Shallotte Board of Aldermen Regular Meeting Agenda

November 03, 2026 at 5:15 PM

Meeting Chambers – 110 Cheers Street

I. CALL TO ORDER

II. INVOCATION & PLEDGE

III. CONFLICT OF INTEREST

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.

1. Statement

IV. AGENDA AMENDMENTS & APPROVAL OF AGENDA

V. PUBLIC COMMENTS

Please sign in for the record. Speakers will have three (3) minutes to address the Board on issues not already included on the agenda.

VI. AUDIT PRESENTATION: FY ENDED 6/30/26

1. Audit Results Summary

VII. DEPARTMENT REPORTS

1. **POLICE**
2. **FIRE**
3. **PLANNING**
4. **PUBLIC WORKS**

1. Bill Adjustments

A. Morgan McCall - 84 Country Club Drive

B. Bruce Lewis - 675 Lightwood Lane

Joseph Stocco - 4845 Charter Oak Drive

5. **FINANCE**
6. **PARKS & RECREATION**
7. **ADMINISTRATION**

8. MAYOR

VIII. CONSENT AGENDA

A. October 6, 2026 Regular Meeting Minutes

B. October 20, 2026 Work Session Meeting Minutes

C. Proclamation: Operation Green Light for Veterans

IX. PUBLIC HEARING

1. Rezoning Petition-Pine Lake Drive

1.16 Acres

Owen Ventures, Inc.

PUD to R-10

1. Motion to open the public hearing
2. Public Comments/Questions
3. Motion to close the public hearing
4. Board Comments/Questions
5. Motion to approve/deny the Zoning Amendment Statement of Consistency
6. Motion to approve/deny rezoning PID 2130003809 from PUD to R-10

2. Planned Residential Development-Master Plan Update

4.28 Acres Parcel 21300041

Sugarberry Drive

Rourk Woods, LLC.

Rear Setback Revision

1. Motion to open the public hearing
2. Public Comments/Questions
3. Motion to close the public hearing
4. Board Comments/Questions
5. Motion to approve/deny the Board of Aldermen Statement of Consistency, amending the PRD plan for PID 21300041, so as to adjust rear setbacks.

3. TXT 26-13 Home Occupations

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

1. Motion to open the public hearing

2. Public Comments/Questions

3. Motion to close the public hearing

4. Board Comments/Questions

5. Motion to approve/deny the Board of Aldermen Statement of Consistency

6. Motion to approve/deny Ordinance 26-13 amending the Town of Shallotte Unified Development Ordinance, specifically Article 10. Section 10-04(D)

X. DISCUSSION

XI. ADJOURN

Town of Shallotte Board of Aldermen Conflict of Interest Statement

Taking into consideration the general statute below and the items described on this month's agenda, does any member of the 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
NORTH CAROLINA

TOWN OF SHALLOTTE North Carolina

Presentation of Audit Results

Fiscal Year Ended
June 30, 2026

Alan W. Thompson, CPA
1626 S Madison Street
PO Box 398
Whiteville, NC 28472
910.642.2109 phone
910.642.5958 fax
www.tpsacpas.com

CERTIFIED PUBLIC ACCOUNTANTS
CONSULTANTS AND TAX ADVISORS

TOWN OF SHALLOTTE

Presentation Agenda

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I. GENERAL COMMENTS	
II. REQUIRED COMMUNICATIONS	
AU-C 260 COMMUNICATIONS	1-4
III. AUDIT RESULTS	5-10
IV. QUESTIONS AND COMMENTS	
V. CLOSE	

CERTIFIED PUBLIC ACCOUNTANTS
CONSULTANTS AND TAX ADVISORS

Thompson, Price, Scott, Adams & Co, P.A.
P.O. Box 398
1615 S JK Powell Blvd.
Whiteville, NC 28472
Telephone (910) 642-2109
Fax (910) 642-5958

Alan W. Thompson, CPA
Gregory S. Adams, CPA

October 23, 2026

To the Honorable Mayor and Board of Alderman
Town of Shallotte
Shallotte, North Carolina

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Town of Shallotte for the year ended June 30, 2026. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance (when applicable), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated April 23, 2026. Professional standards also required that we communicate to you the following information related to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated April 23, 2026, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the Board solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Significant Risks Identified

We have identified the following significant risks:

- Management override of controls – this risk is presumed to be present in every audit under professional standard, regardless of the control environment. The rationale is that even the most robust internal control system can be overridden by management.

Qualitative Aspects of the Entity's Accounting Practices

Significant Accounting Policies

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Town of Shallotte are described in Note 1 to the financial statements. The Town adopted GASB Statement 103, "Financial Reporting Model Improvements," as well as GASB Statement 104, "Disclosure of Certain Capital Assets" in the current year. We noted no transactions entered into by the Town of Shallotte during the year that were both significant and unusual, and of which, under professional standards, we are required to inform you, or transactions for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. Significant estimate(s) for the Town are allowance for doubtful accounts, compensated absences, and depreciation. We evaluated the key factors and assumptions used to develop the allowance and useful lives for depreciation in determining that it is reasonable in relation to the financial statements taken as a whole.

Financial Statement Disclosures

The disclosures in the financial statements are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to the financial statement users. The most recent changes are described in the last footnote in the notes to the financial statements.

Significant Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. None of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representation

We have requested certain representations from management that are included in the management representation letter dated October 23, 2026.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the governmental unit’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Significant Matters, Findings, or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Town of Shallotte’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

The Local Government Commission (LGC) will no longer initiate communications about concerns or findings (formerly considered unit letters). They have created a spreadsheet that has to be completed and submitted with the audit report. If that worksheet identifies what they consider a "Financial Performance Indicators of Concern" (FPICs), we are required to communicate those items to the Board. The Town is required to submit a response within 60 days of the Board meeting in which the financial statements are presented. The detailed audit response should be presented to the entire Board, and signed by the entire Board, Finance Officer, and Manager. We are pleased to announce that there are no items that must be addressed in the current year.

Other Matters

We applied certain limited procedures to the General Fund Budgetary Comparison Schedule and Notes to the Comparison Schedule, Schedule of Town’s Proportionate Share of Net Pension Liability (LGERS), Schedule of Town Contributions (LGERS), Schedule of Change in Total Pension Liability – Law Enforcement Officer’s Special Separation Allowance, and Schedule of Total Pension Liability as a Percentage of Covered Payroll – Law Enforcement Officers’ Special Separation Allowance, Schedule of Changes in the Total OPEB Liability and Related Ratios which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

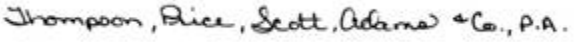
We were engaged to report on the combining and individual non-major fund statement schedules, budgetary schedules, and other schedules, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We are not engaged to report on the Introductory Information or Statistical Information which accompany the financial statements but are not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Restriction on Use

This information is intended solely for the use of the Board of Alderman and management of Town of Shallotte and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,



Thompson, Price, Scott, Adams & Co, P.A.

TOWN OF SHALLOTTE

FINANCIAL INFORMATION FOR 5 YEARS

	2026	2025	2024	2023	2022
Total Fund Balance - General Fund	9,746,996	9,955,302	10,314,642	9,265,034	8,123,733
Unavailable Fund Balance - GF (Nonspendable and Restricted)	1,303,928	1,277,165	1,285,815	1,111,146	814,539
Committed and Assigned Fund Balance	286,873	386,910	581,436	268,778	-
General Fund Expenditures (incl transfers out less installment purchase, leases, SBITAs)	9,122,643	8,861,614	6,526,152	6,674,654	6,582,254
Fund Balance Available as % of General Fund	107.59%	110.76%	150.39%	147.04%	125.67%
Unassigned Fund Balance	8,156,195	8,291,227	8,447,391	7,885,110	7,309,194
Unassigned Fund Balance as % of General Fund	89.41%	93.56%	129.44%	118.14%	111.04%
Revenues over (under) expenditures before transfers and contributions					
General Fund	134,311	(539,896)	838,170	(2,515)	481,544
Water and Sewer Fund	2,308,043	1,716,151	545,118	600,458	1,847,357
Cash vs. Accumulated Depreciation - Water and Sewer Fund					
Total Fixed Assets	22,199,726	17,554,413	14,877,072	13,973,705	17,797,718
Accumulated Depreciation	6,546,226	5,917,187	5,447,774	5,049,184	6,842,775
Cash	6,341,599	5,018,550	4,594,906	4,777,377	7,004,400
Cash vs. Fund Balance					
Cash - General	9,782,744	10,240,295	10,197,593	8,798,704	8,115,503
Cash - Water and Sewer Fund	6,341,599	5,018,550	4,594,906	4,777,377	7,004,400
Cash - Other Governmental	907,042	1,861,585	3,492,594	1,191,700	1,373,317
Fund Balance - General	9,746,996	9,955,302	10,314,642	9,265,034	8,123,733
Fund Balance - Water and Sewer Fund	23,061,471	14,537,110	13,991,992	18,223,830	16,175,014
Fund Balance - Other Governmental Funds	17,243	313	313	3,535	(151,373)
Property Tax Rates	0.3100	0.3100	0.2876	0.3525	0.3525
Collection Percentages	98.46%	97.29%	99.37%	99.46%	99.16%
Collection Percentages (excluding Motor Vehicle)	98.29%	97.04%	99.32%	99.40%	99.08%
Total Property Valuation	1,264,795,287	1,158,251,884	1,114,197,577	758,508,278	744,582,296
Total Levy Amount	3,922,524	3,592,581	3,204,959	2,675,223	2,626,217
Debt					
Governmental Activities - Installment Purchases	1,134,969	894,629	1,462,108	1,621,603	2,375,716
Governmental Activities - Leases & SBITA Liabilities	262,899	205,211	145,609	26,713	53,952
Total Governmental	1,397,868	1,099,840	1,607,717	1,648,316	2,429,668
Business-type Activities - Installment Purchases	-	-	-	-	-
Business-type Activities - Lease liabilties	-	-	-	9,275	-
Total Business-Type Activities	-	-	-	9,275	-

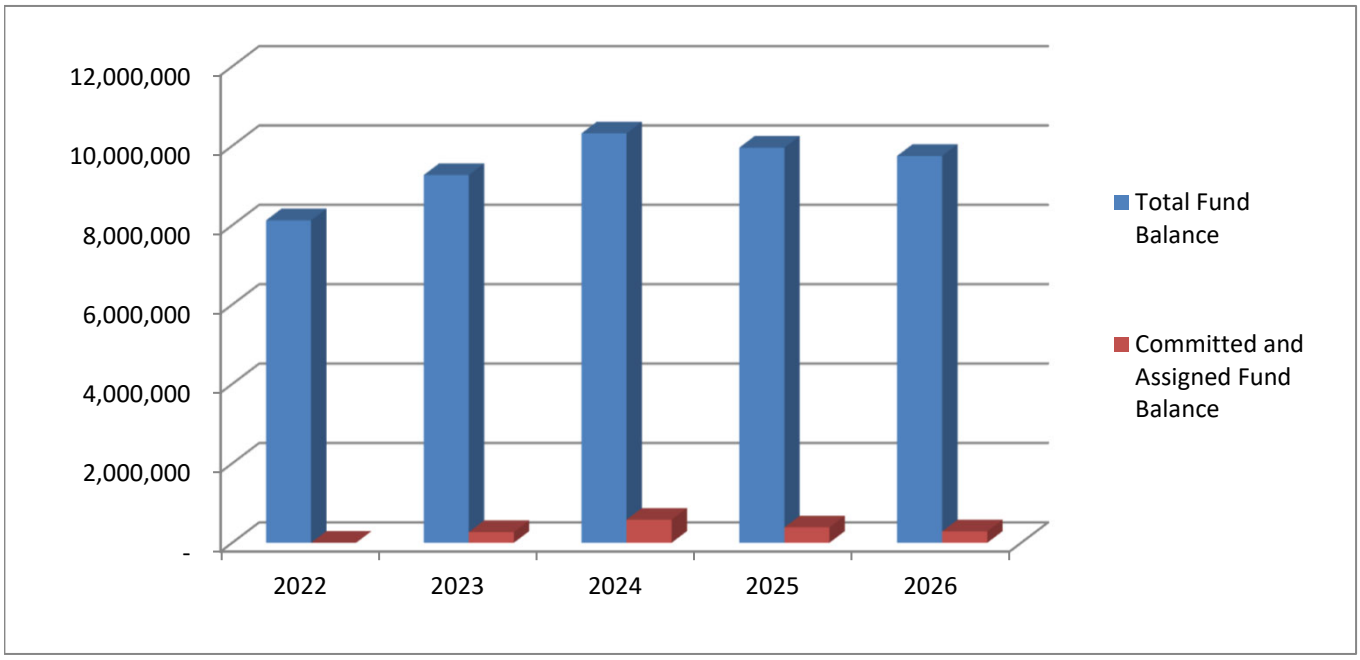
TOWN OF SHALLOTTE

FINANCIAL INFORMATION FOR 5 YEARS

		2026	2025	2024	2023	2022
Breakdown of General Fund Revenues						
	Ad Valorem Taxes	3,981,185	3,554,065	3,203,150	2,691,914	2,698,924
	Other Taxes and Licenses	615	645	735	735	615
	Intergovernment Revenue	4,493,538	4,214,879	3,917,559	3,778,837	3,450,036
	Permits and Fees	52,958	41,582	33,145	50,328	44,628
	Sales and Services	12,104	9,107	8,680	4,440	3,270
	Investment Earnings	352,572	433,033	375,483	94,786	4,512
	Miscellaneous	18,030	27,679	23,745	13,798	26,295
	Total	8,911,002	8,280,990	7,562,497	6,634,838	6,228,280
Breakdown of General Fund Expenditures						
	General Government	1,309,596	1,202,720	1,152,604	1,231,764	1,010,169
	Public Safety	5,336,145	4,976,053	3,956,306	3,560,103	3,450,401
	Transportation	602,425	877,784	460,710	423,019	397,406
	Economic and Physical Development	493,809	437,369	306,974	196,789	175,676
	Cultural and Recreation	739,324	560,463	562,707	391,536	332,511
	Debt Service	295,392	766,497	285,026	834,143	380,573
	Total	8,776,691	8,820,886	6,724,327	6,637,354	5,746,736

TOWN OF SHALLOTTE

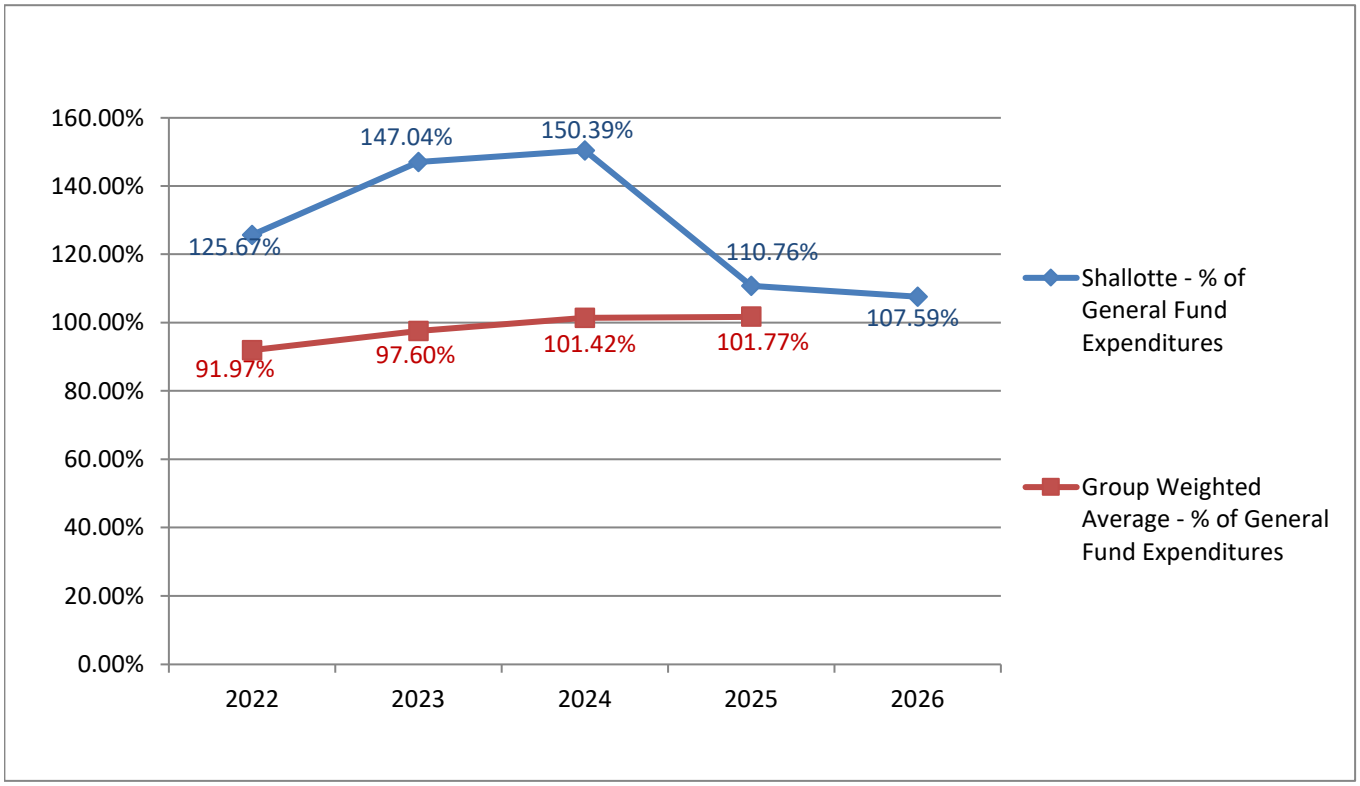
Analysis of Fund Balance



TOWN OF SHALLOTTE

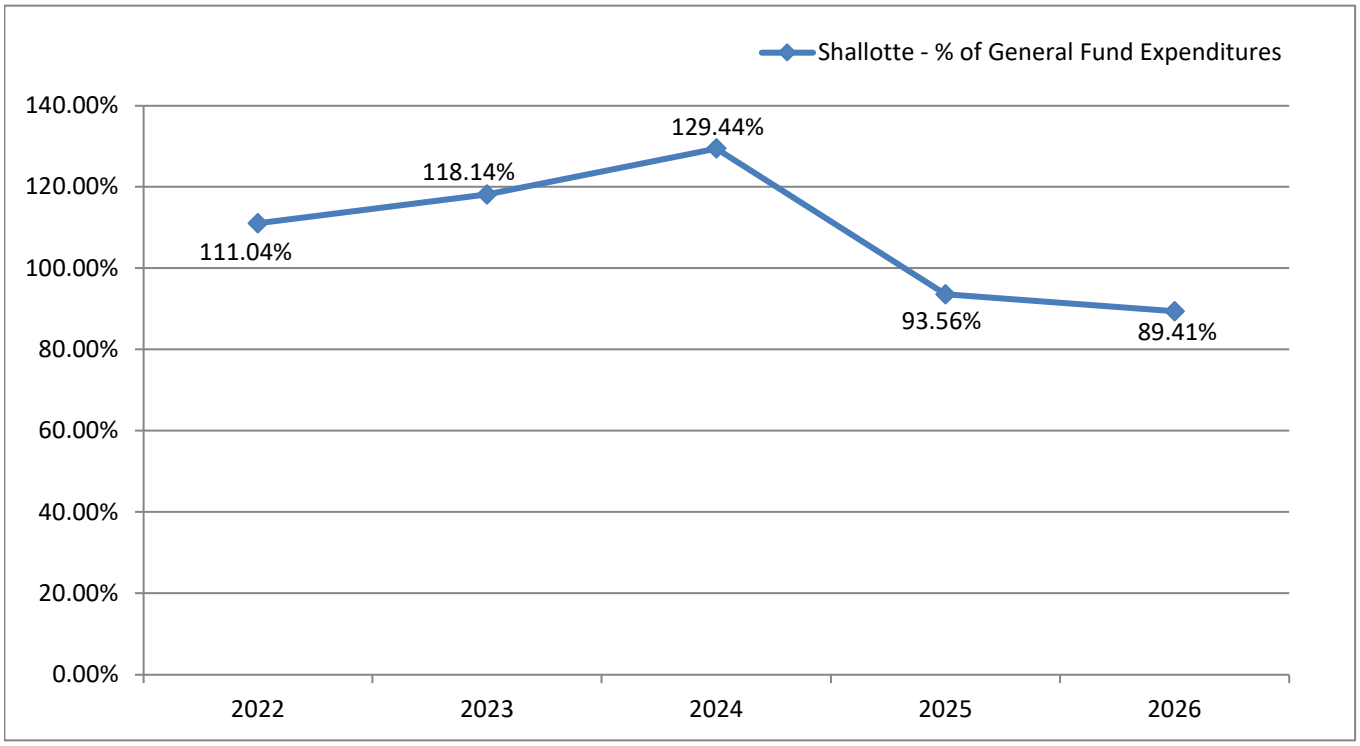
Analysis of Fund Balance Available

(Note - 2026 Group Weighted Average Not Available at Date of Presentation)



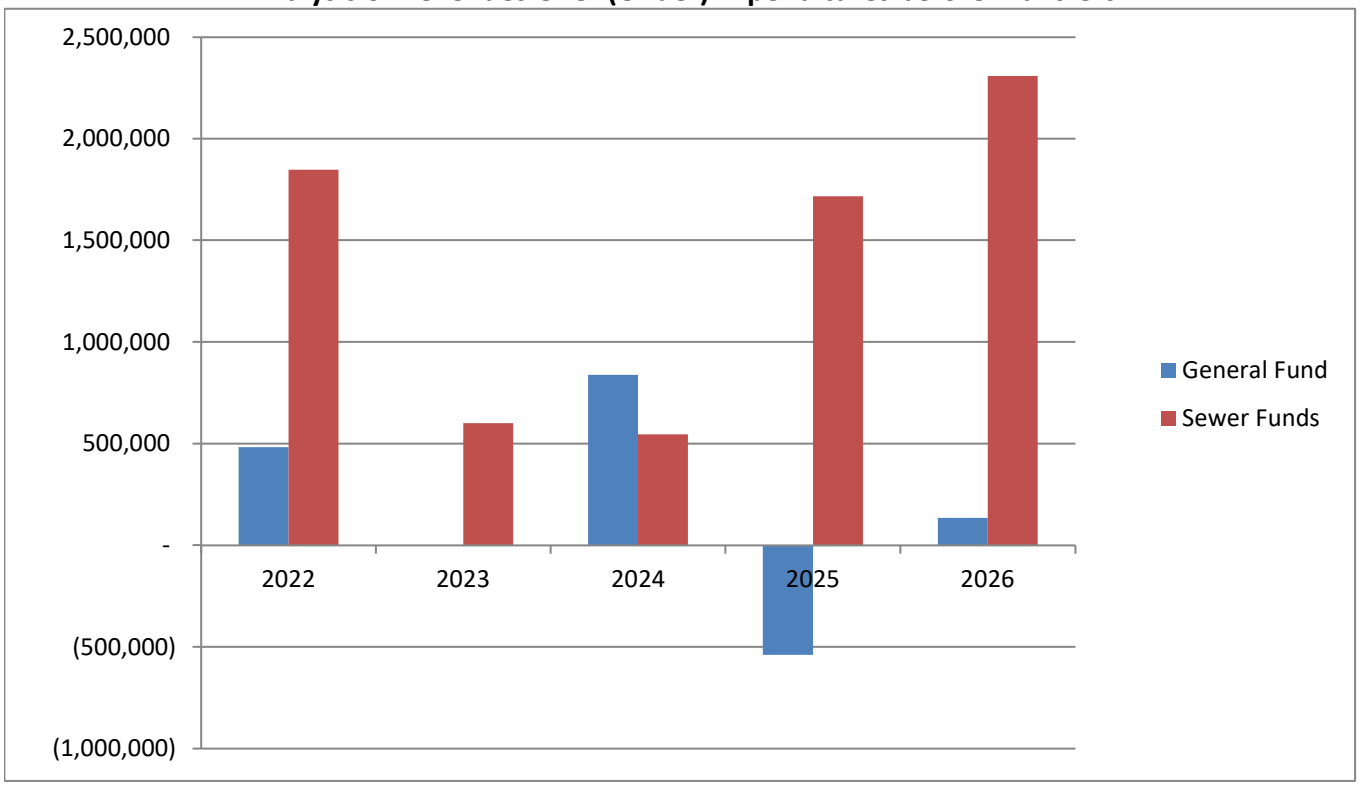
TOWN OF SHALLOTTE

Analysis of Unassigned Fund Balance as a % of General Fund Expenditures



TOWN OF SHALLOTTE

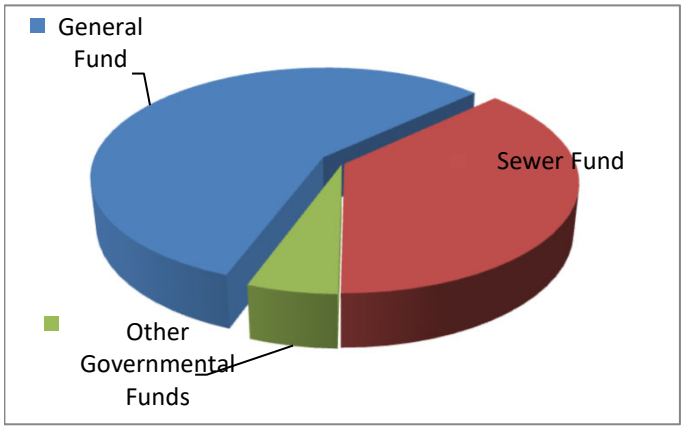
Analysis of Revenues Over (Under) Expenditures before Transfers



