Shallotte Board of Aldermen Work Session Agenda

October 20, 2026 at 5:15 PM

Meeting Chambers – 110 Cheers Street

I. CALL TO ORDER

II. CONFLICT OF INTEREST STATEMENT

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

III. AGENDA AMENDMENTS & APPROVAL OF AGENDA

IV. CONSENT AGENDA

A. Budget Amendment BA 26-27-4: Local Law Enforcement Bonus Program [$41,143.94]

V. PROCLAMATION

A. National Hospice and Palliative Care Month

VI. PRESENTATION: COMMUNITY CENTER INTEREST

VII. DISCUSSION

1. Planning Board Appointments

2. NCDOT Paved Trails & Sidewalk Feasibility Study Grant

3. Riverfront

VIII. 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

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

To: Board of Aldermen

From: Isaac Norris, Jr., CPA, Finance Director

Subject: BA-26-27-4

Date: 10/13/2026

BA-26-27-4 The Town needs to budget for Local Law Enforcement Bonus Program money received for reimbursement for the bonuses to be paid to the Town's sworn police officers as of June 30 2026.

Account #					
10-5100-0200	Salaries	$	38,220.00		
10-5100-0500	Fica & Medicare Tax		2,923.94		
10-3490-0000	Police Local Law Enforcement Bonus				41,143.94
		$	41,143.94	$	41,143.94

Proclamation

NATIONAL HOSPICE AND PALLIATIVE CARE MONTH

WHEREAS, Lower Care Fear LifeCare received a five-star rating from families and caregivers in the most recent Centers for Medicare & Medicaid Services hospice survey results, the highest rating possible; and

WHEREAS, Lower Cape Fear LifeCare ranks among the top 92 percent of hospices nationwide for the quality of its person-centered, compassionate care provided to patients, families, and the communities it serves; and

WHEREAS, Lower Cape Fear LifeCare utilizes an interdisciplinary team of professionals and volunteers to provide hospice care, palliative care, and dementia support services to patients and families; and

WHEREAS, Lower Cape Fear LifeCare is supported by more than 400 dedicated community volunteers; and

WHEREAS, Lower Cape Fear LifeCare demonstrates its commitment to honoring those who served our nation through participation at the highest level of the We Honor Veterans program; and

WHEREAS, Lower Cape Fear LifeCare, a local nonprofit organization, serves more than 8,000 patients and families each year, including residents of Shallotte facing serious illness; and

NOW, THEREFORE, BE IT RESOLVED, that the Shallotte Board of Aldermen hereby proclaims **November 2026** as **National Hospice and Palliative Care Month** and encourages all residents to increase their understanding and awareness of hospice and palliative care services for those living with serious and life-limiting illnesses, and to observe this month through appropriate activities, education, and community engagement.

This the 20th day of October, 2026.

_____

Art Dornfeld, Mayor

ATTEST:

_____

Natalie Goins, Town Clerk

Town of Shallotte Board of Aldermen

ACTION AGENDA ITEM

2026

TO: Board of Aldermen

FROM: Robert Waring, Planning Director

ACTION ITEM #:
MEETING DATE: 10/20/2026
DATE SUBMITTED:

ISSUE/ACTION REQUESTED: Review NCDOT's IMD Feasibility Studies Program & provide staff with direction.

PUBLIC HEARING: ☐ YES ☐ NO

BACKGROUND/PURPOSE OF REQUEST:

Staff has been contacted by GSATS regarding potential funding for feasibility studies specific to sidewalks & paved paths.

In short, the program is accepting applications intended to fund small area studies that would demonstrate the need for sidewalks or paved paths along specific corridors.

This is a competitive grant; applications will be scored based upon several criteria that includes need, engagement strategies, & inclusion in the Great Trails State Network.

Per GSATS the qualifying area would be along a portion of Hwy 179 to the traffic circle.

The study would look at corridor constraints, conduct public meetings/interviews, look for potential alternatives & try to determine constructability.

Neither design nor construction would be covered.

Total costs are estimated to be $60-80K with a 20% match ($12-16K) due upon notice to proceed (January 2027).

Note, we have budgeted for this specific grant.

Should the Board want to pursue this, staff would draft a resolution of support & place it on the Board's November agenda.

