



East Coast Engineering, P.C.

ENGINEERS•PLANNERS•CONSULTANTS

Delivery by Hand

May 2, 2025

Robert Waring, Town Planner

Town of Shallotte
106 Cheers Street – PO Box 2287
Shallotte, NC 28459

Subject: **Cranwood Shallotte**
TRC Comment Response Package

Dear Mr. Waring:

On behalf of our Cranwood Shallotte LLC., please see below our responses from the TRC review letter dated April 17, 2025:

Planning & Zoning

1. The initial address will be 505 North Mulberry, this may change in the future as the property is developed
 - [Acknowledged, thank you.](#)
2. Please note this property is shown as Medium Density Residential and General Commercial
 - a. Please be prepared to thoroughly support your project as it relates to the Town's 2018 Land Use Plan
 - [Acknowledged, thank you.](#)
3. Will the project qualify for any tax credit or rent subsidy?
 - [No.](#)
4. We will need a copy of the TIA as a separate document
 - [A copy of the draft Traffic Impact Study is provided in this resubmittal](#)
5. Road names to be submitted to Brunswick County for approval
 - a. 911 will require the drive/road between the buildings be named.
 - [Acknowledged, thank you.](#)
6. Application list Parcel ID # 1810002402 & 18100024, agent authorization form also lists 1810005806, please confirm which parcels are involved in proposed rezoning.

- Tax parcel 1810005806 was listed on the agent authorization form for us to complete any design on that parcel. This parcel was not listed on the conditional rezoning submittal as it is not proposed to be rezoned. This parcel provides an access easement for the emergency access roadway.
7. Application lists project size as 54.04 acres, please confirm that this is correct.
- The two parcels listed on the conditional rezoning application are to be subdivided as shown on the site plan (Sheet C1.0). The acreage listed is correct 54.04 acres.
8. Parcel # 1810002402 is in the Town's ETJ, this parcel will have to be annexed prior to sewer connection.
- a. This can be done concurrently, please let staff know when to expect this application
 - We do not have the voluntary annexation completed at this time but will submit prior to requesting sewer allocation.
9. Will the project be constructed in multiple phases?
- The project will be completed in 4 phases as shown on the attached phasing plan.
10. Will there be any subdivision for the townhome sites?
- No subdivision of the Townhomes sites are proposed as these are rental units.
11. Please explain the "potential road" note on C2.0
- This note has been removed and was a legacy note leftover from our original planning.
12. Are these intended to be public roads or private enteral drives?
- a. Public roads will be designed and constructed to NCDOT standards
 - b. If public, please provide cross section
 - Acknowledged. The roadways are labeled on the site plan to indicate which sections of roadway are private and which are intended to be public. A cross-section of the proposed public roadway has been added to the site plan.
13. Roads/drives should be labeled as either private or public
- See comment 12 above.
14. If private, staff will recommend that either 5' wide sidewalks be included for both sides of the drives or an 8' wide multi-use path along one side (throughout).
- While we certainly appreciate the staff's recommendation regarding sidewalks for the private roads, we would like to propose an alternative as this is not a typical subdivision. We have proposed 6-ft sidewalks throughout the development for walkability as shown on the attached site plan. All crosswalks will be clearly delineated. It should also be noted that very little traffic will be generated by the senior targeted age demographic within this community further reducing the need for sidewalks on both sides of all roads.
15. Staff will recommend that the gated access be designed as a full access available to the residents

- The revised gated access shown on the site plan will allow all residents of the community access. Commuters of the Brunswick senior center will be able to access the site's overflow parking without the need to get past the proposed gated location.
16. Additionally, staff will request that this be designed/constructed as a public road and turned over to the Town for public maintenance
- Only sections shown on the site plan as public are intended to be dedicated to the Town after construction. We will design all private roadways to meet or exceed the minimum requirements set forth by the NCDOT subdivision design manual.
17. Please provide boundary buffer details including width and planting types/quantities along any area abutting existing residential lots or residential uses.
- We will of course provide a landscaping plan prior to final approval of this development. However, currently we do not want to unnecessarily engage with a landscape architect until we have more assurances from the Town that the project is moving forward as proposed. With that being said, we have proposed a 25-ft buffer along all portions of the property which abut residential uses. This is more than the minimum 10-ft buffer requirement prescribed by the Town's UDO. We request the project to be approved with the condition that a landscaping plan must be approved prior to final zoning approval.
18. Project boundary buffer needs to extend the length of the project's northern boundary, Sec. 9-5
- The area mentioned has been revised to show a buffer in this area.
19. Please show how heritage trees will be preserved/replaced
- a. Staff would strongly encourage open space areas to be replanted so as to replace/maintain native tree canopy.
 - Heritage trees that are proposed to be removed per the tree impact plan will be replaced as prescribed by the UDO. We will certainly accommodate the staff's recommendation to replace some of these trees within the common areas. As mentioned in the comment above, a landscaping plan will be provided prior to final zoning approval and will depict the size, location and type of native trees proposed.
20. Indicate the type of open space proposed
- The open space intended to count towards the total recreational open space requirement have been labeled accordingly.
21. Provide building elevations
- Building elevations are provided as part of this submittal.
22. Please label buildings with # of floors proposed
- The number of floors for the different buildings has been called out on the plans. Additionally, the requested building elevations will aid in any confusion.
23. Show location of street/parking lot lighting

