



# Town of Elon Planning Board Agenda

**August 18, 2020**

**6:00 PM**

**Electronic and Call-in Options  
Due to Mandated Stay-at-Home Orders**

## **Agenda Items**

**A. Call to Order**

**B. Approval of Minutes of the April 21, 2020 and May 19, 2020 Planning Board Meetings**

**C. New Business**

- i. Review and Recommendation: Major Development Plan MDP 2020-01 for Subdivision of Property for Non-residential Use Located at the Intersection of Cook Road, University Drive, and Sonoco Drive
- ii. Land Development Ordinance Text Amendment LDO 20-05 Regarding the Definitions for Minor and Major Development Plans.

**D. Items from Board Members**

**E. Board of Aldermen Updates**

**F. Motion to Adjourn**

**Minutes  
Regular Meeting of the  
Elon Planning Board**

**April 21, 2020  
Tuesday, 6:00 p.m.**

**Conducted via Zoom  
Elon, North Carolina**

Attendees: Jim Beasley, Clark Bennett, Diane Gill, John, Harmon, Ralph Harwood, Karla Leith, Mark Podolle.

Staff present: Pamela DeSoto, Rich Roedner

**Item A** - Chairman Beasley called meeting to order at 6:00 pm.

**Item B-i – Approval of Minutes from December 17, 2019, January 21, 2020, and February 18, 2020**

Chairman Beasley called for a motion for approval of the minutes of December 17<sup>th</sup>; Mr. Bennett made the motion and Ms. Gill seconded. The motion was approved by unanimous vote. Ms. DeSoto pointed out minor revisions that were made to the minutes of the January 21, 2020 meeting since the packets were delivered. A motion for approval of the minutes of January 21<sup>st</sup> was made by Mr. Harwood and seconded by Mr. Podolle. The motion was approved by unanimous vote. A motion to approve the minutes of February 18<sup>th</sup> was made by Mr. Bennett and seconded by Mr. Podolle and was approved by unanimous vote.

**Item B-ii – Review and Consideration: LDO Text Amendment 20-01 Regarding Definition for Built-Upon Area**

Chairman Beasley asked Ms. DeSoto to introduce the proposed LDO text amendment regarding the definition for built-upon area and Ms. DeSoto displayed a brief presentation on the item. Ms. DeSoto explained that the purpose of the amendment was to update the LDO to align with NC General Statutes with regards to areas of developed land that do not permit stormwater to infiltrate into the soil. She further explained that legislation was passed in 2015 that provided very specific language defining built-upon area, and in 2017 the NC Administrative Code was revised to incorporate new stormwater rules and carry forward the statutory definition. She added that the adopted language clarifies the conditions and materials that are to be considered when implementing stormwater programs, and uses the term “built-upon area” for those conditions. She added that this is sometimes referred to as “impervious surface” and in some local ordinances, “lot coverage”. She displayed the current LDO definition for “impervious ground cover”, and mentioned that elsewhere in the ordinance references are made to “lot coverage”, but the LDO provides no definition for this term. She then displayed the statutory definition for “built-upon area”, as follows:

“Built-Upon Areas shall include that portion of a Development project that is covered by impervious surface and partially impervious surface to the extent that the partially impervious surface does not allow water to infiltrate through the surface and into the subsoil. Built-Upon Area does not include a slatted deck; the water of a swimming pool; a surface of number 57 stone, as designated by the American Society for Testing and Materials, laid at least four inches thick over

geotextile fabric; or a trail as defined in G.S. 113A-85 that is either unpaved or paved as long as the pavement is porous with a hydraulic conductivity greater than 0.001 centimeters per second (1.41 inches per hour), or landscaping material, including but not limited to, gravel, mulch, sand, and vegetation, placed on areas that receive pedestrian or bicycle traffic or on portions of driveways and parking areas that will not be compacted by the weight of a vehicle, such as the area between sections of pavement that support the weight of a vehicle”.

Ms. DeSoto then stated this amendment goes hand-in-hand with other proposed amendments to be reviewed later in the meeting. Chairman Beasley stated that the LDO currently has a definition for “built-upon area” and why couldn’t this language be added to the definition we have. Ms. DeSoto said that it could be done that way, and suggested that the current definition be changed to match the statutory definition, and Chairman Beasley agreed. He then mentioned that the planning districts refer to a maximum impervious surface for lots, and asked if we will now have to amend each of the districts to change the reference to built-upon area instead. Ms. DeSoto stated that an additional proposal in the amendment is to add a definition for “lot coverage”, that refers to built-upon area, and she displayed the proposed definition, as “The Built-Upon Area of a lot, generally expressed as a percentage of the total lot area.”. Chairman Beasley clarified that the districts refer to “maximum impervious surface lot coverage”, and therefore would that need to change to match the new definitions? Ms. DeSoto asked if changing the “lot coverage” definition to “impervious surface lot coverage” would achieve the same result and Chairman Beasley agreed that it would, and would prevent the need for amending the language in each planning district. Mr. Harmon commented that he liked leaving the word “impervious” in the definition, for instances where there could be built-upon area, that does not result in an impervious surface. Ms. DeSoto agreed to make the change to the amendment. Mr. Harmon added that the term “impervious” is both a good engineering term and legal term. Ms. DeSoto then offered a slide that addressed Plan consistency and stated that Elon’s Land Use Plan includes provision LU-8.12 that states: “Ensure that all LDO sections are up-to-date and compliant with state and federal legislation, guidance, and jurisprudence”, clearly lending support for the proposals’ consistency with the Plan, and that the proposal is considered by staff to be consistent. Ms. DeSoto then asked if there were questions or additional comments before going to the motions, and there being none, the Board proceeded with the following motions:

Motion 1: LDO #20-01 (is/is not) consistent with comprehensive plans that have been adopted by the Town of Elon. A motion that the proposal is consistent was offered by Diane Gill and seconded by Clark Bennett and was approved by unanimous vote.

Motion 2: LDO #20-01 (is/is not) reasonable and in the public interest. A motion was made by Mark Podolle that the proposal is reasonable and in the public interest; the motion was seconded by Karla Leath and passed by unanimous vote.

Motion 3: The Town of Elon Planning Board recommends (approval/denial) of LDO #20-01 to the Elon Board of Aldermen. A motion to recommend approval was offered by Clark Bennett and seconded by Diane Gill and passed by unanimous vote.

Ms. DeSoto offered a draft consistency statement as follows: “The proposal is consistent with the Comprehensive Land Use Plan, including the recommendation in the Plan (LU-8.12) that calls for the ordinance to maintain compliance with state legislation”. Chairman Beasley asked for a motion to accept the statement; John Harmon offered a motion to accept, which was seconded by Clark Bennett and approved by unanimous vote.