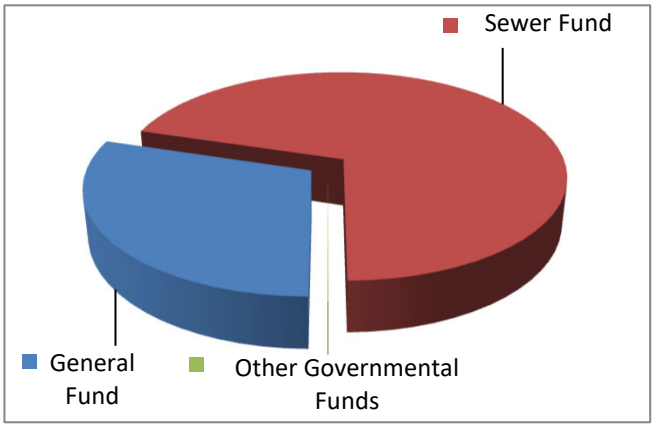
TOWN OF SHALLOTTE

Analysis of Cash and Fund Balances
at June 30, 2026

CASH BALANCES



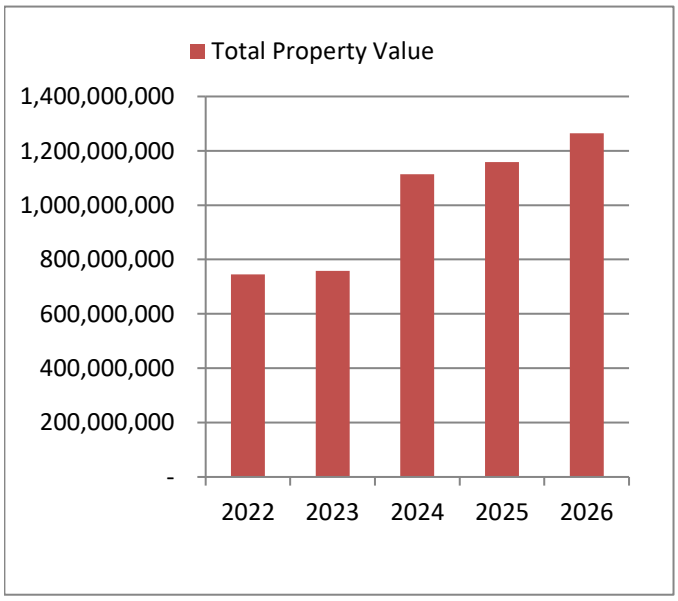
FUND BALANCES

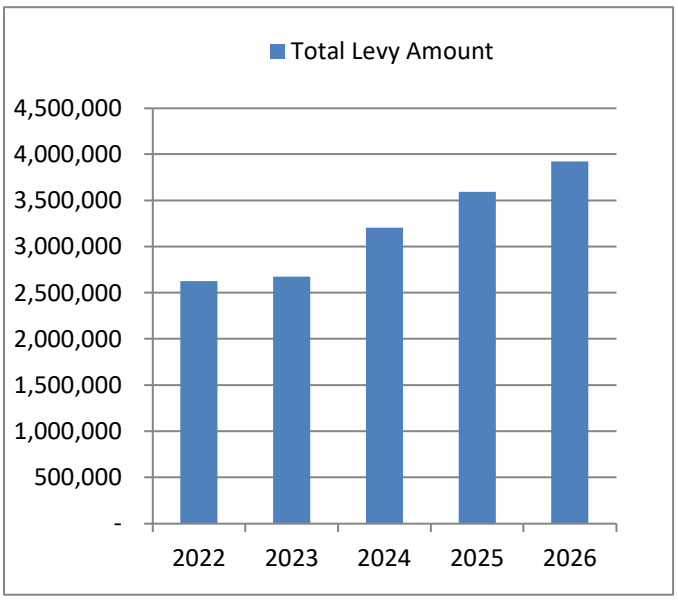


	2026	
	Cash Balances	Fund Balances
General Fund	$ 9,782,744	$ 9,746,996
Sewer Fund	6,341,599	23,061,471
Other Governmental Funds	907,042	17,243
Total	$ 17,031,385	$ 32,825,710

TOWN OF SHALLOTTE

Property Valuation and Levy Amount

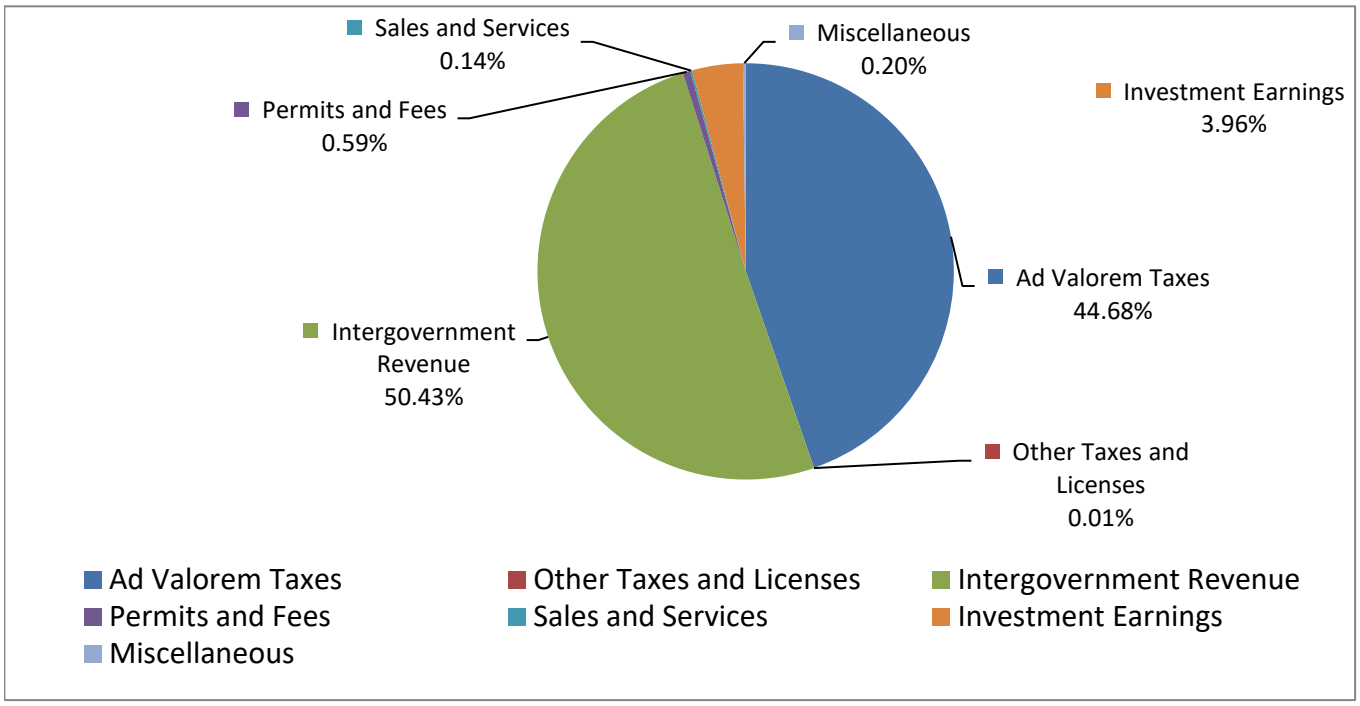




TOWN OF SHALLOTTE

Break Down of General Fund Revenue

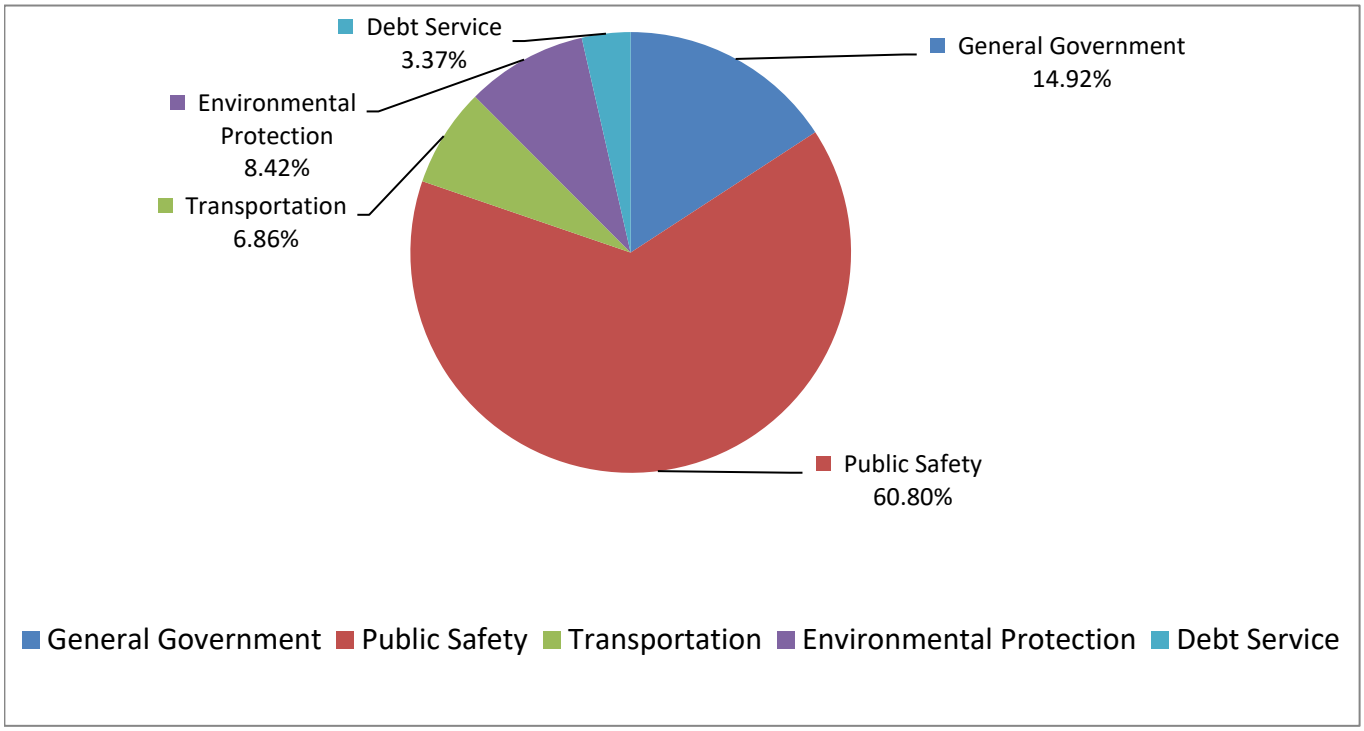
FYE June 30, 2026



TOWN OF SHALLOTTE

Break Down of General Fund Expenditures

FYE June 30, 2026

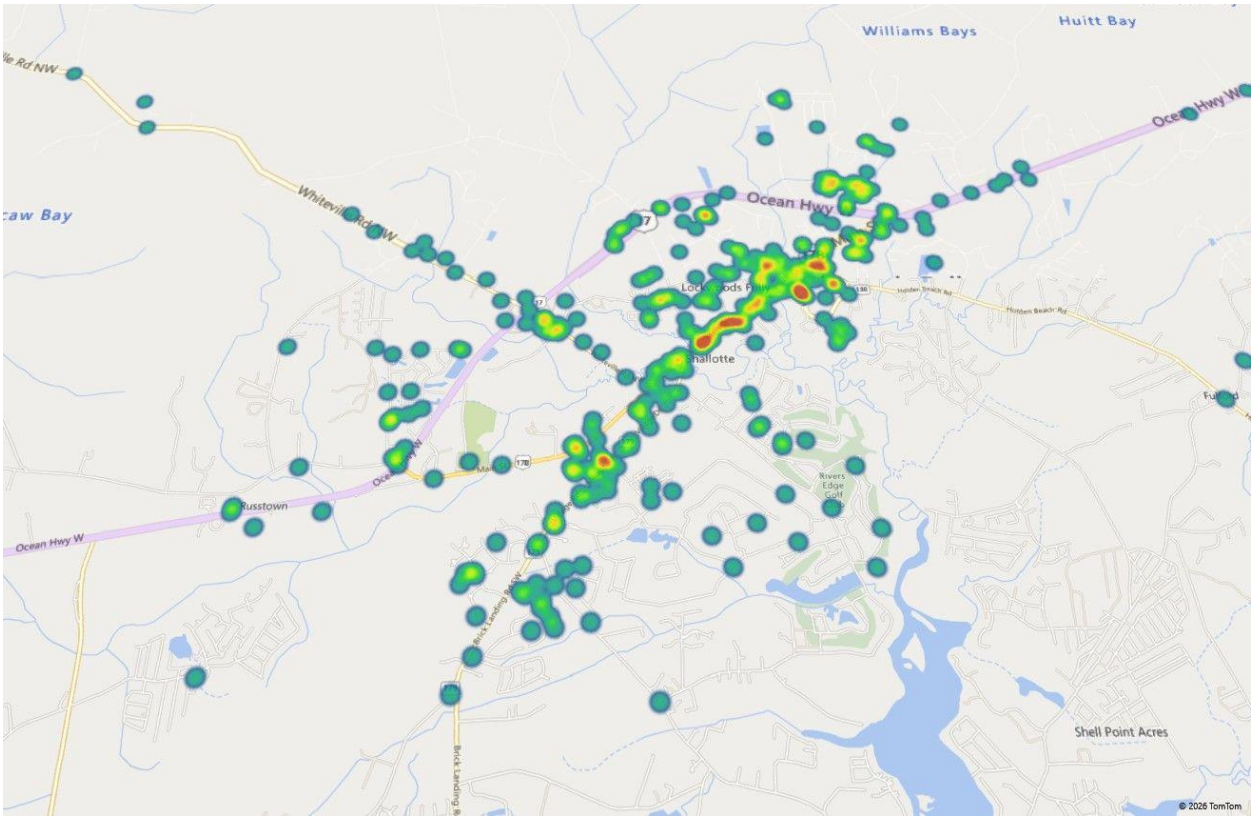


TOWN OF SHALLOTTE
Police Department

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

Monthly Police Report
Sept 25 – Oct 24, 2026

- Completed 1,182 calls for service
- Investigated 52 motor vehicle collisions
- Took 55 Incident Reports
    - Recovered ~ $4,000 in stolen property
    - 10 Misdemeanor Charges
- Effected 8 arrests including 1 warrant service
- Issued 78 State Citations w/ 100 total charges
- Received just over 86 hours of volunteer service



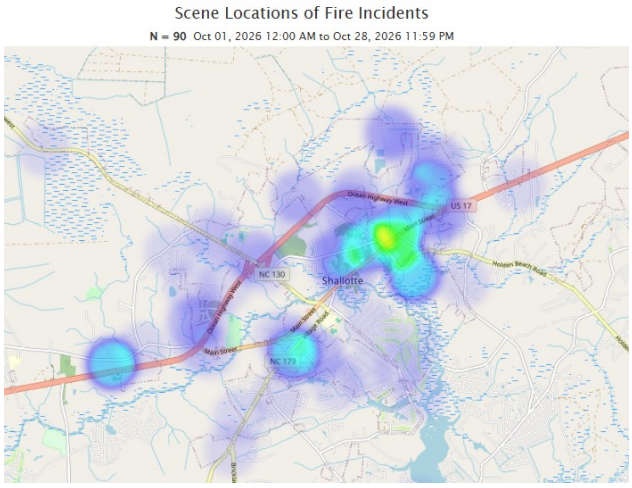
TOWN OF SHALLOTTE FIRE/RESCUE

Monthly Activity Report

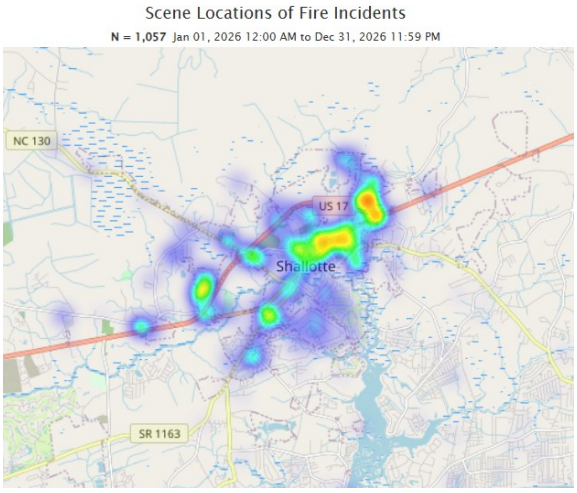
FISCAL YEAR ENDING 30 JUN 2027
Reporting Period: 30 SEP 2026 – 30 OCT 2026

NCGS § 58-79-45: Incident Reports…

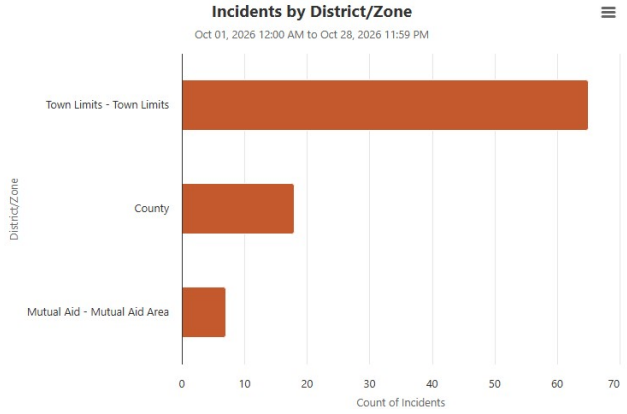
Incident Map Overview
(Past 4 weeks)



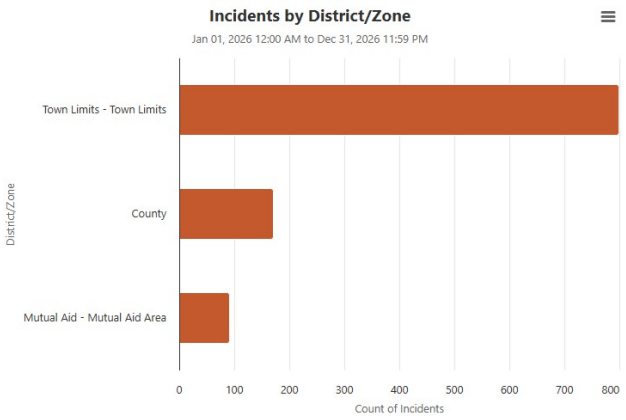
Incident Map Overview
(YTD)



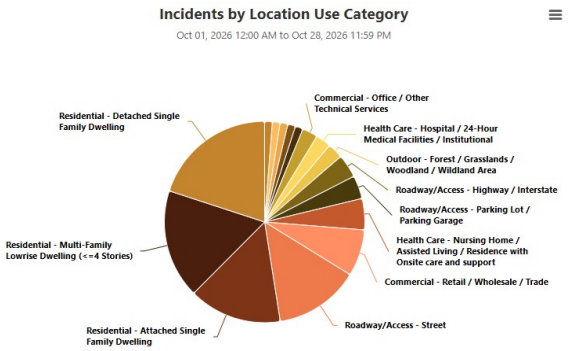
(Past 4 weeks) Town 65; County 18; Mutual Aid 7



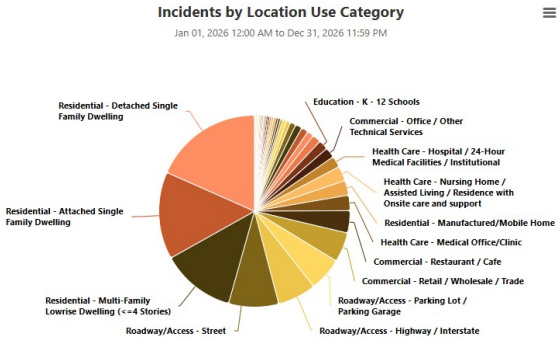
(YTD) Town 799; County 171; Mutual Aid 92



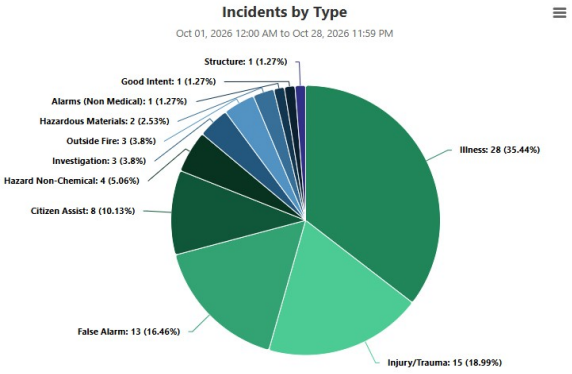
(Past 4 weeks)



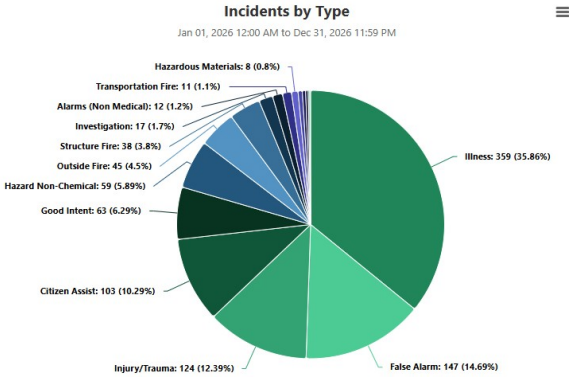
(YTD)



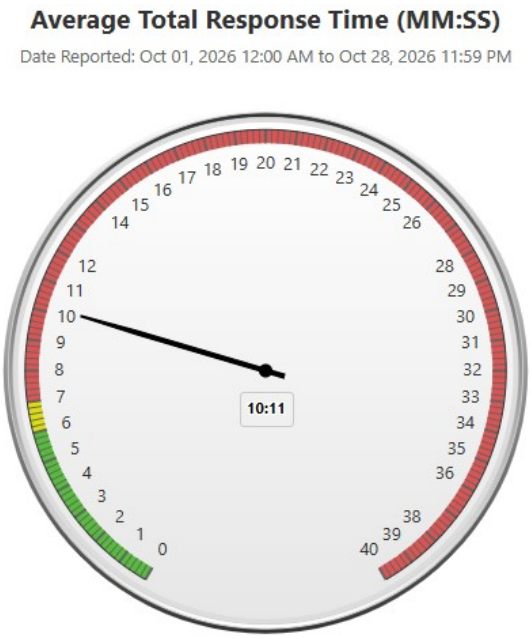
(Past 4 weeks)



(YTD)



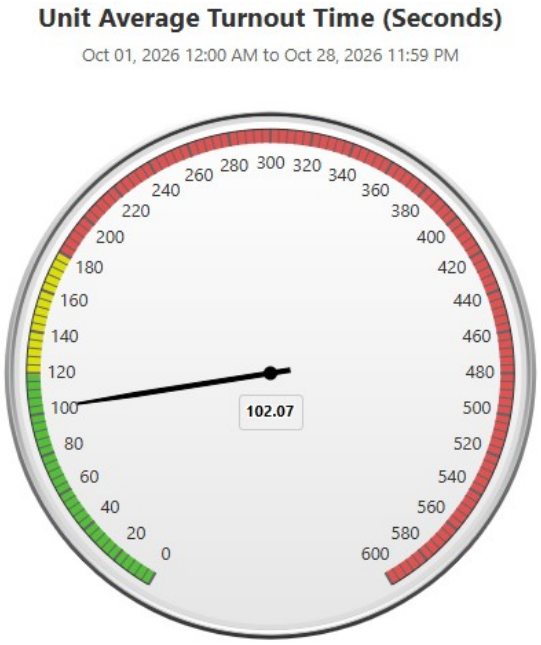
(Past 4 weeks) ***PSAP to Arrival***



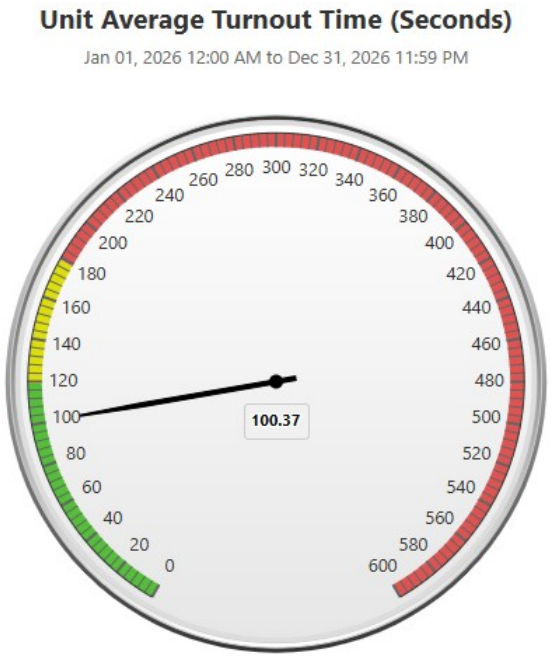
(YTD) ***PSAP to Arrival***



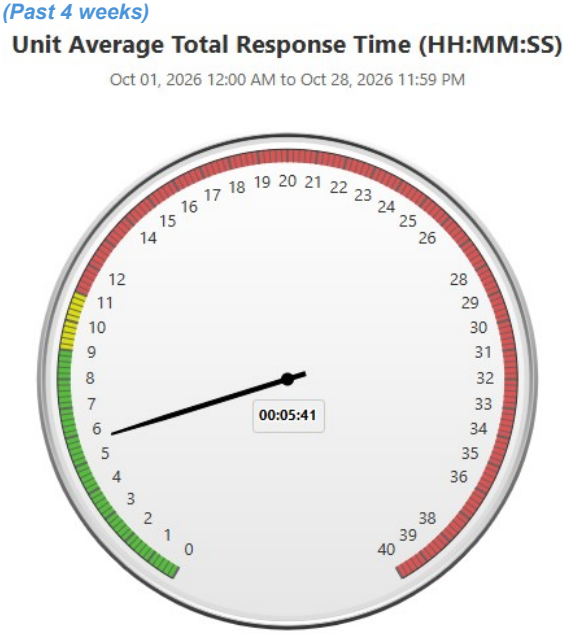
(Past 4 weeks)



