / 9119 - akhammers@ncdot.gov.

Shallotte Public Utilities

1. Will there be a need to install sewer utility to service the project?
2. Will there be any alterations to the area in the NC Hwy 17 right of way that will require altering the grade that might affect the existing 8" sewer force main?

See Also Appendix A “General Utility Notes Pertaining to TRC Review”

Town of Shallotte – Public Works Utility Supervisor - dformyduval@tosgov.org



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

JOSH STEIN
GOVERNOR

DANIEL H. JOHNSON
SECRETARY

Memorandum

DATE: May 4, 2026
TO: Town of Shallotte Technical Review Committee
SUBJECT: 2159 Ocean Hwy Storage, Supply, US17, Brunswick County

These are preliminary comments and are based on the plans as submitted for the proposed site. They are subject to further review upon receipt of any additional information. Subsequently, additional comments and/or requirements may be necessary for this site.

General Comments:

NCDOT Driveway Permits, and Encroachments are submitted through the NCDOT Online Portal. <https://connect.ncdot.gov/municipalities/Utilities/Pages/help.aspx>

You can coordinate with the District Office with any questions 910-398-9100.

NCDOT Driveway Permit:

An NCDOT Driveway Permit is required. Submit plans in accordance with pages 14 and 15 of the [Policy on Street and Driveway Access to North Carolina Highways](#) to include access locations within 500’ of the proposed access on both sides of the State Road. Submit to the local NCDOT District Engineer’s Office.

- Any additional future proposed development and/or redevelopment of this parcel/property shall require a revised driveway permit with NCDOT.
- Include the pavement structure for the driveway (asphalt or concrete within ROW)
- Include elevations to show drainage and minimum of 2% fall from roadway.
- Include auto turn to show the ingress and egress of the largest vehicle accessing the site.
- Include the protected stem length from the NCDOT ROW. Preferred 50 feet.
- Include the distance from ROW to the key pad for the gate, preferred 100 feet.
- Include a method of turn around prior to gate.
- Refer to the NCDOT checklist (included) for required documents and site plan information.

NCDOT Encroachment Agreement:

An NCDOT Encroachment Agreement is required for any utility connections or installations within the NCDOT right-of-way.

Environmental Form:

Mailing Address:
NC DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
5911 OLEANDER DRIVE, SUITE 101
WILMINGTON, NC 28403

Telephone: 910-398-9100
Customer Service: 1-877-368-4968

Website: ncdot.gov

Location:
5911 OLEANDER DRIVE, SUITE 101
WILMINGTON, NC 28403

Submit the [VCER](#) form (signed & sealed), it is required for every permit.

Identify all wetlands and label on plans submitted. Image from National Wetlands Inventory attached.

Include erosion and sediment control on landscape plan.

Required Roadway Improvements:

Submit TIA, as available and/or required.

Traffic Control:

- Include traffic control with the submitted Driveway Permit.
- Traffic restrictions: listed as Peak Hour Restricted: Do not close or narrow travel lanes as follows: Monday thru Thursday, 6:00 a.m. to 9:00am or 4:00 to 7:00 p.m.; and no work on weekends or holidays. (Hours subject to change due to traffic conditions).

NCDOT Standard Drawings:

- Include/update the [NCDOT Standard Drawings \(2024\)](#) that are applicable to the development.

Sight Triangles and Sight Distance:

- Show and label the 10' X 70' NCDOT sight triangles from NCDOT ROW.
 - No obstructions shall be placed within the NCDOT sight triangles.
- Show and label the stopping sight distance.
 - No obstructions shall be placed within the stopping sight distance.

Driveway Application Process and Site Plan Requirement

ALL APPLICATIONS SHALL BE ACCOMPANIED BY COMPLETE AND DETAILED SITE PLANS THAT ADHERE TO THE POLICIES LISTED IN THE *POLICY ON STREET AND DRIVEWAY ACCESS TO NORTH CAROLINA HIGHWAYS* AND THIS DOCUMENT. FAILURE TO ADHERE TO THESE POLICIES WILL RESULT IN THE RETURN OF THE APPLICATION TO THE APPLICANT FOR REVISION.

*****THE NCDOT WILL NOT BEGIN THE REVIEW PROCESS ON INCOMPLETE APPLICATIONS*****

Electronic Pre-Submittals

In an effort to save time and resources, we are happy to provide an initial assessment of a driveway permit submittal's plans via email to identify any major issues up front. This initial assessment can be followed up with a submittal of one digital copy of the plans along with all other required documents.

