



TOWN OF SHALLOTTE

PLANNING & ZONING DEPARTMENT

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December 19, 2024

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

RE: Bay Road Landing PUD (Master Plan) & Annexation ANX 24-28

Mr. Flear,

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. Label plan as PUD master plan
Master Plan shall be labeled PUD Master Plan with final submittal
2. It appears that the .83 acre parcel to the east (parcel 2300005003) has not been annexed this will need to be included with the annexation application
The .83 acre parcel has been submitted as a separate annexation application and Surveyor Derek Danford is preparing an annexation plat for submittal to the Town – Town staff has been in communication with the parcel ownership for proper signatures
3. Please provide the information detailed in Sections 4 & 5 of the PUD application
 - a. Staff suggests referencing the 2018 Shallotte CAMA Land Use Plan
Proposed Zoning District(s): ♦ PUD ♦ PRD Overlay Project to be developed in phases? NO Phases 25-acre, 75-lot single-family residential lot subdivision, 7,000 - 7,500 sq. ft. minimum lot size, 56-60-ft wide. Main Road throughout subdivision connecting Bay Rd to Weir Rd in the neighboring Forest Run - Village Point Rd subdivision. Project proposed to be a single-phase subdivision with Town of Shallotte sewer and Brunswick County water.

PROPOSED LAND USE MIX UNITS ACRES SQUARE FOOTAGE Single-Family Detached Residential NA Single-Family Attached Residential (Townhomes) NA Multi-Family Residential (Triplex, Quadraplex, Apartments, Condos) NA Office & Institutional (including religious, civic, and educational uses) Retail Other Non-retail Commercial Light Industrial Recreation & Open

Space (privately owned and maintained) NA - Recreation & Open Space (dedicated to Town of Shallotte

For PUDs: a Master Development Plan/Land Use Plan/Site Plan pursuant to Section 16-9 and Appendix IV.

4. Staff will need a list of adjacent property owners for notification of the public hearing
See annexation plat prepared by surveyor Derek Danford for names of adjoining property owners
5. Once approved, please include master plan sheet with all future plans and/or preliminary subdivision plans. Preliminary subdivision plan to be provided by Stroud Engineering and Derek Danford Surveying
6. Will the project be phased in any way? No Phasing proposed
7. 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.
8. Please ensure that plans show proposed road is stubbed out to the southern boundary. As shown on current plan set
9. Please ensure that a sign is posted showing this as a future road connection for public use. Will provide

Please detail the cul-de-sac's lengths. Cul de sac lengths are:

- #1: 345'
- #2: 295'
- #3: 230'
- #4: 185'
- #6: 470'

10. 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 – See open Space Exhibit as prepared by Stroud Eng
11. We will also need to see the draft HOA details listed in Sec. 16-11 – To be submitted at time of Final Plat
 - a. Please ensure that HOA covenants restrict on-street (public streets) parking or modify street design to account for on-street parking - On street parking to be restricted per HOA covenants
12. Please provide wetland delineations once approved by USACE 14. Are there any heritage trees on the site? See surveyed wetland delineation along with surveyed heritage trees – as prepared by Derek Danford Surveying
15. Street names are to be submitted to Brunswick County for approval. Stroud Eng to provide
16. Once the county approves street names and assigns street range, we will assign addresses.

- a. Please submit proposed road names to Brunswick County GIS and copy Debra Horn on correspondence. **Stroud Eng to provide**
17. 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 – **Understood**
18. Please ensure that all public infrastructure is dedicated to the Town prior to final zoning inspection/approval - **Understood**
19. The Town will review the street light plan site and Landscape Plan review **Understood**
20. To avoid confusion, Development signs should be considered during planning - see sign ordinance below. - **Understood**
21. Sign permit will be reviewed and issued separately. **Understood**
22. Sewer fees will be assessed based on current fee schedules and collected as phased site plans are receiving initial zoning approval - **Understood**
23. 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. **To be paid at time of building permit application**
24. Must complete Zoning permit application and all fees must be paid prior to zoning permit approval. **Understood**
25. Please provide copies of any permits and delineations from USACE **Understood**
26. Please provide copy of NCDOT driveway permit and NCDEQ stormwater permit as they are obtained
27. **Understood**