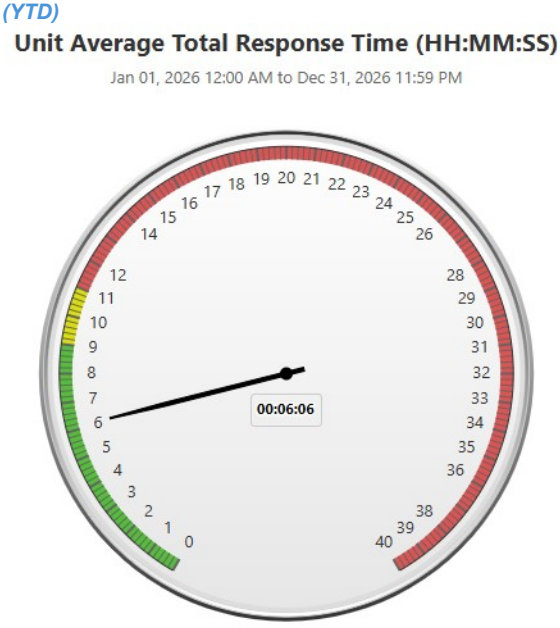
(YTD)



(Past 4 weeks)



(YTD)



Past 4 weeks 102	**Zone Reference by Number of Incidents from Greatest to Lowest**	**YTD 1062**
#1 Zone One = 44	#1 Zone One = Wall St Station (Town Central Commercial District)	#1 Zone One = 444
#2 Zone Four = 23	#2 Zone Four = Red Apple Station area (Rourke Woods/Brierwood/River's Edge/Shallotte Point area)	#2 Zone Four = 220
#3 Zone Three = 16	#3 Zone Three = Naber Dr Station (Shallotte District Park/Wildwood/Union School/McMilly Rd area)	#3 Zone Three = 143
#4 Zone Five = 13	#4 Zone Five = (Green Bay Village/Cardinal Point/Highlands/N Mulberry/Express Dr area)	#4 Zone Five = 124
#5 Zone Two = 3	#5 Zone Two = HWY 130 Station (WBHS/McMilly Rd/Industrial Park area)	#5 Zone Two = 66
#6 Zone Six = 2	#6 Zone Six = (Gray Bridge Rd/Red Bug Rd/Holden Beach Rd/Solserra area)	#6 Zone Six = 47
#7 Zone Seven = 1	#7 Zone Seven = (SECU/Ford & Chevy/Cumbee Rd areas)	#7 Zone Seven = 18

NCRRS 5: Training…

636:00 hours

- Capnography for BLS
- Capnography for Respiratory Distress (BLS)
- Current Trends in Stroke Care
- Firefighter Cancer: Prevention and Health
- First Responder Traffic Incident Management
- (ISO) Building Construction
- (ISO) Company Training
- (ISO) Facility Training
- (ISO) Community Outreach
- Leadership Training
- Delivery Agency Instructor Requalification
- (ISO) Chief 101
- (TR) NC Extrication School

Notes:

Technical Review (TR) and Code Enforcement Items

- TRC – Solserra Amenities Center
- Site Visits – Village Point Rd
- Site Visits – Gray Bridge Rd
- Site Visits – Tideland Preserve
- Site Visits – Creek Tide Landing

Staffing Notes

- No positions open
  - Onboarding One
    - Chief and Deputy Chief covering staffing shortages when part-time staff are unavailable.
- Two attended the NC Extrication School

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
- Department Head Meeting
- Participated and Assisted with Halloween Spooktacular
- NFPA Annual SCBA recertification and flow testing completed
  - Pending Medical Examiner's Office findings
- **Participated in municipal fire chiefs meeting**
  - The Brunswick County Municipal Fire Chiefs Association met on October 22 to discuss regional fire service operations, county fire funding, dispatch procedures, mutual aid, and staffing challenges.
  - Discussions focused on improving coordination with Brunswick County Communications, standardizing radio procedures, refining mutual aid and resource assignments, and ensuring responding departments have the staffing, training, and equipment necessary to operate safely and effectively.
  - The chiefs also discussed firefighter recruitment and retention, competitive compensation and benefits, and the significant role municipal departments play in providing fire protection throughout Brunswick County.
  - The association continues working toward greater cooperation, consistent operational standards, and improved communication with county and municipal leadership. The next meeting is tentatively planned for January, with municipal managers and elected officials invited to participate.

TOWN OF SHALLOTTE

PLANNING & ZONING DEPARTMENT

TO: Board of Aldermen
FROM: Robert Waring, Planning Director
DATE: November 3, 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 October 13
    a. The Board's provided recommendations on the three items scheduled for the BOA 11/3 meeting
    b. The PB recognized the service of outgoing board member Mr. Ron Johnson
    c. Interviews for potential new members are scheduled for Nov 2
    d. The Planning Board's next meeting is scheduled for November 10

2. TRC met on Sept. 17 to review the following projects:
    a. Site & landscape plans, Sol Serra community center
    b. The next meeting will be on November 19

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

4. Staff has received the draft Resilience Strategy and will bring it to the Board for review and adoption shortly

5. Staff met with several developers to review plans & next steps for their projects, these included:
    a. The Copas Ridge subdivision
    b. Potential development off of Sherrow Estate St. SW
    c. Royal Oak annexation, PUD & commercial center

6. Staff attended the Brunswick County Transportation Summit hosted by Commissioner Williams

7. Staff attended the plague dedication at the Riverwalk for former Mayor Eccard

8. The Town has completed and signed the contract with Alliance Code Enforcement LLC & expects to begin the work this month

9. Staff attended presentations for the Town Hall project

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

11. The Town collected $202,078 for October 2026
    a. Fees collected in October 2025 totaled $125,071

Permit Report

10/1/2026 - 10/29/2026

Permit #	Permit Date	Permit Type	Parcel Address	Total Fees
4423	10/29/2026	Change of Use	123 Smith Ave Unit 23	$150.00
4422	10/28/2026	Zoning	4503 Main St. Unit 1	
4421	10/28/2026	Zoning	4949 Arnold St	$24,454.00
4420	10/27/2026	Zoning	478 Laurel Valley Dr	$8,446.00
4419	10/19/2026	Sign	123 Smith Ave Unit 23	$200.00
4418	10/14/2026	Zoning	3392 Rendevous Bay Dr	$14,346.00
4417	10/14/2026	Zoning	221 Tidal Creek Dr	$16,383.00
4416	10/14/2026	Zoning	217 Tidal Creek Dr	$16,383.00
4415	10/14/2026	Zoning	160 Vista Ct	$14,496.00
4414	10/13/2026	Pool	4312 Jones St	$150.00
4413	10/13/2026	Zoning	5068 Main St	$100.00
4412	10/9/2026	Zoning	4238 Milkweed Road	$8,446.00
4411	10/9/2026	Zoning	4367 Frogie Lane	$10,161.00
4410	10/8/2026	Zoning	4577 Swimming Lane	$8,446.00
4409	10/8/2026	Zoning	519 Kalik Circle	$12,552.00
4408	10/8/2026	Zoning	4573 Swimming Lane	$8,446.00
4407	10/8/2026	Zoning	567 Summers Walk Rd	$10,161.00
4406	10/8/2026	Zoning	4565 Swimming Lane	$8,446.00
4405	10/8/2026	Zoning	507 Getaway Lane	$8,446.00

4404	10/8/2026	Zoning	4569 Swimming Lane	$8,446.00
4403	10/7/2026	Sign	5211 Main St. Suite 506	
4402	10/7/2026	Change of Use	5211 Main St. Suite 506	
4401	10/7/2026	Zoning	121 Vista Ct	$150.00
4400	10/2/2026	Sign	4636 East Coast Lane Unit 3	$200.00
4399	10/2/2026	Sign	5043 Main St	$200.00
4398	10/1/2026	Zoning	5160 Ocean Hwy W	$22,870.00
				$202,078.00

Total Records: 26

10/29/2026

Public Works Monthly Report

October 2026

To: *Board of Aldermen*

From: *Dan Formyduval, Director of Public Services*

Sewer

- Responded to 13 sewer calls during the day and 9 after hours.
- Randomly inspected 53 pressure sewer services.
- Replaced 3 individual service sewer control panels.
- Performed weekly mainline sewer lift station cleanings and inspections.
- Replaced one lift station check valve.
- Installed 3 new residential pressure sewer services in Sol Serra.
- Participated in training seminars from the Environmental Finance Center on Sanitary Sewer Evaluation Surveys and Effective Utility Management for Wastewater Systems.
- Participated in the quarterly county wastewater partners meeting.
- Installed a pressure data logger on the 8” Copas Rd force main.
- Spotted sewer utility along Willis Dr.

Parks & Streets

- Continued finishing remaining tasks for Price Landing (installation of fixtures, etc).
- Setup & Take Down for Halloween Event.
- Vegetation removal from Mulberry, Price Landing and the Riverwalk.
- Installation of Outdoor Classroom at Price Landing.
- Cleared pipe mouths in ditches for some locations in Owendon.
- Repair and repaint walls at Mulberry Community Center
- Repair Deck at Sunnyside School
-

Construction & Engineering

- Responded to ***628*** NC811 locate tickets in the last 30 days.
- Reviewed two projects for the Technical Review Committee.
- Performed a camera inspection of new gravity sewer mains at Creek Tide Landing
- Conducted Pre construction meeting for WaWa fuel station.
- Participated in the final scheduled meeting of the Resilient Costal Communities Grant program.
- Participated in subgrade proof roll for Brunswick Pines
- Participated in base material proof roll for Creek Tide landing.

Fleet Maintenance

- Completed 3 repairs and services on Fire vehicles.
- Completed 8 services and repairs for the Police department.
- Completed 26 services and repairs for Public Services equipment and vehicles.



Staff Working on Outdoor Classroom at Price Landing

Town of Shallotte Board of Aldermen

ACTION AGENDA ITEM

2026

TO: Board of Aldermen

FROM: Kirstie White

ACTION ITEM #:
MEETING DATE: 11/3/2026
DATE SUBMITTED:

ISSUE/ACTION REQUESTED:
Customer is requesting nonpayment fee and multiple late fees to be removed from their account.

PUBLIC HEARING: ☐ YES ☐ NO

BACKGROUND/PURPOSE OF REQUEST:
Morgan McCall (84 Country Club Dr) – On December 2, 2025, customer submitted adjustment paperwork for a leak at their property and stated that they would provide a plumbing repair bill showing that the leak was repaired once they received it. Supporting documentation was not received. On April 6, 2026, customer was contacted again to see if they had received the additional documentation. Employee was told that they were having a difficult time getting things fixed. On June 15, 2026, customer contacted the Town to see if they could qualify for an adjustment. Customer was told that we had already received an adjustment application, but we were waiting on supporting documentation from them to proceed with the adjustment process. On September 2, 2026, customer was emailed to see if they had received the additional documentation and told that they needed to at least pay the current bill amount. There was no response and no payment for the current bill. On September 11, 2026, disconnection occurred at this residence. Customer is upset that she was not specifically told that her account was subject to disconnection and is requesting the nonpayment fee and all late fees that were previously applied to her account to be waived. The nonpayment fee and late fees between 7/18/25 and 10/19/26 equal up to $530.32.

FISCAL IMPACT:

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

CONTRACTS/AGREEMENTS:

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

ADVISORY BOARD RECOMMENDATION:

TOWN ADMINISTRATOR'S RECOMMENDATION: Staff made attempts to get Ms. McCall to submit adjustment paperwork. Staff recommends denial - MOG

FINANCE RECOMMENDATION:

ATTACHMENTS:

1. Timeline of events
2. Email correspondence and adjustment applications
3.

ACTION OF THE BOARD OF ALDERMEN

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

DEFERRED UNTIL: _____ _____

SIGNATURE

OTHER:

Timeline for Morgan McCall's Account (84 Country Club Dr)

1/15/25 Bi-monthly bill was mailed

2/4/25 We received corrected reading information from the county. Bill was recalculated based on this information.

3/6/25 Received email for customer's pool fill adjustment; could not open attachment for the application.

3/19/25 Bi-monthly bill was mailed

4/14/25 2nd Notice was mailed/Late fees applied

4/22/25 Received attachment for customer's pool fill adjustment

4/22/25 Adjustment for pool fill was done

- Late fee was removed

5/14/25 Partial payment was made

5/28/25 Bi-monthly bill was mailed

7/18/25 2nd notice was mailed/Late fees applied ($48.33)

7/28/25 Bi-monthly bill was mailed

8/22/25 Partial payment was made

9/22/25 2nd notice was mailed/Late fees applied ($42.60)

9/29/29 Bi-monthly bill was mailed

10/2/25 Partial payment was made

11/10/25 2nd notice was mailed/Late fees applied ($97.91)

11/29/25 Bi-monthly bill was mailed

12/1/25 Received internal note that customer was disputing with the county over usage.

12/2/25 Email was sent to customer that her husband had reached out regarding a potential leak and that plumber was coming. Blank adjustment application was emailed along with messaging to return this with additional documentation showing the work that was done; note "to keep your account in good standing...complete application and make a payment and set up payment plan if necessary.

- Received adjustment application with copy of county water bills, but no additional documentation regarding the repair

1/23/26 2nd notice was mailed/Late fees applied ($74.65)*

2/6/26 Email was sent to customer asking if they have received the supporting documentation; they were asked to make a payment as well.

2/10/26 Partial payment was made

1/29/26 Bi-monthly bill was mailed

3/20/26 2nd notice was mailed/Late fees applied ($45.54)

3/29/26 Bi-monthly bill was mailed

4/6/26 Nonpayment fee was applied for the previous billing ($75.00)

*Late fees are 10% of the current bill amount, not the total amount

4/7/26 Customer was contacted to see if they had additional documentation yet. Customer told Anna that they have had a difficult time getting things fixed.

5/6/26 Partial payment was made

5/11/26 2nd notice was mailed/Late fees applied ($16.40)

5/29/26 Bi-monthly bill was mailed

6/15/26 Received email from customer requesting an adjustment due to high usage (customer "cannot say with certainty what caused the increase, one possible source may have been an exterior hose bib")

6/16/26 Email was sent back to the customer stating that we had received information from her husband saying that a "house leak was discovered while meeting in office with county engineers the last week of November" Application said when plumber comes, the additional documentation would be submitted to us. Told customer that they could email us a clear copy of this documentation if that was convenient.

6/29/26 2nd notice was mailed/Late fees applied ($11.67)

7/28/26 Bi-monthly bill was mailed

8/21/26 2nd notice was mailed/Late fees applied ($18.77)

9/2/26 Emailed customer again, inquiring if they had received the additional repair documentation. If not, they could apply for a payment plan. Customer was told to pay at least the current bill amount of $206.50.

9/11/26 No payment was made; no correspondence; County was contacted to disconnect service; Nonpayment fee applied ($75.00)

9/21/26 Full payment was made other than the nonpayment fee

Customer emailed stating that they are frustrated that they have been trying to resolve this billing issue for months and did not receive a phone call, email or notice left at their home that their service had the potential to be disconnected. Customer's email stated that they do not have a plumbing's bill because "no plumbing repair was ultimately performed". Customer is asking for her nonpayment fee be waived.

9/22/26 County was contacted to reconnect the water service

9/25/26 Bi-monthly bill was mailed

9/29/26 Customer sent a follow up email reiterating what was previously said and asking that the late fees be removed as well.

9/30/26 Customer was sent an email explaining the Town's position on this situation and that subsequent usage had reduced and therefore payment for those bills were due regardless of waiting for the remaining documentation for the earlier issue. Customer was told that the regular bi-monthly bills as well as second notices provide the consequences of nonpayment including the potential for disconnection. Customer was also told that she could sign up for CodeRed and be notified prior to the disconnection date.

10/2/26 Customer responded asking for a date that specific notice was given that their account would be disconnected. This email was also her request to appeal the nonpayment fee and all late fees associated. Customer also asked for confirmation that their bill was paid in full other than the nonpayment fee.

10/5/26 Email was sent to the customer reiterating that the bi-monthly bill and 2nd notices state the date of disconnection and that any customer that has not made their payment by the due date would be sent a red 2nd notice to prompt the customer to make their payment prior to the disconnection date. Customer was told that their information would be presented to the Board of Aldermen on their November 3, 2026 meeting, which begins at 5:15pm and that she was welcome to attend this meeting. She was told that the current bill, which was mailed 9.25.26 was due and the amount was $244.47(which did not include the disputed nonpayment fee). Customer was told that the due date for this amount was 10/9/26 and that late fees would be posted on 10/19/26.

10/19/26 2nd notice was mailed/Late fees applied ($24.45)

11/2/26 Disconnection list will be sent to Brunswick County for the bills mailed on 9/25/26.

Kirstie White

From: awoodard523@atmc.net
Sent: Wednesday, October 28, 2026 1:01 PM
To: Kirstie White
Subject: FW: Sewer adjustment application

From: awoodard523@atmc.net <awoodard523@atmc.net>
Sent: Thursday, March 6, 2025 11:42 AM
To: Kirstie White <kirstiewhite@atmc.net>
Subject: FW: Sewer adjustment application

From: Morgan McCall <bcsoeinman@gmail.com>
Sent: Sunday, March 2, 2025 1:08 PM
To: awoodard523@atmc.net
Subject: Re: Sewer adjustment application

W

Sewer Adjustment Application..

Morgan McCall
Squad 3 - Assistant Supervisor
Brunswick County Sheriffs Office
911 Communications
Work: 910.253.7490
Cell: 910.398.0680
emily.inman@brunswickncsheriff.gov

kirstiewhite@atmc.net

From: kirstiewhite@atmc.net
Sent: Thursday, March 6, 2025 12:06 PM
To: 'bcsoeinman@gmail.com'
Subject: FW: Sewer adjustment application

Hi Morgan,

I was trying to print out your sewer adjustment application, but it says that I don't have access to the file. I'm sorry, I am not very familiar with Google Docs.

Kirstie A White
Utilities Billing Officer

Phone: (910) 754-4032 **Fax:** (910) 754-2740

Mailing Address: PO Box 2287, Shallotte, NC 28459
Web: www.townofshallotte.org

From: awoodard523@atmc.net <awoodard523@atmc.net>
Sent: Thursday, March 6, 2025 11:42 AM
To: Kirstie White <kirstiewhite@atmc.net>
Subject: FW: Sewer adjustment application

From: Morgan McCall <bcsoeinman@gmail.com>
Sent: Sunday, March 2, 2025 1:08 PM
To: awoodard523@atmc.net
Subject: Re: Sewer adjustment application

Sewer Adjustment Application…

Kirstie White

From: Anna Woodard
Sent: Tuesday, October 27, 2026 3:58 PM
To: Kirstie White
Subject: FW: Sewer application for Kirstie
Attachments: Sewer Adjustment Application adm.00001.docx

From: awoodard523@atmc.net <awoodard523@atmc.net>
Sent: Tuesday, April 22, 2025 1:51 PM
To: Kirstie White <kirstiewhite@atmc.net>
Subject: FW: Sewer application for Kirstie

From: Morgan McCall <bcsoeinman@gmail.com>
Sent: Thursday, March 6, 2025 8:00 PM
To: awoodard523@atmc.net
Subject: Sewer application for Kirstie

For some reason it won't let me respond back to kirsties email.

--

Morgan McCall
Squad 3 - Assistant Supervisor
Brunswick County Sheriffs Office
911 Communications
Work: 910.253.7490
Cell: 910.398.0680
emily.inman@brunswickncsheriff.gov

Town of Shallotte
Adjustment Application

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

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

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

Name: **MORGAN MCCALL**

Water/Sewer Bill Account Number: **2043800**

Service Address (or Physical Address): **84 COUNTRY CLUB DR**

Telephone Number: **910-398-0680**

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

POOL FILL

If filling a pool, what date(s) was the pool filled: **slowly each week August/September**

If filling a pool, how many gallons does your pool hold? **8,000**

If this was a leak, what date was the leak fixed?

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

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

If no, why are receipts not available?

MORGAN INMAN MCCALL **02/23/2025**

Applicant's Signature Date

The following is for office use only:

If this address has one service only, is it ☐ Water or ☐ Sewer?

Estimated average consumption (☐Water or ☐ Sewer):

Estimated average bill amount:

kirstiewhite@atmc.net

To: Application s
Subject: Payment Plans and Disconnect Removals

From: Application s <applications@townofshallotte.org>
Sent: Monday, December 1, 2025 4:19 PM
To: kirstiewhite@atmc.net; bking@atmc.net
Subject: Payment Plans and Disconnect Removals

Extensions

~~3041 Hardsmith St- Adjustment coming (Disputing Bill)~~
~~38 Hawick Dr – Paying Friday 12/5~~
~~34 Country Club Dr – Adjustment~~
~~4910 Bridgers Rd Unit 13 – Adjustment~~
~~4355 Owendon Dr- Mr. Istvan passed away asked to call and pay in the morning~~
~~2906 Ash Dr- Paid everything but $17.56~~
84 Country Club- Disputing with county. Email sent to make payment and set up payment plan.
~~81 Highland Forest Cir Unit 1- Extension~~
~~2140 Arnold Palmer Dr – Adjustment~~
~~25 Parkview Dr- Adjustment~~
~~435 Laurel Valley Dr- Called and sending in check for adjustment that was made on their account.~~

kirstiewhite@atmc.net

From: Application s <applications@townofshallotte.org>
Sent: Tuesday, October 27, 2026 9:15 AM
To: kirstiewhite@atmc.net
Subject: Fwd: Adjustment Application
Attachments: Sewer Adjustment Application adm.00001 updated 04.17.23.pdf

---------- Forwarded message ---------
From: **Application s** <applications@townofshallotte.org>
Date: Tue, Dec 2, 2025 at 12:47 PM
Subject: Adjustment Application
To: <bcsoeinman@gmail.com>

Morgan,

I just spoke with your husband regarding your sewer billing. He mentioned that the county believes there may be a leak, and that a plumber will be coming out shortly. To assist you, we will place your account in a pending status. Please complete the adjustment form attached to this email and return it to us as soon as possible.

After the plumber has been out, we will need you to send over any paperwork—such as invoices or documentation—showing the work that was done and any repairs made. This documentation will help with determining the adjustment that may be made towards your account.

Once we receive that information, our utility officer will review the documentation to determine whether an adjustment can be applied to your billing. If you still need a payment plan after that, we will be more than happy to help you set one up.

For now, to keep your account in good standing, we ask that you complete the adjustment application and make a payment toward your account of at least the minimum amount of $87.18 for the 60-day period.

Please let me know if you have any questions.

Hope you guys are doing well!!

Thank you!

Anna Woodard

kirstiewhite@atmc.net

From: Application s <applications@townofshallotte.org>
Sent: Tuesday, October 27, 2026 9:53 AM
To: kirstiewhite@atmc.net
Subject: Fwd: Adjustment Application

---------- Forwarded message ---------
From: **Morgan McCall** <bcsoeinman@gmail.com>
Date: Tue, Dec 2, 2025 at 3:43 PM
Subject: Re: Adjustment Application
To: Application s <applications@townofshallotte.org>

shallotte adjustmen12-2-25

On Tue, Dec 2, 2025 at 12:47 PM Application s <applications@townofshallotte.org> wrote:

> Morgan,
>
> I just spoke with your husband regarding your sewer billing. He mentioned that the county believes there may be a leak, and that a plumber will be coming out shortly. To assist you, we will place your account in a pending status. Please complete the adjustment form attached to this email and return it to us as soon as possible.
>
> After the plumber has been out, we will need you to send over any paperwork—such as invoices or documentation—showing the work that was done and any repairs made. This documentation will help with determining the adjustment that may be made towards your account.
>
> Once we receive that information, our utility officer will review the documentation to determine whether an adjustment can be applied to your billing. If you still need a payment plan after that, we will be more than happy to help you set one up.
>
> For now, to keep your account in good standing, we ask that you complete the adjustment application and make a payment toward your account of at least the minimum amount of $87.18 for the 60-day period.
>
> Please let me know if you have any questions.
>
> Hope you guys are doing well!!
>
> Thank you!

DEC 02 2025
3:51P

Town of Shallotte
Adjustment Application

If you have filled a pool from your irrigation meter, there is no need to complete this application. If you had a leak, attach a copy of the plumbing repair bill or a copy of the receipts for any parts purchased to repair the leak. There is a chance that if this is not provided, an adjustment may not be granted. Adjustments **will not** be approved for bills that are higher than normal without proof that a leak has been fixed.

Name:
Timothy McCall and Morgan McCalL

Sewer Bill Account Number: ***2043800 tenant number 93***

Service Address (or Physical Address): ***84 Country Club Dr. Shallotte NC 28470***

Telephone***910.398.0680/ 910.622.8352***

Reason for requesting adjustment (pool fill, water leak from broken pipe outside, etc.): In the months of June a July we had to add water to our pool regularly but wehad thought it was due to the hot weather. Later we fouund out th leak had not been repaired from the prior year like we thought. At that time we stopped using the pool. We then saw o bill and spoke to your office and the county and it was found there was another leak.

If filling a pool, what date(s) was the pool filled: ***June and July 2025***

gallons does your pool hold? ***8,000 gallons roughly***

If filling a pool, how many

If this was a leak, what date was the leak fixed? If this was a leak, where was the leak located? ***The pool leak was located in July. The house leak was discovered while meeting in office with county engineers the last week of November***

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

If no, why are receipts not available? ***The pool leak is awaiting a pool specialist and a plumber has been contacted but will not be able to come out for a few days. As soon as the plumber comes I will bring the documents.***

TIMOTHY W MCCALL & MORGAN I MCCALL 12/02/2025
Applicant's Signature Date

Thefollowingisforofficeuseonly:

Estimated average consumption:

Estimated average bill amount:

Current consumption:

Current bill amount:

Notes:

Town Administrator Date

BRUNSWICK COUNTY PUBLIC UTILITIES
PO BOX 469
BOLIVIA NC 28422-6684

ACCOUNT NUMBER	
81787-1	
SERVICE ADDRESS	
84 COUNTRY CLUB DR	
DATE OF BILL	AMOUNT DUE
02/03/2025	$16.00

TIMOTHY AND MORGAN MCCALL
84 COUNTRY CLUB DR
SHALLOTTE NC 28470

BRUNSWICK COUNTY PUBLIC UTILITIES
P.O. BOX 469
BOLIVIA, N.C. 28422

A $25.00 PROCESSING FEE, PLUS 10% WILL BE CHARGED
FOR ALL RETURNED CHECKS OR DRAFT

SEE BACK FOR ADDITIONAL BILLING AND PAYMENT INFORMATION

DESCRIPTION	SERVICE FROM	SERVICE TO	DAYS	PREVIOUS READING	PRESENT READING	TOTAL CONSUMPTION
W	12/03/2024	01/03/2025	31	72262	72262	0

DATE	TRANSACTION	AMOUNT
02/03/2025	Previous Balance	182.97
	Payments	-182.97
	Adjustments	0.00
	Water Consumption- Retail	0.00
	Water Base Service Charge	16.00

To receive future statements electronically, visit
https://brunswick.authoritypay.com
Your CID:
470429

Account is subject to disconnect if the current balance is not paid by the due date. Any unpaid previous balance must be paid immediately to avoid disconnect.