All Permit applications shall be submitted through the online portal <https://connect.ncdot.gov/site/Permits/Pages/default.aspx>

In the notify email section of the portal application please include the District Office email (Div3Dist3@ncdot.gov). See the last pages for further instruction.

Online resources:

CLEAR FORM

- NCDOT Policy on Street and Driveway Access to North Carolina Highways:
<https://connect.ncdot.gov/projects/Roadway/RoadwayDesignAdministrativeDocuments/Policy%20on%20Street%20and%20Driveway%20Access.pdf>
- NCDOT Policies and Procedures for Accommodating Utilities on Highway Rights of Way:
<https://connect.ncdot.gov/municipalities/Utilities/Pages/UtilitiesManuals.aspx>
- Electronic Forms Database:
<https://connect.ncdot.gov/Pages/default.aspx>

Engineering Studies

The applicant may be required by the District Engineer to submit studies based on, but not limited to, the parameters outlined herein. If study requirements of the local government agency are more restrictive than the NCDOT requirements, then local government requirements will govern. However, this does not imply that the NCDOT is obligated to approve entrance designs that are too constrictive to allow smooth and safe traffic flow. All studies including, but not limited to, Traffic Impact Analyses (TIA), traffic signal studies, and drainage studies, must be prepared under the direct charge of and sealed by a North Carolina licensed Professional Engineer.

Section 1: Required Documents

1) Required documents to accompany all Initial Driveway Application Submittals

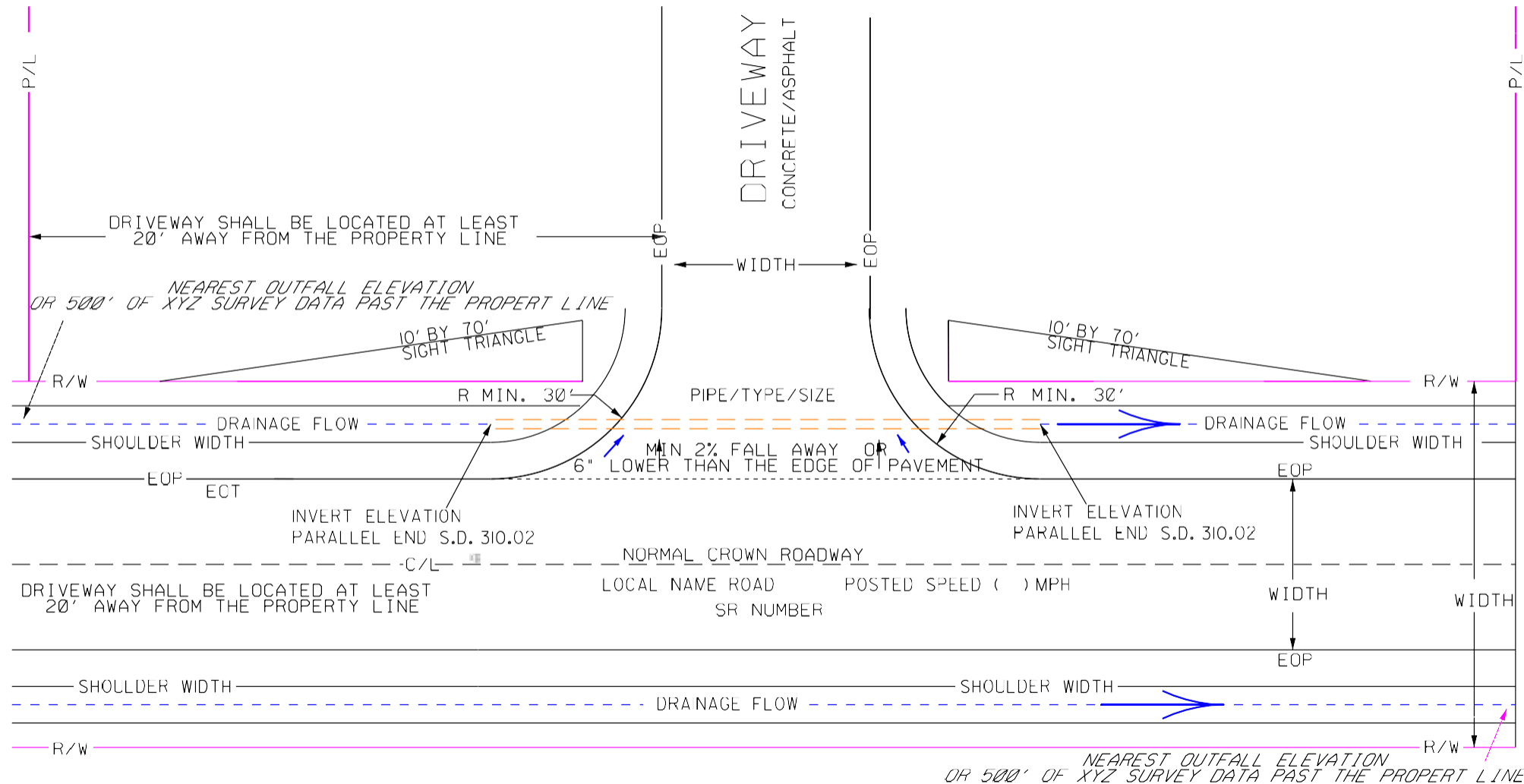
Please note that these are the minimum requirements of all driveway permit applications.