**Item B-iii – Review and Consideration: LDO Text Amendment 20-02 Regarding Mini-Warehouses and Self-Storage Facilities**

Ms. DeSoto opened this item with a statement for disclosure that, as the Board was aware, a proposal for a mini-warehouse/self-storage facility has been presented to the Town, with the applicant receiving a favorable recommendation by this Board for rezoning of property to allow such a use, and will go to the Board of Aldermen in May or June for a final rezoning decision. She stated that, in reviewing the plans for the facility and reviewing the current LDO language related to this use, her reading of it is that the ordinance was attempting to place some restrictions on these uses to control aesthetics and land use and possibly to reduce the numbers of such facilities. She added that restrictions that are available to governing bodies for these uses include very clear aesthetic controls including the types of exterior building materials that can be used, whether they include windows and doors and other means of avoiding long expanses of walls, but that none of these elements were included in the LDO. She added that one of the few restrictions in the ordinance for this use was a 40% restriction on impervious surface. She added that she does receive somewhat frequent requests for these facilities, even in residential districts, likely due to the market provided by the student population. She stated that she does believe the Town needs to be careful because these facilities are sometimes developed poorly, but that she did not believe that restricting lot coverage was the best way to achieve good results. She added that looking at the aesthetics, screening, and impacts to neighboring properties offered a better way to achieve this. She stated that the proposed amendment eliminates the lot coverage restriction and replaces it with aesthetic controls such as screening, exterior building materials, and lighting. She also advised the Board that the project will also require a special use permit, so that it will come back to the Board for review of specifics in the design. Ms. DeSoto then proceeded to a presentation, beginning with a general statement that the range of building types and aesthetic appeal vary widely for self-storage facilities, and that the objective of the amendment is to create site and architectural design standards that ensure development in keeping with the quality expected in Elon, and to minimize impacts to adjoining properties. Additionally, a definition for mini-warehouse/self-storage facilities is not provided in the LDO currently, and is offered by the amendment. Subsequent slides offered some images of facilities, illustrating the wide range of appeal, the “good, bad, and ugly”. Ms. DeSoto also reminded the Board that this use is only allowed in the Industrial District, and requires a special use permit. She then listed each of the new standards offered by the proposed amendment, and those provisions currently offered by the LDO that are proposed for deletion, with explanations as follows:

1. Replaces the 40% maximum lot coverage restriction with standards that allow reasonable development of a property utilizing specific aesthetic requirements including exterior building materials, limits to long expanses of exterior walls, and additional buffers/screening along property lines that abut residential uses;
2. Eliminates the provision for a dwelling unit on the property, stated in the LDO as being intended for a caretaker, as the Town has no ability to control who actually resides in the dwelling;
3. Requires that exposure of adjacent residential uses to noise, light, exhaust emissions and other similar nuisances be minimized through orientation and design;
4. Specifies that moving equipment and vehicle rentals are not permitted unless approved by the special use permit, in which case must be located to the rear of the primary structure;
5. Limits hours of operation from 6:00 am to 10:00 pm to reduce neighborhood impacts;
6. Specifically prohibits outdoor storage;

7. Requires that paved areas be constructed with asphalt or concrete;
8. Ensures adequate queuing for entering vehicles;
9. Limits the height and brightness of exterior lighting to prevent light trespass onto adjacent properties.

The amendment also proposes the following definition for mini-warehouse/self-storage: “A building or buildings containing separate enclosed storage spaces of varying sizes leased or rented on an individual basis.”

Ms. DeSoto displayed a slide addressing Plan consistency, which stated that Elon’s Comprehensive Land Use Plan lists among its recommendations the following:

1. LU-5: Focus on quality and experience of each place. Through land development regulations and public investments, create value with enhancements that benefit the community as a whole.
  - a. LU-5.3.1: Develop design guidelines for architecture, focusing on the materials, scale, orientation, and fenestration, particularly on facades visible from public spaces and streets.
2. LU-8.3: Incorporate design standards for commercial and multi-family developments to ensure high-quality development that will support the town’s tax base and preserve community character.
3. ED-1.1: Focus on retention of existing industry and employment centers. Refine strategy on small business and industry retention.

Based on these provisions, staff considers the proposal to be consistent with the Comprehensive Land Use Plan.

Chairman Beasley asked Ms. DeSoto about Chapter 5 of the LDO, which addresses design regulations, and couldn’t these guidelines apply to mini-warehouses as opposed to allowing them to have their own rules. He added that some of the standards are similar and were developed with specific guidelines. Ms. DeSoto replied that in many cases Chapter 5 refers to building types as opposed to planning districts or uses, and isn’t always clear which provisions apply when looking at a specific proposal. Chairman Beasley pointed to the section in Chapter 5 that deals specifically with lighting regulations, and asked why couldn’t mini-warehouses refer to that section, and that other provisions such as paving are handled elsewhere in the ordinance. He added that he was trying to be consistent with how the ordinance was organized. Ms. DeSoto suggested that the amendments would apply to the existing section in the LDO that addresses mini-warehouses, and that the intent was to provide additional protection for this type of use due to its potential for impact to the surroundings. She added that other proposed provisions, such as the language for buffers, is needed because the ordinance is very subjective about when buffers are required. She then suggested that the proposed lighting language be stricken, and allow the existing lighting section in the LDO to stand, and that she recommends that the proposed paving language remain because the ordinance currently allows gravel for driveways and parking, and the frequent vehicle and truck activity at these facilities could create impacts to neighboring properties. She agreed that the intent was not to create confusion, and it would make sense to remove language where the proposal is doubling up. Mr. Harwood asked about creating references in the ordinance to point the user to other sections they may need to look at, such as fences. Ms. DeSoto stated that this is a good point, and efforts to make plenty of cross-references are being looked at in the new ordinance, but there

may not be enough of those in the current ordinance. Ms. DeSoto then suggested that item “O”, regarding lighting requirements, be removed from the proposed language and asked if there were other areas where confusion may result, and read the list of remaining items for feedback. Chairman Beasley agreed that the remaining items should stay. Mr. Harwood asked if the use would be allowed to have an additional business on the site, and Ms. DeSoto replied that they potentially could, if it was a use permitted in the district.

Ms. DeSoto advised the Board that the remaining slides were related to motions. Chairman Beasley stated that he agreed with Mr. Harwood, and that item “O” could refer to the lighting section of Chapter 5.

Motion 1: LDO #20-02 (is/is not) consistent with comprehensive plans that have been adopted by the Town of Elon. A motion that the proposal is consistent was offered by Diane Gill and seconded by Ralph Harwood and was approved by unanimous vote.

Motion 2: LDO #20-02 (is/is not) reasonable and in the public interest. A motion was made by Diane Gill that the proposal is reasonable and in the public interest; the motion was seconded by Clark Bennett and passed by unanimous vote.

Motion 3: The Town of Elon Planning Board recommends (approval/denial) of LDO #20-02 to the Elon Board of Aldermen. A motion to recommend approval was offered by Ralph Harwood and seconded by Clark Bennett and passed by unanimous vote.

Ms. DeSoto offered a draft consistency statement as follows: “The proposal is consistent with the Comprehensive Land Use Plan, including the recommendations in the Plan (LU-5 and LU-8) that call for regulations and standards that focus on quality development, and economic development strategies focusing on small business and industry entities (ED-1). Chairman Beasley asked for a motion to accept the statement; Diane Gill offered a motion to accept, which was seconded by Clark Bennett and approved by unanimous vote.

#### **Item B-iv – Review and Consideration: LDO Text Amendment 20-03 Fences and Walls**

Ms. DeSoto introduced this item as a simple change, and is being treated similarly to how the LDO treats signage, with its own section. She added that the intent is to add more specific requirements to the LDO regarding fences and to require that a permit be approved prior to installation. She added that she had undertaken a review of requirements in other communities prior to drafting the amendment, and that the language seeks to address standards regarding aesthetics, access to utility easements and clear passage of stormwater, and safety measures. It also creates a section in the LDO specific to these regulations, and removes the minimal standards currently located in the various building types listed in Chapter 5. She added that creating a separate category is a more user-friendly approach as this is where property owners would look for the information. The current LDO includes very minimal requirements, restricting the height to six feet in rear and side yards and four feet in front yards, and walls are restricted to six feet in rear and side yards and three feet in front yards. She also pointed out that currently, no permit is required, which makes it difficult to regulate even these minimal standards. The new language would add the following provisions:

1. A Planning Compliance Permit is required prior to installation (to be reviewed and approved by the LDO Administrator);
2. A listing of allowable fence and wall types;

3. A listing of prohibited fence types;
4. Height and placement limitations;
5. Additional measures to ensure visibility for vehicle drivers and pedestrians or bicyclists;
6. Aesthetic requirements to determine how the fence appears when viewed from outside the fenced property;
7. A description of how dilapidated fences and walls will be addressed;
8. Specifics regarding measurements and placements.