AMOUNT DUE	$16.00
AFTER DUE DATE	17.60

PLEASE RETURN LOWER PORTION OF STATEMENT IN ENCLOSED ENVELOPE

BILLS DUE UPON RECEIPT -
PAYMENT MUST BE RECEIVED BY 5:00 PM ON THE DUE DATE

ACCOUNT NUMBER			
81787-1			
DATE OF BILL	SERVICE ADDRESS		
02/03/2025	84 COUNTRY CLUB DR		
AMOUNT DUE NOW		PAY	$16.00
IF PAID AFTER	02/24/2025	PAY	17.60
AMOUNT PAID			

PLEASE MAKE CHECK PAYABLE TO:

TIMOTHY AND MORGAN MCCALL
84 COUNTRY CLUB DR
SHALLOTTE NC 28470

BRUNSWICK COUNTY PUBLIC UTILITIES
PO BOX 580217
CHARLOTTE NC 28258-0217

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BRUNSWICK COUNTY PUBLIC UTILITIES
PO BOX 469
BOLIVIA NC 28422-6684

ACCOUNT NUMBER	
81787-1	
SERVICE ADDRESS	
84 COUNTRY CLUB DR	
DATE OF BILL	AMOUNT DUE
03/03/2025	$167.78

TIMOTHY AND MORGAN MCCALL
84 COUNTRY CLUB DR
SHALLOTTE NC 28470

BRUNSWICK COUNTY PUBLIC UTILITIES
P.O. BOX 469
BOLIVIA, N.C. 28422

A $25.00 PROCESSING FEE, PLUS 10% WILL BE CHARGED
FOR ALL RETURNED CHECKS OR DRAFT

SEE BACK FOR ADDITIONAL BILLING AND PAYMENT INFORMATION

DESCRIPTION	SERVICE FROM	SERVICE TO	DAYS	PREVIOUS READING	PRESENT READING	TOTAL CONSUMPTION
W	01/03/2025	02/03/2025	31	72262	99530	27268

DATE	TRANSACTION	AMOUNT
03/03/2025	Previous Balance	16.00
	Penalty	1.60
	Payments	0.00
	Adjustments	0.00
	Water Consumption- Retail	134.18
	Water Base Service Charge	16.00

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Your CID:
470429

Account is subject to disconnect if the current balance is not paid by the due date. Any unpaid previous balance must be paid immediately to avoid disconnect.

AMOUNT DUE	$167.78
AFTER DUE DATE	182.80

PLEASE RETURN LOWER PORTION OF STATEMENT IN ENCLOSED ENVELOPE

BILLS DUE UPON RECEIPT -
PAYMENT MUST BE RECEIVED BY 5:00 PM ON THE DUE DATE

ACCOUNT NUMBER			
81787-1			
DATE OF BILL	SERVICE ADDRESS		
03/03/2025	84 COUNTRY CLUB DR		
AMOUNT DUE NOW		PAY	$167.78
IF PAID AFTER	03/24/2025	PAY	182.80
AMOUNT PAID			

PLEASE MAKE CHECK PAYABLE TO:

TIMOTHY AND MORGAN MCCALL
84 COUNTRY CLUB DR
SHALLOTTE NC 28470

BRUNSWICK COUNTY PUBLIC UTILITIES
PO BOX 580217
CHARLOTTE NC 28258-0217

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BRUNSWICK COUNTY PUBLIC UTILITIES
PO BOX 469
BOLIVIA NC 28422-6684

ACCOUNT NUMBER	
81787-1	
SERVICE ADDRESS	
84 COUNTRY CLUB DR	
DATE OF BILL	AMOUNT DUE
04/01/2025	$42.94

TIMOTHY AND MORGAN MCCALL
84 COUNTRY CLUB DR
SHALLOTTE NC 28470

BRUNSWICK COUNTY PUBLIC UTILITIES
P.O. BOX 469
BOLIVIA, N.C. 28422

A $25.00 PROCESSING FEE, PLUS 10% WILL BE CHARGED
FOR ALL RETURNED CHECKS OR DRAFT

SEE BACK FOR ADDITIONAL BILLING AND PAYMENT INFORMATION

DESCRIPTION	SERVICE FROM	SERVICE TO	DAYS	PREVIOUS READING	PRESENT READING	TOTAL CONSUMPTION
W	02/03/2025	03/03/2025	28	99530	105818	6288

DATE	TRANSACTION	AMOUNT
04/01/2025	Previous Balance	167.78
	Payments	-167.78
	Adjustments	0.00
	Water Consumption- Retail	26.94
	Water Base Service Charge	16.00

To receive future statements electronically, visit
https://brunswick.authoritypay.com
Your CID:
470429

Account is subject to disconnect if the current balance is not paid by the due date. Any unpaid previous balance must be paid immediately to avoid disconnect.

AMOUNT DUE	$42.94
AFTER DUE DATE	47.23

PLEASE RETURN LOWER PORTION OF STATEMENT IN ENCLOSED ENVELOPE

BILLS DUE UPON RECEIPT -
PAYMENT MUST BE RECEIVED BY 5:00 PM ON THE DUE DATE

ACCOUNT NUMBER			
81787-1			
DATE OF BILL	SERVICE ADDRESS		
04/01/2025	84 COUNTRY CLUB DR		
AMOUNT DUE NOW		PAY	$42.94
IF PAID AFTER	04/21/2025	PAY	47.23
AMOUNT PAID			

PLEASE MAKE CHECK PAYABLE TO:

TIMOTHY AND MORGAN MCCALL
84 COUNTRY CLUB DR
SHALLOTTE NC 28470

BRUNSWICK COUNTY PUBLIC UTILITIES
PO BOX 580217
CHARLOTTE NC 28258-0217

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BRUNSWICK COUNTY PUBLIC UTILITIES
PO BOX 469
BOLIVIA NC 28422-6684

ACCOUNT NUMBER	
81787-1	
SERVICE ADDRESS	
84 COUNTRY CLUB DR	
DATE OF BILL	AMOUNT DUE
05/01/2025	$111.28

TIMOTHY AND MORGAN MCCALL
84 COUNTRY CLUB DR
SHALLOTTE NC 28470

BRUNSWICK COUNTY PUBLIC UTILITIES
P.O. BOX 469
BOLIVIA, N.C. 28422

A $25.00 PROCESSING FEE, PLUS 10% WILL BE CHARGED
FOR ALL RETURNED CHECKS OR DRAFT

SEE BACK FOR ADDITIONAL BILLING AND PAYMENT INFORMATION

DESCRIPTION	SERVICE FROM	SERVICE TO	DAYS	PREVIOUS READING	PRESENT READING	TOTAL CONSUMPTION
W	03/03/2025	04/03/2025	31	105818	116504	10686

DATE	TRANSACTION	AMOUNT
05/01/2025	Previous Balance	42.94
	Penalty	4.29
	Payments	0.00
	Adjustments	0.00
	Water Consumption- Retail	48.05
	Water Base Service Charge	16.00

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https://brunswick.authoritypay.com
Your CID:
470429

Account is subject to disconnect if the current balance is not paid by the due date. Any unpaid previous balance must be paid immediately to avoid disconnect.

AMOUNT DUE	$111.28
AFTER DUE DATE	117.69

PLEASE RETURN LOWER PORTION OF STATEMENT IN ENCLOSED ENVELOPE

BILLS DUE UPON RECEIPT -
PAYMENT MUST BE RECEIVED BY 5:00 PM ON THE DUE DATE

ACCOUNT NUMBER			
81787-1			
DATE OF BILL	SERVICE ADDRESS		
05/01/2025	84 COUNTRY CLUB DR		
AMOUNT DUE NOW		PAY	$111.28
IF PAID AFTER	05/21/2025	PAY	117.69
AMOUNT PAID			

PLEASE MAKE CHECK PAYABLE TO:

TIMOTHY AND MORGAN MCCALL
84 COUNTRY CLUB DR
SHALLOTTE NC 28470

BRUNSWICK COUNTY PUBLIC UTILITIES
PO BOX 580217
CHARLOTTE NC 28258-0217

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BRUNSWICK COUNTY PUBLIC UTILITIES
PO BOX 469
BOLIVIA NC 28422-6684

ACCOUNT NUMBER	
81787-1	
SERVICE ADDRESS	
84 COUNTRY CLUB DR	
DATE OF BILL	AMOUNT DUE
06/02/2025	$104.34

TIMOTHY AND MORGAN MCCALL
84 COUNTRY CLUB DR
SHALLOTTE NC 28470

BRUNSWICK COUNTY PUBLIC UTILITIES
P.O. BOX 469
BOLIVIA, N.C. 28422

A $25.00 PROCESSING FEE, PLUS 10% WILL BE CHARGED
FOR ALL RETURNED CHECKS OR DRAFT

SEE BACK FOR ADDITIONAL BILLING AND PAYMENT INFORMATION

DESCRIPTION	SERVICE FROM	SERVICE TO	DAYS	PREVIOUS READING	PRESENT READING	TOTAL CONSUMPTION
W	04/03/2025	05/03/2025	30	116504	135584	19080

DATE	TRANSACTION	AMOUNT
06/02/2025	Previous Balance	111.28
	Payments	-111.28
	Adjustments	0.00
	Water Consumption- Retail	88.34
	Water Base Service Charge	16.00

To receive future statements electronically, visit
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Your CID:
470429

Account is subject to disconnect if the current balance is not paid by the due date. Any unpaid previous balance must be paid immediately to avoid disconnect.

AMOUNT DUE	$104.34
AFTER DUE DATE	114.77

PLEASE RETURN LOWER PORTION OF STATEMENT IN ENCLOSED ENVELOPE

BILLS DUE UPON RECEIPT -
PAYMENT MUST BE RECEIVED BY 5:00 PM ON THE DUE DATE

ACCOUNT NUMBER			
81787-1			
DATE OF BILL	SERVICE ADDRESS		
06/02/2025	84 COUNTRY CLUB DR		
AMOUNT DUE NOW		PAY	$104.34
IF PAID AFTER	06/23/2025	PAY	114.77
AMOUNT PAID			

PLEASE MAKE CHECK PAYABLE TO:

TIMOTHY AND MORGAN MCCALL
84 COUNTRY CLUB DR
SHALLOTTE NC 28470

BRUNSWICK COUNTY PUBLIC UTILITIES
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BRUNSWICK COUNTY PUBLIC UTILITIES
PO BOX 469
BOLIVIA NC 28422-6684

ACCOUNT NUMBER	
81787-1	
SERVICE ADDRESS	
84 COUNTRY CLUB DR	
DATE OF BILL	AMOUNT DUE
07/01/2025	$301.49

TIMOTHY AND MORGAN MCCALL
84 COUNTRY CLUB DR
SHALLOTTE NC 28470

BRUNSWICK COUNTY PUBLIC UTILITIES
P.O. BOX 469
BOLIVIA, N.C. 28422

A $25.00 PROCESSING FEE, PLUS 10% WILL BE CHARGED
FOR ALL RETURNED CHECKS OR DRAFT

SEE BACK FOR ADDITIONAL BILLING AND PAYMENT INFORMATION

DESCRIPTION	SERVICE FROM	SERVICE TO	DAYS	PREVIOUS READING	PRESENT READING	TOTAL CONSUMPTION
W	05/03/2025	06/03/2025	31	135584	169263	33679

DATE	TRANSACTION	AMOUNT
07/01/2025	Previous Balance	104.34
	Penalty	10.43
	Payments	0.00
	Adjustments	0.00
	Water Consumption- Retail	170.72
	Water Base Service Charge	16.00

To receive future statements electronically, visit
https://brunswick.authoritypay.com
Your CID:
470429

Account is subject to disconnect if the current balance is not paid by the due date. Any unpaid previous balance must be paid immediately to avoid disconnect.

AMOUNT DUE	$301.49
AFTER DUE DATE	320.16

PLEASE RETURN LOWER PORTION OF STATEMENT IN ENCLOSED ENVELOPE

BILLS DUE UPON RECEIPT -
PAYMENT MUST BE RECEIVED BY 5:00 PM ON THE DUE DATE

ACCOUNT NUMBER			
81787-1			
DATE OF BILL	SERVICE ADDRESS		
07/01/2025	84 COUNTRY CLUB DR		
AMOUNT DUE NOW		PAY	$301.49
IF PAID AFTER	07/21/2025	PAY	320.16
AMOUNT PAID			

PLEASE MAKE CHECK PAYABLE TO:

TIMOTHY AND MORGAN MCCALL
84 COUNTRY CLUB DR
SHALLOTTE NC 28470

BRUNSWICK COUNTY PUBLIC UTILITIES
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CHARLOTTE NC 28258-0217

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BRUNSWICK COUNTY PUBLIC UTILITIES
PO BOX 469
BOLIVIA NC 28422-6684

ACCOUNT NUMBER	
81787-1	
SERVICE ADDRESS	
84 COUNTRY CLUB DR	
DATE OF BILL	AMOUNT DUE
08/01/2025	$190.71

TIMOTHY AND MORGAN MCCALL
84 COUNTRY CLUB DR
SHALLOTTE NC 28470

BRUNSWICK COUNTY PUBLIC UTILITIES
P.O. BOX 469
BOLIVIA, N.C. 28422

A $25.00 PROCESSING FEE, PLUS 10% WILL BE CHARGED
FOR ALL RETURNED CHECKS OR DRAFT

SEE BACK FOR ADDITIONAL BILLING AND PAYMENT INFORMATION

DESCRIPTION	SERVICE FROM	SERVICE TO	DAYS	PREVIOUS READING	PRESENT READING	TOTAL CONSUMPTION
W	06/03/2025	07/03/2025	30	169263	200478	31215

DATE	TRANSACTION	AMOUNT
08/01/2025	Previous Balance	301.49
	Penalty	18.03
	Payments	-301.49
	Adjustments	0.00
	Water Consumption- Retail	156.68
	Water Base Service Charge	16.00

To receive future statements electronically, visit
https://brunswick.authoritypay.com
Your CID:
470429

Account is subject to disconnect if the current balance is not paid by the due date. Any unpaid previous balance must be paid immediately to avoid disconnect.

AMOUNT DUE	$190.71
AFTER DUE DATE	207.98

PLEASE RETURN LOWER PORTION OF STATEMENT IN ENCLOSED ENVELOPE

BILLS DUE UPON RECEIPT -
PAYMENT MUST BE RECEIVED BY 5:00 PM ON THE DUE DATE

ACCOUNT NUMBER			
81787-1			
DATE OF BILL	SERVICE ADDRESS		
08/01/2025	84 COUNTRY CLUB DR		
AMOUNT DUE NOW		PAY	$190.71
IF PAID AFTER	08/21/2025	PAY	207.98
AMOUNT PAID			

PLEASE MAKE CHECK PAYABLE TO:

TIMOTHY AND MORGAN MCCALL
84 COUNTRY CLUB DR
SHALLOTTE NC 28470

BRUNSWICK COUNTY PUBLIC UTILITIES
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CHARLOTTE NC 28258-0217

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BRUNSWICK COUNTY PUBLIC UTILITIES
PO BOX 469
BOLIVIA NC 28422-6684

ACCOUNT NUMBER	
81787-1	
SERVICE ADDRESS	
84 COUNTRY CLUB DR	
DATE OF BILL	AMOUNT DUE
09/02/2025	$136.40

TIMOTHY AND MORGAN MCCALL
84 COUNTRY CLUB DR
SHALLOTTE NC 28470

BRUNSWICK COUNTY PUBLIC UTILITIES
P.O. BOX 469
BOLIVIA, N.C. 28422

A $25.00 PROCESSING FEE, PLUS 10% WILL BE CHARGED
FOR ALL RETURNED CHECKS OR DRAFT

SEE BACK FOR ADDITIONAL BILLING AND PAYMENT INFORMATION

DESCRIPTION	SERVICE FROM	SERVICE TO	DAYS	PREVIOUS READING	PRESENT READING	TOTAL CONSUMPTION
W	07/03/2025	08/03/2025	31	200478	225329	24851

DATE	TRANSACTION	AMOUNT
09/02/2025	Previous Balance	190.71
	Penalty	17.27
	Payments	-207.98
	Adjustments	0.00
	Water Consumption- Retail	120.40
	Water Base Service Charge	16.00

To receive future statements electronically, visit
https://brunswick.authoritypay.com
Your CID:
470429

Account is subject to disconnect if the current balance is not paid by the due date. Any unpaid previous balance must be paid immediately to avoid disconnect.

AMOUNT DUE	$136.40
AFTER DUE DATE	150.04

PLEASE RETURN LOWER PORTION OF STATEMENT IN ENCLOSED ENVELOPE

BILLS DUE UPON RECEIPT -
PAYMENT MUST BE RECEIVED BY 5:00 PM ON THE DUE DATE

ACCOUNT NUMBER			
81787-1			
DATE OF BILL	SERVICE ADDRESS		
09/02/2025	84 COUNTRY CLUB DR		
AMOUNT DUE NOW		PAY	$136.40
IF PAID AFTER	09/22/2025	PAY	150.04
AMOUNT PAID			

PLEASE MAKE CHECK PAYABLE TO:

TIMOTHY AND MORGAN MCCALL
84 COUNTRY CLUB DR
SHALLOTTE NC 28470

BRUNSWICK COUNTY PUBLIC UTILITIES
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CHARLOTTE NC 28258-0217

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BRUNSWICK COUNTY PUBLIC UTILITIES
PO BOX 469
BOLIVIA NC 28422-6684

ACCOUNT NUMBER	
81787-1	
SERVICE ADDRESS	
84 COUNTRY CLUB DR	
DATE OF BILL	AMOUNT DUE
10/01/2025	$141.86

TIMOTHY AND MORGAN MCCALL
84 COUNTRY CLUB DR
SHALLOTTE NC 28470

BRUNSWICK COUNTY PUBLIC UTILITIES
P.O. BOX 469
BOLIVIA, N.C. 28422

A $25.00 PROCESSING FEE, PLUS 10% WILL BE CHARGED
FOR ALL RETURNED CHECKS OR DRAFT

SEE BACK FOR ADDITIONAL BILLING AND PAYMENT INFORMATION

DESCRIPTION	SERVICE FROM	SERVICE TO	DAYS	PREVIOUS READING	PRESENT READING	TOTAL CONSUMPTION
W	08/03/2025	09/03/2025	31	225329	251138	25809

DATE	TRANSACTION	AMOUNT
10/01/2025	Previous Balance	136.40
	Payments	-136.40
	Adjustments	0.00
	Water Consumption- Retail	125.86
	Water Base Service Charge	16.00

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https://brunswick.authoritypay.com
Your CID:
470429

Account is subject to disconnect if the current balance is not paid by the due date. Any unpaid previous balance must be paid immediately to avoid disconnect.

AMOUNT DUE	$141.86
AFTER DUE DATE	156.05

PLEASE RETURN LOWER PORTION OF STATEMENT IN ENCLOSED ENVELOPE

BILLS DUE UPON RECEIPT -
PAYMENT MUST BE RECEIVED BY 5:00 PM ON THE DUE DATE

ACCOUNT NUMBER			
81787-1			
DATE OF BILL	SERVICE ADDRESS		
10/01/2025	84 COUNTRY CLUB DR		
AMOUNT DUE NOW		PAY	$141.86
IF PAID AFTER	10/21/2025	PAY	156.05
AMOUNT PAID			

PLEASE MAKE CHECK PAYABLE TO:

TIMOTHY AND MORGAN MCCALL
84 COUNTRY CLUB DR
SHALLOTTE NC 28470

BRUNSWICK COUNTY PUBLIC UTILITIES
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CHARLOTTE NC 28258-0217

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BRUNSWICK COUNTY PUBLIC UTILITIES
PO BOX 469
BOLIVIA NC 28422-6684

ACCOUNT NUMBER	
81787-1	
SERVICE ADDRESS	
84 COUNTRY CLUB DR	
DATE OF BILL	AMOUNT DUE
11/03/2025	$259.01

TIMOTHY AND MORGAN MCCALL
84 COUNTRY CLUB DR
SHALLOTTE NC 28470

BRUNSWICK COUNTY PUBLIC UTILITIES
P.O. BOX 469
BOLIVIA, N.C. 28422

A $25.00 PROCESSING FEE, PLUS 10% WILL BE CHARGED
FOR ALL RETURNED CHECKS OR DRAFT

SEE BACK FOR ADDITIONAL BILLING AND PAYMENT INFORMATION

DESCRIPTION	SERVICE FROM	SERVICE TO	DAYS	PREVIOUS READING	PRESENT READING	TOTAL CONSUMPTION
W	09/03/2025	10/03/2025	30	251138	269930	18792

DATE	TRANSACTION	AMOUNT
11/03/2025	Previous Balance	141.86
	Penalty	14.19
	Payments	0.00
	Adjustments	0.00
	Water Consumption- Retail	86.96
	Water Base Service Charge	16.00

To receive future statements electronically, visit
https://brunswick.authoritypay.com
Your CID:
470429

Account is subject to disconnect if the current balance is not paid by the due date. Any unpaid previous balance must be paid immediately to avoid disconnect.

AMOUNT DUE	$259.01
AFTER DUE DATE	269.31

PLEASE RETURN LOWER PORTION OF STATEMENT IN ENCLOSED ENVELOPE

BILLS DUE UPON RECEIPT -
PAYMENT MUST BE RECEIVED BY 5:00 PM ON THE DUE DATE

ACCOUNT NUMBER			
81787-1			
DATE OF BILL	SERVICE ADDRESS		
11/03/2025	84 COUNTRY CLUB DR		
AMOUNT DUE NOW		PAY	$259.01
IF PAID AFTER	11/24/2025	PAY	269.31
AMOUNT PAID			

PLEASE MAKE CHECK PAYABLE TO:

TIMOTHY AND MORGAN MCCALL
84 COUNTRY CLUB DR
SHALLOTTE NC 28470

BRUNSWICK COUNTY PUBLIC UTILITIES
PO BOX 580217
CHARLOTTE NC 28258-0217

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MUNI-LINK
Work Orders

BRUNSWICK COUNTY PUBLIC UTILITIES

Back - Return to Account Screen

ACTIVE Account 81787-1

TIMOTHY AND MORGAN MCCALL
54 COUNTRY CLUB DR
SHALLOTTE, NC 28470

Home Phone: (910) 622-8352
Direction Instructions: BRIERWOOD
Owner E-Bill: Enrolled/Confirmed
Mobile Phone: (910) 398-0680
Email: BCSOTMCCALL@GMAIL.COM
Parcel Number: 1984A042
Phone: (910) 622-8352
Account Status: Active
Address Type: Residential
Billing Cycle: Cycle 15
Old Acct Num:
Is Rental: No
Route: Book 151

Meter Transactions | Imported Meter Transactions | Service Addresses | Details | Installation Details

Meter 52006309

Displaying 1-16 of 16 results.

ID	Account	Date	Reading Type	Meter Reading	Meter Usage	Service Usage	Notes
23946688	81787	11/03/2025 12:00:00 pm	Actual	282851	12921	12921	
23347404	81787	10/03/2025 12:00:00 pm	Actual	269930	18792	18792	
22982752	81787	09/03/2025 12:00:00 pm	Actual	251138	25809	25809	
22489557	81787	08/03/2025 12:00:00 pm	Actual	225329	24851	24851	
22087596	81787	07/03/2025 12:00:00 pm	Actual	200478	31215	31215	
21708398	81787	06/03/2025 12:00:00 pm	Actual	169263	33679	33679	
21209757	81787	05/03/2025 12:00:00 pm	Actual	135584	19080	19080	
20759615	81787	04/03/2025 12:00:00 pm	Actual	116504	10686	10686	
20382274	81787	03/03/2025 12:00:00 am	Actual	105818	6288	6288	
19972522	81787	02/03/2025 12:00:00 am	Actual	99530	27268	27268	
19623817	81787	01/03/2025 12:00:00 am	Actual	72262	0	0	CNR
19215030	81787	12/03/2024 12:00:00 am	Actual	72262	9212	9212	
18811202	81787	11/03/2024 12:00:00 am	Actual	63050	16254	16254	
18406964	81787	10/03/2024 12:00:00 am	Actual	46796	46796	46796	
18006982	81787	09/03/2024 12:00:00 am	Actual	0	0	0	
17773358	81787	08/20/2024 08:00:00 am	Meter In	0	0	0	

Show All Meters | Edit Meter | Exchange Meter | Delete Meter | Done

OTHER MUNI-LINK TOOLS

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ALL RIGHTS RESERVED
BUILD: 2025.11.5648

kirstiewhite@atmc.net

From: Application s <applications@townofshallotte.org>
Sent: Tuesday, October 27, 2026 9:53 AM
To: kirstiewhite@atmc.net
Subject: Fwd: Adjustment Application

---------- Forwarded message ---------
From: **Application s** <applications@townofshallotte.org>
Date: Fri, Feb 6, 2026 at 4:56 PM
Subject: Re: Adjustment Application
To: Morgan McCall <bcsoeinman@gmail.com>

Morgan,

I hope you are doing well.