All required documentation shall be submitted through the online portal as PDF files, with the exception of the Performance and Indemnity Bond and the \$50 Inspection Fee(s), these should be mailed or delivered to 5501 Barbados Blvd, Castle Hayne, NC 28429.

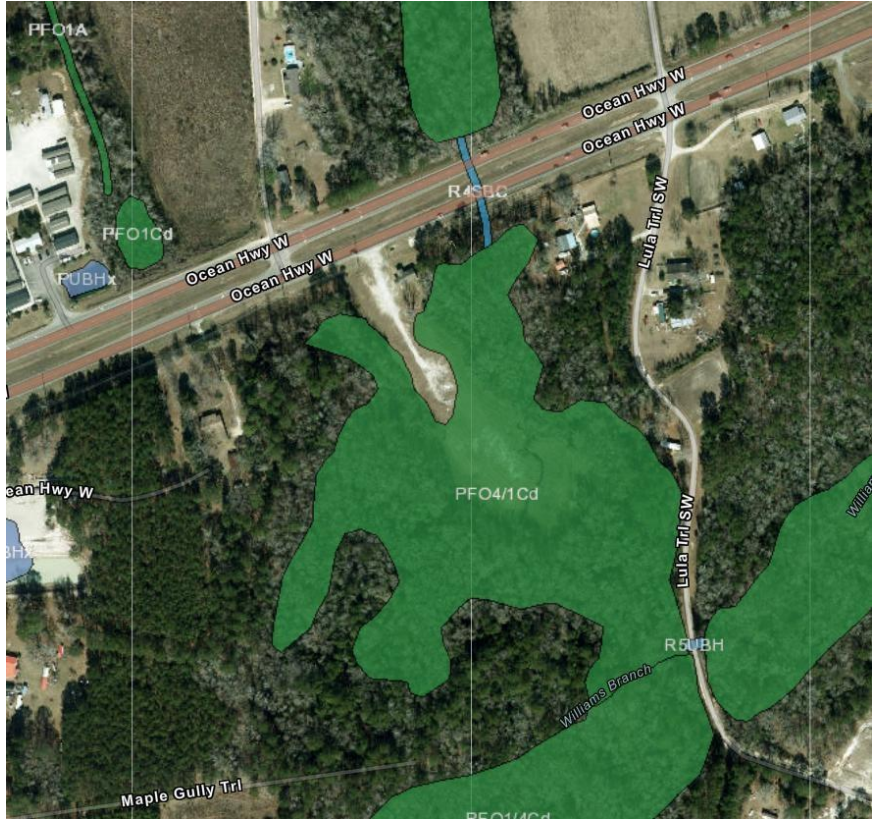
If a Traffic Impact Analysis and/or roadway improvements are deemed necessary as a condition of the permit, there may be additional submittal materials required.