FISCAL IMPACT:

BUDGET AMENDMENT REQUIRED:	☒ YES	☐ NO
CAPITAL PROJECT ORDINANCE REQUIRED:	☐ YES	☒ NO
PRE-AUDIT CERTIFICATION REQUIRED:	☐ YES	☒ NO
REVIEWED BY DIRECTOR OF FISCAL OPERATIONS	☐ YES	☒ NO

CONTRACTS/AGREEMENTS:

REVIEWED BY TOWN ATTORNEY:	☐ YES	☒ NO	☐ N/A

ADVISORY BOARD RECOMMENDATION: NA

STAFF RECOMMENDATION:

1. Although sidewalks & paved paths are widely supported, staff would suggest budgeting funds for programs that would result in design and construction.
2. Funds for this program could be included in future budgets if the Board is interested.

FINANCE RECOMMENDATION: NA

ATTACHMENTS:

1. https://connect.ncdot.gov/municipalities/PlanningGrants/Pages/IMD-Feasibility-Studies-Program.aspx
2. GSATS email

ACTION OF THE BOARD

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

DEFERRED UNTIL: _____ _____

SIGNATURE

OTHER:

From: Tom Dobrydney <tdobrydney@wrcog.org>
Sent: Tuesday, October 6, 2026 9:03 AM
To: NCTAC <nc-tac@wrcog.org>; NCTCC <nc-tcc@wrcog.org>
Cc: Chris Clark <cclark@wrcog.org>
Subject: Re: NCDOT IMD Paved Trails Feasibility Studies: Call For Projects

GSATS TAC & TCC:
Last week we attended the webinar for NCDOT IMD's Paved Trails Feasibility Studies Program. The program website can be found here: IMD Feasibility Studies Program.
20% MATCH REQUIRED. Neither NCDOT nor Federal funds provided to municipalities can serve as the local cash match.
Some key take-aways from the webinar:
- The funds are available only for developing feasibility studies for paved trails and or sidewalks, not for construction.
- Projects are required to have been previously identified in adopted bicycle and pedestrian plans.
- NCDOT IMD encourages jurisdictions to submit projects that have been identified as part of the Great Trails State-wide network (webmap: Untitled



map). The application process identifies two different scales for projects:

	SMALL-SCALE FEASIBILITY STUDY	LARGE-SCALE FEASIBILITY STUDY
COST	$60,000 - $80,000	$80,000 - $120,000+ Significantly more complex and extensive corridors may result in a higher plan cost
NUMBER OF ROUTE ALTERNATIVES	Up to 4 alternatives to be evaluated	Greater than 4 alternatives to be evaluated
MILEAGE RANGE	¼ mile to 3 miles	3 to 15+ miles
JURISDICTIONAL RANGE	Up to 2 jurisdictions along the corridor	2+ jurisdictions along the corridor (may require additional jurisdictional meetings/coordination)
CORRIDOR CONSTRAINTS	Minimal utilities Moderate topography Smaller FEMA studied streams (creeks and streams) Moderate roadway characteristics constraints (minor road crossings, moderate to high traffic volumes, moderate to high-speed limits)	Rail corridors/crossings Significant roadway characteristic constraints (controlled access roadways, major road crossings, high traffic volumes, high speeds) Larger FEMA studied streams (major water bodies – rivers, lakes) Moderate/significant utilities Significant topography
COMMUNITY + STAKEHOLDER ENGAGEMENT EXPECTATION	3 steering committee meetings (virtual) 1 online survey 1 public meeting Up to 4 focused stakeholder (landowners, local businesses, underrepresented groups, etc.) meetings (1-on-1 or may include multiple stakeholders per meeting)	4-5 steering committee meetings (virtual) 1 online survey 1 public meeting Up to 8 focused stakeholders (landowners, local businesses, underrepresented communities, etc.) meetings (1-on-1 or may include multiple stakeholders per meeting)

General time-line:
- Applications can be submitted between Oct. 1st and Nov. 6th.
- Grants to be awarded in December / January

A Word-version of the Application is attached for reference. Applications are to include:
- Previous plans or studies (hyperlinks or digital copies)
- Resolutions of support (from participating jurisdictions MPO/RPO and local jurisdiction): Draft resolutions with a timeline for their adoption can be submitted if need be.
- Resume(s) of staff who will manage the study
- Letters of support
- Study area map

If you have any questions or potential projects in mind, please reach out to Chris or me to discuss further.

Tom Dobrydney, AICP
Senior Planner
Waccamaw Regional Council of Governments