



Town of Shallotte
Planning Board Meeting
September 9, 2025
5:30 PM

The Shallotte Planning Board met for their regularly scheduled meeting on September 9, 2025 at the Shallotte Town Hall Meeting Chambers with Chairman Richard Gannaway presiding.

Members Present: Maria Paslick, Edward Springer, Richard Gannaway, Ron Johnson, Amy Causey and Amanda Dunn.

Members Absent: Melodie Bryant

Staff Present: Robert Waring, Brandon Eaton and Debra White

Aldermen Liaison: Absent

1. Agenda Amendment: None

2. Public Comments None

3. Approval of Agenda:

Edward Springer motioned to approve the agenda as presented, seconded by Ron Johnson. The motion passed 6 yes, 0 no.

4. Approval of Minutes:

Ron Johnson motioned to approve the August 12, 2025 minutes as read, seconded Amy Causey. The motion passed 6 yes, 0 no.

5. Conflict of Interest Statement

The Chairperson ask the Board members if they have any potential conflict of interest with the items on the agenda per NCGS 160D-109.

There was no conflict of Interest.

6. 2025 Shallotte Collector Street Plan Adoption - Transportation Project Manager, Andrew Babb, with Bolton & Menk, Inc., presented the final draft of the Shallotte Collector Street Plan.

The final document provides a list of new roads (collector streets), capacity upgrades, & multi-modal recommendations.

The plan would be used primarily when reviewing new development, but could also provide potential projects for the NCDOT prioritization process. It should be noted that the plan is a guide and does not exactly identify new road locations or final designs.

Action Taken:

Edward Springer motioned to recommend approval to the Board of Aldermen to adopt the 2025 Shallotte Collector Street Plan as presented, seconded by Maria Paslick. The motion passed 6 yes, 0 no.

7. Zoning Map Amendment ANX 25-26 - Staff Initiated Text Amendment to Town of Shallotte Unified Development Ordinances, Article 10, Section 10-3 (O).

The proposed amendment to the Town's UDO updates ordinance language, exchanging the use of "food trucks and pushcarts" to the more inclusive "mobile food units" in regulating the use within the Town's jurisdiction.

The proposed amendment also adds language prohibiting mobile food units from being used as an accessory kitchen for a brick-and-mortar establishment.

Action Taken:

Maria Paslick motioned to recommend approval to Board of Aldermen of the Zoning Text Amendment TXT 25-26, Article 10, Section 10-3 (O). Motion seconded by Amy Causey. The motion passed 6 yes 0 no.

Ron Johnson motioned that the Shallotte Planning Board adopt the Statement of Consistency as read, seconded by Amanda Dunn. The motion passed 6 yes, 0 no.

Old & New Business

- a. Monthly Planning Dept. Staff Report – No action required.

8. Adjournment

Amy Causey made a motion to adjourn, seconded by Edward Springer. The motion passed 6 yes 0 no.

Respectfully Submitted,

Debra White

Debra White,
Planning Board Clerk