



Town of Shallotte

ACTION AGENDA ITEM

2025

TO: BOARD OF ALDERMEN

FROM: Isaac Norris Jr CPA Finance Director

ACTION ITEM #:

MEETING DATE: 9/30/2025

DATE SUBMITTED: 9/10/2025

ISSUE/ACTION REQUESTED: The Board of Aldermen needs to approve a refund of sewer development fee that was paid due to a miscalculation in number of bedrooms.

PUBLIC HEARING: YES ☒ NO

BACKGROUND/PURPOSE OF REQUEST: The house that was supposed to be built with 4 bedrooms by the developer was changed to a 3-bedroom house. (See letter from Logan Homes attached). They paid the fee for a 4-bedroom house and are requesting the difference back.

FISCAL IMPACT:

BUDGET AMENDMENT REQUIRED:	YES	☒ NO
CAPITAL PROJECT ORDINANCE REQUIRED:	YES	☒ NO
PRE-AUDIT CERTIFICATION REQUIRED:	YES	☒ NO
REVIEWED BY DIRECTOR OF FISCAL OPERATIONS	☒ YES	NO

CONTRACTS/AGREEMENTS:

REVIEWED BY TOWN ATTORNEY:	YES	NO	☒ N/A
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ADVISORY BOARD RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION: Recommend that the contract be approved. *mog*

FINANCE RECOMMENDATION: Recommend that the contract be approved. *FWJ*

ATTACHMENTS: Letter from Logan Homes and copy of receipt of original payment of 8,548.00.

ACTION OF THE BOARD OF ALDERMEN

APPROVED:

☐

ATTEST:

CLERK TO THE BOARD

DENIED:

☐

DEFERRED

UNTIL:

SIGNATURE

OTHER:



60 GREGORY ROAD, SUITE NO. 1
BELVILLE, NORTH CAROLINA 28461
P: 800-761-4707

9/10/25

To Whom It May Concern:

Regarding lot 126- 4688 Swimming Lane

Due to delays in our drafting process to create the Grandview house, we had to change the house to an existing house, that we had already created, the Birch. In the process of the change, the house was originally a 4 bedroom and the Birch is only a 3 bedroom. We had paid the System Development fees for a 4 bedroom, and are doing a 3 bedroom, can we please have a refund of the extra bedroom paid for this project, minus any fee's accrued to the Town of Shallotte.

If you have any additional questions, please feel free to contact me directly at 910-332-3785.
Thank you for your assistance in this matter.

Please send the refund to
Logan Developers Inc.
60 Gregory Rd. Ste. 1
Belville, NC 28451

A handwritten signature in black ink that reads 'Nancy Melton'. The signature is fluid and cursive, with the first name 'Nancy' and last name 'Melton' clearly distinguishable.

NANCY MELTON
PRE CONSTRUCTION OPERATIONS

60 GREGORY ROAD, SUITE 1
BELVILLE, NC 28451

O 910 332 3785

LOGANHOMES.COM

Town of Shallotte Water/Sewer Fee Worksheet



Date:	8/1/2025
Applicant Name:	Logan Developers Inc - Nancy Melton
Physical Address:	4688 Swimming Ln
Tax Parcel Number:	213JB050
Subdivision, Section, and Lot	Summers Walk Phase 1, Lot 126
Water/Sewer Customer Name:	Logan Developers Inc - Nancy Melton
Mailing Address (if different from physical):	60 Gregory Rd. Ste 1 Beville, NC 28451
Number of Bedrooms:	4
Number of Units	1
WQ Number:	43083

Residential

SEWER

Sewer Tap/Connection	Gravity Sewer	\$	2,500.00
System Development Fees	4 Bedrooms	\$	6,048.00
	3 Bedroom		- 4536

ASSESSMENTS

Wildwood Village	NA	\$	-
Shallotte Point	NA	\$	-
Lightwood Lane	NA	\$	-
Frontage Rd/ Forest St Ext.	NA	\$	-

OTHER

Off-side taps on State Roads	NA	\$	-
Driveway Permit	Town Road	\$	60.00
Zoning Compliance Permit	Yes	\$	100.00

TOTAL

Payable to Town of Shallotte for Sewer Fund ¹ :	\$	8,548.00
Payable to Town of Shallotte for General Fund:	\$	160.00
Total Due:	\$	8,708.00

Notes:

1: Additional fees related to water/sewer account deposits and credit checks may apply.

\$1512 - Refund

Town of Shallotte
PO Box 2287
Shallotte, NC 28459
(910) 754-4032

Receipt: 15247-19

Date: 8/4/2025 3:30:48 PM

Service App	\$8,548.00
2026 67	
LOGAN DEVELOPERS INC	
4688 SWIMMING LN	
Balance Due: \$0.00	

Total Paid:	----- \$8,548.00
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Check 43673	\$8,548.00
LOGAN DEVELOPERS INC	

Total Tendered:	----- \$8,548.00
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Change Due:	\$0.00
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