Applicant Checklist			NCDOT Checklist		
Y	N	n/a	Y	N	n/a

- a. **Cover Letter**
Include contact information for applicant and engineer, including email address, mailing address, and phone number. Include the parcel number(s), description of all phases of the development and future land uses to be served by the permit, and a description of the adjoining land owned or controlled by the applicant.
- b. **NCDOT Street and Driveway Access Permit Application (form downloadable via link below)**
<https://connect.ncdot.gov/resources/BusinessForms/TEB-65-04.doc>
- c. **\$50.00 Inspection Fee Per Access Point**
Attach to Permit Application form (*not applicable for municipalities, churches, and schools*)
- d. **NPDES Stormwater Permit Compliance Certification (form downloadable via link below)**
<https://connect.ncdot.gov/municipalities/Utilities/EncroachmentForms/NPDESstatement.doc>
- e. **Verification of Compliance with Environmental Regulations (form downloadable via link below)**
<https://connect.ncdot.gov/municipalities/Utilities/EncroachmentForms/VCER-1.pdf>
- f. **Site Plans** (to include the "Master Plan" of a tract even if only a small portion is being developed first) Additional site plan requirement details can be found in section 2 of this document.
- g. **Design Plan Requirements for projects involving roadway improvements**
If roadway improvements are required as part of the permit, then roadway plans, pavement marking plans, signing plans, and traffic control plans will be required - See Section 6 for more information



TAX PARCEL #	SITE ADDRESS:	COMMERCIAL DRIVEWAY WITH NO ROADWAY IMPROVEMENT 20191115 NTS
--------------	---------------	--



General Utility Notes Pertaining to TRC Review

Permitting and Policy

1. Allocation of sewer is issued to only 60 lots at a time.
2. All sewer must be permitted by the state prior to construction of sewer lines, lift-stations, etc.
3. You must have an "Authorization to Construct" letter from the state prior to beginning any digging or installing of sewer lines, meters, lift-stations, etc.
4. A final for the state permits we be required prior to any sewer connections.
5. Gravity sewer is to be installed wherever possible. Pressure Sewer is only allowed by the approval of the Board of Aldermen. (Code of Ordinances 52.030 B)
6. Must have easement access to lift station and all sewer lines.
7. Any damage to pavement, concrete, etc. due to removing/replacing sewer tank or lines will not be the responsibility of the town. Roads dedicated to the Town will be repaired.
8. Associated fees must be paid prior to issuance of permitting.
9. Pre-construction meetings will be coordinated with the Public Works Supervisor prior to breaking ground.
10. Engineer of record for the project or their representative is expected to be present for pressure testing.
11. Lift Station is to be on a separate parcel which is included with the dedication of the utility to the Town.
12. The minimum sewer easement width is 20'.
13. Need at least a 10-foot utility easement on both side of the roads

Multi-Family

1. Connections of to multi-family rental dwellings shall be required to be supplied through a master meter and billed and charged for installation and billing purposes to a viable management company or firm and for the owner of the project. Connections to multi-family dwellings that are intended to be individually owned shall be separately metered and billed to individual owners. (Town of Shallotte Code of Ordinance 51.22 (F)).
2. (In reference to #1) If installation of a master meter constricts fire flow, each building can be individually metered - but all bills will be sent to viable management company or firm and for the owner of the project and not to individual units.

Engineering and Inspections

1. Detailed utility plans must be submitted to the town engineer (dbowman@atmc.net) and the Public Works Department for comments.
2. Correct As-builts in CAD form need to be submitted to the Town's engineer prior to c/o.
3. Engineer of record for the project or their representative is expected to be present for pressure testing.
4. A minimum of 48 hours notice is required for inspections.
5. The Town reserves the right to notify parties responsible for enforcing NPDES storm water rules and regulations should the need arise.

6. CONSTRUCTION WILL NOT BE ALLOWED TO PROCEED UNTIL AT LEAST ONE PLAN SET LABLED "ISSUED FOR CONSTRUCTION" HAS BEEN SUBMITTED.

Construction

1. No lines will be accepted greater than 10' in depth.
2. Copper tracer wire and 3M marker balls to be included with all water and sewer lines.
3. Sewer pumps are to be of Myers or ShinMaywa manufacture and Control Panels made by Ohio Electric or Custom Control Technologies.
4. A permanent generator with automatic transfer switch must be installed for all lift stations. Generator must be of Cummins, Kubota, or MTU manufacture. No propane generators will be allowed.
5. For the Pump Stations, the fence / gate needs to be at least 30' from the back of curb to allow pump trucks to pull completely off the road as to not impede traffic.
6. Lift station basins must be constructed of Polymer Concrete, or when applicable fiberglass.
7. A third back up pump of the same model will be supplied with each lift station.
8. An odor control system will be a requirement.
9. Any valves, blow offs, clean outs, or other above ground utility access points / appearances can NOT be located in driveways or sidewalks for single family homes.
10. Hydrants must be 5 ¼" diameter or greater.
11. NC811 requires a minimum of three working days, not including the day the ticket was placed, for locate tickets to be completed.
12. Any sewer to be installed by the Town will only be installed after electrical utility has been installed.
13. The cost of relocation for any existing public utility shall be the responsibility of the contractor and or development owner.
14. No other lines or utilities can be included in the same trench with sewer.

