



TOWN OF SHALLOTTE

PLANNING & ZONING DEPARTMENT

Post Office Box 2287 • Shallotte, North Carolina 28459

Telephone: (910) 754-4032 • Facsimile: (910) 754-2740

Meeting Date: September 18, 2025

Town of Shallotte Technical Review
Weyerhaeuser NR, Co.
Attn: Brandon Truesdale, PE
13005 SW 1st Road, Suite 241
Newberry, Florida 32669

RE: Hayden Point, Phase 4, 5, & 6 (Weyerhaeuser Tract). Parcel ID # 1820004221, 1820004201

Mr. Truesdale,

Please find the notes below, which were compiled from the recent Technical Review meeting of your project. Prior to the next step in the review process, I will need responses to each comment as well as revised plans that reflect those comments and updates.

Your request for Annexation & PUD master plan will be brought to the Town of Shallotte Planning Board for their review and recommendation before being placed on the Board of Alderman's agenda for public hearing and action.

Please contact me with any questions,

RW

Planning/Zoning

1. Please provide a list of adjacent property owners (Excel Doc., derived from BrunsCo Tax records)
2. Note, staff will administer future reviews once the Board has approved annexation & PUD master plan
 - a. Preliminary subdivision applications will be required for each phase
 - b. Preliminary subdivision plan approval will be needed prior to any site work or ground disturbance
3. Please note that the setbacks detailed in the zoning table will be those referenced in future zoning reviews
4. The Town has been dealing with significant connectivity issues in the adjoining areas; it is likely that the Board will want to see the road connecting to the adjacent property be constructed ASAP. Please let us know the proposed schedule for road construction.
 - a. The Board will likely assign conditions requiring this to take place sooner rather than later
5. Please show all required TIA improvements on plan and note any phasing
6. Please provide proposed road cross sections for all roads
7. Note, the Town will require 5' wide sidewalks along both sides of all roads, or where appropriate, an 8' wide sidewalk along one side
8. Please provide note addressing Town connectivity ratio, ref. Sec 30-2
9. Staff would propose a street stub in Phase 5B that could allow future connectivity to the Highland Forest development
10. Please that the area SW ponds should not be calculated as open space proposed
11. Please provide general types & suitability of proposed rec area/open space, ref. Art. 29
12. A heritage tree survey will be required along with a plan for preservation and/or replacement
 - a. Staff would strongly support preservation/replacement in common areas so as to maximize native tree canopy
13. A Town of Shallotte Stormwater permit will be required prior to final subdivision approval
14. Will single-family also have rear setback of 10'? If so, they will not be room for Accessory structures. Please have noted in the HOA - No Accessory structures allowed.
15. Road names are to be submitted to Brunswick County for approval
16. The town will assign addresses once the county assigns the street number ranges.
17. Sign permit will be reviewed and issued separately per UDO Section 21 6
18. The following signs are permitted in all residential zoning districts.
 - a. Permanent freestanding identification signs for residential developments shall be ground mounted signs no more than 64sq. ft. area and 6' Max height
 - b. One (1) permanent identification sign may be located at up to two (2) major entrances per development or phase. Signs to be placed on an island or median within the right-of-way, preferably with the site plan or preliminary plat review for the entire project or phase of the project. Illumination shall be restricted to indirect white lighting.
 - c. Up to three (3) temporary banners are permitted within a residential subdivision or multi-family project not to exceed eight (8) square feet each and shall be located near the entrance to and within the project or unit they are advertising.
19. Please provide copies of all state and federal permits as they are acquired
20. Note, all signs permitted separately

Water & Sewer

1. It is understood that these are conceptual drawings. Please include Street names when available.
2. What is the planned storm water conveyance to bridge the gap between lots 599 and 598?
3. With the significant improvements required for the intersections into Forest St in the vicinity of the phase line between 5A and 6 the existing culvert needs to be upgraded to the current NCDOT standard.
4. Obviously this is premature to this part of the conversation, but I would like to see a detail as to how the existing surface of Pine St will tie into Road F.

Dan Formyduval Public Works Utility Supervisor dformyduval@townofshallotte.org

1. Gravity sewer is to be installed wherever possible. Pressure Sewer is only allowed by the approval of the Board of Aldermen. (Code of Ordinances 52.030 B).
2. Allocation of sewer is issued to only 60 lots at a time.
3. All sewer must be permitted by the state prior to construction of sewer lines, lift-stations, etc. You may request permit for entire project and receive Partial Finals for the 60-lot allocated to allow c/o.
4. You must have an Authorization to Construct from the state prior to beginning any digging or installing of sewer lines, pumps, lift-stations, etc.
5. A final for the state permits will be required prior to Final Plat or any sewer connections.
6. Lift station is to be located on a separate parcel which is included with the dedication of the utility to the Town.
7. Correct As-built in CAD form needs to be submitted to the Town's engineer prior to c/o.
8. Any damage to pavement, concrete, etc. due to removing/replacing sewer tank or lines will not be the responsibility of the town.
9. Landscape cannot block access sewer meter and lines or lift station(s).

