



Technical Review Committee Procedure

INTRODUCTION

The purpose of this document is to guide all applicants whose proposed developments will be reviewed by the Elon Technical Review Committee (TRC). Included is a description of the general review process, timetables, fees, and submittal requirements. The application forms, TRC review fee schedule, and developer/applicant checklist provided within this document will be available either on the Town of Elon's (hereafter "Town") website or at the Planning Office at the Elon Municipal Building. TRC documents and developmental plans are to be submitted to the Elon Town Planner during normal business hours (8:00 a.m. - 5:00 p.m.)

PURPOSE

The development review process as established in Chapter 6 of the Elon Land Development Ordinance (LDO) is required for all residential and non-residential development plans. These plans include but are not limited to site plans, subdivision plans, development plans.

The TRC committee is responsible for:

1. Providing continuing, coordinated, and comprehensive review for technical aspects of development proposals.
2. Making recommendations to the Planning Board on new or altered developments as specified in Chapter 6 of the LDO.
3. Performing any other related duties that the Board of Aldermen may direct.
4. Exercise any other power and authority provided to it by the Board of Aldermen, the LDO, or NC state law.

Committee Members

Consistent with NCGS 160A-361, the following town staff members or their designee or alternative serve as the TRC members:

1. Assistant Town Manager/Town Planning Director (serves as the TRC chair)
2. Town Manager
3. Town Engineer
4. Public Works Director
5. Police Chief

6. Fire Chief
7. Alamance County Building Inspections
8. North Carolina Department of Transportation (NCDOT)
9. Other appropriate agencies

Meeting Schedules

The TRC meet every second and fourth Wednesday of the month at 2:00 p.m. at the Elon Municipal Building located at 104 S. Williamson Avenue, Elon, NC, unless there are no items for the agenda. The meeting schedule for the upcoming calendar year will be established in December of each calendar year. Attendance at meetings is not required, but participating will ensure your comments are being addressed by the applicant and being shared among other TRC committee members. If any TRC committee member misses a meeting, that member is responsible for communicating their plan review comments through the Planning Director.

Process

TRC development review plans must be submitted at least one week prior to the desired scheduled TRC meeting. If this deadline cannot be met, then the proposed project will be scheduled for the following TRC meeting. TRC members will have at least a week to review the plans, and are requested to provide their comments in writing prior to the scheduled TRC meeting for discussion. Project engineers and/or developers are encouraged to come to the meetings. TRC members will discuss comments as a group for better communication and clarity. The applicant will receive TRC review comments in writing during or within one week of the meeting. The applicant will resubmit corrected development review plans to the Town following the same submittal requirements noted previously with the exception that the 7 day requirement may be waived by the Planning Director. If the Planning Director is of the opinion that all comments have been addressed or are close to resolution, then a final TRC meeting will be scheduled for final approval.

EXPIRATION OF DEVELOPMENT PLANS

Any approved TRC development plans will expire two years after the approval date per the LDO and NCGS 160A-385.1 unless building activity has occurred during this time period or if the applicant has established a vested right.

CHANGES TO AN APPROVED TRC DEVELOPMENT PLAN

Any changes made to an approved TRC development plan must be resubmitted to the Planning Director for a determination if a TRC review will be required. If the Planning Director deems that

the changes are minor, the plans can be updated for record keeping purposes only. This includes changes during the construction phase as well as during design development. Changes to plans that are substantive in nature will require TRC approval and, if the project is a major development plan, may necessitate approval of changes by the Board of Aldermen.

TRC AND RELATED PLAN REVIEW FEES

TRC development plan review fees are listed in an approved fee schedule as set by the Elon Board of Aldermen every fiscal budget year. The Town’s fiscal budget year is from July 1st to June 30th.

TRC Review:	\$600.00 (includes two resubmittals) \$150.00 per each submittal over two
Minor Development or Subdivision Plans:	\$250.00
Major Development or Subdivision Plans	\$450.00 + cost of mailed notices (calculated based on number of adjoining properties)
Final Plats:	\$100.00 Exempt s/d, recombination, or easement plats = \$50.00
Traffic Impact Analysis Review:	\$300.00

A Major Subdivision is defined as involving ten or more single-family or any number of non-residential lots.

A Minor Subdivision is defined as involving fewer than ten single-family lots.

A Major Development Plan is considered to involve mixed use, multi-family, or non-residential development.

A Minor Development Plan is any development not considered a Major Development Plan.

ELON TECHNICAL REVIEW COMMITTEE (TRC)

2020 MEETING SCHEDULE

Meetings will be held on the 2nd and 4th Wednesday of every month at 2:00 pm, as needed, and may be adjusted to accommodate holidays or other conflicts. Meetings will be held at the Elon Town Hall at 104 S. Williamson Avenue unless otherwise noted. The 2020 schedule is as follows:

January 8th & 22nd

February 12th and 26th

March 11th and 25th

April 8th and 22nd

May 13th and 27th

June 10th and 24th

July 8th and 22nd

August 12th and 26th

September 9th and 23rd

October 14th and 28th

November 11th and 18th*

December 9th and 16th*

* Schedule adjusted for Holiday or other scheduling conflicts