Roads and Streets

1. Storm water infrastructure outside of the public right of way will not be maintained by the Town and will be the responsibility of the HOA.
2. All roads, streets and sidewalks to be dedicated to the Town are required to be built to NCDOT standards.
3. All street lights will conform to Town of Shallotte Standards.
4. The Town does not install or maintain driveway culverts.
5. The minimum driveway culvert diameter is 15"
6. No corrugated metal pipe is to be installed in any Town maintained right of way.
7. HP pipe for storm water is preferred where it specifications allow its use.
8. Street sign post must be 3lbs galvanized U channel.



HEADWATERS ENGINEERING
of the Cape Fear, PLLC

Brandon Eaton
Town of Shallotte
110 Cheers St
Shallotte, NC 28470

Project #: 25-009
Subject: 2159 Ocean Hwy Storage TRC Response
Date: May 22, 2026

Mr. Eaton,

I have reviewed the TRC comments and respond as follows:

Planning:

1. The surface has been revised to asphalt & concrete. See the legend, hatching, & detail on the revised plans.
2. See new note #8 on sheet C1 regarding what is allowed to be stored.
3. The existing tree line has been shown to demonstrate how the buffer requirements will be met.
4. Additional landscaping info has been added.
5. The owner has informed me that he plans to use the existing building as an office. Parking & a ADA ramp have been added to the plan.
6. See new note #8 on sheet C1 regarding what is allowed to be stored.
7. Trash will be by roll out cart, see new note #5 on sheet C1.
8. The open area between spaces 34 & 79 is for access to the stormwater pond.
9. No lighting is being proposed for this project.
10. Parking has been added next to the existing building.
11. The surface has been revised to asphalt & concrete.
12. It is understood that a fee in lieu of sidewalks is required.

Stormwater:

1. The plans have been revised to show no gravel. The 6 findings have been revised accordingly.
2. Understood. The adjacent owners can apply for a LOMR as well. I would expect similar results.
3. Adequate space has been provided to fit all required buffer plants.
4. The existing building will be used as an office.

Zoning:

1. All required permit applications will be submitted.

2159 Ocean Hwy Storage TRC Response
NCBELS License P-2714

County Engineering:

1. A fire hydrant has been added to the plan & will be permitted with County Engineering & NCDOT accordingly.
2. No water service is proposed.

Shallotte Fire:

1. Understood
2. The fire apparatus access is shown on the site plan.
3. The apparatus access surface will be asphalt. See the revised site plan & details on sheet C5.
4. The gate label has been revised to show 24'.
5. More than adequate space is provided for the emergency turnaround. The site plan shows one example of how it is achieved.
6. The dry hydrant has been eliminated. A proposed fire hydrant has been shown at the entrance to the site.
7. The grading, drainage, & all other areas have been designed to ensure stability & reliable access.

County Fire:

1. The dry hydrant has been eliminated. A proposed fire hydrant has been shown at the entrance to the site.
2. The apparatus access surface will be asphalt. See the revised site plan & details on sheet C5.
3. The gate will have a means of emergency access, see new note #7 on sheet C1.
4. The spaces will be delineated by wheel stops, numbers, & painted lines. See note #2 on sheet C1.

NCDOT:

1. A NCDOT driveway permit will be submitted prior to construction.

Shallotte Utilities:

1. No water or sewer services are needed, the existing services/septic will be used.
2. Adequate cover over the existing SSFM will be maintained during installation of the driveway & fire hydrant leg.

Sincerely,

Thomas J. Scheetz, P.E., President
Headwaters Engineering of the Cape Fear, PLLC
PO Box 10058, Southport, NC 28461
(910)465-3304 – tscheetz@headwaterscapefear.com

