



Town of Shallotte Planning Board  
**ACTION AGENDA ITEM**  
2026

**TO:** Planning Board

**ACTION ITEM #:** SUB 25-025

**FROM:** Robert Waring, Planning Director

**MEETING DATE:** 6/9/2026

**DATE SUBMITTED:** \_\_\_\_\_

**ISSUE/ACTION REQUESTED:** Review proposed preliminary subdivision application & plans for the proposed Forest Ridge subdivision and demonstrate that said plans conform to the standards for subdivisions detailed with the Town’s Unified Development Ordinance.

**PUBLIC HEARING:**     YES     NO

**BACKGROUND/PURPOSE OF REQUEST:**

The project is a 15.7-acre tract located along Forest St. Ext adjacent to the Greenbay Village subdivision. The property was rezoned from industrial to multi-family 14 in January, 2025. Single-family subdivisions are a use permitted by right with 3,000 ft<sup>2</sup> lots.

The proposed project will include 80 lots.

Sewer utilities will include one lift station which will be maintained by the Town after completion. Water utilities will be maintained by the County. Stormwater plans are proposed to be designed for the 100-year storm event. Note, all SW infrastructure outside of the public R/W will be maintained by the HOA. Both a State & Town SW permit will be required prior to final plat. Plans indicate that the project’s stormwater infrastructure will be designed for the 100 year rain event.

Given the proposed development’s lot count, a traffic analysis was required (80 or more lots). The analysis provided was reviewed by NCDOT and not additional traffic improvements to Forest St. Ext. Internal roads will be designed and constructed to NCDOT standards and dedicated to the Town for maintenance once complete. Five-foot-wide sidewalks will be required along both sides of the road.

The developer received approval from the Board of Aldermen to pay a fee in-lieu-of a portion (.78 acres) of the required recreation area. They have appraised the property and agreed to pay a fee-in-lieu of totaling \$25,209. They have shown the remainder of the required rec space on the plans.

There are no heritage trees present on the tract, and as such there are no requirements for preservation. The Town’s subdivision regulations do not require perimeter buffering between like uses.

The Planning Board may:

Vote to approve the preliminary subdivision as proposed; or

Vote to deny the preliminary subdivision if it is shown that the Town’s standards have not been met; 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

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**CONTRACTS/AGREEMENTS:**

**REVIEWED BY TOWN ATTORNEY:**

YES  NO  N/A

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**ADVISORY BOARD RECOMMENDATION: NA**

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**STAFF RECOMMENDATION:** Staff requests that the Planning Board approve the proposed preliminary subdivision plat with the following conditions:

1. Complete TOL SW permit application be submitted for review
2. Covenants governing the maintenance of stormwater ponds be recorded with the Brunswick County Register of Deeds
3. A pre-construction meeting be held with the Town's public works, engineer, & planning prior to breaking ground
4. Final plats match approved preliminary plans
5. All infrastructure intended for public maintenance be dedicated to the Town via deed of dedication
6. A completed and signed sewer permit application be received prior to recording final plat
7. Final subdivision plat for entire area shown be submitted within 24 months (6/9/2028) of Board approval of preliminary plans.

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**FINANCE RECOMMENDATION: NA**

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**ATTACHMENTS:**

1. Subdivision Application
  2. Preliminary Subdivision Plans
  3. TRC Comments & Responses
  4. Traffic Analysis
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**ACTION OF THE PLANNING BOARD**

**APPROVED:**

**ATTEST:**

**CLERK TO THE BOARD**

**DENIED:**

**DEFERRED**

**UNTIL:**

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**SIGNATURE**

**OTHER:**