Ms. Desoto then addressed Plan consistency as follows:

1. LU-5: Focus on quality and experience of each place. Through land development regulations and public investments, create value and enhancements that benefit the community as a whole.
  - a. LU-5.3.1: Develop design guidelines for architecture, focusing on materials, scale, orientation, and fenestration, particularly on facades visible from public spaces and streets.
2. LU-8.11: Make improvements to the LDO to improve the accessibility and user-friendliness of the ordinance:
  - Re-organize problematic sections for ease of reference.

Ms. DeSoto stated that, based on these provisions, staff considers the proposal to be consistent with the Comprehensive Land Use Plan and then asked if there were any questions on the item. As there were none, the following motions were addressed.

Motion 1: LDO #20-03 (is/is not) consistent with comprehensive plans that have been adopted by the Town of Elon. A motion that the proposal is consistent was offered by Diane Gill and seconded by Clark Bennett and was approved by unanimous vote.

Motion 2: LDO #20-03 (is/is not) reasonable and in the public interest. A motion was made by Diane Gill that the proposal is reasonable and in the public interest; the motion was seconded by John Harmon and passed by unanimous vote.

Motion 3: The Town of Elon Planning Board recommends (approval/denial) of LDO #20-03 to the Elon Board of Aldermen. A motion to recommend approval was offered by Clark Bennett and seconded by Ralph Harwood and passed by unanimous vote.

Ms. DeSoto offered a draft consistency statement as follows: “The proposal is consistent with the Comprehensive Land Use Plan, including the recommendations in the Plan (LU-5) that call for regulations and standards that focus on quality design, materials, scale, and orientation, and to reorganize the LDO for ease of reference. Chairman Beasley asked for a motion to accept the statement; John Harmon offered a motion to accept, which was seconded by Clark Bennett and approved by unanimous vote.

#### **Item B-v – Review and Consideration: LDO Text Amendment 20-04 Regarding Approval Authority for Sign Permits**

Ms. DeSoto introduced the item and stated that the intent of the amendment is to allow administrative approval of sign permit applications, in keeping with common practices. Currently, the LDO states that sign permits must receive approval by the Planning Board, which is an uncommon level of review and adds delays to the processing of sign permit applications. She

added that the LDO is appropriately specific in regards to sign regulations, leaving little room for subjectivity in the review of applications. She also informed the Board that the LDO rewrite is expected to make substantive changes to the Town's sign regulations, but until adoption of the new LDO, this amendment would allow for a simplified and more timely process for applicants, who can avoid waiting until a scheduled Planning Board meeting before receiving a decision on their application. She added that staff can typically review and decide on sign permit applications within a week's time.

Ms. DeSoto addressed Plan consistency by stating that the Land Use Plan provides no specific guidance regarding approval processes for permitting, though it does recommend that the LDO be improved for accessibility and user-friendliness, and it addresses business recruitment and retention in its economic development recommendations. She added that, as more streamlined processes are typically seen as business and development-friendly, and as the ability to fully enforce the ordinance is not lessened by the proposed amendment, the changes are aligned with the objectives of the Land Use Plan. As such, specific language in the Plan that provides support for the amendment includes:

1. LU-8.11: Make improvements to the LDO to improve the accessibility and user-friendliness of the ordinance;
2. ED-1: Bolster the tax base using combined strategies for job retention, attraction, and creation.

Ms. DeSoto asked if there were questions before addressing the motions and as there were none, the following motions were undertaken:

Motion 1: LDO #20-04 (is/is not) consistent with comprehensive plans that have been adopted by the Town of Elon. A motion that the proposal is consistent was offered by Ralph Harwood and seconded by Karla Leath and was approved by unanimous vote.

Motion 2: LDO #20-04 (is/is not) reasonable and in the public interest. A motion was made by Diane Gill that the proposal is reasonable and in the public interest; the motion was seconded by Karla Leath and passed by unanimous vote.

Motion 3: The Town of Elon Planning Board recommends (approval/denial) of LDO #20-04 to the Elon Board of Aldermen. A motion to recommend approval was offered by Clark Bennett and seconded by Ralph Harwood and passed by unanimous vote.

Ms. DeSoto offered a draft consistency statement as follows: "The proposal is consistent with the Comprehensive Land Use Plan's recommendations to improve the user-friendliness of the ordinance and to utilize economic development strategies that will bolster the tax base." Chairman Beasley asked for a motion to accept the statement; Diane Gill offered a motion to accept, which was seconded by John Harmon and approved by unanimous vote.

### **Item C – Items from Board Members**

There were no items from Board members.

**Item D – Board of Aldermen Updates**

Ms. DeSoto offered the Board the after-action report from the most recent Board of Aldermen meeting which included a resolution to sell a fire truck that is no longer in service, an amendment to our wastewater agreement with Burlington, which is related to the annexation line of agreement with Gibsonville, and approval of a financial audit contract. Chairman Beasley inquired about the stay-at-home order and Rich Roedner replied that we are following the guidance from the state and the county.

**Item E – Motion to Adjourn**

A motion to adjourn was offered by Mr. Harwood and seconded by Mr. Bennett. The motion was approved by unanimous vote. Chairman Beasley thanked everyone for their attendance and participation and reminded everyone to support our local businesses.

Meeting was adjourned at 7:37 p.m.

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Pamela DeSoto, Planning Director  
Minutes were completed in  
Draft form on August 13, 2020

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Jim Beasley, Planning Board Chair  
Minutes were approved on  
August 18, 2020

**Minutes  
Regular Meeting of the  
Elon Planning Board**

**May 19, 2020  
Tuesday, 6:00 p.m.**

**Conducted via Zoom  
Elon, North Carolina**

Attendees: Jim Beasley, Clark Bennett, Diane Gill, John, Harmon, Ralph Harwood, Phil Owens, Mark Podolle.

Staff present: Pamela DeSoto

**Item A** - Chairman Beasley called the meeting to order at 6:01 pm.

**Item B-i – Review and Consideration: Special Use Permit #20-01 Submitted by Robert Irwin for Property Located at 931 and 933 E. Haggard Avenue**

Planning Director DeSoto introduced the special use permit application and noted that the applicant, Robert Irwin was present, as well as his architectural designer, Chad Huffine. She described the request as an application for a special use permit to allow a self-storage facility use in the Industrial District. She added that Mr. Irwin intends to expand his existing Alamance Self Storage business, which is located on adjacent property. Ms. DeSoto's presentation included the following information:

- A special use permit allows for conditions to be imposed in order to ensure that the proposal meets all specifications of the LDO, as well as the following provisions:
  - Will be visually and functionally compatible with the surrounding area,
  - Will not materially endanger the public health or safety, and
  - Will not substantially injure the value of adjoining property.
- Should the special use permit be approved by the Board of Aldermen, no grading or other development may proceed until final approval has been granted by the TRC.
- The applicant has provided a Statement of Development Intent, which states:
  - The project proposes to construct a self-storage facility building and supporting parking in accordance with the submitted plan.
  - Accommodations at the existing facility are nearing capacity meeting the needs of area citizens and additional storage facilities are needed/desired.
  - The project proposes facilities and improvements which will remain in harmony with and having similar presentation to the existing facilities at the site.

Ms. DeSoto advised the Board that the Town recently adopted an amendment to the LDO that addressed specific requirements for mini-warehouses and self-storage facilities. She continued with slides that listed each of these requirements, followed by how each provision was being addressed by the applicant's preliminary plans. The next slides addressed general findings, as follows:

- A. The use meets all required principles and specifications of the Land Development Ordinance.

*Prior to final approval by the TRC, all relevant provisions of the LDO must be satisfied. The Planning Board will be asked to make their recommendation contingent on full compliance with the LDO.*

- B. The use, if developed according to the plan submitted and approved, will be visually and functionally compatible with the surrounding area.