- All parking is shown on the site plan. No on-street parking is proposed unless delineated by a parking stripe on the site plan. A lighting plan will be provided (likely by Brunswick Electric) prior to final zoning approval. This plan will meet all the Town's lighting requirements.
24. Will there be a rental/management office on site?
- There are not currently any provisions for rental or management onsite. However, a remote management company will be in place as many other rental developments use.
25. A full site & landscape plan application will be required for staff (TRC) review upon Board approval of the rezoning.
- Acknowledged.
26. Please note that once approved, major deviations from approved plans as detailed in Sec 12-14 will have to go back through the CZ process
- Acknowledged and noted on the site plan.
27. Note, all signs permitted separately
- Acknowledged.
28. To avoid confusion, Development signs should be considered during planning.
- Acknowledged. No sign proposed at this stage of design.
29. For apartments/duplex and/or townhomes. I will need the bedroom count per unit to determine sewer assessment fees. These fees are to be paid prior to construction, when applying for a zoning permit.
- Acknowledged. Bedroom counts will be provided. No units exceed three bedrooms which the Town has the State granted sewer flow reduction of 210 gallons per unit per day.

Shallotte Utilities

1. If the conditional zoning is approved detailed utility plans will need to be submitted to the town engineer for their comments.
 - Acknowledged.
2. All sewers must be permitted by the state prior to construction of sewer lines, lift-stations, etc.
 - Acknowledged.
3. 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.
 - Acknowledged.
4. A final for the state permits will be required prior to Final Plat or any sewer connections.
 - Acknowledged.
5. Lift station is to be located on a separate parcel and deeded to the town upon dedication of the utility to the Town.

- Acknowledged.
- 6. Correct As-builts in CAD form needs to be submitted to the Town's engineer prior to c/o.
 - Acknowledged.
- 7. Any damage to pavement, concrete, etc. due to removing/replacing sewer tank or lines will not be the responsibility of the town.
 - Acknowledged.
- 8. Landscape cannot block access to sewer meter and lines or lift station(s). Debra White, CZO, Development & Regulatory Compliance Manager
 - Acknowledged.
- 9. Public or Private streets?
 - See planning comments above.
- 10. In other Multifamily communities in Shallotte the owner has kept the onsite sewer private, and the Town has taken ownership of the lift station and exiting force main. What is the intent here?
 - The intent here is that the entire system be dedicated over to the Town. However, we are willing to work through this process with staff once we begin design of the utilities and we know the required depth of gravity sewers, etc...
- 11. There is minimum cover gravity sewer that would need to be crossed at the tie in location for the Senior Center.
 - Acknowledged. This connection to the senior center is now just a pedestrian crosswalk. All minimum covers shall be observed in design.
- 12. Will the lift station be in a flood zone?
 - The lift station is proposed out of the existing flood zone.

Dan Formyduval Public Works Utility Supervisor

Town Engineer

Stormwater Permitting:

1. A Town of Shallotte Stormwater Permit will be required in accordance with the Town of Shallotte Stormwater Quality Management Discharge Control Ordinance.
 - Acknowledged.
2. This development will require permitting with NCDEQ; please provide copies of NCDEQ Erosion and Sediment Control permits and Stormwater permits with final design submissions.
 - Acknowledged.
3. No proposed grading or stormwater infrastructure is shown, and the stormwater ponds do not appear to be designed but conceptual at this point, so no review provided.

- Acknowledged. We are still in the planning stage but will provide detailed design plans as we progress through the various permitting stages.

General Engineering

1. Please note the plans show over 500 linear foot of wetland impacts for a proposed roadway on the south of the property. Development is also shown to cross wetlands in multiple other locations, and close to wetlands. No proposed grades are shown to review.
 - After discussion with the project Environmental Consultant, Southern Environmental Group, we have elected to remove the long wetland crossing. All roadway grades will be provided as we move forward past the initial planning stage and conditional rezoning.

Utilities:

1. Please note the plans show over 500 linear foot of sewer forcemain within wetlands. It is possible that the sewer mains may be required to extend in front of all multi-family units, please review NCDEQ Minimum Design Criteria, and coordinate with Town of Shallotte Public Works for design criteria prior to submission of final design. The sewer design does not appear to be completed at this point but conceptual.
 - See comment above.

Elizabeth Nelson, PE Elizabeth@eliengineering.net

Shallotte FD

1. 1. See attached.
 - Acknowledged, thank you.