We wanted to follow up regarding your account to see if you have received an invoice from your plumber yet. We will need that documentation in order to begin processing your adjustment.

Additionally, we have not received a payment on your account for over two billing cycles. While you are waiting for the adjustment, and if you are able, we kindly ask that you submit the minimum payment of $87.18 to keep your account in good standing.

Please let us know if you have any questions or concerns. We're happy to help.

Thank you for your time and cooperation.

Best regards,
Anna

On Tue, Dec 2, 2025 at 3:43 PM Morgan McCall <bcsoeinman@gmail.com> wrote:

shallotte adjustmen12-2-25

On Tue, Dec 2, 2025 at 12:47 PM Application s <applications@townofshallotte.org> wrote:

> Morgan,
>
> I just spoke with your husband regarding your sewer billing. He mentioned that the county believes there may be a leak, and that a plumber will be coming out shortly. To assist you, we will place your

kirstiewhite@atmc.net

To: awoodard523@atmc.net
Subject: Possible door tags

From: awoodard523@atmc.net <awoodard523@atmc.net>
Sent: Tuesday, April 7, 2026 8:40 AM
To: kirstiewhite@atmc.net
Subject: RE: Possible door tags

McCall I will give them one more chance I seen her Sunday and she said they have had a time getting things fixed.

~~Brunswick Beacon had a leak did they ever turn in their adjustment? Do you want to door tag them too?~~

From: kirstiewhite@atmc.net <kirstiewhite@atmc.net>
Sent: Tuesday, April 7, 2026 8:35 AM
To: Anna Woodard <awoodard523@atmc.net>
Subject: Possible door tags

Annie,

These people are on the disconnect list

- Morgan Mcall. They still haven't sent anything from the plumber. What do you want to do? Should we disconnect?
- ~~10 Nicklaus Ct – Edgar Bowman – Would you send him a door tag, please?~~
- ~~Dynamic Detailing – Would you send him a door tag, please?~~

Thank you,

Kirstie A White
Utilities Billing Officer

Phone: (910) 754-4032 **Fax:** (910) 754-2740

Mailing Address: PO Box 2287, Shallotte, NC 28459
Web: www.townofshallotte.org

Kirstie White

From: Morgan McCall <bcsoeinman@gmail.com>
Sent: Monday, June 15, 2026 1:39 PM
To: Kirstie White; Anna Woodard
Cc: Timothy McCall
Subject: Request for Sewer Account Review and Adjustment Consideration
Attachments: BillingRun (14).pdf; BillingRun (11).pdf; BillingRun (12).pdf; BillingRun (13).pdf; BillingRun (10).pdf; BillingRun (7).pdf; BillingRun (8).pdf; BillingRun (6).pdf; BillingRun (5).pdf; BillingRun (2).pdf; BillingRun (4).pdf; BillingRun (3).pdf; BillingRun (9).pdf; BillingRun (1).pdf

Follow Up Flag: Follow up
Flag Status: Completed

Dear Town of Shallotte Utility Billing Department,

I hope you are doing well.

I am reaching out regarding my sewer account for 84 Country Club Drive. While reviewing my account history, I noticed several billing periods with exceptionally high usage, including approximately 64,894 gallons, 50,660 gallons, and 31,713 gallons. In contrast, my more recent usage has decreased significantly to approximately 11,851 gallons and most recently 8,358 gallons.

Given the dramatic decrease in consumption, I am concerned there may have been an undetected leak or other abnormal water loss during the periods of excessive usage. While I cannot say with certainty what caused the increase, one possible source may have been an exterior hose bib. Since that time, our usage appears to have returned to what I believe is a much more typical level for our household.

I understand that sewer charges are generally based on water consumption; however, due to the substantial difference between the prior usage and our current usage, I would greatly appreciate a review of the account to determine whether we may qualify for any sewer adjustment, leak adjustment, or other available relief programs.

I would also like to share that we have struggled with this account since moving into the home. We have consistently tried to keep the account current and have made efforts to catch up whenever we have fallen behind. Unfortunately, each time we seem to get close to catching up, another unusually high bill or accumulated fees put us right back behind. We are not trying to avoid our responsibility for the

account. We genuinely want to resolve the balance and remain in good standing, but the c of high charges and penalties has made it extremely difficult for our family to get ahead.

For that reason, I respectfully request consideration of any available assistance, including a sewer adjustment review, payment arrangement options, and the waiver or reduction of penalties, late fees, or non-payment fees where possible.

If possible, I would also appreciate a detailed usage history and any information regarding how the sewer usage was calculated during the periods of highest consumption so that I can better understand what may have occurred.

Thank you for your time, consideration, and any assistance you may be able to provide. We truly appreciate the opportunity to have the account reviewed and are hopeful that together we can find a reasonable path forward.

Sincerely,

Morgan McCall
84 Country Club Drive
Shallotte, NC 28470

PS I also included the last years worth of water bills from Brunswick County Utilities if that helps anything at all.

Kirstie White

From: Kirstie White
Sent: Thursday, September 10, 2026 10:34 AM
To: Daniel Medina; Stephanie Floyd
Cc: 'Anna Woodard'; Becky King
Subject: Disconnect/Information

Hello,

Please add the following accounts to the disconnects as well…

- 113 Country Club Dr (N Michelle Smith)
- 84 Country Club Dr (Morgan McCall)

The following accounts were disconnected last billing, but still have not paid. Could we get your disconnect reading so that we can final out these accounts, please?

- 52 Hawick Dr
- 4600 Main St Unit 9 (Wholesale Cabinet Depot)
- 4733 Main St (Dynamic Detailing)

Kirstie A White
Utilities Billing Officer

Phone: (910) 754-4032 **Fax:** (910) 754-2740

Mailing Address: PO Box 2287, Shallotte, NC 28459
Web: www.townofshallotte.org

Kirstie White

From: Kirstie White
Sent: Tuesday, June 16, 2026 10:22 AM
To: 'Morgan McCall'; Anna Woodard
Cc: Timothy McCall
Subject: RE: Request for Sewer Account Review and Adjustment Consideration

Hi Mrs. McCall,

I hope you are doing well too.

We received an adjustment application for your account back in December that said that a "house leak was discovered while meeting in office with county engineers the last week of November".

The application also mentioned that as soon as the plumber comes, the repair bill would be brought to our office. The repair bill is what we need to move forward with the adjustment process. Adjustment applications have to be presented for approval and without that documentation there is a chance that it could be denied. You are welcome to email us a clear copy, if that is convenient for you or you can bring it by the office.

It appears that the sewer bill with service dates from 11/3/25 to 1/3/26 (which would include that last week of November) is when the usage at your home began going down.

Sincerely,

Kirstie A White
Utilities Billing Officer

Phone: (910) 754-4032 **Fax:** (910) 754-2740

Mailing Address: PO Box 2287, Shallotte, NC 28459
Web: www.townofshallotte.org

From: Morgan McCall <bcsoeinman@gmail.com>
Sent: Monday, June 15, 2026 1:39 PM
To: Kirstie White <kwhite@tosgov.org>; Anna Woodard <awoodard@tosgov.org>
Cc: Timothy McCall <bcsotmccall@gmail.com>
Subject: Request for Sewer Account Review and Adjustment Consideration

Dear Town of Shallotte Utility Billing Department,

I hope you are doing well.

Kirstie White

From: Kirstie White
Sent: Wednesday, September 2, 2026 2:42 PM
To: 'Morgan McCall'; Anna Woodard
Cc: 'Timothy McCall'
Subject: RE: Request for Sewer Account Review and Adjustment Consideration

Hi Mrs. McCall,

I hope you are having a good day.

Just wondering if you were able to get the repair bill for the leak at your home back in November?
If not, the other option that we can offer for the sewer bill would be a payment plan for the previous balance. If you would like to do this, please pay your current bill amount $206.50 and Anna will be able to get you the paperwork for the payment plan.

Have a good afternoon,

Kirstie A White
Utilities Billing Officer

Phone: (910) 754-4032 **Fax:** (910) 754-2740

Mailing Address: PO Box 2287, Shallotte, NC 28459
Web: www.townofshallotte.org

From: Kirstie White
Sent: Tuesday, June 16, 2026 10:22 AM
To: 'Morgan McCall' <bcsoeinman@gmail.com>; Anna Woodard <awoodard@tosgov.org>
Cc: Timothy McCall <bcsotmccall@gmail.com>
Subject: RE: Request for Sewer Account Review and Adjustment Consideration

Hi Mrs. McCall,

I hope you are doing well too.

We received an adjustment application for your account back in December that said that a "house leak was discovered while meeting in office with county engineers the last week of November".

The application also mentioned that as soon as the plumber comes, the repair bill would be brought to our office. The repair bill is what we need to move forward with the adjustment process. Adjustment applications have to be presented for approval and without that documentation there is a chance that it could be denied. You are welcome to email us a clear copy, if that is convenient for you or you can bring it by the office.

It appears that the sewer bill with service dates from 11/3/25 to 1/3/26 (which would include that last week of November) is when the usage at your home began going down.

Kirstie White

From: Morgan McCall <bcsoeinman@gmail.com>
Sent: Monday, September 21, 2026 8:07 PM
To: Kirstie White
Cc: Anna Woodard; Timothy McCall
Subject: Re: Request for Sewer Account Review and Adjustment Consideration

Kirstie,

I am beyond frustrated that after months of attempting to resolve this billing issue with the Town, my husband and I returned home after both being hospitalized over the past two weeks to discover that **our water had been disconnected without any warning that we received whatsoever.**

There was no phone call, no email, no notice left at our residence, and nothing in our ongoing correspondence stating that service would be disconnected if this matter was not resolved by a specific date. In fact, your most recent email to me on **September 2** discussed obtaining a repair bill or establishing a payment plan. It did not advise me that disconnection was imminent.

For clarification, I do not have a plumber's bill because **no plumbing repair was ultimately performed**. The abnormal water usage stopped without an identifiable repair. I cannot provide an invoice for work that never occurred simply to substantiate usage that we have questioned from the beginning.

Nevertheless, because I am completely exhausted by months of going back and forth over this matter, **I have now paid the entire outstanding balance in full.**

Therefore, I expect someone to be sent to our residence **as soon as possible to restore our water service.** I do not consider restoration on the next convenient business day to be an acceptable resolution after our service was disconnected without any warning that we received, particularly when the balance has now been paid in full.

I also want to be very clear that **I do not expect a reconnection fee to be added to this account.** We have already incurred repeated late fees while attempting to resolve a disputed balance with the Town. Adding yet another fee to restore service after months of documented communication regarding this issue would be unreasonable.

What is especially troubling is that for months we have struggled to obtain meaningful coordination regarding the extraordinary water usage underlying this sewer bill. Because Brunswick County provides our water and the Town of Shallotte bills our sewer, we have repeatedly encountered the complications of dealing with two separate entities.

Yet when it came time to **disconnect our water**, the Town and County apparently had no difficulty coordinating.

I sincerely wish that same level of efficiency had been applied to investigating and resolving the underlying billing issue.

This was never a matter of simply ignoring a bill. The Town has been aware of this dispute s
December, an adjustment application was submitted, and we have repeatedly communicated with your
office regarding resolution. As recently as September 2, your office was still discussing options with me.
At no point was I told, **"This must be resolved by this date or your water will be disconnected."**

I am also requesting a written explanation identifying **when the disconnection was requested, who authorized it, what notice the Town contends was provided to us, how that notice was delivered, and what deadline we were supposedly given to prevent termination.**

After everything associated with this account, coming home from the hospital to a house without running water was the final straw.

The balance has now been paid in full. I expect our water service to be restored immediately, and I expect any reconnection fee to be waived. Please confirm tonight what arrangements are being made to have our service restored.

Morgan McCall

On Wed, Sep 2, 2026 at 14:41 Kirstie White <kwhite@tosgov.org> wrote:

> Hi Mrs. McCall,
>
> I hope you are having a good day.
>
> Just wondering if you were able to get the repair bill for the leak at your home back in November?
>
> If not, the other option that we can offer for the sewer bill would be a payment plan for the previous balance. If you would like to do this, please pay your current bill amount $206.50 and Anna will be able to get you the paperwork for the payment plan.
>
> Have a good afternoon,

Kirstie White

From: Morgan McCall <bcsoeinman@gmail.com>
Sent: Tuesday, September 29, 2026 11:35 AM
To: Kirstie White
Cc: Anna Woodard; Timothy McCall
Subject: Re: Request for Sewer Account Review and Adjustment Consideration

Good morning,

I am following up again regarding my email below. Our water service was restored the following day, which I appreciate; however, **I have still received no response or acknowledgment from the Town regarding any of the other concerns or questions raised in my email.**

Restoring the service addressed the immediate problem, but it did not address how we arrived at this situation in the first place.

I am still requesting a written explanation identifying **when the disconnection was requested, who authorized it, what notice the Town contends was provided to us, how and when that notice was delivered, and what deadline we were supposedly given to prevent termination.**

I am also formally requesting a review of the **late fees assessed while this account was actively being disputed.** We were not ignoring the account or refusing to communicate. An adjustment request had been submitted, and we remained in communication with the Town attempting to resolve the underlying billing issue while additional late fees continued to accrue.

Payment of the balance in full was made to restore essential water service and resolve the immediate situation. It should not be interpreted as our agreement that the underlying charges, accumulated late fees, or handling of the account were appropriate.

Given the length of time this issue was under discussion with the Town prior to disconnection, I am requesting reimbursement or an account credit for the late fees assessed during the period the account was under active dispute.

I would appreciate a written response addressing both my original questions and my request for review of the late fees. **While our water has been restored, the concerns raised in my original email remain unresolved, and I will continue to follow up until I receive a response.**

Please confirm receipt and advise when I can expect that response.

Thank you,
Morgan McCall

Kirstie White

From: Kirstie White
Sent: Wednesday, September 30, 2026 8:19 AM
To: Morgan McCall
Cc: Anna Woodard; Timothy McCall
Subject: RE: Request for Sewer Account Review and Adjustment Consideration

Mrs. McCall,

I am sorry to hear that you and your husband have been hospitalized, and I hope you are both recovering.

I understand your frustration regarding the recent disconnection. However, I would like to clarify the Town's position and the history of this account.

The Town received your sewer adjustment application in December 2025, which indicated that a house leak had been discovered while you were meeting with Brunswick County engineers during the last week of November. The application further indicated that a plumber would be coming to the residence and that the repair bill would be provided to the Town. That documentation was necessary for the Town to move forward with consideration of the requested adjustment.

The Town followed up with you regarding the documentation, including our June 16 correspondence and again on September 2. In the September 2 email, we asked whether you had been able to obtain the repair bill and explained that, alternatively, a payment plan was available for the outstanding balance. We did not receive the requested repair documentation or a response to that email.

We understand from your most recent correspondence that no plumbing repair was ultimately performed and that the elevated usage stopped on its own. We can certainly document that information in the account. However, without documentation establishing that the elevated usage resulted from a qualifying leak or other circumstance for which an adjustment could be considered, the Town does not have a basis to make the requested adjustment.

With respect to the outstanding balance, the account continued to accrue charges while the requested documentation and payment arrangement remained unresolved. The last payment received prior to the recent payment was in May 2026. The Town's records also indicate that the unusually high usage had returned to substantially lower levels, indicating that the condition resulting in the prior high usage was no longer occurring. The subsequent charges therefore remained due under the normal billing process.

The Town's sewer billing is based on the water consumption information provided by Brunswick County Public Utilities. The Town is responsible for the wastewater associated with that consumption, and the Town incurs a cost for that treatment. Consequently, the Town cannot

independently change the water consumption reported by Brunswick County. If Brun determines that there was an error in the water usage and makes an adjustment to its water bill, the corresponding information can then be provided to the Town for consideration of the sewer charges. The Town does not have the ability to independently determine that the water consumption reported by the County was incorrect simply because the usage was unusually high. Any questions concerning the accuracy of the water meter or the water consumption reported by the County must first be addressed by the customer with Brunswick County Public Utilities.

Regarding the recent disconnection, the account was subject to the Town's standard collection and disconnection procedures because of the outstanding balance. The Town's bills and second notices provide information regarding the consequences of nonpayment, including the potential for disconnection. The Town also offers a reverse calling system that can provide an additional notification to customers who have registered for that service. The Town regularly advertises this service on utility bills, on its website, and through its social media.

While the Town does make efforts to work with customers when a potential leak is being investigated, that consideration is dependent upon the customer providing the information or documentation necessary for the Town to evaluate the situation. In this case, the Town had been requesting documentation regarding the reported leak since December 2025, but the requested repair documentation was never provided. Without that documentation, the account could not remain on hold indefinitely and was therefore subject to the Town's normal collection procedures.

Regarding your request that the nonpayment/reconnection fee be waived, staff does not have the authority to remove this fee outside of the exceptions provided by the Town. Under the Town's policy, the available options for removal of the fee are (1) signing a special enrollment form for automatic bank draft for a period of one year without any returned bank drafts or (2) a written appeal to the Board of Aldermen. Since neither of those circumstances currently applies, staff is not authorized to waive or remove the fee. If you wish to appeal the fee and late fees, you may request in writing that the matter be presented to the Board of Aldermen for consideration.

We appreciate that you have now brought the account current, and we will continue to work with you regarding any documentation you may have concerning the prior high water usage. If you obtain information from Brunswick County regarding an error in the reported consumption or an adjustment to the water bill, please provide that documentation to our office and it will be reviewed accordingly.

Sincerely,

Kirstie A White
Utilities Billing Officer

Phone: (910) 754-4032 **Fax:** (910) 754-2740

Kirstie White

From: Morgan McCall <bcsoeinman@gmail.com>
Sent: Friday, October 2, 2026 2:52 PM
To: Kirstie White
Cc: Anna Woodard; Timothy McCall
Subject: Re: Request for Sewer Account Review and Adjustment Consideration

Kirstie,

Thank you for your response and for explaining the Town's position.

I understand your explanation regarding the adjustment request and the documentation the Town was awaiting. I also understand that because no plumbing repair was ultimately performed, I cannot provide the repair invoice originally anticipated when the application was submitted. As I explained previously, the abnormal usage simply stopped, which is precisely why this situation has been so difficult to explain or document.

However, I do want to clarify one important issue because I do not believe my question regarding notice of the disconnection was answered.

You stated that Town bills and second notices contain information regarding the *potential* consequences of nonpayment and that customers may enroll in a reverse calling system. I understand that.

My question is whether the Town provided **specific notice that our account had reached the point of disconnection and that our water service was actually scheduled to be terminated.**

If so, please provide the date of that notice, the method by which it was sent, the disconnection deadline stated in it, and, if possible, a copy of the notice associated with our account. I would also appreciate confirmation of the date the Town requested that Brunswick County disconnect our water service.

General language advising that nonpayment *may* eventually result in disconnection is different from receiving notice that service **will be disconnected on or after a particular date**. We received no phone call, email, door notice, or other communication that made us aware our water was actually scheduled to be terminated.

Had I received such notice, I obviously would not have knowingly allowed our home to be left without water, particularly while my husband and I were hospitalized.

Regardless, I paid the entire outstanding balance as soon as I discovered what had occurred because I was no longer willing to continue this back-and-forth while our home was without running water.

Regarding the fees, please consider this email my **formal written request to appeal the nonpayment/reconnection fee and all late fees associated with this disputed balance to the Town of Shallotte Board of Aldermen.**

Please place this matter before the Board for consideration at the appropriate meeting and provide me with the date, time, and procedure for the appeal, including whether I may appear and provide supporting documentation.

I would like the Board to consider the full history of this matter, including the extraordinary usage that prompted the original adjustment request, my communications with the Town regarding that usage, the fact that the abnormal usage subsequently stopped without a plumbing repair, the fees that continued to accumulate during this process, and the circumstances surrounding the ultimate disconnection.

I am not asking Town staff to exercise authority that you have explained you do not possess. I am exercising the appeal process you identified in your response and asking that the officials who **do** have that authority review the matter in its entirety.

I would also appreciate confirmation that our account is now reflected as paid in full, other than any reconnection fee currently being disputed, and that there is no remaining balance that could result in another interruption of service.

Thank you,
Morgan McCall

On Wed, Sep 30, 2026 at 08:18 Kirstie White <kwhite@tosgov.org> wrote:

Mrs. McCall,

I am sorry to hear that you and your husband have been hospitalized, and I hope you are both recovering.

I understand your frustration regarding the recent disconnection. However, I would like to clarify the Town's position and the history of this account.

The Town received your sewer adjustment application in December 2025, which indicated that a house leak had been discovered while you were meeting with Brunswick County engineers during the last week of November. The application further indicated that a plumber would be coming to the residence and that the repair bill would be provided to the Town. That documentation was necessary for the Town to move forward with consideration of the requested adjustment.

Kirstie White

From: Kirstie White
Sent: Monday, October 5, 2026 3:21 PM
To: 'Morgan McCall'
Cc: Anna Woodard; Timothy McCall
Subject: RE: Request for Sewer Account Review and Adjustment Consideration

Mrs. McCall,

The Town sends out an initial bill, which states the date of disconnection. As a courtesy and at extra expense to the Town, a cutoff notice (2nd notice) is mailed as well, which also states the date of disconnection. Any customer that has not made their payment for the current billing by the due date is sent this red, cutoff notice to prompt them to make a payment prior to disconnection. For the previous billing, the initial bill for your account went out on 7/28/26. The due date was 8/11/26. Late fees were posted on 8/21/26 and the cutoff notice was mailed at that time. Disconnection occurred on 9/14/26.

Your information will be presented at the Board of Aldermen meeting on November 3, 2026. The meeting begins at 5:15pm and you are welcome to attend this meeting.

The current bill was mailed 9/25/26 and the amount on your account is $244.47 (this amount does not include the disputed nonpayment fee). The due date on this bill is 10/9/26. Late fees will be posted on 10/19/26.

Sincerely,

Kirstie A White
Utilities Billing Officer

Phone: (910) 754-4032 **Fax:** (910) 754-2740

Mailing Address: PO Box 2287, Shallotte, NC 28459
Web: www.townofshallotte.org

From: Morgan McCall <bcsoeinman@gmail.com>
Sent: Friday, October 2, 2026 2:52 PM
To: Kirstie White <kwhite@tosgov.org>
Cc: Anna Woodard <awoodard@tosgov.org>; Timothy McCall <bcsotmccall@gmail.com>
Subject: Re: Request for Sewer Account Review and Adjustment Consideration

Kirstie,

Thank you for your response and for explaining the Town's position.

Town of Shallotte Board of Aldermen

ACTION AGENDA ITEM

2026

TO: Board of Aldermen

FROM: Kirstie White

ACTION ITEM #:
MEETING DATE: 11/3/2026
DATE SUBMITTED:

ISSUE/ACTION REQUESTED:
Customers are requesting an adjustment due to irrigation issues.

PUBLIC HEARING: ☐ YES ☐ NO

BACKGROUND/PURPOSE OF REQUEST:

Bruce Lewis (675 Lightwood Ln) – Last year, for the September and November billings, the customer filled out an adjustment application for irrigation usage due to sod being installed as well as additional usage for an in-ground pool being filled. This adjustment was approved and a total of $1,262.05 was removed from the customer's 2 bills. This year, the customer filled out another adjustment application due to irrigating. Customer did not have a county separate tap meter installed for irrigation. This caused the irrigation usage to go through his house meter, increasing his sewer bill. Policy only allows an adjustment for irrigation usage for 2 billing periods, which was approved last year. The customer's seasonal average sewer usage is 20,755 gallons. Usage for the July billing was 51,052 gallons. Usage for the September billing was 65,860 gallons. The customer's total bill amounts for July and September was $1,965.69. An additional adjustment would reduce the bills by $1,305.67, bringing the bills down to $660.02.

Joseph Stocco (4845 Charter Oak Dr) - Last year, for the July and September billings, the customer filled out an adjustment application for irrigation usage. This adjustment was approved and a total of $1,081.33 was removed from the customer's 2 bills. This year, the customer filled out another adjustment application due to a water leak on his irrigation. As of 9/3/26, the customer does have a county separate tap meter for irrigation, but the meter has not moved at all. This may be due to the customer's irrigation system not being connected to the meter. This would cause the irrigation usage to go through his house meter, increasing his sewer bill. Policy only allows an adjustment for irrigation usage for 2 billing periods, which was approved last year. The customer's seasonal average sewer usage is 5,173 gallons. Usage for the September billing was 97,995 gallons. Usage for the upcoming November billing is 42,001 gallons. The customer's total bill amounts for September and November is $2,382.33. An additional adjustment would reduce the bills by $2,186.49, bringing the bills down to $195.84.

FISCAL IMPACT:

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

CONTRACTS/AGREEMENTS:

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

ADVISORY BOARD RECOMMENDATION:

TOWN ADMINISTRATOR'S RECOMMENDATION: Since Mr. Lewis and Mr. Stocco had adjustments within a 12 month period, this is not consistent with Town policies, so staff recommends denial - MOG

FINANCE RECOMMENDATION:

ATTACHMENTS:

1. Lewis, Bruce: Adjustment applications (last year and this year) & calculations
2. Stocco, Joseph: Adjustment applications (last year and this year), pictures from customer & calculations
3.

ACTION OF THE BOARD OF ALDERMEN

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

DENIED: ☐

DEFERRED UNTIL: _____ _____

SIGNATURE

OTHER:

2025

Sept: -413.99
Nov: -434.67
-1,262.05

Town of Shallotte
Adjustment Application

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

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

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

* Name: ~~20296 1500 98~~ Bruce Lewis (Grady)

Sewer Bill Account Number: 20296 1500 98

* Service Address (or Physical Address): 605 Lightwood Ln. 675 Lightwood Ln.