*The full length of Haggard Avenue has experienced a slow transition from detached single-family dwellings and vacant sites to a wide range of uses including multi-family dwellings, commercial, and uses associated with Elon University. Within 500' of the subject properties, 6 single-family homes exist; however, the greatest land mass in the area consists of 3-story multi-family developments, and the existing self-storage facility on the adjacent property. The overall character of the area is mixed-use. The recent LDO amendments were designed to ensure a facility design that enhances the surrounding area. The 15,000 sf footprint of the proposed 2-story building and the related site improvements are expected to be visually and functionally compatible with the mixed-use nature of the surrounding area.*

- C. The use will not materially endanger the public health or safety and will not substantially injure the value of adjoining property if located where and how it is proposed.

*The proposed project does not present a danger to the public health or safety. The access to the site from Haggard Avenue will be located along a relatively straight stretch of road and approximately 100' from the closest existing driveway. The approved use will prohibit any hazardous, toxic, or explosive materials from being stored at the facility. The investment into the property resulting from this project will be significant, and there is no evidence that adjoining property values will be substantially injured if developed per the proposed plans.*

Ms. DeSoto then provided aerial and street view images of the property proposed for development and the immediate vicinity. The preliminary site plan and elevation drawings of the proposed building were then shown to the Board. Staff recommendations for conditions to be attached to the approval were then offered, as follows:

1. The proposed use is authorized by the Special Use Permit, however, approval of SU #2020-01 is contingent on final approval of plans by Elon's Technical Review Committee to ensure that the development has met all Federal, State, and local regulations and permitting requirements, as well as any conditions attached to the SU approval. The plan review shall include, but not be limited to, utility locations including size, material, and vertical alignment of water and sanitary sewer lines, engineering calculations assuring that the proposed stormwater measures meet or exceed all local and state requirements, and an exterior material list and façade-coverage calculations indicating compliance with LDO requirements for mini-warehouse and self-storage facilities.
2. Recombination of the properties identified by Parcel Numbers 116312, 116314, and 116590 shall be required in order for the project to meet the two acre minimum size requirement.
3. The storage of hazardous, toxic, or explosive substances is prohibited, and no outside storage shall be permitted.
4. No business activity other than the rental of storage units may be conducted on the premises.
5. Perimeter landscaping must be provided in accordance with the LDO, to minimize negative visual impacts on surrounding properties and roadways. Buffer and screening shall be

installed along the western property boundary, consistent with the LDO's provision for screening non-residential uses from the adjoining residential property to the west.

6. Accessory uses such as the rental of trucks, trailers, or moving equipment are prohibited.
7. Hours of operation shall be limited to the hours between 6:00 a.m. and 10:00 p.m. in accordance with LDO requirements. A modification to the Special Use Permit to extend hours of operation may be considered upon cessation of the residential use on the adjacent property to the west.
8. Any and all required permits and/or approvals from other regulatory agencies must be in place prior to issuance of a Notice to Proceed by the Planning Department.
9. All additional conditions or requirements as provided by the LDO are enforceable with regards to DU 2020-01.
10. A valid Planning/Zoning Permit must be issued for any activity authorized by SU 2020-01 within 24 months of the approval date of the special use permit.

Ms. DeSoto then asked if Mr. Irwin or Mr. Huffine had any additional information to provide to the Board, or if the Board members had any questions. Mr. Irwin addressed the Board by stating that the intent was for a light footprint, with there being only a couple of customers per day at the existing facility which was at 100% capacity. He added that the University was a long-term tenant, that there would be no outside storage and they agreed to the limited hours of operation. He added that the proposed building will be better looking than the existing facility. Mr. Huffines added that during the TRC process they will address some of the requirements and that he believed they meet the findings. Ms. DeSoto then asked if there were questions or additional comments before going to the motions, and there being none, the Board proceeded with the following motion:

Motion : The Town of Elon Planning Board:

- Recommends denial of SU 2020-01 based on the following: \_\_\_\_\_; or
- Recommends approval with conditions as indicated for SU 2020-01; or
- Recommends approval with conditions as indicated for SU 2020-01, modified as follows: \_\_\_\_\_.

Clark Bennett put forward a motion for recommendation of approval with conditions as stated. The motion was seconded by John Harmon and received a unanimous vote in support.

Ms. DeSoto offered a draft consistency statement as follows: "The proposal is consistent with the Comprehensive Land Use Plan, including the recommendation in the Plan (LU-8.12) that calls for the ordinance to maintain compliance with state legislation". Chairman Beasley asked for a motion to accept the statement; John Harmon offered a motion to accept, which was seconded by Clark Bennett and approved by unanimous vote.

### **Item C – Items from Board Members**

There were no items from Board members.

### **Item D – Board of Aldermen Updates**

Ms. DeSoto offered the Board the after-action report from the most recent Board of Aldermen meeting which included approval of four LDO text amendments that had received favorable recommendations from the Planning Board, as well as items related to the annexation of the Holt

property on Gibsonville-Ossipee Road, and an ordinance to allow the Town to demolish a burned home on Summers Drive.

**Item E – Motion to Adjourn**

A motion to adjourn was offered by Mr. Harwood and seconded by Mr. Bennett. The motion was approved by unanimous vote. Chairman Beasley thanked everyone for their participation.

Meeting was adjourned at 6:49 p.m.

DRAFT

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Pamela DeSoto, Planning Director  
Minutes were completed in  
Draft form on August 14, 2020

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Jim Beasley, Planning Board Chair  
Minutes were approved on  
August 18, 2020



**MEMORANDUM TO THE PLANNING BOARD – August 18, 2020**

**Applicant:**

Sonoco Products  
Company by and  
through Brian C.  
Wagoner

**Request:**

Major Development  
Plan (Major  
Subdivision) Review  
and Recommendation

**Location:**

212 Cook Road,  
Elon ETJ

**Parcel ID:**

108932

**Site Acreage:**

.72

**Zoning:**

Industrial (I)

**Prepared by:**

Pamela DeSoto

**Background and Description of Request**

Mr. Ryan Moffitt of the Vernon Law Firm has submitted an application for a major subdivision on behalf of Brian C. Wagoner, prospective purchaser of a .72-acre portion of property owned by Sonoco Products Company. The parent parcel property houses the Sonoco Products manufacturing facility, and was physically divided as a result of the construction of University Drive. The .72-acre piece of land lies between Cook Road, University Drive, and the Norfolk Southern Railroad right-of-way and is currently vacant. As a non-residential zoned property, the LDO currently requires the subdivision of land to be treated as a major subdivision within the major development plan category, requiring Planning Board recommendation and a final decision by the Board of Aldermen. The current request is for a subdivision of land from one lot into two, and with no development proposal for the property. When and if a development proposal comes forward under the current Industrial zoning, the LDO requires that the process be repeated for Planning Board and Board of Aldermen review of the plans. Additionally, review and approval by the Technical Review Committee (TRC) will be required.

**Zoning** (Exhibit Attached)

For the purposes of this report, “property” refers to the .72-acre portion of the tax parcel.

The property is located in Elon’s Industrial Planning District, and is in the Town’s extra-territorial jurisdiction (ETJ). The .72-acre subject portion is surrounded on all sides by roadways, with Gibsonville’s jurisdiction immediately to the west. Other planning districts in the near vicinity within Elon’s jurisdiction include Commercial, Urban Residential, and Suburban Residential. The LDO describes the Industrial District as accommodating existing and future manufacturing, wholesale and warehousing uses, and that the district is intended to enhance the economic viability of the Town while imposing significant impacts to adjacent properties.

