



Town of Elon Planning Board Agenda Regular Meeting

**December 22, 2020
6:00 PM
Electronic and Call-in Options**

Agenda Items

A. Call to Order

B. New Business

- i. Approval of Minutes from the following Planning Board Meetings: August 18, 2020, October 1, 2020, and October 20, 2020
- ii. Review and Recommendation: Major Development Plan MDP 2020-03 for a Major Subdivision Submitted by the Timmons Group

C. Board of Aldermen Updates

D. Items from Board Members

E. Motion to Adjourn

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

**August 18, 2020
Tuesday, 6:00 p.m.**

**Conducted via Zoom
Elon, North Carolina**

Attendees: Jim Beasley, Clark Bennett, Diane Gill, John Harmon, Ralph Harwood, Karla Leath, Mark Podolle. Phil Owens attended as an Alternate Member. Also present were Ryan Moffitt and Brian Wagoner.

Staff present: Pamela DeSoto

Item A - Chairman Beasley called the meeting to order at 6:03 pm.

Item B – Approval of Minutes of the April 21, 2020 and May 19, 2020 Planning Board Meetings

Mr. Harwood made a motion to approve the Minutes of the April 21, 2020 meeting; the motion was seconded by Mr. Bennett and approved by unanimous vote. Mr. Harwood made a motion to approve the Minutes of the May 19, 2020 meeting; the motion was seconded by Mr. Bennett and approved by unanimous vote.

Item C-i – Review and Consideration: 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

Chairman Beasley introduced the item and Ms. DeSoto proceeded with a presentation, summarized as follows:

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.

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. Elon's Land Development Ordinance (LDO) Section 6.3 requires that all subdivision of land into non-residential lots, regardless of number, be classified as a Major Subdivision and follow the Major Development Plan approval process. Included in this process is a Planning Board review and recommendation and final decision by the Town Board of Aldermen. No development project has been proposed to Elon in association with this subdivision plat. Ms. DeSoto then displayed the subdivision plat showing the division of a single parcel into two. She described the subject property as being wooded and heavily encumbered with NCDOT

and Norfolk Southern RR rights-of-way. The only viable access is via Cook Road, which borders the western edge of the property. No known environmental issues exist. Alamance County has confirmed that, although there are two parcel ID numbers assigned to the land owned by Sonoco Products, only one tax parcel exists, and includes the subject property and the land where the manufacturing plant is located, all totaled, constituting 15.5 acres.

An aerial image was displayed that highlighted the property, and pointed to the .72 acre portion under contract by Mr. Wagoner. A Planning District Vicinity Map was then displayed, indicating that the property is zoned Industrial.

Ms. DeSoto then stated that staff recommends that the Planning Board consider the application and make a recommendation to the Board of Aldermen on the proposal. She added that 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 then be recorded at the Alamance County Register of Deeds.

Mr. Podolle made a motion to recommend approval of the subdivision proposal and the motion was seconded by John Harmon. The motion was approved by unanimous vote.

Item C-ii – Review and Recommendation: Land Development Ordinance Text Amendment LDO 20-05 Regarding Definitions for Minor and Major Development Plans

Chairman Beasley introduced this item and Ms. DeSoto proceeded with a brief presentation, summarizing the item as follows:

The proposed text amendment being offered by the Planning Department staff for consideration would 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. Ms. DeSoto stated that the previous agenda item was an example of such a case. She added that currently, the LDO requires that subdivisions of land located in non-residential planning district be treated as a major development plan, requiring Planning Board recommendation and Board of Aldermen approval. This is the case for subdivisions of land that have a development proposal associated with them, and for those that do not.

Ms. DeSoto added that staff has encountered some discrepancies in the definitions of the two categories, and believes the square footage distinction, which determines the process based on whether proposed buildings exceed 30,000 square feet, to be confusing and ineffective in classifying the types of projects that warrant higher-level approvals. She also added that 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 instances, 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.

Ms. DeSoto provided background to this item by stating that the 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, requiring Board approval following a recommendation by the Planning Board. She then described that the proposed text amendment seeks to achieve the following:

1. Transfers subdivisions of land, regardless of the planning district where the land is located, and 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 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. For subdivision of land that is associated with a development proposal - Single-family development of less than ten lots is considered a Minor Subdivision, to be approved at the staff level. Development of 10 or more single-family lots requires Board approval as a Major Subdivision, as are subdivisions associated with a non-residential development proposal.
 - b. For development proposals – those involving up to 2 individual buildings or building additions on existing single-family lots that do not require dedication of new streets or rights-of-way are considered Minor Site Plans, to be approved at the staff level. Major Site Plans, requiring Board approval, include cases where more than 2 buildings or additions are proposed for single-family residential property, where the development requires the dedication of new streets or rights-of-way, and where the development proposal is for multi-family, mixed-use, or non-residential uses.

Ms. DeSoto then offered a synopsis of the proposal's consistency with adopted plans by stating that Elon's Comprehensive Land Use Plan provides no specific guidance regarding development-related definitions or how to classify subdivisions of land where no development proposal has been made. She added, however, that the Plan does recommend that the LDO be improved for accessibility and user-friendliness. She added that streamlined approval processes and clearly defined ordinance language are important to a user-friendly document and development environment and that the changes brought about by the amendment are aligned with the objectives of the land use plan. In particular, the plan provides support for the amendment in Land Use (LU)-8.11 which recommends that improvements be made to the LDO to improve the accessibility and user-friendliness of the ordinance. Ms. DeSoto stated that based on this language, the proposal is considered by staff to be consistent with the Comprehensive Land Use Plan's recommendations.