Shallotte Public Utilities

1. Allocation of sewer is issued to only 60 lots at a time. **In communication with Town Planning that allocation of all 75-lots will be granted at one time**
2. 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, none proposed.**
 - a. No utility line may be placed deeper than 10' **Noted.**
3. All sewer must be permitted by the state prior to construction of water/sewer lines, lift-stations, etc. **Noted.**
4. Lift station must be built according to state requirements and Town of Shallotte specs. **Noted.**
5. A final for the state permits we be required prior to any sewer connections. **Noted.**
6. Must have easement access to lift station and all sewer lines. **Noted.**
7. Lift station is to be located on a separate parcel which is included with the dedication of the utility to the Town. **Noted.**
8. All water and sewer lines are to have copper wiring for locating. **Tracer wire to be provided on water and PRESSURE sewer mains. Please confirm this is required on GRAVITY sewer.**

9. Any damage to pavement, concrete, etc. due to removing/replacing sewer tank or lines will not be the responsibility of the town. **Noted.**
 10. Need at least a 10-foot utility easement on both side of the roads **Noted.**
 11. Correct As-builds in CAD form need to be submitted to the Town's engineer prior to c/o. **Noted.**
 12. Landscape cannot block access to water or sewer meter and lines or lift station(s). **Noted.**
 13. Need at least a 10-foot utility easement on both side of the roads (Dan may recommend a larger easement). **Noted.**
 14. 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 **Noted, none proposed.**
1. Street names? **Developer to provide.**
 2. Please add something similar to the following to the master plan: "DRAINAGE EASEMENT AND STORMWATER SYSTEM MAINTENANCE IS THE RESPONSIBILITY OF THE DEVELOPER OR HOA, INCLUDING PONDS, PIPES, AND INFILTRATION BASINS AND TRENCHES" and "ALL EXISTING DITCHES AND OUTFALLS SHALL BE PROPERLY MAINTAINED AND FREE OF ALL VEGETATIVE DEBRIS OR ENCUMBRANCES" **Noted.**
 3. Plan on adding some form of odor control for the lift station. **Noted. I'm looking at providing some additional buffer between the lift station and lots.**
 4. Let's talk about placement of lift station and routing of force main. **At your convenience.**

Further comment reserved for the submission of actual utility drawings.

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

Town Engineer Service

1.

David B. Bowman, PE, CFM
Town Engineer
dbowman@atmc.net

Shallotte FD

1. Attached separately **Comments have been reviewed and noted.**

Paul Dunwell, Shallotte Fire Chief

Brunswick County Plan Review (Fire Inspection)

1. Fire Hydrant flow for residential shall be minimum 1,000 GPM. **Noted.**
2. No hydrant plan is shown, hydrants be spaced in accordance with Brunswick County Engineering. Hydrants to be placed at entrance of subdivision and spaced at 500 feet. Hydrants should not be placed at dead ends unless exceeds distance from intersection. **Noted.**
3. Fire development permit will be required with Brunswick County before any construction or combustibles arrive on site **Noted.**
4. Need to apply for a fire development permit. **Noted.**
<https://www.brunswickcountync.gov/codeadministration/permits/>
 - a. Select Fire Application and complete all applicable fields. And upload civil/utility plans **Noted.**

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

Floodplain

1. . NA

James Paggioli, CFM
Floodplain Administrator Brunswick
County
james.paggioli@brunswickcountync.gov

NCDOT

1. A driveway permit will be required. **Noted.**
2. NCDOT requires a protected stem length – preferably 50-100 feet. The stem length will need to be measured from the NCDOT R/W and labelled on submitted driveway plans to NCDOT **Noted.**
3. Site triangles are to be added from the ROW **Noted.**
4. If roads are to be public, they would need to be reviewed by NCDOT for Subdivision Review by Nick Drees. If town public roads, they would need to state not being accepted/approved by NCDOT as state maintained roadways. **They are to be TOS public, noted.**
5. Please follow the driveway permit checklist (attached). **Noted.**
6. Utilities will require an NCDOT encroachment agreement. **Noted.**
7. Driveway and utility encroachments to be submitted to NCDOT by use of the electronic portal: **Noted.**

<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 12/19/2024

RW