



January 14, 2025

Brandon Eaton / Robert Waring
Shallotte Planning
Town of Shallotte

RE: Special Use Permit Application
Brierwood Club
Shallotte, NC

Dear Brandon and Robert,

Please see below responses to TRC comments;

Town of Shallotte Planning

1. Please define parking based on use(s) and list on plans. See Section 20-6: Parking Requirements for parking ratios.

- A parking table defining parking based on use has been added to the plans.

2. Please include parking for additional parcels used for pickleball/ other recreation.

- The parking for recreation uses proposed has been added to the parking table.

3. Please provide lighting plan details in accordance with Article 19.

- The applicant is aware he may need to provide a lighting plan of any existing / proposed outdoor lighting to show compliance with Article 19 of the Shallotte UDO prior to obtaining zoning compliance. This has been noted on the plans.

4. Please note the location of any dumpster enclosure(s) on plans.

- The dumpster location has been added to the plan.

5. Please Include a landscape plan. See Article 17.

- The existing vegetation (based on aerial photography) should meet the requirements of the existing parking lot for phase 1, and the existing vegetation should meet any buffer requirements for phase 2. The client is aware that this will need to be confirmed in the field or with a landscape plan prior to the issuance of zoning compliance. A phase 3 landscape plans will be provided if required.

6. Please include dimensions/ total floor area of all subject buildings/ structures. See included Appendix B.

- The square footage of existing structures has been added the plans.

7. Please detail and include the location of any cart paths, trails, ped. Crossings, etc.

- The existing cart paths have been labeled on the plans.



8. *There is an encroachment issue with one of the existing cart paths.*

- The plan has been updated to show the cart path to Hole #1 rerouted around the existing pond and off of the parcel that has been sold and currently causes an encroachment.

9. *Please include the location and dimensions of existing and proposed sidewalks*

- The existing sidewalks as digitized from aerial photography are shown on the plans and a label has been added. The client is aware that he may need to demonstrate that the existing sidewalks are ADA compliant.

10. *Is the golf portion a par-3 or “executive course”, or an update of the existing 9 holes? If an update, the site plan should detail this. If not, will the course be reconfigured in any way?*

- The developer is looking to re-open the existing first 9 holes of the golf course with the same layout, which is the layout shown on the plans. The label on the plans has been updated for clarity.

11. *Please include elevations and note any required screening of HVAC, etc.*

- An elevation view photograph of the existing from Goggle Earth is attached

12. *What is the traffic generation expected to be?*

- Based on ITE Trip Generation Rates – 11th Edition, the Total Generated Trips for Phase 1, Daily from Avg Rate are 273 for the 9 golf course holes, 182 for a 70 seat restaurant. Pickleball courts are not listed and would need to be coordinated with NCDOT but 9 tennis courts would results in 273 daily trips.

13. *Please include all necessary buffering, including the area around the proposed pickleball courts.*

- The existing vegetation should provide required buffering, and has been added to the plan.

14. *Will there be any tree removal? If so, a heritage tree survey will need to be conducted.*

No tree removal is proposed for Phases 1 or 2. A full site and landscape plan along with any tree removal proposal will be required prior to phase 3 development.

15. *Will there be a need for any additional sewer utility?*

No additional sewer utilities are needed for phases 1 or 2 unless it is determined that current services are not up to the required code, although it was operating as a restaurant 5 years ago. If needed for Phase 3, it will be shown on a site specific site and landscape plan.

16. *Please be prepared to answer questions involving the operation of the course.*

- The developer and/or his attorney shall be prepared to answer questions involving the operation of the course.

17. *Would the project be completed all at once, or would phasing be utilized?*

- There will be 3 phases. The plan has been updated to reflect the phasing.

Zoning

1. *Must complete Zoning permit application and all fees must be paid prior to zoning permit*



approval.

- Noted

2. *Sign permit will be reviewed and issued separately.*

- Noted

Zoning/Utilities

1. *Will the swimming pool have a bath house? What is the maximum occupancy of the pool?*

- It is unknown at this time. Upon receipt of the Special Use Permit, a site specific site, utility, landscape and lighting plan will have to be submitted for zoning compliance.