**Existing Site Conditions** (Exhibits attached)

The subject property is wooded and heavily encumbered with NCDOT and railroad rights-of-way. The only viable access is via Cook Road, which borders the western boundary of the property. There are no known environmental issues associated with the property. Alamance County has confirmed that, although two parcel ID numbers are assigned to the land owned by Sonoco Products, only one tax parcel exists, and includes both the subject property and the land where the manufacturing plant is located. The full acreage of this land, including the subject property, is 15.5.

**Recommendations and Suggested Motions**

Staff recommends that the Planning Board consider this Major Development Plan proposal, accept public comment during the scheduled meeting, and consider a recommendation to the Board of Aldermen on the proposal at their earliest convenience. The proposal is compliant with all LDO requirements and following final approval by the Board of Aldermen, the subdivision plat will be given a final review by the LDO Administrator and may be recorded at the Alamance County Register of Deeds. Staff recommends approval of the request.

Enclosures:   Development Review Application Form  
                  Preliminary Subdivision Plat  
                  Vicinity Planning District Map  
                  Aerial Image

## DEVELOPMENT REVIEW APPLICATION FORM



# Town of Elon Development Services

P.O. Box 595

104 S. Williamson Avenue

Elon, NC 27244

(336) 584-2859

**PLAN TYPE:**
**REVIEW FEE:**

Development Plan or Subdivision - Minor	\$250.00
- Major	\$450.00 + cost of mailed notices (calculated based on # of adjoining properties)
Special Use Permit (includes Dev. Plan approval)	\$450.00 + cost of mailed notices (calculated based on # of adjoining properties)
Final Plat	\$100.00 (Exempt s/d, recombination, or easement plats = \$50.00)
Technical Review Committee (TRC) Review	\$600.00 (includes two resubmittals); \$150.00 (per each submittal over two)
Traffic Impact Analysis Review	\$300.00

**Minor Subdivision** = less than 10 SF lots; **Major Subdivision** = 10 or more SF lots or any number of non-residential lots.

**Minor Development Plan** = Development of open land uses or up to 2 buildings or additions totaling less than 30,000 sf, without new streets or right-of-way.

**Major Development Plan** = MF, mixed-use, or non-residential development.

**Submit three (3) printed copies and an electronic set of plans to the Planning Office for review.**

**PROJECT SUMMARY:**

A. Project Name: Sonoco Products Company Parcel Subdivision

B. Type of Plan: \_\_\_\_\_ Minor Development Plan  Major Development Plan \_\_\_\_\_ Special Use

Final Plat \_\_\_\_\_ TRC Review \_\_\_\_\_ Traffic Impact Analysis \_\_\_\_\_ Schematic Design (Pre-application review)

C. Property Street Address: 212 Cook Road, Elon, North Carolina 27244

Property Description: Parcel ID No. 108958; See Deed at 410/914 & 387/599

D. Owner/Applicant: Sonoco Products Company by and through Brian C. Wagoner (prospective purchaser)

E. Report Comments to: Ryan D. Moffitt, Vernon Law Firm

Telephone Number: (336) 222-5901

Fax Number: (336) 226-3866

E-Mail: rdm@vernonlaw.com

Report Comments to (additional contact): Brian Wagoner

Telephone Number: (336) 260-1152

Fax Number: N/A

E-Mail: codywagoner@gmail.com

F. Tax Map / Block / Parcel # (s):

G. Total Tract Acreage: 23.68

H. Zoning District: Industrial

I. Flood Plain: \_\_\_\_\_ yes  no (A Floodplain Development Permit may also be required if property is in the Floodplain)

J. Proposed Use: Industrial (existing use)

K. Number of Lots: 2

L. Multifamily Developments: # of Units

Type: \_\_\_\_\_ Apartments \_\_\_\_\_ Townhomes \_\_\_\_\_ Condominiums

M. Non-Residential Developments: Existing Gross Floor Area (GFA): \_\_\_\_\_ Proposed GFA: \_\_\_\_\_

N. Amount of Existing Built-upon Area (BUA):

O. Amount of Proposed BUA:

**PLAN SUBMISSION GUIDELINES**

Plans submitted for Major Development Plan Review must be submitted thirty (30) days prior to the desired Planning Board meeting in order to be included on the agenda. Final Decision by the Board of Aldermen shall be provided at their next available meeting. Plans submitted for TRC Review must be submitted seven (7) days prior to the desired TRC meeting (TRC meetings may be scheduled for the 2<sup>nd</sup> & 4<sup>th</sup> Wednesdays of each month). Submittals must be complete in order to be scheduled for review.

I have read, understood and completed the attached plan to the best of my knowledge and ability.

Applicant Signature: \_\_\_\_\_

DocuSigned by:

Scott Cameron

Phone: \_\_\_\_\_

843-383-7072

Date: \_\_\_\_\_

8/13/2020

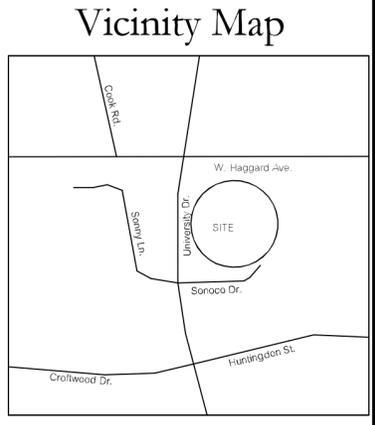
0579B2764A17427...

Curve Table				
Curve	Chord Bearing	Chord	Radius	Length
C1	S 66°45'51" E	187.04'	2625.00'	187.08'
C2	S 66°16'04" E	200.41'	2960.13'	200.45'
C3	S 74°12'27" E	623.69'	2958.66'	624.85'

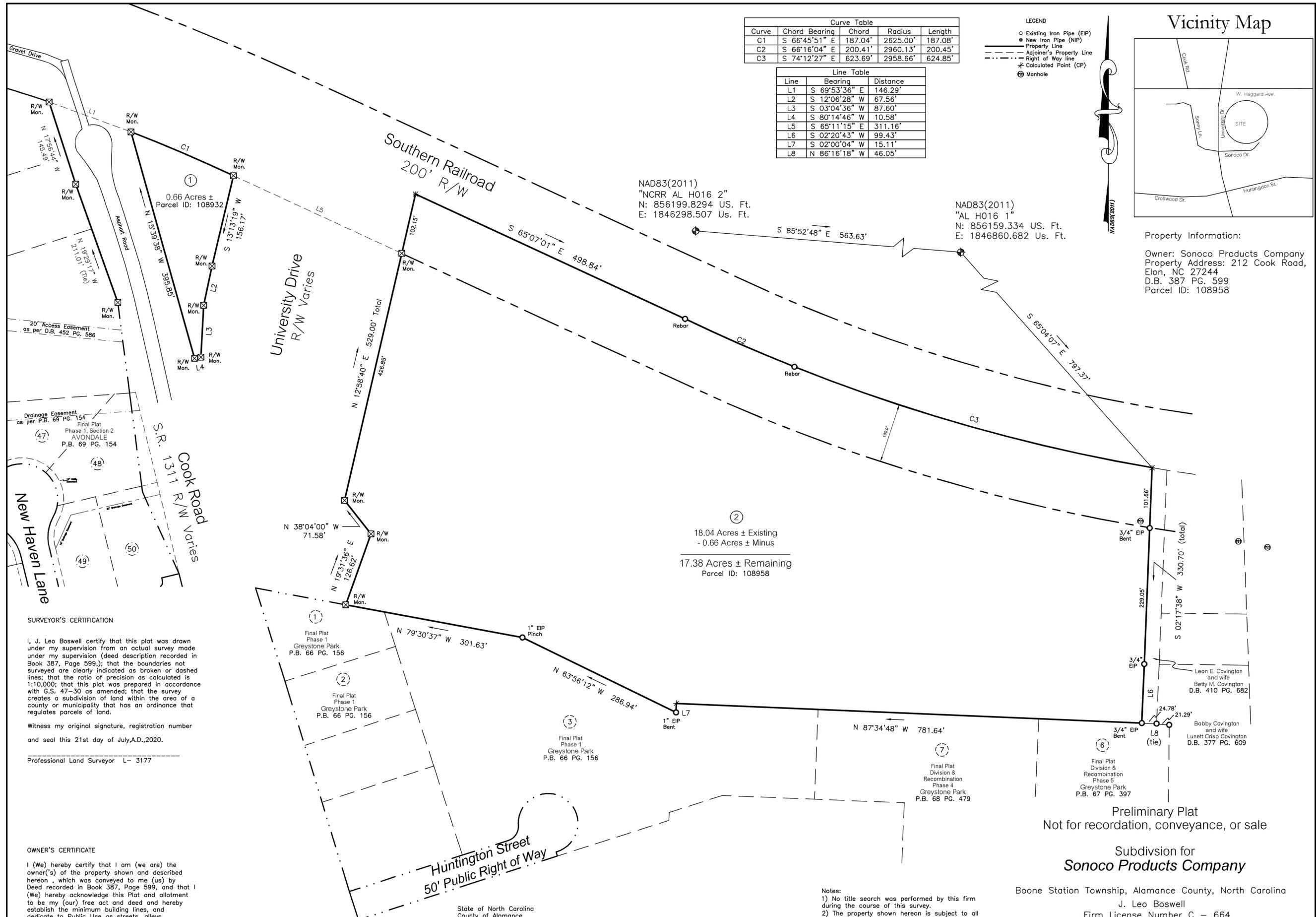
Line Table		
Line	Bearing	Distance
L1	S 69°53'36" E	146.29'
L2	S 12°06'28" W	67.56'
L3	S 03°04'36" W	87.60'
L4	S 80°14'46" W	10.58'
L5	S 65°11'15" E	311.16'
L6	S 02°20'43" W	99.43'
L7	S 02°00'04" W	15.11'
L8	N 86°16'18" W	46.05'

