



TOWN OF SHALLOTTE

PLANNING & ZONING DEPARTMENT

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July 17, 2025

Town of Shallotte Technical Review Committee
Brian Fleeer Attn:
1001 Military Cutoff, Suite 101
Wilmington, NC 28405

RE: Faatz-Bay Road PUD (Master Plan) & Annexation ANX 25-21

Mr. Fleeer,

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

I will place your rezoning/PUD on the next available Planning Board agenda and subsequent Board of Alderman agenda once your responses and revised master subdivision plans have been reviewed.

Planning

1. Please update the annexation & PUD applications to reference PUD as the proposed zoning
 - a. Page 2 (PUD App) should reference the correct acreage
Brandon Eaton has the signed Annexation and PUD applications, including noting PUD (vs PRD) zoning request and correct acreage per application. A metes and bounds description is being prepared by Tompkins Surveying and will be submitted this week.
2. A complete annexation application will be needed in order to proceed I believe you have the completed applications currently.
3. Label plan as PUD master plan Luke Menius from Stroud Engineering has emailed you a revised Master Plan noting PUD vs PRD.
 - a. This will need to be included with subsequent preliminary subdivision applications and plans Noted
4. Please confirm the project "Thamesmen Village" Confirmed
5. Staff will need a list of adjacent property owners for notification of the public hearing Adjacent property owners will be provided in a separate email to you this week
6. Given comments & questions received during public hearings for similar projects along the Village Pt corridor, staff would like to see a traffic impact analysis for the project Noted.
 - a. The scope of the TIA should take into consideration the growth of the area and the current/proposed projects taking place along Village Pt. Rd. & Bay Rd. Noted.

- b. It may be in your best interest to have a qualified transportation expert to speak to the area traffic impacts **We have retained DRMP (formerly Remy-Kemp) to complete a TIA focusing on current project development in the adjoining area, specifically Bay Rd and Village Point Rd. We will have the TIA document to you by the end of this week so as to include in the August Planning Commission packet. We have also asked that a representative from DRMP be in attendance at the Town Planning Commission meeting.**
7. Please confirm that the project will be completed and plated in one phase **Confirmed**
8. Please provide the source (NCDOT manual) of the road design **The basis for the roadway design is the current (2010 edition with the 2020 revisions) NCDOT Subdivision Road Minimum Construction Standards.**
 - a. Please show the necessary 5' wide sidewalks along both sides of all streets or an 8' along a single side **5 ft sidewalks are currently shown throughout the subdivision**
9. Please ensure that plans show proposed road is stubbed out to the southern boundary **Noted, revised plans reflect this revision.**
10. Please ensure that a sign is posted showing this as a future road connection for public use **Noted.**
11. Please detail the cul-de-sac's lengths **Cul de sac lengths (CL intersection to CL bulb) are:**

Pepys (formerly Smalls): 452'
Tufnel (north): 185'
Tufnel (south): 318'
12. Plans need to include the details listed in Sec. 16-10 (c); this should include open space details.
 - a. Note, SW ponds do not constitute open space **Noted.**
13. We will also need to see the draft HOA details listed in Sec. 16-11 **Noted.**
 - a. Please ensure that HOA covenants restrict on-street (public streets) parking or modify street design to account for on-street parking **Noted.**
14. Please provide wetland delineations once approved by USACE 15. Are there any heritage trees on the site? **Wetland Documents will be provided to you in a separate email**
16. Street names are to be submitted to Brunswick County for approval. **Noted.**
17. Once the county approves street names and assigns street range, we will assign addresses. **Noted.**
 - a. Please submit proposed road names to Brunswick County GIS and copy Debra Horn on correspondence **Noted. These have been submitted.**
18. Please note that the Town will only accept performance guarantees for incomplete sidewalks, all other work must be complete and inspected prior to final zoning inspection **Noted.**
19. Please ensure that all public infrastructure is dedicated to the Town prior to final zoning inspection/approval **Noted.**
20. The Town will review the street light plan site and Landscape Plan review **Noted.**
21. To avoid confusion, Development signs should be considered during planning - see sign ordinance below. **Noted.**
22. Sign permit will be reviewed and issued separately. **Noted.**
23. Sewer fees will be assessed based on current fee schedules and collected as phased site plans are receiving initial zoning approval **Noted.**
24. Will they be paying water/sewer assessment fees all at once or as they build each home or by Phase?