Telephone Number: 910-640-6040

* Reason for requesting adjustment (pool fill, water leak from broken pipe outside, etc.):
In Ground pool installed → 4/28 - 4/29 (12,000 gallons) & filled. After pool completion, installed sod complete back yard, Ran irrigation ~~heavily~~ heavily from 6-10 pm through July, Watering approx. 5 Days per week to get sod established at estimated 7800 gallons per week. Please call if needed to discuss. Thank you

If filling a pool, what date(s) was the pool filled: 4-28 / 4-29

If filling a pool, how many gallons does your pool hold? 12000

If this was a leak, what date was the leak fixed?

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

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

If no, why are receipts not available? _____

Applicant's Signature

10/29/25
Date

The following is for office use only:

Estimated average consumption: 15,770 gals.

Estimated average bill amount: $220.82

Current consumption: July: 30,280 gals. Sept: 10,348 gals. Nov: 43,470 gals.

Current bill amount: July: $433.74 Sept: $1,068.58 Nov: $634.67

Notes:

Town Administrator

1.9.26
Date

2026

Town of Shallotte
Adjustment Application

July: -782.13
Sept: -1,305.67

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

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

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

Name: Bruce G. Lewis
Sewer Bill Account Number: 20296150098
Service Address (or Physical Address): 675 Lightwood Lane Shallotte
Telephone Number: 910-640-6040
Reason for requesting adjustment (pool fill, water leak from broken pipe outside, etc.):
Irrigating / separate tap not connected.

If filling a pool, what date(s) was the pool filled:
If filling a pool, how many gallons does your pool hold?
If this was a leak, what date was the leak fixed?
If this was a leak, where was the leak located?
Do you have a plumbing repair bill or receipts for parts purchased to repair the leak? ☐ Yes ☐ No
If no, why are receipts not available? _____

B. Bal G — 11/9/26
Applicant's Signature — Date

The following is for office use only:

Estimated average consumption: 20,755 gals
Estimated average bill amount: $330.04
Current consumption: July: 51,052 gals Sept: 65,860 gals. Nov: 41,711 gals
Current bill amount: July: $852.95 Sept: $1,112.74
Notes:

Town Administrator — Date

Lewis, Bruce
2029615 98 – 675 Lightwood Ln

Average usage: 20,755 gallons

Sewer: Regular Rate for avg usage

July 2026

Average Usage:	20,755 gallons	Price: $330.01
Total Sewer Usage:	–51,052 gallons	
Overage:	–30,297 gallons	Consumption Adjustment
	330.01	Sewer Charge for Average Usage
	–852.95	Original Sewer Charge
	–522.94	Sewer Adjustment

July Adjustment: –522.94

September 2026

Average Usage:	20,755 gallons	Price: $330.01
Total Sewer Usage:	–65,860 gallons	
Overage:	–45,105 gallons	Consumption Adjustment
	330.01	Sewer Charge for Average Usage
	–1,112.74	Original Sewer Charge
	–782.73	Sewer Adjustment

September Adjustment: –782.73

Total Adjustment (July & September Bills): –1,305.67

2025

July
Sept. - 660.45
- 1,081.33

Town of Shallotte
Adjustment Application

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

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

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

Name: Joseph Stucco
Sewer Bill Account Number: 2010574 95 (2010574 95)
Service Address (or Physical Address): 4345 Charter Oak Drive
Telephone Number: 843-424-5857
Reason for requesting adjustment (pool fill, water leak from broken pipe outside, etc.):
Brunswick Separate Tap for Irrigation

If filling a pool, what date(s) was the pool filled:
If filling a pool, how many gallons does your pool hold?
If this was a leak, what date was the leak fixed?
If this was a leak, where was the leak located?
Do you have a plumbing repair bill or receipts for parts purchased to repair the leak? ☐Yes ☐No
If no, why are receipts not available? _____

Applicant's Signature [signature] Date 9-3-25

The following is for office use only:

Estimated average consumption: 4 gal/Dgal.
Estimated average bill amount: $8.13
Current consumption: July: 34,696gals. Sept: 51,902gals. Nov: 22,062 gals.
Current bill amount: July: $500.55 Sept: $755.14 Nov: $312.18
Notes:

[signature] 11.3.8525

Town Administrator Date

2026

Se... Nov. - 384.06
-2,186.49

Town of Shallotte
Adjustment Application

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

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

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

Name: Joseph Stocco
Sewer Bill Account Number: 2010574 95
Service Address (or Physical Address): 4345 charter oak drive
Telephone Number: 843-424-5856
Reason for requesting adjustment (pool fill, water leak from broken pipe outside, etc.):
Water Leak on Irrigation

If filling a pool, what date(s) was the pool filled:
If filling a pool, how many gallons does your pool hold?
If this was a leak, what date was the leak fixed? July 10th ish
If this was a leak, where was the leak located?
Do you have a plumbing repair bill or receipts for parts purchased to repair the leak? ☐ Yes ☒ No
If no, why are receipts not available? Pictures of Breaking

Applicant's Signature — Date 10-7-26

The following is for office use only:

Estimated average consumption: 5,173 gals.
Estimated average bill amount: $ 97.92
Current consumption: July: 12,272 gals. Sept: 97,995 gals. Nov: 42,001 gals.
Current bill amount: July: $194.16 Sept: $1,695.35 Nov: $681.98
Notes:

Town Administrator — Date


PC-1250





Stocco, Joseph M
2010574 95 – 4845 Charter Oak Dr

Average usage: 5,173 gallons (using minimum gallons)

Sewer: Regular Rate for avg usage

September 2026

Average Usage:	6,000 gallons	Price: $97.92
Total Sewer Usage:	–97,995 gallons	
Overage:	–91,995 gallons	Consumption Adjustment
	97.92	Sewer Charge for Average Usage
	–1,695.35	Original Sewer Charge
	–1,597.43	Sewer Adjustment

September Adjustment: –1,597.43

November 2026

Average Usage:	6,000 gallons	Price: $97.92
Total Sewer Usage:	–42,001 gallons	
Overage:	–36,001 gallons	Consumption Adjustment
	97.92	Sewer Charge for Average Usage
	–686.98	Original Sewer Charge
	–589.06	Sewer Adjustment

November Adjustment: –589.06

Total Adjustment (September & November Bills): –2,186.49

TOWN OF SHALLOTTE

Monthly Financial Dashboard

FISCAL YEAR ENDING June 30, 2027

Reporting Period: October 31, 2026

SPECIFIC REVENUE COLLECTIONS AT A GLANCE...

General Fund	Collected TD	FY Budget	Total Budget
PROPERTY TAX		$ 3,996,683	$10,245,928
Revs YTD/% Coll/% of Budget	$ 955,242	23.90%	39.01%
SALES & USE TAX			
Fiscal Year Budget		$ 2,283,877	$10,245,928
Revs YTD/% Coll/% of Budget	$ 231,844	10.15%	22.29%
UTILITY FRANCHISE TAX			
Fiscal Year Budget		$ 524,609	$10,245,928
Revs YTD/% Coll/% of Budget	$ -	0.00%	5.12%
FIRE FEES			
Fiscal Year Budget		$ 1,683,251	$10,245,928
Revs YTD/% Coll/% of Budget	$ 850,052	50.50%	16.43%
OTHER REVENUES			
Fiscal Year Budget		$ 1,757,508	$10,245,928
Revs YTD/% Coll/% of Budget	$ 391,779	22.29%	17.15%
Enterprise Fund			
OTHER REVENUES		$ 1,056,096	$ 4,990,684
Revs YTD/% Coll/% of Budget	$ 674,919	63.91%	21.16%
SYSTEM DEV FEES		$ 450,620	$ 4,990,684
Revs YTD/% Coll/% of Budget	$ 425,828	94.50%	9.03%
			$ 4,990,684
Revs YTD/% Coll/% of Budget	$ -	0.00%	0.00%
SEWER CHARGES		$ 3,483,968	$ 4,990,684
Revs YTD/% Coll/% of Budget	$ 1,240,874	35.62%	69.81%
	FUND TOTALS		**90% of Budget**
General Fund		$ 10,245,928	$ 9,221,335
Revenues FYTD	$ 2,428,918	24%	
Enterprise Fund		$ 4,990,684	$ 4,491,616
Revenues FYTD	$ 2,341,621	47%	

EXPENDITURES AT A GLANCE...

GENERAL FUND	Fiscal Year	YTD Expenses	
DEPARTMENTS	26/27 Budget	Current FY	Current FYTD%
Governing Body	$ 100,105	$ 22,241	22.22%
Administration	1,271,749	648,314	50.98%
Planning	535,183	148,758	27.80%
Police Dept	3,551,564	1,163,084	32.75%
Fire Dept	2,468,924	802,769	32.51%
SRFTC	7,656	3,428	44.77%
Street Dept	1,507,948	122,628	8.13%
Parks	537,683	168,433	31.33%
Events & Comm. Outreach	265,116	96,969	36.58%
	$ 10,245,928	$ 3,176,623	31.00%
Fiscal Year Budget	**$ 10,245,928**	**$ 3,176,623**	
Unspent Budget Remaining	$ 7,069,305	69.00%	

ENTERPRISE FUND	Fiscal Year	YTD Expenses	
DEPARTMENTS	26/27 Budget	Current FY	Current FYTD%
Sewer Department	$ 4,990,684	$ 1,383,706	27.73%
	$ 4,990,684	$ 1,383,706	27.73%
Fiscal Year Budget	**$ 4,990,684**	**$ 1,383,706**	
Unspent Budget Remaining	$ 3,606,978	72.27%	

OUR CASH AND INVESTMENTS

*Balances on Oct 27, 2026 in whole dollars - **Bold - As of 9.30.26***

CASH & INVESTMENTS BY FUND

GENERAL FUND

	June 2026	Oct 2026
General Fund	$ 657,820	$ 1,186,240
NCCMT	9,099,511	8,677,734
General Fund Savings	25,013	25,016
TOTAL GENERAL FUND	**$ 9,782,344**	**$ 9,888,990**

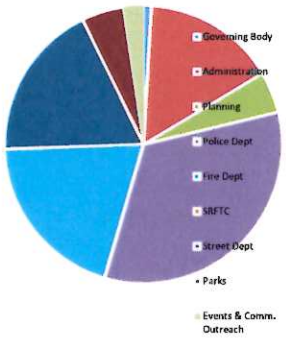
ENTERPRISE FUNDS

	June 2026	Oct 2026
Sewer Fund	$ 1,533,071	$ 1,602,686
NCCMT	4,783,413	$ 5,528,686
Sewer Fund Savings	25,015	$ 25,017
TOTAL OTHER FUNDS	**$ 6,341,499**	**$ 7,156,389**
Fines & Forfeitures Fund	$ 20,923	$ 20,923
Police Evidence Acct	114	$ 119
Capital Project Acct	886,005	561,055

TOTAL CASH & INVESTMENTS TOWN-WIDE

	June 2026	Oct 2026
ALL FUNDS	$ 17,030,885	$ 17,627,476

General Fund



Capital Project - Riverfront Project

CP Expenditures	FY Budget	Current Exp
Mulberry Park	$ 1,762,873.00	$ 1,692,010.96
Riverwalk II	$ 773,201.24	$ 8,800.00
Professional Svc	$ 65,478.95	$ -
Price Landing Cap	$ 2,500,000.00	$ 2,310,926.19
New Town Hall	$ 17,494,785.00	$ 694,395.22
Cheers St Parking	$ 337,396.00	
		$ -
Total	$ 22,933,734.19	$ 4,706,132.37

CP Revenues	FY Budget	Current Rev
PartF Grant	$ 500,000.00	$ 500,000.00
Transfer from GF	$ 2,982,177.16	$ 1,386,406.18
SCIF Grant-Riverw	$ 451,557.03	$ 8,800.00
SCIF Grant-Mulb	$ 3,000,000.00	$ 2,810,926.19
USDA Loan	$ 16,000,000.00	$ -
Total	$ 22,933,734.19	$ 4,706,132.37

Cash:	October-25	October-26	Difference
General Fund	$ 9,665,967	$ 9,888,990	
Sewer Fund	5,550,769	7,156,389	
Fines & Forfeitures Fund	100	20,923	
Police Evidence Acct	119	119	
Capital Account	1,231,758	561,055	
	$ 16,448,714	$ 17,627,476	1,178,763

Receipts for Oct 26:

July 2026 Sales Tax	231,844.21
Local Law Enforcement	41,143.94
Facility Training Fee	7,500.00
Sept 26 Town Prop Taxes	33,348.65
2nd Qtr 26-27 Fire Fees	432,406.60
Sept 26 NCVTS Taxes	35,055.64

NCCMT Interest Rate September 25	4.11%
NCCMT Interest Rate October 25	4.13%
NCCMT Interest Rate Novmeber 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%
NCCMT Interest Rate June 26	3.51%
NCCMT Interest Rate July 26	3.63%
NCCMT Interest Rate August 26	3.65%
NCCMT Interest Rate September 26	3.61%

Town Of Shallotte
Expenditure Statement : 2026 - 2027
for Accounting Period 10/31/2026

GENERAL FUND

Dept #	Department	Approp Amount	Activity this Period	Expenditure YTD	Encumbrance YTD	Unencumbered Balance	% Exp. & Enc.
4100	Governing Body	$100,105.00	$22,240.90	$22,240.90	$0.00	$77,864.10	22.22
4200	Administration	$1,271,749.00	$647,248.00	$647,248.00	$1,066.27	$623,434.73	50.98
4300	Planning Deparatment	$535,183.00	$148,794.72	$148,794.72	($36.99)	$386,425.27	27.80
4400	Events & Community Outreach	$265,116.00	$95,805.48	$95,805.48	$1,163.74	$168,146.78	36.58
5100	Police	$3,551,564.22	$1,149,110.88	$1,149,110.88	$13,972.92	$2,388,480.42	32.75
5300	Fire	$2,468,923.38	$784,716.85	$784,716.85	$18,051.75	$1,666,154.78	32.51
5400	SRFTC	$7,655.76	$3,427.61	$3,427.61	$0.00	$4,228.15	44.77
5600	Streets	$1,507,948.00	$121,223.36	$121,223.36	$1,405.09	$1,385,319.55	8.13
5700	Parks	$537,683.49	$168,353.33	$168,353.33	$79.19	$369,250.97	31.33
Total Fund	GENERAL FUND	$10,245,927.85	$3,140,921.13	$3,140,921.13	$35,701.97	$7,069,304.75	31.00

Town Of Shallotte
Expenditure Statement : 2026 - 2027
for Accounting Period 10/31/2026

ENTERPRISE FUND

Dept #	Department	Approp Amount	Activity this Period	Expenditure YTD	Encumbrance YTD	Unencumbered Balance	% Exp. & Enc.
8200	Sewer	$4,990,684.00	$1,365,839.13	$1,365,839.13	$17,867.35	$3,606,977.52	27.73
Total Fund	ENTERPRISE FUND	$4,990,684.00	$1,365,839.13	$1,365,839.13	$17,867.35	$3,606,977.52	27.73
Grand Total		$15,236,611.85	$4,506,760.26	$4,506,760.26	$53,569.32	$10,676,282.27	29.93

November Board Report

Parks&Rec

🦗 October Recap

- 🦗 Shally attended several school visits with Police and Fire.
- 🦗 Participated in new Town Hall design meetings with staff.
- 🦗 Monitored a protest in Town; no issues occurred.
- 🦗 Worked with staff and Joan Eccard on the Walt Eccard plaque and hosted the dedication at the Riverwalk.
- 🦗 Posted the Christmas Parade application online.
- 🦗 **Halloween was a HUGE success!** Staff worked great together. Setup took two days, the event lasted two hours, and breakdown took half a day. Thank you to everyone who helped make it happen!
- 🦗 Completed the outdoor classroom with staff. Signage, stumps, and benches are in place; mulch and landscaping are still needed.
- 🦗 Met with the sign company regarding Smith Avenue and Price Landing signage.
- 🦗 Began planning Mimi's retirement party.
- 🦗 Continued website updates and staff support.

Thank You!

October was a busy month, and I appreciate everyone's teamwork and support. Thank you to all staff who helped make our events and projects successful!

Tentative Price Landing grand opening date- Friday, November 20th

Upcoming events:

Market Nov. 14th

Tree lighting Dec. 3rd

Parade Dec. 5th

Polar express move night- Dec. 8/10th

Christmas Party/Mimi retirement- Dec. 15th

Market Dec. 19th

MEMORANDUM

TO: BOARD OF ALDERMEN

FROM: MIMI GAITHER, TOWN MANAGER

SUBJECT: OCTOBER'S MANAGER'S REPORT- NOVEMER 2026 MEETING

DATE: 10.29.26

- Gathering information for closed session re TM interviews 10.1.26
- Zoom Meeting with Creech 10.5.26
- Sent letter to Cinderella with final change order after the 30 day dispute resolution time expired 10.5.26
- Phone Conference with Matt Bouchard re next steps 10.6.26
- BOA Meeting 10.6.26
- Creech – Interiors 10.13.26
- Creech – Interiors 10.15.26
- Meeting at Riverwalk re plague placement 10.19.26
- Riverwalk plaque dedication for Walt Eccard 10.23.26
- Sent Letter to Cinderella re project closeout 10.27.26
- Staff Meeting 10.29.26

Project Update – Price Landing

After sending the WCD to Cinderella, they had thirty days to invoke dispute resolution procedures provided by the contract. That 30 day timeline expired 9.23.26 and they did not file a dispute. We sent a letter on 10.5.26 stating all this which included a final change order asking them to sign. We didn't hear anything from them and Matt called the Surety's attorney. The Surety's attorney stated he would reach out to Cinderella. We received an email from Cinderella on 10.26.27. Cinderella's only topic was the quote from Bajer, which was what they should have done in the thirty days dispute timeframe. We sent an email on 10.27.26 stating the dispute timeframe was over and ask them to execute the final change order. As of 10.29.26, we have not heard anything from Cinderella. I will have more information at the BOA meeting on 11.3.26

Town Hall Complex - Creech has been conducting meetings almost every two weeks to provide updates and get feedback, working on documents for bidding to get a final cost. We had and in person meeting to go over final paint, carpet, tile, et al selections and two zoom meetings with furniture providers.

Town of Shallotte Mayor Report

To: Board of Aldermen

From: Art Dornfeld Mayor

cc:

Date: 3 November 2026

Re: Mayor report for October 2026

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5 Oct – Commissioner Meeting, Creech Town Hall meeting

6 Oct- BOA Meeting

16 Oct- Meeting with Frank Iler and Rube McMullen

27 Oct- Spooktacular

Conversations with Town Staff

SHALLOTTE BOARD OF ALDERMEN
REGULAR MEETING
OCTOBER 6, 2026
5:15 P.M.

The Shallotte Board of Aldermen met for a regular meeting on October 6, 2026, at 5:15 p.m. in the meeting chambers located at 110 Cheers Street with Mayor Art Dornfeld presiding.

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

Staff present: Mimi Gaither, Robert Waring, Natalie Goins, Dan Formyduval, Jeremy Dixon, Isaac Norris, Paul Dunwell 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 5 yes 0 no.

II. INVOCATION & PLEDGE

Lead Chaplain for Shallotte PD, Brad Ferguson, delivered the invocation followed by 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 regarding any item on the agenda. None identified.

IV. AGENDA AMENDMENTS & APPROVAL OF AGENDA

A motion was made by Bobby Williamson, seconded by Gene Vasile, to approve the agenda as submitted. Motion carried 5 yes 0 no.

V. PUBLIC COMMENTS

VI. PROCLAMATION

Mayor Dornfeld read into the record a proclamation designating October 15, 2026, as White Cane Safety Day in the Town of Shallotte, consistent with the federal observance established by President Lyndon B. Johnson in 1964. The proclamation recognized the white cane as a symbol of independence and self-determination for blind and visually impaired individuals and called upon citizens to be aware of their legal obligation to exercise caution when approaching blind pedestrians carrying a white cane.

Following the reading, Ms. Regina Evans, President of the Shallotte Lions Club and a visually impaired community member, addressed the Board. She thanked the Board for the recognition and emphasized the need for greater public education about the purpose and meaning of the white cane, noting that many members of the public misunderstand its use. On behalf of the Shallotte Lions Club and District 31-

N, she extended an invitation to the Board and community to attend a White Cane Day celebration on October 15th at Highway 55, from 4:00 PM to 8:00 PM. White cane pins were presented to Board members and staff by the Second Vice District Governor in attendance.

VII. DEPARTMENT REPORTS

1. POLICE

2. FIRE

3. PLANNING

1. Code Enforcement Contract
   A motion was made by Gene Vasile, seconded by Karmen Custer, to approve language revisions to the Alliance code enforcement contract. Motion carried 5 yes 0 no.

4. PUBLIC WORKS

5. FINANCE

6. PARKS & RECREATION

Town Manager, Mimi Gaither, informed the Board of a Plaque Dedication Ceremony Honoring Former Mayor Walt Eccard, scheduled for October 23rd at 10:00 AM at the Riverwalk.

7. ADMINISTRATION

1. Riverside Kayak Launch
   A motion was made by Gene Vasile, seconded by Larry Harrelson, to remove the deteriorated kayak launch structure at Riverside Park. Motion carried 5 yes 0 no.

8. MAYOR

VIII. CONSENT AGENDA

A motion was made by Karmen Custer, seconded by Gene Vasile, to approve the following consent agenda items. Motion carried 5 yes 0 no.

A. September 1, 2026 Regular Meeting Minutes
B. September 15, 2026 Work Session Minutes
C. September 29, 2026 Special Meeting Minutes
D. Direct the Clerk to “Investigate the Sufficiency Thereof and to Certify the Result of the Investigation” for the Following Annexation Request:
   Annexation Petition: ANX 26-14

Parcel ID: 1820004222
Weyerhaeuser NR Company.
7.13 Acres +/-

IX. DISCUSSION

X. CLOSED SESSION

Aldermen present: Bobby Williamson, Gene Vasile, Jimmy Bellamy, Larry Harrelson and Karmen Custer
Staff present: Mimi Gaither

Pursuant to Pursuant to NCGS 143-318.11 (a)(6), a motion was made by Karmen Custer, seconded by Gene Vasile, to go into closed session to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or initial employment of prospective public employees or officers. Motion carried 5 yes 0 no.

XI. OPEN SESSION

A motion was made by Gene Vasile, seconded by Karmen Custer, to resume open session. Motion carried 5 yes 0 no.
A motion was made by Gene Vasile, seconded by Karmen Custer, to extend an offer of employment for Town Manager to Robert Waring, subject to contract negotiations and completion of required hiring steps. Motion carried 5 yes 0 no.

XII. ADJOURN

A motion was made by Karmen Custer, seconded by Gene Vasile, to adjourn the meeting. Motion carried 5 yes 0 no.

Respectfully submitted,
Natalie Goins
Natalie Goins
Town Clerk

SHALLOTTE BOARD OF ALDERMEN
WORK SESSION
OCTOBER 20, 2026
5:15 P.M.

The Shallotte Board of Aldermen met for a work session on October 20, 2026, at 5:15 p.m. in the meeting chambers located at 110 Cheers Street with Mayor Pro Tem Karmen Custer presiding.

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

Staff present: Mimi Gaither, Robert Waring, Natalie Goins, Jeremy Dixon, Isaac Norris, Paul Dunwell, and Dan Formyduval

I. CALL TO ORDER

Mayor Pro Tem Custer called the meeting to order. A motion was made by Gene Vasile, seconded by Bobby Williamson to open the meeting. Motion carried 5 yes 0 no.

II. CONFLICT OF INTEREST

Mayor Pro Tem Custer asked if any member of the Board had a conflict of interest or the appearance of a conflict of interest regarding any item on the agenda. None identified.

III. AGENDA AMENDMENTS & APPROVAL OF AGENDA

A motion was made by Gene Vasile, seconded by Bobby Williamson to approve the agenda as submitted. Motion carried 5 yes 0 no.

IV. CONSENT AGENDA

A motion was made by Bobby Williamson, seconded by Gene Vasile, to approve the following consent agenda items. Motion carried 5 yes 0 no.

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

V. PROCLAMATION

Mayor Pro Tem Custer read into record a Proclamation for National Hospice and Palliative Care Month, at the request of Lower Cape Fear LifeCare. A motion was made by Larry Harrelson, seconded by Gene Vasile to proclaim November 2026 as National Hospice and Palliative Care Month. Motion carried 5 yes 0 no.

VI. PRESENTATION: COMMUNITY CENTER INTEREST

Civil Engineer, Drew Hatcher, and Alexandra Gibson presented a proposal for a community center in Shallotte that would offer after-school care, summer camps, aquatics, sports programs, and other recreational services. Handouts were provided to the Board. The presenters highlighted the county's population growth and the limited availability of youth programs and requested the Board's support for

a feasibility study to evaluate costs, potential locations, community interest, and long-term financial viability. Board members expressed support for exploring the concept and encouraged the presenters to coordinate with Town staff and Brunswick County, explore potential partnerships, and return with a more detailed proposal. No formal action was taken.

VII. DISCUSSION

1. Planning Board Appointments

Planning Director Robert Waring reported that three Planning Board terms expire in January 2027. In addition, Ron Johnson is relocating, creating a vacancy for the remainder of his term. Amy Causey, Maria Paslick, and Ed Springer have expressed interest in reappointment. Two applications have been received from new applicants.

Mr. Waring asked how the Board wished to proceed, noting that a small committee had previously interviewed applicants and made recommendations. Board members supported this approach and expressed support for reappointing the current members. The Board agreed to interview only the new applicants. The interview committee will consist of Karmen Custer, Gene Vasile, and Robert Waring. Staff will provide proposed interview dates for the Board's consideration.

2. NCDOT Paved Trails & Sidewalk Feasibility Study Grant

Planning Director Robert Waring reviewed the NCDOT grant opportunity to fund a sidewalk feasibility study, estimated to cost $60,000–$80,000, with a required 20% local match of approximately $12,000–$16,000. The potential study area would extend along Highway 179 past Brierwood toward the roundabout. The required local match was not budgeted for. If awarded, the Town would need to fund the match by approximately January, requiring a budget amendment. A motion was made by Gene Vasile, seconded by Jimmy Bellamy, to pass on the grant opportunity. Motion carried 5 yes 0 no.