**LEGEND**

- Existing Iron Pipe (EIP)
- New Iron Pipe (NIP)
- Property Line
- - - Adjoiner's Property Line
- Right of Way line
- \* Calculated Point (CP)
- ⊕ Manhole



**Property Information:**  
 Owner: Sonoco Products Company  
 Property Address: 212 Cook Road,  
 Elon, NC 27244  
 D.B. 387 PG. 599  
 Parcel ID: 108958



NAD83(2011)  
 "NCR AL H016 2"  
 N: 856199.8294 US. Ft.  
 E: 1846298.507 US. Ft.

NAD83(2011)  
 "AL H016 1"  
 N: 856159.334 US. Ft.  
 E: 1846860.682 US. Ft.

18.04 Acres ± Existing  
 - 0.66 Acres ± Minus  
 17.38 Acres ± Remaining  
 Parcel ID: 108958

**SURVEYOR'S CERTIFICATION**

I, J. Leo Boswell certify that this plat was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book 387, Page 599.); that the boundaries not surveyed are clearly indicated as broken or dashed lines; that the ratio of precision as calculated is 1:10,000; that this plat was prepared in accordance with G.S. 47-30 as amended; that the survey creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land.

Witness my original signature, registration number and seal this 21st day of July, A.D., 2020.

Professional Land Surveyor L- 3177

**OWNER'S CERTIFICATE**

I (We) hereby certify that I am (we are) the owner(s) of the property shown and described hereon, which was conveyed to me (us) by Deed recorded in Book 387, Page 599, and that I (We) hereby acknowledge this Plat and allotment to be my (our) free act and deed and hereby establish the minimum building lines, and dedicate to Public Use as streets, alleys, crosswalks, easements, parks, and other spaces forever as shown or indicated. Further, I (We) certify that the property as shown hereon is within the Subdivision-Regulation Jurisdiction of Alamance County.

**CERTIFICATE OF APPROVAL FOR RECORDING**

I hereby certify that the plat shown hereon has been found to comply with the Land Development Ordinance of Elon, North Carolina and that this plat has been approved by the Town of Elon for recording in the Office of the Register of Deeds of Alamance County.

Date \_\_\_\_\_ LDO Administrator

State of North Carolina  
 County of Alamance

\_\_\_\_\_, Review Officer of Alamance County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

\_\_\_\_\_, Review Officer

Date \_\_\_\_\_

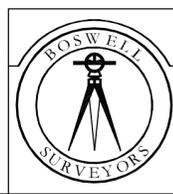
Certificate stating no approval is required by Division of Highways of the North Carolina Department of Transportation

This plat does not require certificate of approval by the Division of Highways as provided in NCGS 136-102.6, subsection(g).

Date \_\_\_\_\_ LDO Administrator

**Notes:**

- 1) No title search was performed by this firm during the course of this survey.
- 2) The property shown hereon is subject to all easements of record affecting same.
- 3) This firm makes no guarantee as to the existence or location of any burial sites, underground improvements, or utilities across this property. Any underground utilities or improvements shown hereon have been located from visible evidence and available information.
- 4) No internal inspection of this property was made by this firm during the course of this survey.
- 5) Areas are calculated by coordinate geometry.
- 6) All distances are horizontal ground distances unless otherwise noted.



**BOSWELL SURVEYORS, INC.**

505 East Davis Street  
 Burlington, NC 27215  
 336.227.8723 (phone)  
 336.222.9917 (fax)  
 boswellsurveyors.com

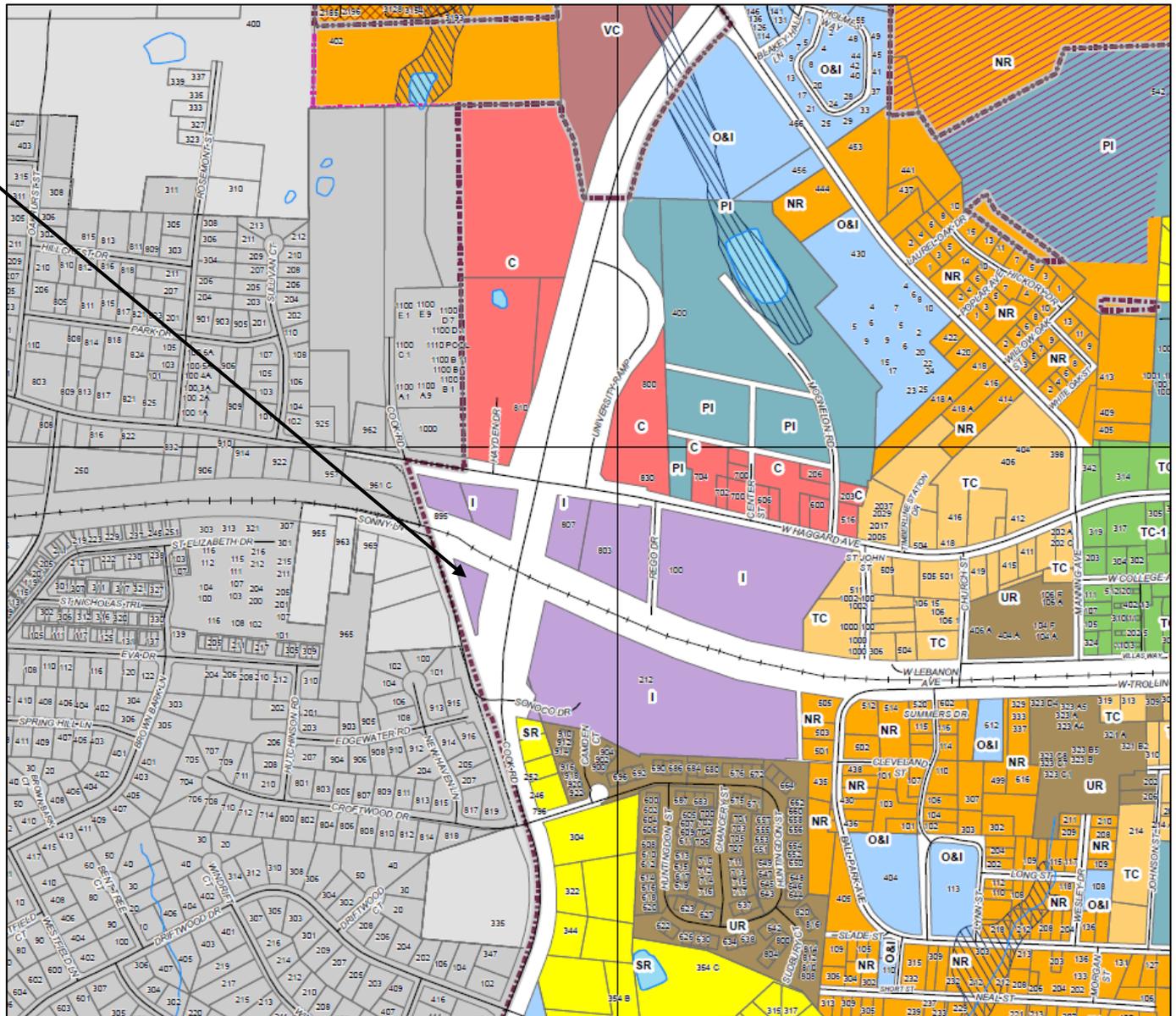
Date: 7/08/2020  
 Scale: 1" = 100'  
 Drawn By: JGW  
 Job No.: 20-182-200