If all at once or per Phase, I will need the bedroom count per home (per Phase). If they pay as they build, I will calculate the fees as they submit the zoning application per home. **Fees will be paid on an individual development permit basis**

25. Zoning permits for new home construction can be submitted once lots have been recorded
 - a. Sewer system development fees will be assessed prior to zoning approval for each new home application **Noted.**
26. Please provide copies of any permits and delineations from USACE **Will provide in a separate email**
27. Please provide copy of NCDOT driveway permit and NCDEQ stormwater permit as they are obtained **Noted.**
28. Note, if approved
 - a. PUD master plan will run with the property **Understood**
 - b. Subsequent preliminary subdivision applications & plans will be administered by staff **Understood**

Shallotte Public Utilities

1. Allocation of sewer is issued to only 60 lots at a time. **We would request consideration that all 66 lots be permitted at one time.**
2. Detailed sewer utility plans must be reviewed by the Town's engineer for comment **Noted.** (dbowman@atmc.net & Elizabeth@EliEngineering.net)
3. 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) **Noted. No pressure sewer is proposed.**
 - a. No utility line may be placed deeper than 10' **Noted.**
4. Developers will need to obtain an authorization to construct from the state prior to beginning any utility work **Noted.**
5. Lift station must be built according to state requirements and Town of Shallotte specs. **Noted.**
6. A final for the state permits we be required prior to any sewer connections. **Noted.**
7. Must have easement access to lift station and all sewer lines. **Noted.**
8. Damage caused to private landscape or pavement during sewer repairs will not be the responsibility of the Town **Noted.**
9. Lift station is to be located on a separate parcel which is included with the dedication of the utility to the Town. **Noted.**
10. All water and sewer lines are to have copper wiring for locating. **Noted. Please confirm if this is applicable to gravity mains.**
11. Any damage to pavement, concrete, etc. due to removing/replacing sewer tank or lines will not be the responsibility of the town. **Noted.**
12. Need at least a 10-foot utility easement on both side of the roads **Noted.**
13. Correct As-builds in CAD form need to be submitted to the Town's engineer prior to c/o. **Noted.**
14. Landscape cannot block access to water or sewer meter and lines or lift station(s). **Noted.**
15. Need at least a 10-foot utility easement on both side of the roads (Dan may recommend a larger easement). **Noted.**
16. Any amenities (clubhouse, pools, etc.) that require system development fees, need to apply for zoning compliance individually and pay system developing fees prior to issuing a zoning compliance. Debra Horn, CZO Development & Regulatory Compliance Manager dphorn@atmc.net **No amenity facilities requiring utility service are proposed.**

Further comment reserved for the submission of actual utility drawings.

Dan Formyduval, Public Works Utility Supervisor dformyduval@townofshallotte.org

Town Engineer Service

1. A Town of Shallotte Stormwater Permit application will be required, along with a full grading plan.

Noted.

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. Noted.

Elizabeth Nelson, PE Elizabeth@EliEngineering.net

Shallotte FD Comments have been reviewed and noted.

1. See additional comments attached separately
2. Verify Needed fire flow
 - a. Static water sources are not used as primary water sources
 - b. Contact Shallotte Point VFD for historical flow data
 - c. Contact the Brunswick County Fire Marshal for an approved method for determining fire flow
3. Hydrant placement as specified by Fire Code Official
 - a. Future issues are to be forwarded to BC Water Dept
4. Cul-de-Sac diameter as specified by Fire Code Official
 - a. 96' to accommodate fire apparatus
5. HOA/POA to enforce
 - a. Unobstructive access to fire hydrants
 - b. No on-street parking

Paul Dunwell, Shallotte Fire Chief

Brunswick County Plan Review (Fire Inspection) Comments have been reviewed and noted.

1. Cul-de-sacs need to be minimum 96-foot diameter.
2. Brunswick County Fire Plan Review shall also approve hydrant plan.
 - a. Hydrants at entrance then spaced at 500 feet with no point of the road to exceed 250 feet.
 - b. Hydrants should not be at the end of dead-end roads or bulbs of cul-de-sacs.
 - c. Example- put at intersection and if not over 250 feet to end will meet requirements.
 - d. If hydrant at intersection and distance to end exceeds 250 feet, then put before cul-de-sac so hydrant is not in turnaround.

Joe Oliver, Deputy Fire Marshal 910-253-2043 Joseph.oliver@brunswickcountync.gov

Floodplain

James Paggioli, CFM

Floodplain Administrator Brunswick
County

james.paggioli@brunswickcountync.gov

NCDOT Comments have been reviewed and noted.

1. Bay Road - Faatz Property at East of 1125 Bay Rd, South of intersection with Village Point Rd, PID 2290003505. 66 lot SF residential subdivision (town of Shallotte sewer and BC water)

2. Will need to show the 10x70 ft sight distance triangles and the stopping sight distance based on speed limit / green AASHTO book;
3. Preferred protective stem length 50ft-100 ft from NCDOT Right of Way (ROW) will need to be shown – this may affect the access to lots and/or lift station;
4. Driveway profile and elevations to demonstrate how drainage will be accommodated along the property frontage;
5. Driveway type, width and radius to be added to plan;
6. Traffic control plan will need to be submitted and approved prior to construction;
7. VCER form completed to verify all environmental permits are obtained.
8. Bond to cover all work within the NCDOT ROW
9. Encroachment agreements (one for water, one for sewer) submitted via the NCDOT portal.
10. Driveway and utility encroachments to be submitted to NCDOT by use of the electronic portal:

<https://connect.ncdot.gov/municipalities/Utilities/Pages/help.aspx>

Angela Hammers - Engineering Technician III, NCDOT Div. 3 District 3 – (910) 398-9100 / 9119 - akhammers@ncdot.gov.

Sent via e-mail 7/XX/2025

RW