Six Findings

2159 Ocean Hwy Storage – 05-21-26 – R1

1. That the use will not materially endanger the public health and safety.
 - a. The proposed use will not endanger the public health and safety. The site will have an accessible roadway & parking for storage items. Erosion will be controlled via silt fence. Runoff will drain to and be controlled by the stormwater pond. The driveway to the site will be designed and permitted to all NCDOT standards.
2. That the use will not substantially injure the value of adjoining or abutting property (or alternatively, that it be a public necessity).
 - a. The proposed use will enhance the value of the adjoining/abutting property by providing services to those in need of storage for their boats, trailers, RV's, etc. The site will be designed to meet all setback and landscaping requirements which will create an attractive business that customers can enjoy visiting or observing as they drive by on US 17.
3. That the use will be in harmony with the area in which it is to be located.
 - a. The proposed site is located along US 17 which is a growing commercial thoroughfare for the Town of Shallotte as well as Brunswick County. The site is surrounded by existing heavy vegetation that buffers the commercial use from existing adjacent properties. The proposed use of a storage lot creates very minimal traffic.
4. That the use will be in general conformity with the Land Use Plan, Thoroughfare Plan, or other plans officially adopted by the Board of Aldermen.
 - a. The proposed commercial use is in conformity with the Future Land Use Plan as it shows it as town center. It is our professional opinion that the proposed use of outdoor storage is in compliance with town center use.
5. That the use will have adequate facilities to provide ingress and egress designed to minimize traffic congestion on public streets and also have adequate utilities, access roads, drainage, sanitation, or other necessary infrastructure.
 - a. The site will produce minimal traffic and be served by an existing driveway which will be paved and permitted per NCDOT requirements. The roadway and parking have been designed to meet all state and local requirements. Runoff will drain to and be controlled by the stormwater pond. A fire hydrant will be provided for fire protection. There are no proposed domestic water or sewer utilities for this site.

6. That the use meets all required conditions and specifications established by the Board of Aldermen.
 - a. All conditions and specifications will be or have been met.



**Town of Shallotte
Board of Aldermen
Special Use Permit Findings**

The Town of Shallotte Board of Aldermen met and considered the following application on the 7th day of July, 2026.

File Number:	SUP #26-10
Final Action Date:	7/07/2026
Formal Hearing Date:	7/07/2026
Project Name:	2159 Ocean Hwy W Outdoor Storage Facility
Applicant:	Ryan Ware, Hulland, LLC
Location:	2159 Ocean Hwy W
Tax Parcel Number:	18300113
Acreage:	+/- 4.86 ac
Zoning District:	HB
Proposed Use:	Outdoor Storage Facility

Section 1 - Application

Having reviewed the application materials submitted by the applicant, the Board of Aldermen finds that the following regarding the completeness of the application and its compliance with the technical requirements of the Shallotte Unified Development Ordinance (UDO):

Completeness of Application [check one]:

- The application is complete.
- The application is incomplete in the following way(s):

Compliance with the UDO requirements [check one]:

- The application complies with all applicable requirements of the UDO.
- The application is *not* in compliance with the following requirement(s) of the UDO:

Section 2 – Specific Findings of Fact

The Board of Aldermen must find as a specific finding of fact that the proposed use will comply with *all* of the following standards. Otherwise, the permit must be denied. In making their findings, the Board of Aldermen may impose conditions which, in its opinion, assure that the use in its proposed location will satisfy all of the following standards.

Having heard all the evidence and arguments presented at the hearing, the Board of Aldermen hereby finds that the proposed use *will* comply with the following standards [check all that apply]:

- That the use will not materially endanger the public health and safety.
The proposed use will not endanger the public health and safety. The site will have an accessible roadway & parking for storage items. Erosion will be controlled via silt fence. Runoff will drain to and be controlled by the stormwater pond. The driveway to the site will be designed and permitted to all NCDOT standards.
- That the use will not substantially injure the value of adjoining or abutting property (or alternatively, that it be a public necessity).
The proposed use will enhance the value of the adjoining/abutting property by providing services to those in need of storage for their boats, trailers, RV's, etc. The site will be designed to meet all setback and landscaping requirements which will create an attractive business that customers can enjoy visiting or observing as they drive by on US 17.
- That the use will be in harmony with the area in which it is to be located.
The proposed site is located along US 17 which is a growing commercial thoroughfare for the Town of Shallotte as well as Brunswick County. The site is surrounded by existing heavy vegetation that buffers the commercial use

from existing adjacent properties. The proposed use of a storage lot creates very minimal traffic.

- That the use will be in general conformity with the Land Use Plan, Thoroughfare Plan, or other plans officially adopted by the Board of Aldermen.

The proposed commercial use is in conformity with the Future Land Use Plan as it shows it as town center. It is our professional opinion that the proposed use of outdoor storage is in compliance with town center use.

- That the use will have adequate facilities to provide ingress and egress designed to minimize traffic congestion on public streets and also have adequate utilities, access roads, drainage, sanitation or other necessary infrastructure.

