

TOWN OF SHALLOTTE

PLANNING & ZONING DEPARTMENT

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TO: Board of Aldermen
FROM: Robert Waring, Planning Director
DATE: November 5, 2025
RE: Monthly Planning Department Report

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

1. The Planning Board met on October 14 to review four staff initiated zoning text amendments:
 - a. The Board's next meeting is scheduled for December 9.
2. TRC met on October 16 to review the following:
 - a. Preliminary subdivision plans, Brunswick Pines PUD, Phase II
 - b. The next meeting scheduled for November 20
3. Staff did not receive any variance or appeal applications for the ZBA.
4. Staff attended the bi-monthly traffic impact analysis meetings with NCDOT
5. Staff attended 3 meetings with town managers to discuss the County's proposed fire tax formula
6. Staff attended workers comp. training provided by Shallotte HR
7. Staff attended a meeting with ESP Assoc. the Town's consultant for the State's RCCP grant plan
 - a. The Town will have to form a "community action team" of at least 5 members, see attached step 1 flyer
8. Staff met with the Cape Fear COG's new Local Government Services Director
9. Staff reviewed a proposed minor subdivision plat intended for a fairway within the Brierwood Gold Course and informed the property owner that the plat could not be signed as proposed. Future plats and applications will have to also show that septic sewer systems will pass inspection for each proposed lot.
10. Staff met with developers to discuss potential annexation/developments in the Village Pt area
11. Please forward any zoning or nuisance complaints to Brandon Eaton, Planner,
beaton@townofshallotte.org Phone: (910) 754-4032
12. The Town collected \$124,971 for October 2025
 - a. Fees collected in October 2024 totaled \$38,846