3. Riverfront

Planning Director Robert Waring discussed reactivating the Riverfront Committee and updating its membership. The committee could help review utilities and potential street layout.

Public Services Director Dan Formyduval presented a map showing a conceptual loop road and discussed the potential recombination of lots and right-of-way layout to provide utility connectivity. Town Manager Mimi Gaither noted that approximately $300,000 in remaining SCIF grant funds must be expended by June 2027 and could be used for streetlights, cameras, and other improvements related to the Riverwalk.

The Board agreed that the committee should continue and return recommendations to the full Board, as before. The committee would include Art Dornfeld, Bobby Williamson, and Gene Vasile. Staff will also ask whether a Planning Board member is interested in serving.

VIII. ADJOURN

A motion was made by Jimmy Bellamy, seconded by Gene Vasile, to adjourn the meeting at 6:17 p.m. Motion carried 5 yes 0 no.

Respectfully submitted,
Natalie Goins
Natalie Goins
Town Clerk

Proclamation

OPERATION GREEN LIGHT FOR VETERANS

WHEREAS, the residents of the Town of Shallotte have great respect, admiration, and the utmost gratitude for the men and women who have selflessly served our country and this community in the Armed Forces and appreciate the sacrifices of our United States military personnel; and

WHEREAS, the contributions and sacrifices of those who served in the Armed Forces have been vital in maintaining the freedoms and way of life enjoyed by our citizens; and

WHEREAS, the Town of Shallotte seeks to honor those individuals who have made countless sacrifices for freedom by placing themselves in harm's way for the good of all; and

WHEREAS, veterans continue to serve our community, state and nation in the American Legion, Veterans of Foreign Wars, religious groups, civil service, and by functioning as County Veterans Service Officers in 29 states to help fellow former service members access more than $52 billion in federal health, disability and compensation benefits each year; and

WHEREAS, approximately 200,000 service members transition to civilian communities annually; and

WHEREAS, active military service members transitioning from military service are at a high risk of suicide during their first year after military service; and

WHEREAS, the National Association of Counties encourages all counties, parishes and boroughs to honor those who have served by recognizing Operation Green Light for Veterans; and

NOW, THEREFORE, BE IT RESOLVED, the Town of Shallotte hereby declares November 4-11, 2026, as a time to salute and honor the service and sacrifices of those transitioning from active service and encourages its citizens in patriotic tradition to recognize the importance of honoring all those who made immeasurable sacrifices to preserve freedom by displaying green lights in a window of their place of business or residence from November 4-11, 2026; and

FURTHER BE IT RESOLVED that the Town of Shallotte encourages all municipalities, non-profit organizations, neighborhoods, homeowners' associations, businesses and Shallotte residents to honor our veterans and participate in Operation Green Light by displaying green light bulbs from November 4-11, 2026.

This the 3rd day of November, 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 #: REZ 26-019
MEETING DATE: 11/03/2026
DATE SUBMITTED:

ISSUE/ACTION REQUESTED: Review a request to rezone a parcel from PUD to R-10 & conduct a public hearing of the requested zoning map amendment.

PUBLIC HEARING: ☒ **YES** ☐ **NO**

BACKGROUND/PURPOSE OF REQUEST:
The parcel in question (Parcel ID # 2130003809) is a 1.46-acre (63,598 ft^2) tract located along Pine Lake Dr. SW. The property was included in a rezoning for the Summer's Walk PUD, although no use was identified on the master plan for the Summer's Walk project. In order to make us of the property, the owner would either need to update the entire Summers Walk master plan or see that the tract be rezoned.

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

Residential-10 zoning has a max density of 6 units/acre and requires a 10,000 Ft^2 lot, 75' wide, with setbacks as follows:
Front: 30'
Side: 8'
Rear: 20'
The R-10 zoning could yield between 4 & 5 single-family lots.

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

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

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

FISCAL IMPACT:

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

CONTRACTS/AGREEMENTS:

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

ADVISORY BOARD RECOMMENDATION: At their October meeting, the Planning Board voted unanimously to recommend approval.

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

FINANCE RECOMMENDATION: NA

ATTACHMENTS:

1. Rezoning Application
2. Area Map
3. Permitted Use Table
4. Planning Board's Statement of Consistency
5. Draft Statement of Consistency

ACTION OF THE PLANNING BOARD

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

DENIED: ☐

DEFERRED UNTIL: _____ _____

SIGNATURE

OTHER:

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

REZONING PETITION

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

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

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

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

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

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

SECTION 4: LAND USE COMPATIBILITY ANALYSIS

Future Land Use Map designation:

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

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

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

SECTION 5: STATEMENT OF REASONABLENESS

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

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

SECTION 6: SUPPLIMENTAL INFORMATION REQUIRED

Each rezoning petition use must include:

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

SECTION 7: APPLICANT/OWNER SIGNATURE

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

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

Official Use Only

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

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

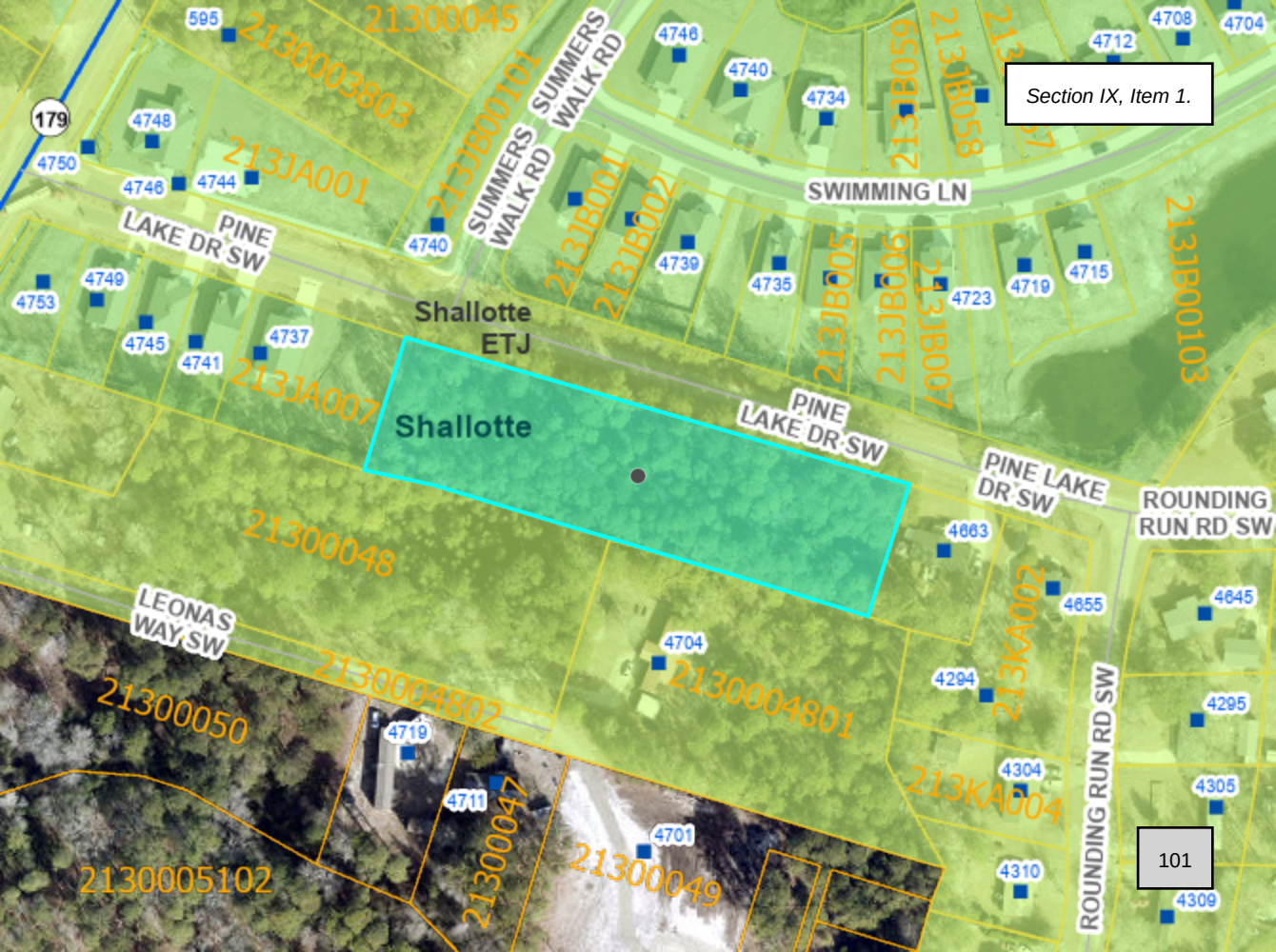

595
21300045
2130003803
179
4748
4750
4746
4744
213JA001
213JB0101
SUMMERS WALK RD
SUMMERS WALK RD
4746
4740
4734
213JB059
213JB058
4708
4704
4712
SWIMMING LN
PINE LAKE DR SW
4740
213JB001
213JB002
4739
4735
213JB005
213JB006
213JB007
4723
4719
4715
213JB0103
4749
4753
4745
4741
4737
213JA007
Shallotte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

Table 10-2: Table of Permitted Uses

PERMITTED USES	MF-14/10/6	R-10	RM-10	R-15	RA-15	RAM-15	CB	HB	CW	B-2	O/I	LI	HI	C	PUD
RESIDENTIAL – HOUSEHOLD LIVING															
DWELLING, MULTI-FAMILY (MAJOR) [pursuant to 10-3(I)]	CZ	CZ	CZ				CZ	CZ	CZ	CZ					P
DWELLING, MULTI-FAMILY (MINOR) [pursuant to 10-3(I)]	P	CZ	CZ				CZ	CZ	CZ	CZ					P
DWELLING, SINGLE-FAMILY (excluding manufactured homes)	P	P	P	P	P	P	CZ	CZ	CZ	CZ	P				P
DWELLING, (DUPLEX)	P	P	P												P
DWELLING, (TOWNHOUSE)	P	P	P								P				P
MANUFACTURED HOME, CLASS A [pursuant to 10-3(Q)]			P			P									
MANUFACTURED HOME, CLASS B [pursuant to 10-3(Q)]			P			P									
MANUFACTURED HOME PARK [pursuant to 10-3(S)]			CZ			CZ									
RESIDENTIAL CLUSTER DEVELOPMENT [pursuant to Article 13]	CZ	CZ		CZ			CZ	CZ	CZ						CZ
Residential Micro-grid Solar Collector Battery Storage System (pursuant to Article 31)	P														
RESIDENTIAL – GROUP LIVING															
ADULT CARE HOME	CZ									CZ	CZ				
ALCOHOL AND/OR SUBSTANCE ABUSE REHABILITATION FACILITIES, RESIDENTIAL (Six or fewer residents)		P	P	P	P										
ASSISTED LIVING RESIDENCE	CZ							CZ		CZ	CZ				CZ
FAMILY CARE HOME	P	P	P	P	P	P		CZ	CZ	CZ	P				P
MULTI-UNIT ASSISTED HOUSING WITH SERVICES	CZ							CZ		CZ	CZ				CZ
NURSING HOME	CZ							CZ		CZ					P
ACCOMMODATION SERVICES															
BED AND BREAKFAST	S	S	S	S	S	S	S	S	S	S	S				S
MOTELS/HOTELS [pursuant to 10-3(V)]							S	S	S	S					
TRAVEL TRAILER AND RECREATIONAL VEHICLE PARKS/CAMPGROUNDS [pursuant to 10-3(FF)]	S		S			S				S					
PUBLIC & CIVIC															
ALCOHOLIC BEVERAGES PACKAGED, RETAIL							P	P							
AMBULANCE SERVICE/RESCUE SQUAD								P		P	P	P	P	P	
BOAT RAMPS									S						
NON-MOTORIZED (CANOES, KAYAKS, BOAT LAUNCH)							S								
BUILDINGS, GOVERNMENTAL	P	P	P	P	P	P	P	P	P	P	P	P	P		P
CEMETERY [pursuant to 10-3(D)]					S	S				S					S
CHURCH	S	S	S	S	S	S	S	P	P	P					P
CIVIC, CHARITABLE, POLITICAL, FRATERNAL, SOCIAL, AND RELIGIOUS ORGANIZATIONS							P	P		P	P				
GAZEBO/PIERS/DOCKS, COMMUNITY[1] [pursuant to 10-3(K)]	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
GAZEBO/PIERS/DOCKS, PRIVATE[1] [pursuant to 10-3(L)]	P	P	P	P	P	P	P	P	P	P	P	P	P	S	P
GAZEBO/PIERS/DOCKS, PUBLIC[1]	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
HOSPITALS			P					P		P					
NATURE OBSERVATION POINTS	S	S	S	S	S	S	S	S	S	S	S			S	

[1]As permitted by CAMA.

PERMITTED USES	MF-14/10/6	R-10	RM-10	R-15	RA-15	RAM-15	CB	HB	CW	B-2	O/I	LI	HI	C	PUD
PARKS, PLAYGROUNDS, AND RECREATION CENTERS, OWNED AND OPERATED BY NON-PROFIT CIVIC ORGANIZATIONS [pursuant to 10-3(Y)]	P	P	P	P	P	P	P	P	P	P	P	P	P	S	P
PARKS, PLAYGROUNDS, AND RECREATION CENTERS, MUNICIPALLY OWNED	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
PARKS AND RECREATION AREAS (other governmental) [pursuant to 10-3(Z)]	P	P	P	P	P	P	P	P	P	P	P	P	P	S	P
SCHOOL, PUBLIC AND PRIVATE	S	S	S	S	S	S	S	P		P					S
US POSTAL SERVICES							S	P		S		P			S
RECREATION, ENTERTAINMENT, AND PUBLIC ASSEMBLY															
ADULT AND SEXUALLY ORIENTED BUSINESSES [pursuant to Article 24]													S		
BILLIARD AND POOL HALLS								S		S					
BOWLING ALLEYS								P		P					
RECREATIONAL FACILITY (INDOOR-PRIVATE)							S	P	P	P	P				
DANCE HALLS										P					
DRIVE-IN THEATERS										S					
ELECTRONIC GAMING OPERATION [pursuant to 10-3(I)]												S			
ENTERTAINMENT ESTABLISHMENTS (GAMES, AMUSEMENT CENTERS, ETC.)							S	P		P					
GOLF COURSE, MINIATURE								S		S					
GOLF DRIVING RANGE								S		S					
GOLF, SWIMMING, AND TENNIS CLUBS [pursuant to 10-3(M)]	S	S		S	S	S	S	P	S	P					S
HEALTH CLUBS							S	P	P	P					P
INDOOR THEATER							P	P		P					
MARINA [pursuant to 10-3(T)]	S	S	S	S	S	S	S		P						S
RECREATION FACILITY, PRIVATE							S	S	S			S			S
SKATING RINKS								S		S					
VIDEO ARCADES							S	P		P					
COMMERCIAL SALES AND RENTALS															
ANTIQUE SHOPS							P	P	P	P	S				
ARTIST AND CRAFTSMAN STUDIOS, DISPLAYS, OR SHOPS							P	P	P	P					P
AUTOMOBILE AND TRUCK DEALERS								S		S		P			
AUTOMOBILE PARTS AND SUPPLY STORE								P		P					
AUTOMOBILE (INCLUDING TRUCKS) AND/OR TRAILER RENTALS							S	S		S					
BANKS, FINANCIAL INSTITUTIONS							P	P	P	P					P
BOAT SALES AND SERVICE								P	P	P					
BOAT STORAGE								S	S	S					
BOOK STORES							P	P		P					
BUILDING MATERIALS SALES AND STORAGE								S		S		P			
CARPET AND RUG DEALERS							S	P		P		P	P		
CELLULAR TELEPHONE STORES							P	P		P	P				
CLUB, PRIVATE							S			S					
COFFEE SHOPS							P	P		P					
CONVENIENCE FOOD STORES								P		P		P			P
CONVENIENCE STORES WITH EXISTING GAS PUMPS							S	P		P					P

PERMITTED USES	MF-14/10/6	R-10	RM-10	R-15	RA-15	RAM-15	CB	HB	CW	B-2	O/I	LI	HI	C	PUD
CONVENIENCE STORES (NEW CONSTRUCTION) WITH GAS PUMPS								P		P					
CONSIGNMENT SHOPS, USED MERCHANDISE							P	P		P	P				
COMPUTER AND ASSOCIATED EQUIPMENT STORES							P	P		P					
ELECTRICAL AND ELECTRICAL MACHINERY, EQUIPMENT AND SUPPLIES								S		S		P			
FARMER'S MARKET							S	P		P		P			
FLEA MARKETS/VENDOR MARKETS							S	S		S		P			
FLORIST SHOPS							P	P	P	P					P
FOOD STORES (less than 5,000 SF)							P	P		P					P
FOOD, BEVERAGE, & CRAFT BREWING PROCESSING AND PRODUCTION WITH RETAIL SALES							P	P	P	P					
FUEL AND ICE DEALERS												S	S		
FURNITURE AND FIXTURES							S	P		P		P			
GAS COMPANIES												P	P		
GLASS AND MIRROR REPAIR SALES								P		P		P	P		
GROCERY STORES (5,000 SF or greater)							S	P		P					
HARDWARE STORES							S	S		S		P			P
ICE CREAM PARLORS AND LIKE ESTABLISHMENTS							P	P		P					
ICE VENDING MACHINES (AUTOMATIC)								P		P					
LAWN AND GARDEN STORES							P	P		P					
LEATHER PRODUCTS (no tanning)							P	P		P					
LUMBER AND WOOD PRODUCTS, SALES [pursuant to 10-3(O)]							S	S		S		P	P		
MANUFACTURED HOME SALES AND SERVICE										S					
MEASURING, ANALYZING, CONTROLLING, AND OPTICAL GOODS, WATCHES, CLOCKS							P	P		P		P			
MICROBREWERY (5,000 SF or less and production of less than 1,000 barrels per year)							P	P							
MOTION PICTURE PRODUCTION AND DISTRIBUTION												P	P		
MOTORCYCLE SALES AND SERVICES								S		S					
OUTDOOR STORAGE FACILITY [pursuant to 10-3(AA)]								S							
PAWNSHOP OR USED MERCHANDISE STORE								P		P					
PET SALE & SUPPLIES (excluding kennel activities, breeding operations, and/or outside storage of animals)							P	P		P					
POTTERY AND RELATED PRODUCTS							P	P	P	P		P			
PRINTING AND PUBLISHING ESTABLISHMENTS							S	S		S		P	P		
PRINTING, COMMERCIAL							S	S		S		P	P		
RE-UPHOLSTERY AND FURNITURE REPAIR								P		P		P	P		
RECREATIONAL VEHICLE AND UTILITY TRAILER SALES AND SERVICE								S		S		P			
REFRIGERATION, HEATING, AND AIR CONDITIONING MACHINERY								S		S		P			
REPAIR SHOPS (radio, television, small appliances, shoes, etc.)							P	P		P		P	P		
RESTAURANTS							P	P	P	P					P
RETAIL SALES ESTABLISHMENTS (less than 5,000 SF)							P	P	P	P		P			P
RETAIL STORES (5,000 SF or greater)							S	P		P					
RETIREMENT/ELDERLY FACILITIES							P	P	S						P
SEAFOOD MARKET							P	P	P	P		P			
TOBACCO/VAPE SPECIALTY STORE [pursuant to 10-3 (GG)]								P		P		P			

PERMITTED USES	MF-14/10/6	R-10	RM-10	R-15	RA-15	RAM-15	CB	HB	CW	B-2	O/I	LI	HI	C	PUD
UPHOLSTERY SHOPS								P		P		P	P		
VIDEO RENTAL							P	P		P					P
WATER DEPENDENT COMMERCIAL USES							S	S	S						
OFFICE AND COMMERCIAL SERVICE															
ALCOHOLIC AND/OR SUBSTANCE ABUSE REHABILITATION SERVICES, NON-RESIDENTIAL								P		P	P	P	P		
ANIMAL HOSPITALS/ VETERINARIANS [pursuant to 10-3(B)]								P		P					
AUTOMATED TELLER MACHINES (STAND ALONE)								P	P	P	P				
AUTOMOTIVE DETAILING SERVICES										P					
AUTOMOTIVE REPAIR FACILITY [Tier 1]										P		P			
AUTOMOTIVE REPAIR FACILITY [Tier 2]										S					
AUTOMOTIVE REPAIR FACILITY [Tier 3]												P			
AUTOMOBILE SERVICE STATION With Fuel Pumps								S		P					S
BARBER AND BEAUTY SHOPS							P	P	P	P	P				P
BAIL BONDING SERVICES								P		P	P				
CALL CENTER								P		P			P		
CAR WASHES								S		P		P			
CARPET AND UPHOLSTERY CLEANERS										S		P			
CATERING ESTABLISHMENTS							P	P	S	P					
COLLEGES, UNIVERSITIES, & PROFESSIONAL SCHOOLS								P		P	P				
CONTRACTORS, BUILDING (with storage)										S		P			
CONTRACTORS, EQUIPMENT										S		P			
CONTRACTORS, HEAVY CONSTRUCTION										S		P			
CONTRACTORS, SPECIAL TRADES (no storage)								P		P		P			
COPY CENTERS							P	P		P					
DAY CARE FACILITIES [pursuant to 10-3(F)]								P		P					S
DAY SPAS							P	P		P					
DIALYSIS CENTERS								P		P	P				
DIET CENTERS								P		P	P				
DRY CLEANERS AND LAUNDRIES [pursuant to 10-3(G)]							P	P		P		P			
ELECTRONIC DATA PROCESSING								P		P	P	P	P		
ENGINEERING, ARCHITECTURAL, AND SURVEYING OFFICES							P	P	P	P	P	P			
EXTERMINATING SERVICES												P	P		
FORTUNE TELLERS (to include Palm Readers, Crystal Ball Reading, Tarot Card Reading, and similar fortune telling techniques).								S		S		S			
FUNERAL HOME [pursuant to 10-3(J)]								S		S		S			
GROOMING SERVICES, ANIMALS								P		P		P	P		
INDUSTRIAL RESEARCH OFFICES AND LABORATORIES												P	P		
KENNEL OPERATIONS, BOARDERS, BREEDERS, AND ANIMAL SHELTERS (no outside pens, no permanent outside boarding, all operations must be located in the rear yard and must not be visible from any right-of-way) [pursuant to 10-3(N)]								S		S		P	P		
LABOR UNIONS							P	P		P					
LABORATORIES								P		P	P	P			
LOCKSMITH, GUNSMITH							P	P		P		P			
MENTAL HEALTH, INPATIENT											S	S			
OFFICE, ACCOUNTANTS CERTIFIED PUBLIC							P	P		P	P	P			

PERMITTED USES	MF-14/10/6	R-10	RM-10	R-15	RA-15	RAM-15	CB	HB	CW	B-2	O/I	LI	HI	C	PUD
OFFICES, INCLUDING BUT NOT LIMITED TO PROFESSIONAL SERVICES (ATTORNEY, DOCTOR, HEALTHCARE PROFESSIONAL, STAFFING ETC.)							P	P	P	P	P	P			P
PHOTOGRAPHERS							P	P	P	P	P				P
SUBSTANCE ABUSE TREATMENT FACILITY, INPATIENT								S			S				
SUBSTANCE ABUSE TREATMENT FACILITY, OUTPATIENT								P		P	P				
TATTOO AND BODY PIERCING ESTABLISHMENTS [pursuant to 10-3(GG)]							P	P		P		P			
TAXIDERMIST								S				P	P		
TEACHING STUDIO (including fine arts, yoga, martial arts, etc.)							P	P		P	P				
VETERINARY SERVICES WITH CLOSED PENS												P	P		P
INDUSTRIAL, MANUFACTURING, AND HEAVY REPAIR															
APPAREL & ACCESSORY MANUFACTURING												P	P		
ASPHALT, CONCRETE, CEMENT, STONE MANUFACTURING													P		
AUTOMOBILE JUNKYARD [pursuant to 10-3(C)]										S			S		
BAKERY PRODUCT, CANDY, CONFECTIONARY MANUFACTURING												P	P		
BOAT AND SHIPBUILDING												P	P		
BOTTLING												P	P		
BRICK AND CLAY MANUFACTURING													P		
CABINET MAKING AND COUNTER TOP MANUFACTURING								S				P	P		
CARGO STORAGE CONTAINERS (including tractor trailers)										S		P	P		
CLOTHING AND FINISHED FABRIC PRODUCTS												P	P		
ELECTRIC MOTOR REPAIR												P			
INDUSTRIAL USES NOT HAVING AN INJURIOUS EFFECT ON THE TOWN												S	S		
MACHINERY (engines, construction tools) [pursuant to 10-3(P)]								S		S		P	P		
MANUFACTURING (textiles, clothing, scientific instruments, and small machine assembly)												P	P		
PAPERBOARD CONTAINERS AND BOXES												P	P		
QUARRY AND EXTRACTION OPERATION													S		
SCREW MACHINE PRODUCTS (bolts, nuts, screws)												P	P		
SMALL ENGINE REPAIR								S		S		P			
TEXTILES												P	P		
WELDING REPAIR								S		S		P	P		
TRANSPORTATION, WHOLESALING, AND WAREHOUSING															
BUS REPAIR AND STORAGE TERMINAL ACTIVITIES												S	S		
BUS STATIONS								P		P					
COMMERCIAL PARKING LOTS [pursuant to 10-3(E)]							S	S	S	S					S
GAS PUMPING STATIONS (unmanned, credit cards only)								P		P		P			
MOTOR FREIGHT TERMINALS												P	P		
MINI-STORAGE FACILITIES [pursuant to 10-3(U)]								S		S		P			
MINI-WAREHOUSING AND DRY STORAGE												P	P		
MOVERS, VAN LINES, AND STORAGE								S		S		P	P		
OFF-STREET AUTOMOBILE PARKING							P	P		P		P	P		P

PERMITTED USES	MF-14/10/6	R-10	RM-10	R-15	RA-15	RAM-15	CB	HB	CW	B-2	O/I	LI	HI	C	PUD
PACKAGE DELIVERY SERVICES, COMMERCIAL								S		S		P			
SHIP CHANDLERS												P	P		
SHIPPING BROKERS, FREIGHT AND CARGO												P	P		
TAXI STANDS LIMITED TO 5 TAXIS							P	P		P					
TOWING SERVICES								S		S		P			
WAREHOUSE [pursuant to 10-3(II)]								CZ		CZ		P	P		
WAREHOUSE – FLEX SPACE [pursuant to 10-3 (II)]								P		P		P			
WHOLESALE MERCHANTS								P		P		P	P		
WHOLESALE STORAGE OF GASOLINE OR BULK TERMINAL PLANTS [pursuant to 10-3(GG)]													S		
UTILITIES AND COMMUNICATIONS															
PUBLIC UTILITY STORAGE OR SERVICE YARDS								P		P		P	P		
PUBLIC UTILITY SUBSTATIONS/ SWITCHING STATIONS [pursuant to 10-3(BB)]	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
PUMP STATIONS (MUNICIPALLY OWNED)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
RADIO AND TELEVISION BROADCASTING STUDIOS							P	P		P		P			P
UTILITY STATIONS							S	S	S	S	S	P	P		P
TELECOMMUNICATION FACILITIES [pursuant to Article 18]	S	S	S	S	S	S	S	S	S	S		S	S	S	S
AGRICULTURAL AND FOOD PRODUCTION															
AGRICULTURAL, HORTICULTURAL, OR HUSBANDRY USES (excluding poultry houses and hog parlors)					P	P									
APICULTURE (BEEKEEPING)				P	P	P									
FISHING, COMMERCIAL									S			P	P		
FRUIT AND VEGETABLE MARKETS, WHOLESALE												P	P		
FOOD PROCESSING FACILITIES												P	P		
GREENHOUSES								P		P		P	P		
ACCESSORY AND TEMPORARY															
ACCESSORY DWELLING [pursuant to 10-4(A)]	P	P	P	P	P	P	P	S	S	S	S				P
ACCESSORY STRUCTURE [pursuant to 10-4]	P	P	P	P	P	P	P	P	P	P	P	P	P		P
ACCESSORY USES, OTHER [pursuant to 10-4]	P	P	P	P	P	P	P	P	P	P	P				P
ACCESSORY RETAIL [pursuant to 10-4(E)]							P	P	P	P	P	P	P		P
DRIVE-THROUGH FACILITIES							S	S		S	S				S
DUMPSTERS AND ENCLOSURES [pursuant to 10-4(B)]	P	T	T	T	T	T	S	P	P	P	P	P	P		P
HOME OCCUPATION [pursuant to 10-4(D)]	P	P	P	P	P	P	P	P	P	P					P
MOBILE FOOD UNITS [pursuant to 10-3(O)]	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
MODULAR/MOBILE OFFICE, TEMPORARY [pursuant to 10-3(S)]	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
OUTDOOR DISPLAY AND SALES [pursuant to 10-3(Y)]							P	P		P					
OUTDOOR STORAGE [pursuant to 10-3(Z)]												P	P		
STORAGE, INDUSTRIAL [pursuant to 10-3(BB)]												P	P		
TEMPORARY USES, OTHER	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
VEHICLE STORAGE IN CONJUNCTION WITH REPAIR								S		P		P			

[1]As permitted by CAMA.