Preliminary Plat  
 Not for recordation, conveyance, or sale

Subdivision for  
**Sonoco Products Company**

Boone Station Township, Alamance County, North Carolina  
 J. Leo Boswell  
 Firm License Number C - 664

Subject Property



Sonoco Products  
Planning District Vicinity Map



Subject Property

Aerial Image – Sonoco Property



**MEMORANDUM TO THE PLANNING BOARD – August 18, 2020**

**Request:**

LDO Text Amendment  
#20-05 Regarding  
Definitions for Minor  
and Major  
Development Plans

**Prepared by:**

Pamela DeSoto,  
Assistant Town  
Manager/Planning  
Director

**Description of Request**

The Planning Department wishes to amend the LDO to more clearly define what constitutes minor and major development plans and to simplify the process for subdivision of land when no development plan is being proposed. Currently, the LDO requires that subdivisions of land that is located in a non-residential planning district be treated as a major development plan, requiring Planning Board recommendation and Board of Aldermen approval, which carries a higher cost and longer timeline for approval. This is the case for subdivisions that have a development proposal associated with them, and for those that do not.

**Procedural Issues**

Section 8.4 of the LDO requires that proposed amendments to the text or maps of the ordinance may be initiated by the LDO Administrator, Planning Board, Board of Adjustment, or by an interested party. Such amendments require a public hearing with public notice as specified by N.C. General Statutes, following a recommendation by the Planning Board. The central issue to be considered regarding amendments is whether the proposed amendment advances the public health, safety or welfare. The statement included with the Planning Board's recommendation and the Board of Aldermen's final decision on the amendment shall describe whether the action is consistent with adopted plans and explain why the Board considers the action taken to be reasonable and in the public interest. The decision is legislative in nature as opposed to quasi-judicial, and is not subject to judicial review.

**Factors to Consider**

Elon's LDO guides the development review process in Chapter 6. In Section 6.3, development proposal types are defined under two primary categories: Minor Development Plans, which are approved administratively (by staff), and Major Development Plans, which require Board approval following a recommendation by the Planning Board. Staff has encountered some discrepancies in the definitions of the two categories, and believes the square footage distinction to be confusing and ineffective in classifying the types of projects that warrant higher-level approvals. Additionally, there are occasional instances where a simple subdivision of land is

proposed for property that is not zoned residential, but no development project has yet been proposed for the property. In these cases, the ordinance directs that the subdivision plat must be treated as a major development plan, and any future development proposal for the property would be subject to the process a second time. The proposed text amendment achieves the following:

1. Transfers subdivisions of land where no development proposal is being made from the Major Development Plan category to the Minor Development Plan category, allowing for approval by staff in a matter of days. Major Development Plans typically involve an approval time frame of sixty days or more.
2. Removes the square footage threshold in favor of a more clearly defined distinction between single-family residential development and all other types of development, resulting in the following:
  - a. Single-family development of

### **Plan Consistency**

Envision Elon 2040, Elon's Comprehensive Land Use Plan, provides no specific guidance regarding development-related definitions or how to classify subdivision of land where no development proposal has been made, though it does recommend that the LDO be improved for accessibility and user-friendliness. Streamlined approval processes and clearly defined ordinance language are important to a user-friendly document and development environment; therefore, the changes brought about by the amendment are aligned with the objectives of the land use plan.

1. Land Use-8.11: Make improvements to the LDO to improve the accessibility and user-friendliness of the ordinance.

*The proposal is considered by staff to be consistent with the Comprehensive Land Use Plan's recommendations to improve the accessibility and user-friendliness of the ordinance.*

### **Recommendations and Suggested Motions**

Staff recommends that the Planning Board consider this application, accept public comment during the scheduled meeting, and consider a recommendation on the proposal at their earliest convenience. The motions should proceed as follows.

- Motion 1:** LDO #20-05 (is/is not) consistent with comprehensive plans adopted by the Town of Elon.  
*The proposal is considered by staff to be consistent with the Town's Comprehensive Land Use Plan. A recommended statement regarding consistency is offered as part of Motion #4.*
- Motion 2:** LDO #20-05 (is/is not) reasonable and in the public interest.
- Motion 3:** The Town of Elon Planning Board recommends (approval/denial) of LDO #20-05 to the Elon Board of Aldermen.

**Motion 4:** The Town of Elon Planning Board makes the following recommendation to the Elon Board of Aldermen with regard to this decision's consistency with adopted plans.

Statement: Staff recommendation: The proposal is considered to be consistent with the Comprehensive Land Use Plan's recommendations to improve the accessibility and user-friendliness of the ordinance.

Enclosures: LDO #20-05 Draft Amendment (red-lined version)  
LDO #20-05 Draft Amendment (clean version)

**AN ORDINANCE TO AMEND THE ELON LAND DEVELOPMENT ORDINANCE  
REGARDING DEFINITIONS RELATED TO DEVELOPMENT**

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF ELON THE FOLLOWING:

**Section 1.** Elon Land Development Ordinance Section 6.3 *Types of Development Proposals* is amended as follows:

For the purposes of this Chapter, all development proposals are categorized as follows:

- A. Minor Development Plan: A site plan or subdivision for a use permitted within the existing planning district, and meeting the following criteria:
- Minor Site Plan: Development proposal of ~~open land uses or~~ up to two (2) individual buildings or building additions associated with single-family residential uses totaling less than 30,000 square feet on existing lots, not requiring the dedication of new streets or rights-of-way.
  - Minor Subdivision: Development proposal involving the subdivision of land into less than ten (10) single-family residential lots, or a subdivision of land where no development of the land has yet been proposed.
- B. Major Development Plan: A Plan depicting ~~the subdivision of land,~~ proposed site improvements and buildings, ~~or both,~~ and meeting the following criteria. All non-residential subdivisions, those of 10 single-family residential lots or more, and a Any proposed use requiring a change in district designation must be submitted as a Major Development Plans.
- Major Subdivision: All subdivisions associated with a non-residential development proposal, Development proposal or involving the subdivision of land into ten (10) or more single-family residential lots or any number of non-residential lots.
  - Major Site Plans: Proposal involving multi-family, mixed-use, or non-residential development, ~~or any non-residential buildings over 30,000 square feet in gross floor area,~~ where more than two (2) individual buildings or building additions are proposed for a single-family residential use property, or where the development requires the dedication of new streets or rights-of-way.
  - Special Use Plans: Required for any use permitted only with a special use permit.