The site will produce minimal traffic and be served by an existing driveway which will be paved and permitted per NCDOT requirements. The roadway and parking have been designed to meet all state and local requirements. Runoff will drain to and be controlled by the stormwater pond. A fire hydrant will be provided for fire protection. There are no proposed domestic water or sewer utilities for this site.

- That the use meets all required conditions and specifications established by the Board of Aldermen.

All conditions and specifications will be or have been met.

The following special conditions are hereby imposed by the Board of Aldermen to ensure compliance with the conditional use standards:

1. All required fees shall be paid prior to final zoning approval; and
2. Per Sec. 12-12, all required site improvements, shall commence within 12 months of SUP approval date or applicant shall request an extension of up to six months from the Shallotte Board of Aldermen; and
3. All required local, state, and federal permits shall be obtained and copies provided prior to final zoning approval; and
4. The site be maintained in accordance with the approved site plans.

Section 3 – Final Signature

Based on the evidence presented at the hearing and after careful consideration of the facts, a Special Use Permit is hereby:

- Approved subject to the above conditions.
- Denied for failure to satisfy all of the conditional use standards as indicated above and further described herein:

The foregoing decision was rendered by the Board of Aldermen on the 7th day of July, 2026 and a written copy of this decision was filed with the official minutes of that meeting in the Office of the Town Clerk.

requested, on the _____ day of _____, 2026.

Mayor, Town of Shallotte

Town Clerk

STATE OF NORTH CAROLINA

COUNTY OF BRUNSWICK

I, _____, a Notary Public of _____
County, do hereby certify that Natalie Goins personally came before me this day and
acknowledged that she is the Town Clerk of the Town of Shallotte, and that by authority duly
given and as the act of the Town, the foregoing instrument was signed and its name by its Mayor,
sealed with its official seal and attested by herself as its Town Clerk.

WITNESS my hand and notarial seal this 7th day of July, 2026.

Notary Public

(NOTARY SEAL/STAMP)

My commission expires: _____



Town of Shallotte Board of Aldermen
ACTION AGENDA ITEM
2026

Section VIII, Item 2.

TO: Board of Aldermen

ACTION ITEM #: TXT 26-09

FROM: Brandon Eaton, Planner II

MEETING DATE: 07-07-2026

**DATE
SUBMITTED:**

ISSUE/ACTION REQUESTED:

Request Board’s review and decision of a staff-initiated amendment to the Town of Shallotte Unified Development Ordinances. Specifically, Article 20, Section 20-11.

PUBLIC HEARING: YES NO

BACKGROUND/PURPOSE OF REQUEST:

The proposed amendment to the Town’s UDO updates the Town’s ordinance to establish vehicle stacking standards for commercial parking areas within the Town’s jurisdiction.

Currently, the Town does not have detailed stacking standards which are designed to prevent vehicles that are queued in drive-thru lines, at fuel pumps islands, pharmacy pickup lanes, etc., from impacting vehicular circulation of a site or adjacent public roadways.

- See attached “Exhibit A”

The Board may vote to:

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

FISCAL IMPACT:

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

CONTRACTS/AGREEMENTS:

REVIEWED BY TOWN ATTORNEY: YES NO N/A

ADVISORY BOARD RECOMMENDATION:

The Planning Board voted to recommend approval at their June 9, 2026, meeting.

STAFF RECOMMENDATION:

Staff recommends Board approval of the proposed amendment.

FINANCE RECOMMENDATION: NA

ATTACHMENTS:

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

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

Section 20-11. Vehicle Stacking and Queuing Requirements

(A) Purpose

The purpose of this section is to ensure that drive-thru facilities, fueling stations, and other uses that generate vehicle queues provide sufficient on-site stacking capacity to prevent congestion, maintain safe internal circulation, and protect adjacent public streets from vehicle overflow.

(B) General Standards

- (1) All required stacking spaces shall be located on-site.
- (2) Stacking lanes shall in no way obstruct parking areas, fire lanes, pedestrian walkways, access aisles, or internal circulation drives.
- (3) Stacking lanes shall be clearly delineated through the use of pavement markings, curbing, landscaping, or other approved design features.
- (4) Each stacking space shall measure a minimum of twenty (20) feet in length and nine (9) feet in width.
- (5) The service position, pickup window, ordering station, teller station, fuel dispenser, or similar service point may count as one required stacking space.

