
Development Services Technical Advisory Committee (DSTAC) meeting minutes 10/15/25

Announcements & Updates

- **NCDOT Gateway Checklist Update** – *Zach Gardner, has distributed a revised draft (ATTACH OR LINK) please send feedback to Zach before end of October.*
- **SCM Subcommittee Update** – *Robbey Zink / Karla Knotts*
 - Corrected CO hold language update – **to be implemented by staff to allow all choices on how to comply**
 - Process for faster review of plats (for Built-Upon Area only) – **staff is looking at potential process improvements**
 - Process improvements for residential lot SCM as-builts – **draft guideline for single lot SCM's being reviewed by staff**
 - Exploring alternatives for easier identification of properties with SCMs – **CLT Explorer RFP out for software upgrade to allow a layer for that SCM data.**
- **CLT Water Subcommittee** – *Nick Stanziale-Items a, b, e. & f to be discussed at CLTW Developer Liaison, with a next meeting on Nov 13; Subcommittee with Hy Nguyen, Dan Melton, Rob Keidle, Jeff Orsborne & Marc Van Dyne to address items c & d*

Topics under review:

 - a. Re-evaluation and clearer flexibility on master meter activation requirements
 - b. Alternatives for water line in COS
 - c. Pressure issues: 1. Backflows – if not BF, then Double Check (DC); if not DC, then what? 2. Public lines – how to make hydrant test results available through CMUD (similar to as-built info)
 - d. CLT Water hooding fire hydrants
 - e. Use of master meters vs. public meters within the same neighborhood, incorporating flexibility
 - f. Process for easement acquisition for access to public sewer
- **Public Record Notice:**

In North Carolina, land development plans are public records and accessible through local government offices. Charlotte will be adding this notice to **Accela Citizen Access** to alert submitters. Staff are also coordinating with the City's Accela team to clarify that **full architectural plans are not required** for the Individual Residential Lot application and incorporate this, also, in Accela Citizen Access – **Link Wilso will advise AIA leadership to spread the word**
- **Reminder:**

DSTAC information and past meeting materials are available on the **CLT Development Center website.**

Agenda Items

1. **Stormwater Easements** – *Robbey Zink/Bob Jarzemsky – Bob J presented an overview of the requirements for stormwater easement for pipes with excess depth or greater than 50" in UDO Art. 24 and LDSM. A reminder that both conditions need additional data submissions to determine easement width (i.e. loading plans from adjacent footings), and should include all headwalls and rip rap. Anticipate a subgroup to be formed at the Nov. meeting.*
2. **City Zoning Review** – *Kristen / Solomon Fortune*
 - a. Continue discussion of *Commercial Zoning Review for Townhomes* (applicability). *Change over from Zoning Review at County to zoning review at City only continues. Zoning reviews height, driveway, sidewalk access, floor plan to determine if garage meets minimum parking standard and if unit fits on the lot; as well as location of required OPS.*

The guidelines for plot plan requirements is being drafted.

b. Discuss:

1. "First in, first out" approach
2. On-schedule project reviews *will go live on November 17*

c. Clarify zoning calculation for *height measurement* for townhomes — classified as **Single-Family Attached** by Building Code and by individual sale with private yards. *Soloman will provide a drawing on how to calculate the average height on a string of Structurally Independent Single-Family Attached homes (aka Townhomes)*

d. Added item re: how a Landscape Yard (FKA buffer) against Limited Access Roads is calculated – *Soloman will provide a drawing and asked that the industry member email him with specifics.*

3. UDO / Rezoning – Dave Pettine

a. Update from OAC meeting / Text Amendment discussion *the text amendment was discussed at OAC meeting and is available on OAC website. We will be notified when TA is filed*

4. Bonding Process Clarification – Eric Lemieux

a. When and what bonding applies

b. Development of a summary sheet for reference *Staff will draft a Summary sheet of when a bond is required for Minor Plats & Limited Minor Plats, and what items are appropriate for CO holds instead of bonds.*

Anticipated November Agenda

- **Charlotte Tree Manual Update – Tim Porter**
- *Guideline for plat plan requirements (Kristen)*
- *UDO Text Amendment*
- *Bond Summary Sheet*
- *Stormwater Easements for deep and large pipes.*

To Submit Agenda Items

Please submit requests by the **Friday prior to the meeting** to:

- ☐ **Karla Knotts** – karlahk@knottsdevelopment.net
- ☐ **Robbey Zink** – robert.zink@charlottenc.gov