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

Planning Board Zoning Amendment Statement of Consistency

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

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

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

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

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

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

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

☐ Other comments:

10/13/2026
Date

Richard Gramm
Planning Board Chairman
Town of Shallotte

Board of Aldermen Zoning Amendment Statement of Consistency

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

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

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

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

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

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

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

☐ Other comments:

_____
Date

_____
Mayor
Town of Shallotte

Town of Shallotte Board of Aldermen

ACTION AGENDA ITEM

2026

TO: Board of Aldermen

FROM: Robert Waring, Planning Director

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

ISSUE/ACTION REQUESTED:
Review a request to update/revise the master plan for the Rourke Woods Planned Residential Development (PRD) and take action upon the request.

PUBLIC HEARING: ☒ **YES** ☐ **NO**

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

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

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

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

No other changes are proposed.

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

FISCAL IMPACT:

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

CONTRACTS/AGREEMENTS:

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

ADVISORY BOARD RECOMMENDATION: The Planning Board voted unanimously to recommend approval of the revision

STAFF RECOMMENDATION: Staff recommends approval with the following conditions:

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

FINANCE RECOMMENDATION: NA

ATTACHMENTS:

1. Area map
2. Rezoning Application
3. Proposed Master Plan Revisions
4. Planning Board statement of consistency
5. Draft statement of consistency

ACTION OF THE BOARD OF ALDERMEN

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

DENIED: ☐

DEFERRED UNTIL: _____ _____

SIGNATURE

OTHER:

REZONING PETITION

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

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

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

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

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

2017

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

SECTION 4: LAND USE COMPATIBILITY ANALYSIS

Future Land Use Map designation:

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

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

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

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

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

SECTION 5: STATEMENT OF REASONABLENESS

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

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

SECTION 6: SUPPLIMENTAL INFORMATION REQUIRED

Each rezoning petition use must include:

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

SECTION 7: APPLICANT/OWNER SIGNATURE

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

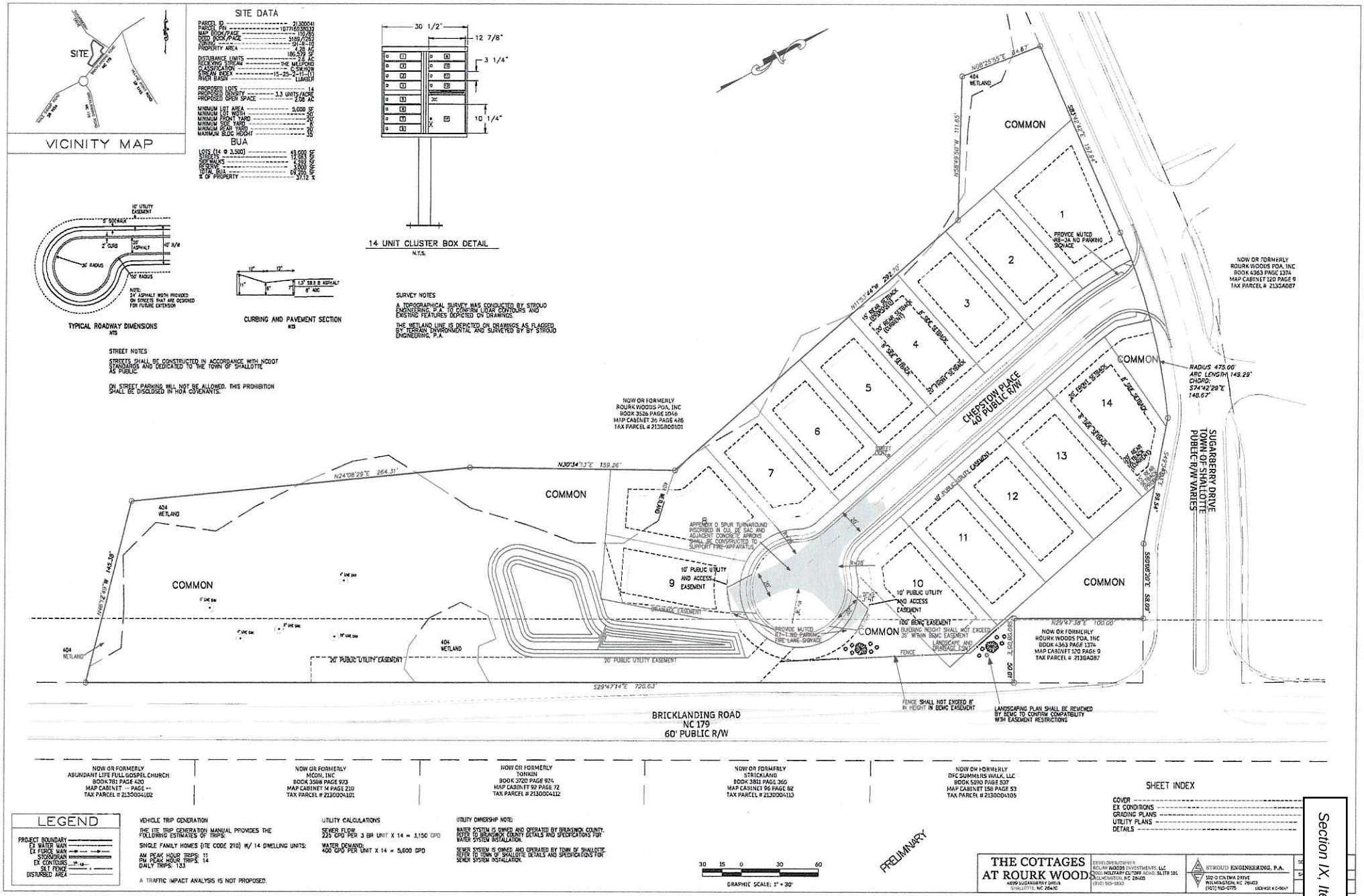
Signature: B M Fleet Date: 10-7-2026

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

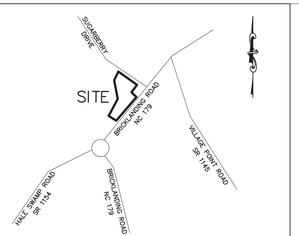
Official Use Only

Planning Board Hearing Date: _____ Recommendation: Staff: _____

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


VICINITY MAP
SITE
SITE DATA
PARCEL ID 2130004
PARCEL PIN 107716130032
MAP BOOK/PAGE 110/65
DEED BOOK/PAGE 5165/2262
ZONING SFC-2-MD
PROPERTY AREA 4.28 AC
DISTURBANCE LIMITS 186,579 SF
RECEIVING STREAM THE MELLFORD
CLASSIFICATION C SW;WW
STREAM INDEX 15-25-2-11-(1)
RIVER BASIN LUMBER
PROPOSED LOTS 14
PROPOSED DENSITY 3.3 UNITS/ACRE
PROPOSED OPEN SPACE 2.06 AC
MINIMUM LOT AREA 5,000 SF
MINIMUM LOT WIDTH 50'
MINIMUM FRONT YARD 20'
MINIMUM SIDE YARD 8'
MINIMUM REAR YARD 20'
MAXIMUM BLDG HEIGHT 35'
BUA
LOTS (14 @ 3,500) 49,000 SF
STREETS 12,393 SF
SIDEWALKS 1,993 SF
DRIVES 3,000 SF
TOTAL BUA 66,386 SF
% OF PROPERTY 37.12 %
30 1/2"
12 7/8"
3 1/4"
10 1/4"
14 UNIT CLUSTER BOX DETAIL
N.T.S.
10' UTILITY EASEMENT
5' SIDEWALK
2' CURB
26' ASPHALT
40' R/W
36' RADIUS
50' RADIUS
NOTE:
24' ASPHALT WIDTH PROVIDED ON STREETS THAT ARE DESIGNED FOR FUTURE EXTENSION
TYPICAL ROADWAY DIMENSIONS
NTS
1.5" S9.5 B ASPHALT
8" ABC
CURBING AND PAVEMENT SECTION
NTS
SURVEY NOTES
A TOPOGRAPHICAL SURVEY WAS CONDUCTED BY STROUD ENGINEERING, P.A. TO CONFIRM LIDAR CONTOURS AND EXISTING FEATURES DEPICTED ON DRAWINGS.
THE WETLAND LINE IS DEPICTED ON DRAWINGS AS FLAGGED BY TERRAIN ENVIRONMENTAL AND SURVEYED BY BY STROUD ENGINEERING, P.A.
STREET NOTES
STREETS SHALL BE CONSTRUCTED IN ACCORDANCE WITH NCDOT STANDARDS AND DEDICATED TO THE TOWN OF SHALLOTTE AS PUBLIC
ON STREET PARKING WILL NOT BE ALLOWED. THIS PROHIBITION SHALL BE DISCLOSED IN HOA COVENANTS.
N08°25'55"E 64.67'
404 WETLAND
COMMON
S85°34'4"E 187.84'
N59°49'30"W 111.65'
N11°55'44"W 292.70'
1
2
3
4
5
6
7
8
9
10
11
12
13
14
PROVIDE MUTCD R8-3A NO PARKING SIGNAGE
15' REAR SETBACK (1,000SQ.FT.)
20' REAR SETBACK (GARAGE)
5' SIDE SETBACK
8' SIDE SETBACK
20' FRONT SETBACK
NOW OR FORMERLY ROURK WOODS POA, INC BOOK 4363 PAGE 1374 MAP CABINET 120 PAGE 9 TAX PARCEL # 213GA087
CHEPSTOW PLACE 40' PUBLIC R/W
RADIUS 475.00' ARC LENGTH 148.29' CHORD: S74°42'29"E 148.67'
SUGARBERRY DRIVE TOWN OF SHALLOTTE PUBLIC R/W VARIES
NOW OR FORMERLY ROURK WOODS POA, INC BOOK 3526 PAGE 1046 MAP CABINET 36 PAGE 426 TAX PARCEL # 213GB00101
N30°34'13"E 139.26'
N24°08'29"E 264.31'
APPENDIX D SPUR TURNAROUND INSCRIBED IN CUL DE SAC AND ADJACENT CONCRETE APRONS SHALL BE CONSTRUCTED TO SUPPORT FIRE APPARATUS
10' PUBLIC UTILITY AND ACCESS EASEMENT
16' PUBLIC UTILITY EASEMENT
DRAINAGE EASEMENT
PROVIDE MUTCD R7-11B PARKING FIRE LANE SIGNAGE
100' BSMC EASEMENT
BUILDING HEIGHT SHALL NOT EXCEED 35' WITHIN BSMC EASEMENT
LANDSCAPE AND DRAINAGE ESMT
FENCE
N29°47'38"E 100.00'
NOW OR FORMERLY ROURK WOODS POA, INC BOOK 4363 PAGE 1374 MAP CABINET 120 PAGE 9 TAX PARCEL # 213GA087
S60°08'20"E 58.05'
N16°12'49"W 145.38'
404 WETLAND
COMMON
20' PUBLIC UTILITY EASEMENT
S29°47'14"E 720.63'
FENCE SHALL NOT EXCEED 8' IN HEIGHT IN BSMC EASEMENT
LANDSCAPING PLAN SHALL BE REVIEWED BY BSMC TO CONFIRM COMPATIBILITY WITH EASEMENT RESTRICTIONS
BRICKLANDING ROAD
NC 179
60' PUBLIC R/W
NOW OR FORMERLY ABUNDANT LIFE FULL GOSPEL CHURCH BOOK 781 PAGE 420 MAP CABINET -- PAGE -- TAX PARCEL # 2130004102
NOW OR FORMERLY MCON, INC BOOK 3598 PAGE 923 MAP CABINET M PAGE 210 TAX PARCEL # 2130004101
NOW OR FORMERLY TONKIN BOOK 3720 PAGE 924 MAP CABINET 92 PAGE 72 TAX PARCEL # 2130004112
NOW OR FORMERLY STRICKLAND BOOK 3811 PAGE 365 MAP CABINET 96 PAGE 62 TAX PARCEL # 2130004113
NOW OR FORMERLY DFC SUMMERS WALK, LLC BOOK 5370 PAGE 537 MAP CABINET 158 PAGE 53 TAX PARCEL # 2130004105
LEGEND
PROJECT BOUNDARY
EX WATER MAIN
EX FORCE MAIN
STORMDRAIN
EX CONTOURS
SILT FENCE
DISTURBED AREA
VEHICLE TRIP GENERATION
THE ITE TRIP GENERATION MANUAL PROVIDES THE FOLLOWING ESTIMATES OF TRIPS:
SINGLE FAMILY HOMES (ITE CODE 210) W/ 14 DWELLING UNITS:
AM PEAK HOUR TRIPS: 11
PM PEAK HOUR TRIPS: 14
DAILY TRIPS: 133
A TRAFFIC IMPACT ANALYSIS IS NOT PROPOSED.
UTILITY CALCULATIONS
SEWER FLOW:
225 GPD PER 3 BR UNIT X 14 = 3,150 GPD
WATER DEMAND:
400 GPD PER UNIT X 14 = 5,600 GPD
UTILITY OWNERSHIP NOTE:
WATER SYSTEM IS OWNED AND OPERATED BY BRUNSWICK COUNTY. REFER TO BRUNSWICK COUNTY DETAILS AND SPECIFICATIONS FOR WATER SYSTEM INSTALLATION.
SEWER SYSTEM IS OWNED AND OPERATED BY TOWN OF SHALLOTTE REFER TO TOWN OF SHALLOTTE DETAILS AND SPECIFICATIONS FOR SEWER SYSTEM INSTALLATION.
30 15 0 30 60
GRAPHIC SCALE: 1" = 30'
PRELIMINARY
SHEET INDEX
COVER
EX CONDITIONS
GRADING PLANS
UTILITY PLANS
DETAILS
THE COTTAGES AT ROURK WOOD
4699 SUGARBERRY DRIVE
SHALLOTTE, NC 28470
DEVELOPER/OWNER:
ROURK WOODS INVESTMENTS, LLC
2001 MILITARY CUTOFF ROAD, SUITE 101
WILMINGTON, NC 28403
(910) 515-1830
STROUD ENGINEERING, P.A.
102-D CINEMA DRIVE
WILMINGTON, NC 28403
(910) towards-0775
LICENSE # C-0647


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



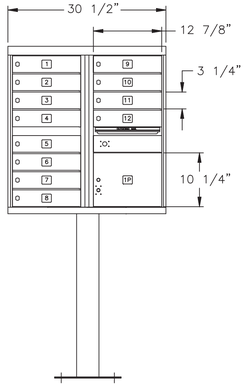
VICINITY MAP

SITE DATA

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

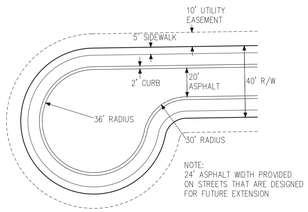
BUA

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



14 UNIT CLUSTER BOX DETAIL

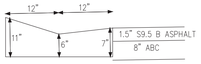
N.T.S.



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

TYPICAL ROADWAY DIMENSIONS

NTS



CURBING AND PAVEMENT SECTION

NTS

STREET NOTES

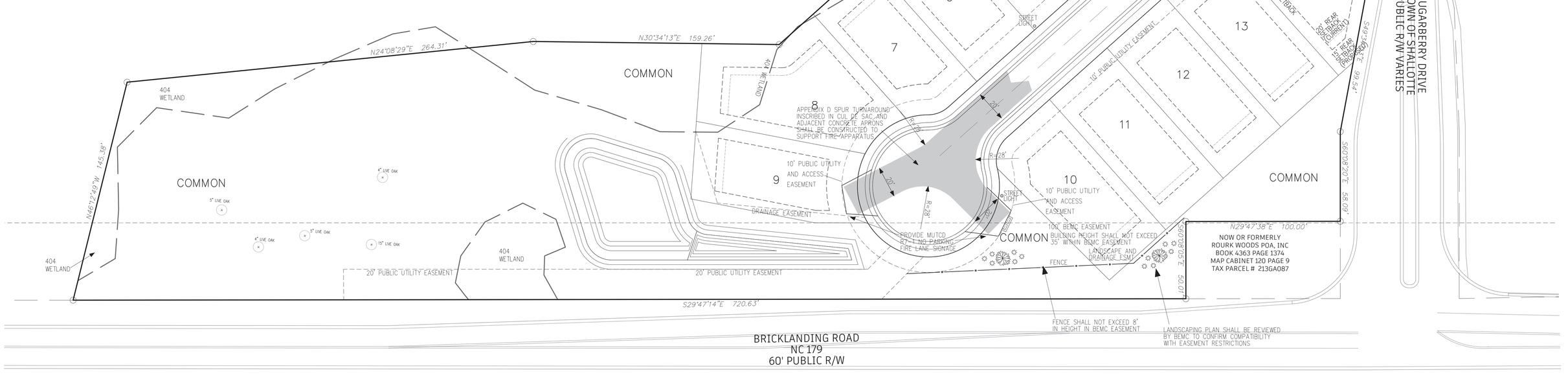
STREETS SHALL BE CONSTRUCTED IN ACCORDANCE WITH NCDOT STANDARDS AND DEDICATED TO THE TOWN OF SHALLOTTE AS PUBLIC.

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

SURVEY NOTES

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

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



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

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

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

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

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

SHEET INDEX

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

LEGEND

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

VEHICLE TRIP GENERATION

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

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

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

A TRAFFIC IMPACT ANALYSIS IS NOT PROPOSED.

UTILITY CALCULATIONS

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

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

UTILITY OWNERSHIP NOTE:

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

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

30 15 0 30 60

GRAPHIC SCALE: 1" = 30'

PRELIMINARY

THE COTTAGES AT ROURK WOODS

4699 SUGARBERRY DRIVE
SHALLOTTE, NC 28470

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

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

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

Planning Board Zoning Amendment Statement of Consistency

The Town of Shallotte *Planning Board* has reviewed in full the petition REZ #26-020 to amend the PRD plan for 4.28 acres of real property (tax ID 21300041) owned by Rourk Woods Investments, LLC. so as to adjust rear setbacks. After review of the petition, the Planning Board hereby *recommends* that the PRD plan be amended. In making this *recommendation*, the *Planning Board* finds that
[*check all that apply*]:

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

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

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

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

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

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

☐ Other comments:

10/13/2026
Date

Richard Gannaway
Planning Board Chairman
Town of Shallotte

Board of Aldermen Zoning Amendment Statement of Consistency

The Town of Shallotte *Board of Aldermen* have reviewed in full the petition REZ #26-020 to amend the PRD plan for 4.28 acres of real property (tax ID 21300041) owned by Rourk Woods Investments, LLC. so as to adjust rear setbacks. After review of the petition, the Board of Aldermen hereby *approves* the proposed PRD plan be amendments. In making this *approval*, the *Board* finds that
[*check all that apply*]:

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

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

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

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

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

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

☐ Other comments:

_____
Date

_____
Mayor
Town of Shallotte

Town of Shallotte Board of Aldermen

ACTION AGENDA ITEM

2026

TO: Board of Aldermen

FROM: Damion Fulford, Planner I

ACTION ITEM #: TXT 26-13
MEETING DATE: 11-03-2026
DATE SUBMITTED:

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

PUBLIC HEARING: ☐ YES ☒ NO

BACKGROUND/PURPOSE OF REQUEST:

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

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

The Planning Board recommended approval at their October 13, 2026, meeting.

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

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

FISCAL IMPACT:

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

CONTRACTS/AGREEMENTS:

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

ADVISORY BOARD RECOMMENDATION:
Planning Board recommended approval at their October 13, 2026 meeting.

STAFF RECOMMENDATION:

Staff recommends Board of Aldermen approval.

FINANCE RECOMMENDATION: NA

ATTACHMENTS:

1. Draft Text Amendment Language "Exhibit A"
2. Session Law 2026-51/HB 372
3. Draft Board of Aldermen Statement of Consistency
4. Ordinance 26-13

ACTION OF THE BOARD OF ALDERMEN

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

DEFERRED UNTIL: _____ _____

SIGNATURE

OTHER:

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

New language: double underlined

Removed language: ~~struck through~~

Section 2-2: Definitions of Basic Terms

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

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

Table 10-2: Table of Permitted Uses

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

Section 10-4: Supplemental Use Standards for Accessory Uses

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

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

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

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

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

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

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

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

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

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

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

Section 15-2: Development Standards

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

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

Section 21-6: Signs Permitted in Residential Districts

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

Ordinance 26-13 to take affect November 3, 2026, after Board of Aldermen adoption.

GENERAL ASSEMBLY OF NORTH CAROLINA
SESSION 2025

SESSION LAW 2026-51
HOUSE BILL 372

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

The General Assembly of North Carolina enacts:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(d) The following definitions apply in this section:

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

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

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

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

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

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

PART II. EFFECTIVE DATE

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

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

s/ Rachel Hunt
President of the Senate

s/ Destin Hall
Speaker of the House of Representatives

s/ Josh Stein
Governor

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

PLANNING BOARD STATEMENT OF CONSISTENCY

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

ORDINANCE 26-13

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

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

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

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

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

OR

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

OR

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

10/13/2025
Date

Richard Garmany
Planning Board Chairman
Town of Shallotte

BOARD OF ALDERMEN STATEMENT OF CONSISTENCY

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

ORDINANCE 26-13

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

After review of the ordinance, staff report, and after consideration of any comments presented at the *Board of Aldermen* 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 the Town's ordinance to reclassify Home Occupations as No-Impact Home-Based Businesses and to ensure compliance with State guidelines set forth by NC General Statue Section 160A-205.8. No-impact home-based businesses.

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

OR

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

OR

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

_____
Date

_____
Mayor
Town of Shallotte

TOWN OF SHALLOTTE
ORDINANCE 26-13

AN ORDINANCE AMENDING THE TOWN OF SHALLOTTE UNIFIED DEVELOPMENT ORDINANCE, SPECIFICALLY ARTICLE 10, SECTION 10-04(D) REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT THEREWITH; AND PROVIDING AN EFFECTIVE DATE.

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

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

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

WHEREAS, The Board of Aldermen for the Town of Shallotte deems it to be in the public's best interest to amend the Unified Development Ordinance with a text amendment so as to provide for changes as set forth below to ARTICLE 10, SECTION 10-04(D). The proposed amendment to the Town's UDO updates the Town's ordinance to rename Home Occupations as No-Impact Home-Based Businesses and to amend the supplemental use standards to be in accordance with §160A-205.8 of the North Carolina General Statutes.; 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:

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 *November 3, 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 November 3, 2026, and adopted at a Regular Meeting of the Board of Aldermen on November 3, 2026.

SIGNED THIS _____ day of _____, 20_____.

TOWN OF SHALLOTTE, NORTH CAROLINA

_____
Mayor

ATTEST:

_____
Town Clerk