(C) Minimum Required Stacking Spaces

Use	Required Stacking Spaces
Automated Teller Machine (ATM)	3 spaces per lane
Bank or Financial Institution Drive-Thru	4 spaces per lane
Car Wash (Full-Service)	6 spaces per lane
Car Wash (Self-Service)	3 spaces per lane
Order Ahead Food and/or Retail Window Pickup Lanes (e.g. fly-thru lanes)	4 spaces per lane
Fuel Pumps associated with a convenience store	Minimum of 2 spaces per fueling position (See Note 1)
Gate (Unstaffed)	2 spaces per lane
Gatehouse (Staffed)	4 spaces per lane
Pharmacy Drive-Thru Window	4 spaces per lane
Restaurant with Drive-Thru/Pickup Window	6 spaces per menu/order point 4 spaces per window/pickup point
Truck Stop Fuel Islands	4 spaces per fueling position for pumps dedicated to large commercial vehicles and/or tractor trailers

Note 1 – Fueling facilities, including gas stations, convenience stores, and truck stops, shall be designed so that vehicles waiting to access fuel dispensers do not obstruct internal circulation drives, parking areas, fire lanes, site entrances or exits, or public streets. The Administrator, or his or her designee, may require a queuing analysis for facilities containing more than eight (8) fueling positions.

Note 2 – A stacking and queueing analysis may be required for any drive-thru facility that:

1. Is projected to generate one hundred (100) or more vehicle trips during the peak hour, based upon the most recent edition of the Institute of Transportation Engineers (ITE) Trip Generation Manual;
2. Contains more than two (2) drive-through service lanes; or
3. Is located on an arterial roadway or within two hundred fifty (250) feet of a signalized intersection and, in the opinion of the Administrator, could result in the disruption of public safety or traffic operations.

PLANNING BOARD STATEMENT OF CONSISTENCY

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

ORDINANCE 26-09

AN ORDINANCE AMENDING THE TOWN OF SHALLOTTE UNIFIED DEVELOPMENT ORDINANCE, SPECIFICALLY ARTICLE 20, SECTION 20-11

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

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

The proposed amendment to the Town's UDO updates the Town's ordinance to establish vehicle stacking standards for commercial parking areas within the Town's jurisdiction.

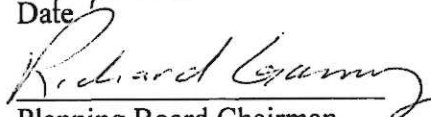
The proposal aims to remain consistent with the Town's adopted plans by promoting the safety and welfare of the community using site design measures that will mitigate congestion onto public streets from more highly trafficked commercial land uses, while also maintaining clear site access to emergency vehicles.

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:

6/19/2026
 Date

 Planning Board Chairman
 Town of Shallotte

BOARD OF ALDERMEN STATEMENT OF CONSISTENCY

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

ORDINANCE 26-09

AN ORDINANCE AMENDING THE TOWN OF SHALLOTTE UNIFIED DEVELOPMENT ORDINANCE, SPECIFICALLY ARTICLE 20, SECTION 11

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

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

The proposed amendment to the Town’s UDO updates ordinance language to establish vehicle stacking standards for uses within the Town’s zoning jurisdiction.

The amendment is consistent with our adopted land use plan in applying basic standards that protect the health and welfare of residents, visitors, and business owners.

OR

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

OR

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

Date

Mayor
Town of Shallotte

**TOWN OF SHALLOTTE
ORDINANCE 26-09**

**AN ORDINANCE AMENDING THE TOWN OF SHALLOTTE UNIFIED
DEVELOPMENT ORDINANCE, SPECIFICALLY
ARTICLE 20, SECTION 11
REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN
CONFLICT THEREWITH; AND PROVIDING AN EFFECTIVE DATE.**

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

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

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

WHEREAS, The Board of Aldermen for the Town of Shallotte deems it to be in the public’s best interest to amend the Unified Development Ordinance with a text amendment so as to provide for changes as set forth below to ARTICLE 20, SECTION 11. The proposed amendment to the Town’s UDO updates ordinance language to establish vehicle stacking standards for uses within the Town’s zoning jurisdiction.; and

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

ARTICLE 20, SECTION 11.

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 beginning *July 07, 2026*, and shall apply to any zoning permit applications submitted following that effective date.
INTRODUCED AT A Regular Meeting of the Board of Aldermen on July 07, 2026, and adopted at a Regular Meeting of the Board of Aldermen on July 07, 2026.

SIGNED THIS _____ day of _____, 20____.

TOWN OF SHALLOTTE, NORTH CAROLINA

Mayor

ATTEST:

Town Clerk