2. *Need to know the total square footage of the clubhouse and the maximum occupancy.*

- This will need to be confirmed by an inspection..

3. *The restaurant will most likely need their sewer to be upgraded to a duplex grinder system.*

- The restaurant was operating 5 years ago, but the owner has been advised that he will need to coordinate with the Town regarding the existing sewer service and determine if an upgrade is necessary.

4. *How many Pickle Ball Courts will there in total.*

- There could be as many as nine (9) pickleball courts and one (1) full size basketball court within the footprint shown. This note has been added to the plan.

5. *All sewer/ duplex pumps must be permitted by the state prior to construction of any sewer.*

The owner has been advised that if a sewer service upgrade is required, a permit from the State may also be required.

6. *You must have an Authorization to Construct letter from the state prior to beginning any digging or installing of sewer lines, pumps, lift-stations, etc.*

The owner has been advised that if a sewer service upgrade is required, a permit from the State may also be required.

7. *A final for the state permits will be required prior to Final Plat or any sewer connections.*

The owner has been advised that if a sewer service upgrade is required, a permit from the State may also be required and that the system must be certified to the State prior to use.

8. *Correct As-builts in CAD form need to be submitted to the Town's engineer prior to c/o.*

- Noted.

9. *Detailed utility plans must be submitted to the town engineer (dbowman@atmc.net) for his comments.*

- Noted

10. *Any damage to pavement, concrete, etc. due to removing/ replacing sewer tank or lines will not be the responsibility of the town.*



- Noted.

11. Landscape cannot block access sewer meter and lines or lift station(s).

- Noted.

Shallotte FD

1. The Brunswick County Fire Code Official will determine a project's compliance with the fire code. The Fire Chief is not authorized by the Town of Shallotte to accept any deficiencies.

- Noted

2. When improving, designing and engineering new roadways and turnarounds, consideration should be given to the largest fire apparatus requiring access and multiple roadway access points should be considered. 86,000 GVW, 28 feet unobstructed street turning radius, 20 feet unobstructed set-up width and less than 12 inches unobstructed set-up curb height are the access requirements of such a fire apparatus.

- Noted

3. Should there be a needed reduction in the needed fire flow this could be achieved through the installation of sprinklers when permitted by the Fire Code Official and an official opinion that the improvement will benefit life safety and property conservation. The alternative methods to be considered, only when accompanied by a certified professional engineer's hydraulic data, should include looping/ connecting mains, installing fire pumps and/ or on-site water storage (elevated or ground level) to meet the needed fire flow requirements.

- Noted

Shallotte PD

1. Shallotte Police Chief would like to note that due to the parcels being outside of the Town's corporate jurisdiction, yet surrounded by in-town parcels, response times could be significantly extended due to the 911 system's reliance on GIS for dispatch, as well as separate radio frequencies between County deputies and Shallotte PD. Preference would be for annexation into the Town to maximize receipt of Town services.

- Noted

Brunswick County Plan Review (Fire Inspection & Floodplain)

1. No comments on site due to existing buildings. Roads would have needed to be maintained for fire apparatus if not already.

- Noted

2. Note- this does not apply if changes are made to the building to require fire protection systems. Any existing fire protection systems will need to be restored back to service if not



already maintained.

- Noted

NCDOT

1. Submit cover letter with notification of change of use to include an update of proposed AADT change to NC 179, Village Rd.

- This is reopening a previous use. The AADT is listed above in response, but the client is aware he may need to coordinate with NCDOT prior to a certificate of occupancy.
- 2. *It is noted that tracking mud, sediment on NCDOT SR is to be minimized during construction.*
- Noted

Shallotte Public Utilities

1. *Pressure sewer service for the existing club house and maintenance building will need to be brought up to the current standards for equipment. This means control panels, basins, pumps etc.*

- It was operating about 5 years ago, but it is noted if required.

2. *The addition of any more pressure sewer services will incur the appropriate costs.*

- Noted, not proposed at this time.

3. *Further comments to be provided with next round of information.*

- Noted

Please contact me at Elizabeth@EliEngineering.net or (910) 279-3033 if you need any additional information to process this request.

Thanks,

A handwritten signature in blue ink that reads 'Elizabeth M. Nelson'.

Elizabeth Nelson, PE



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