



Town of Shallotte Planning Board  
**ACTION AGENDA ITEM**  
2025

**TO:** Planning Board

**ACTION ITEM #:** TXT 25-02

**FROM:** Brandon Eaton, Planner II

**MEETING DATE:** 01-14-2025

**DATE  
SUBMITTED:**

**ISSUE/ACTION REQUESTED:**

Request Planning Board’s review of a staff-initiated amendment to the Town of Shallotte Unified Development Ordinances. Specifically, Article 3, Section 3-15

**PUBLIC HEARING:**  YES  NO

**BACKGROUND/PURPOSE OF REQUEST:**

The Town’s UDO currently sets the Board of Adjustment post appointments at a total of nine (9) members, five (5) regular members and four (4) alternates.

With guidance from the Board of Aldermen, it is staff’s intention to reduce the number of members to seven (7) total members, consisting of five (5) regular members and two (2) alternates.

Staff feels these changes will meet the needs of the Board of Adjustment while matching the reduction in Planning Board members.

- See attached “Exhibit A”

The Planning Board may vote to *recommend to*:

- Approve the ordinance as written, or
- Further amend the ordinance and vote to approve, or
- Continue the Board’s review and ask that the ordinance be further researched, or
- Deny the ordinance.

**FISCAL IMPACT:**

<b>BUDGET AMENDMENT REQUIRED:</b>	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
<b>CAPITAL PROJECT ORDINANCE REQUIRED:</b>	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
<b>PRE-AUDIT CERTIFICATION REQUIRED:</b>	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
<b>REVIEWED BY FINANCE DIRECTOR</b>	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO

**CONTRACTS/AGREEMENTS:**

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

**ADVISORY BOARD RECOMMENDATION:**

TBD

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**STAFF RECOMMENDATION:**

Staff recommends Planning Board approval

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**FINANCE RECOMMENDATION:** NA

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**ATTACHMENTS:**

1. Draft Language "Exhibit A"
2. Draft Statement of Consistency

**ACTION OF THE BOARD OF ALDERMEN**

**APPROVED:**   
**DENIED:**

**ATTEST:** **CLERK TO THE BOARD**

**DEFERRED  
UNTIL:** \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE**

**OTHER:**