Debra White, CZO, Development & Regulatory Compliance Manager debratos@outlook.com

Town Engineer

1. No proposed grades provided at this time.
2. A Town of Shallotte Stormwater permit will be required.
 - a. Please submit full stormwater and erosion control plans and details along with approved NCDEQ Stormwater, Erosion Control, wetland fill and any other required environmental permits along with Stormwater Permit application package.
3. General comment - the cul-de-sac right-of-way of Phase 6 appears to go offsite, with proposed sidewalk right on the property line and some of the cul-de-sac rights-of-way and Road I right-of-way encroach in wetland setbacks, with the sidewalk proposed at or within the setback. Existing and proposed contours are not shown at this time to determine if tie grading can be accomplished without additional wetland impacts.
4. Will Road F physically connect to existing Pinecrest Road NW? If so, please assure existing drainage is considered.

Elizabeth Nelson, PE, Town Engineer Elizabeth@EliEngineering.net

Shallotte FD

1. Need fire flow is specified in the Brunswick County Fire Prevention Ordinance
 - a. Brunswick County Fire Prevention Ordinance B105.1
 - b. Static water sources are not used as primary water sources
2. Hydrant placement as specified by Fire Code Official
 - a. Future issues are to be forwarded to BC Water Dept
3. Cul-de-sac requirements
 - a. Brunswick County Fire Prevention Ordinance D103.1
 - b. Will accept alternative based upon documents supporting apparatus turn analysis

4. Traffic Calming
 - a. No vertical disruption of vehicle travel
5. HOA/POA to enforce
 - a. Unobstructive access to fire hydrants
 - b. No on-street parking
6. Additional details attached with in sperate attachment

TRC comments are provided by Paul Dunwell, Fire/Rescue Chief; Emergency Management Coordinator
pdunwell@townofshallotte.org.

Shallotte PD

1.
Adam Stanley, Chief of Police astanley@townofshallotte.org

Brunswick County Code Admin/Fire Marshall

1. Cul-de-sacs shall be provided as indicated in The Brunswick County Fire Prevention Ordinance Figure D103.1 of 96 feet in diameter.
2. In accordance with The Brunswick County Fire Prevention Ordinance the fire hydrants to be spaced not to exceed 500 foot spacing and no point of the road to exceed 250 feet from a fire hydrant. Fire hydrants should not be placed at the end of dead-end roads or turnarounds (example- can be provided at intersection then down the road to meet any distance but before the cul-de-sac)
3. Note that Phase 5A and 5B would need an approved turn around between phases. Please remember hydrant locations would also apply to the phase lines.
4. The stub out at lots 559 and 560 exceeds a dead end of 150 feet and will need an approved turnaround. Please refer to the Brunswick County Fire Prevention Ordinance.
 - a. If this will be a connection please indicate.
5. Refer to Brunswick County Fire Prevention Ordinance on fire flow requirements- minimum fire flow for residential is 1,000 GPM and for commercial minimum flow is 1,500 GPM.
6. A Fire Application for the fire development will be required to make site inspections for the roads, hydrants, street signs, and hydrant flows before building construction is approved or plat is signed.

Joe Oliver, Brunswick County, Deputy Fire Marshal 910-676-4392 Joseph.oliver@brunswickcountync.gov

Brunswick County Engineering

1.
William L. Pinnix, P.E. Director of Engineering, Brunswick County William.Pinnix@brunswickcountync.gov

Brunswick County Building Inspections

1. .
Jeff McIntosh jeff.mcintosh@brunswickcountync.gov

Brunswick County Floodplain

1. The effective Flood Mapping list the area within the X Flood Zone in 2018 FIRM mapping. However, the NCEM Advisory Flood Data mapping has indicated that there are areas within the project have been identified to be flooded during the 1% (100 year Storm Event). It is recommended that the approval include provisions for a Flood Study (H & H Study) to be conducted, and submitted to and approved by FEMA/NC Flood prior to construction beginning. This will provide the limits of flooding within the property such that they can be avoided with home development.

James Paggioli, CFM, Floodplain Administrator, Brunswick County

Brunswick County 911

1.

Brian Ross, Deputy Director - Central Communications Division, Brunswick County Sheriff's Office
brian.ross@brunswickncsheriff.gov

NCDOT

1. TBD.

Angela (Angel) Hammers, Engineering Technician III, Division of Highways | Division 3 | District 3,
NCDOT, 910 398 9100 / 9119 office / direct akhammers@ncdot.gov

NCDEQ

1. Any proposed work within 75 ft. of Normal High Water or within Coastal Wetland Areas will trigger
CAMA. We would be happy to review any proposals on a site plan.

Tara MacPherson, Wilmington Region District Manager, NC Division of Coastal Management, NCDEQ
tara.macpherson@deq.nc.gov

Sent via e-mail 9.19.2025

RW