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

Shallotte PD

1. No comment
 - Acknowledged, thank you.

Adam Stanley, Chief of Police astanley@townofshallotte.org

Brunswick County Code Admin/Fire Marshall

1. Would need utility plans to show location of underground fire lines, post indicator valves, and backflow prevention devices (or indicate if in Riser Room).
 - Detailed utility plans will be provided after conditional rezoning approval.
2. Need to show Fire Department Connection locations for the sprinkler buildings.
 - See comment above.
3. The fire apparatus access roads shall be within 150 feet of all exterior portions of the Ranch Style Unit Homes.
 - We have revised the ranch style units to meet the fire code hose lay distance.

4. This is measured by an approved route from the fire apparatus road around the building.
 - [Acknowledged. Thank you](#)
5. Please refer to Brunswick County Engineering on spacing of hydrants as 500 feet and 400 feet for multifamily.
 - [See utility plan for fire hydrant layout. We will submit more detailed plans once we move forward past conditional rezoning and into actual civil design/permitting.](#)
6. A fire development permit will be required for the site- 1,000 GPM minimum for residential and 1,500 GPM minimum for commercial. Please refer to the Brunswick County Fire Prevention Ordinance for specific requirements.
 - [Acknowledged, thank you.](#)

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

Brunswick County Engineering

1. No comments received

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

Brunswick County Building Inspections

1. No comments received.

Jeff McIntosh jeff.mcintosh@brunswickcountync.gov

Brunswick County Floodplain

1. No comments received.

James Paggioli, CFM, Floodplain Administrator, Brunswick County

Brunswick County 911

1. No comments received.

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

NCDOT

1. No comments received.

USACE

1. The large wetlands crossing on the SE portion of the development is not needed and does not show minimization.
 - [This wetland crossing has been removed from our plans.](#)

2. If interconnectivity is needed then why can they not connect into the parking lot to the SE like they did near the senior center?

- See comment above.

David Moose Regulatory Specialist, US Army Corps of Engineers (910) 251-4810
David.e.moose@usace.army.mil

General Utility Notes Pertaining to TRC Review Permitting and Policy

1. Allocation of sewer is issued to only 60 lots at a time.
2. All sewer must be permitted by the state prior to construction of sewer lines, liftstations, etc.
3. You must have an "Authorization to Construct" letter from the state prior to beginning any digging or installing of sewer lines, meters, lift-stations, etc.
4. A final for the state permits we be required prior to any sewer connections.
5. 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)
6. Must have easement access to lift station and all sewer lines.
7. Any damage to pavement, concrete, etc. due to removing/replacing sewer tank or lines will not be the responsibility of the town. Roads dedicated to the Town will be repaired.
8. Associated fees must be paid prior to issuance of permitting.
9. Pre-construction meetings will be coordinated with the Public Works Supervisor prior to breaking ground.
10. Engineer of record for the project or their representative is expected to be present for pressure testing.
11. Lift Station is to be on a separate parcel which is included with the dedication of the utility to the Town.
12. The minimum sewer easement width is 20'.
13. Need at least a 10-foot utility easement on both side of the roads

- All acknowledged, thank you.

Multi-Family

1. Connections of to multi-family rental dwellings shall be required to be supplied through a master meter and billed and charged for installation and billing purposes to a viable management company or firm and for the owner of the project. Connections to multifamily dwellings that are intended to be individually owned shall be separately metered and billed to individual owners. (Town of Shallotte Code of Ordinance 51.22 (F)).
2. (In reference to #1) If installation of a master meter constricts fire flow, each building can be individually metered - but all bills will be sent to viable management company or firm and for the owner of the project and not to individual units.

- All acknowledged, thank you.

Engineering and Inspections

1. Detailed utility plans must be submitted to the town engineer (dbowman@atmc.net) and the Public Works Department for comments.
2. Correct As-builts in CAD form need to be submitted to the Town's engineer prior to c/o.
3. Engineer of record for the project or their representative is expected to be present for pressure testing.
4. A minimum of 48 hours notice is required for inspections.
5. The Town reserves the right to notify parties responsible for enforcing NPDES storm water rules and regulations should the need arise.

- All acknowledged, thank you.

Please see below the various components included within this submittal:

- A copy of the draft Traffic Impact Study;
- One digital set of conditional zoning plans including all noted revisions, and,
- One digital set of building elevations provided by Geis Companies.

Should you have any questions or comments, please do not hesitate to contact our office at your convenience.

Sincerely,



Jackson Starling, PE
Project Manager
jstarling@eces.biz

Enclosures

pc: Mr. Ron Rudman (Cranwood Shallotte, LLC.) w/Attachments
Mr. Pete Powers (Cranwood Shallotte, LLC.) w/Attachments

File: 2832 (Cranwood Senior Living, Shallotte, NC)