**Section 2.** Elon Land Development Ordinance Section 10 *Definitions* is amended as follows:

**Development:** The carrying out of any building activity, or the making of any material change in the use or appearance of any structure or land, ~~or the subdividing of land into two or more parcels.~~

**Section 3.** All provisions of any town ordinance or resolution in conflict with this ordinance are repealed.

**Section 4.** This ordinance shall become effective upon adoption.

The foregoing ordinance, having been submitted to a vote, was duly adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Jerry R. Tolley, Mayor

Attest:

\_\_\_\_\_  
DiAnne C. Enoch, Town Clerk

DRAFT

**AN ORDINANCE TO AMEND THE ELON LAND DEVELOPMENT ORDINANCE  
REGARDING DEFINITIONS FOR MINOR AND MAJOR DEVELOPMENT PLANS**

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF ELON THE FOLLOWING:

**Section 1.** Elon Land Development Ordinance Section 6.3 *Types of Development Proposals* is amended as follows:

For the purposes of this Chapter, all development proposals are categorized as follows:

- A. Minor Development Plan: A site plan or subdivision for a use permitted within the existing planning district, and meeting the following criteria:
- Minor Site Plan: Development proposal of up to two (2) individual buildings or building additions associated with single-family residential uses on existing lots, not requiring the dedication of new streets or rights-of-way.
  - Minor Subdivision: Development proposal involving the subdivision of land into less than ten (10) single-family residential lots, or a subdivision of land where no development of the land has yet been proposed.
- B. Major Development Plan: A Plan depicting proposed site improvements and buildings, and meeting the following criteria. Any proposed use requiring a change in district designation must be submitted as a Major Development Plan.
- Major Subdivision: All subdivisions associated with a non-residential development proposal, or involving the subdivision of land into ten (10) or more single-family residential lots.
  - Major Site Plans: Proposal involving multi-family, mixed-use, or non-residential development.
  - Special Use Plans: Required for any use permitted only with a special use permit.

**Section 2.** All provisions of any town ordinance or resolution in conflict with this ordinance are repealed.

**Section 3.** This ordinance shall become effective upon adoption.

The foregoing ordinance, having been submitted to a vote, was duly adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Jerry R. Tolley, Mayor

Attest:

\_\_\_\_\_  
DiAnne C. Enoch, Town Clerk

**Town of Elon  
Board of Aldermen  
Agenda Session**

**AGENDA ITEMS**

**June 1, 2020  
Municipal Building, 6:00 PM**

- I. CALL TO ORDER**
- II. MOTION TO APPROVE BY REFERENCE THE ITEMS LISTED WITHIN THE CONSENT AGENDA**
- A. Board of Aldermen Meeting Minutes
1. May 12, 2020, Regular Meeting
- B. Release of Delinquent Water and Sewer Accounts
- III. PRESENTATION**
- A. Land Management Ordinance Update Presentation
- IV. PUBLIC COMMENTS**
- *The public may speak on any non-agenda item up to three minutes.*
  - *An agenda item will only be discussed at its appropriate time.*
  - *Public Hearing items can only be discussed during the public hearing.*
  - *Be sure to sign in, stand, and state your name and address for the Minutes.*
- V. PUBLIC HEARING(S)**
- A. Annexation - Holt Property (GPIN 8846546133 and 8846429966) **APPROVED**
- B. Rezoning Request RZ #2019-02 Submitted by the D. Lewis Holt Family Trust and the Rachel Y. Holt Revocable Trust **APPROVED**
- C. Special Use Permit SU #2020-01 **APPROVED**
- D. Proposed FY 21 Budget and Budget Ordinance **APPROVED**
- VI. ORDINANCE(S) AND RESOLUTION(S)**
- A. Resolution to Cancel Board of Aldermen July 6, 2020 Agenda Session Meeting **APPROVED**
- B. FY20 End of Year Budget Amendment **APPROVED**
- VII. NEW BUSINESS**
- A. Release of Delinquent Parking Tickets **APPROVED**
- B. ADA Assessment and Transition Study Provider Agreement **APPROVED**
- C. Haggard Avenue Corridor Study - Phase 1 Provider Agreement **APPROVED**
- VIII. REPORTS**
- A. Town Manager
- B. Mayor and Board of Aldermen
- IX. ADJOURNMENT**

**Town of Elon  
Board of Aldermen  
Regular Meeting**

**AGENDA ITEMS**

**July 14, 2020  
Municipal Building, 6:00 PM**

- I. CALL TO ORDER**
- II. MOTION TO APPROVE BY REFERENCE THE ITEMS LISTED WITHIN THE CONSENT AGENDA**
- A. Board of Aldermen Meeting Minutes
1. June 1, 2020, Agenda Session Meeting
  2. June 9, 2020, Regular Meeting
- III. PRESENTATION**
- A. Tree Identification Project - Girl Scout Troop 13004
- Presentation by Girl Scouts from Troop 13004.
- IV. PUBLIC COMMENT(S)**
- *The public may speak on any non-agenda item up to three minutes.*
  - *An agenda item will only be discussed at its appropriate time.*
  - *Public Hearing items can only be discussed during the public hearing.*
  - *Be sure to sign in, stand, and state your name and address for the Minutes.*
- V. PROCLAMATION**
- A. David Wright Retirement Proclamation
- Fire Department employee retirement recognition and presentation.
- VI. ORDINANCE(S) AND RESOLUTION(S)**
- A. Support of EDA Grant Matching Funds
- Request for a Letter of Commitment and a Resolution of Support from the Mayor and Board of Aldermen for the allocation of matching funds for the grant application to the US Economic Development Administration for the East Haggard Ave waterline replacement project. **APPROVED**
- VII. NEW BUSINESS**
- A. FY21 Road Resurfacing Contract Award **APPROVED**
- B. N. Williamson Avenue Outdoor Dining **APPROVED**
- Request to temporarily convert two parking spaces on N. Williamson Avenue to outdoor dining, to increase options for patrons in downtown.
- VIII. REPORTS**
- A. Town Manager
- B. Mayor and Board of Aldermen
- IX. ADJOURNMENT**

**Town of Elon  
Board of Aldermen  
Regular Meeting**

**AGENDA ITEMS**

**August 11, 2020  
Municipal Building, 6:00 PM**

- I. CALL TO ORDER**
- II. MOTION TO APPROVE BY REFERENCE THE ITEMS LISTED WITHIN THE CONSENT AGENDA**
- A. Board of Aldermen Meeting Minutes
1. July 14, 2020, Regular Meeting
- III. PUBLIC COMMENT(S)**
- *The public may speak on any non-agenda item up to three minutes.*
  - *An agenda item will only be discussed at its appropriate time.*
  - *Public Hearing items can only be discussed during the public hearing.*
  - *Be sure to sign in, stand, and state your name and address for the Minutes.*
- IV. ORDINANCE(S) AND RESOLUTION(S)**
- A. Eno-Haw HazMit Plan Resolution **APPROVED**
- V. OLD BUSINESS**
- A. W College Ave One Way Project - Kathleen Patterson **APPROVED**  
Request to end the project and returning to a two way traffic pattern with the closure of the area currently used for outdoor dining.
- VI. NEW BUSINESS**
- A. Downtown Advisory Board Member Appointments - Kathleen Patterson  
Appointment of two new members to the Downtown Advisory Board. **APPROVED**
- VII. REPORTS**
- A. Town Manager
- B. Mayor and Board of Aldermen
- VIII. ADJOURNMENT**