Ms. DeSoto then recommended that the Planning Board consider the proposal and make a recommendation to the Board of Aldermen on the amendment draft, and she offered a motion format. Chairman Beasley stated that the proposal appeared to create a more user-friendly LDO.

Motion 1: LDO #20-05 (is/is not) consistent with comprehensive plans that have been adopted by the Town of Elon. A motion was made by Mr. Harwood that the amendment was consistent. The motion was seconded by Mr. Bennett and was approved by unanimous vote.

Motion 2: LDO #20-05 (is/is not) reasonable and in the public interest. A motion was made by Mr. Podolle that the amendment was reasonable and in the public interest. The motion was seconded by Mr. Harwood and was approved by unanimous vote.

Motion 3: The Town of Elon Planning Board recommends (approval/denial) of LDO #20-05 to the Elon Board of Aldermen. A motion was made by Mr. Bennett to recommend approval. The motion was seconded by Mr. Harmon and was approved by unanimous vote.

Motion 4: The following draft consistency statement was recommended by staff: The proposal is reasonable and in the public interest because it is consistent with the Comprehensive Land Use Plan's recommendations to improve the accessibility and user-friendliness of the ordinance, and contributes to a favorable development environment. A motion to accept the recommended statement was made by Mr. Harmon. The motion was seconded by Mr. Owen and was approved by unanimous vote.

Item D – Items from Board Members

There were no items from Board members.

Item E – Board of Aldermen Updates

Ms. DeSoto offered the Board the after-action reports from the June 1, 2020 and August 11, 2020 Board of Aldermen meetings which included approvals of the Holt property annexation, a rezoning on the Holt Property, a special use permit (#20-01) for properties located at 931 and 933 E. Haggard Avenue, as well as approval of the Fiscal Year 2021 Budget and Budget Ordinance. Additionally, consultant agreements for an ADA Assessment and Transition Plan and Phase 1 of the Haggard Avenue Corridor Study were approved, and two new members to the Downtown Advisory Board were appointed.

Item F - Motion to Adjourn

A motion to adjourn was offered by Mr. Harmon and seconded by Mr. Bennett. The motion was approved by unanimous vote.

Meeting was adjourned at 6:52 p.m.

Pamela DeSoto, Planning Director
Minutes were completed in
Draft form on December 1, 2020

Jim Beasley, Planning Board Chair
Minutes were approved on
December 21, 2020

**Minutes
Special Called Meeting of the
Elon Planning Board**

**October 1, 2020
Tuesday, 6:00 p.m.**

**Conducted via Zoom
Elon, North Carolina**

Attendees: Jim Beasley, Clark Bennett, Diane Gill, Ralph Harwood, Karla Leath. Also present was Brad Moore, Elon University Architect.

Staff present: Pamela DeSoto

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

Item B – Review and Recommendation: Major Development Plan MDP 2020-02 for Engineering & Physics Building and Associated Parking at Elon University

Chairman Beasley introduced the item and Ms. DeSoto proceeded with a presentation on the item, summarized as follows:

The proposal consists of a new Engineering and Physics Building with associated parking, and is currently being reviewed by Elon's Technical Review Committee (TRC). Three rounds of comments have been returned to the applicant. The building is proposed at 65, 062 square feet and a surface parking lot is also being constructed to accommodate 173 vehicles, with an alternate plan for an additional 113 parking spaces. An existing parking lot on the former elementary school site will also be retrofitted to accommodate an additional 71 vehicles. The proposed building will be constructed on the site of an existing parking lot on N. O'Kelly Avenue between Sankey Hall and the Dalton L. McMichael Science Center, and the University seeks to create new parking accommodations to replace these lost spaces. The proposed building will house a 4-year engineering program recently established by the University, and will include classrooms, research labs, prototyping space, and collaboration type spaces and offices.

Elon's LDO requires that Major Development Plans receive a Planning Board review and recommendation and a final decision by the Town Board of Aldermen. The LDO places Major Site Plans, which include any proposal involving non-residential development, under the category of a Major Development Plan.

Ms. DeSoto displayed an aerial image showing the vicinity of the project, and pinpointed the locations for the proposed building and proposed parking lot. She described the project area as being encompassed by the Elon University campus, the entirety of which is zoned Public Institutional (PI). The specific use category for this project is "College or University Administrative and Classroom uses" which are uses by right in the PI District. She added that the proposal is compliant with all relevant LDO requirements. A Vicinity Planning District Map was then displayed, with the subject property highlighted.

Several pages of the development plan were then displayed, including the site plans for the building and the parking lot, and several elevation drawings of the proposed building. Ms. DeSoto advised the Board that comments from the TRC at this stage are mostly limited to technical issues related

to utilities and associated permitting and are expected to be addressed during construction document development or during construction.

Mr. Brad Moore, Elon University Architect, displayed slides and provided a narrative of the project, including imagery showing what some interior spaces are expected to look like. Mr. Harwood inquired about the expected number of students in the program and Mr. Moore replied that they envision 100 students per year, with 400 total when the program is at full capacity. Mr. Harwood stated that the Town of Elon will need to develop some plans to accommodate the influx of students and cars with this program. Mr. Moore explained that the program will capture some students already expected to be on campus for two years before transferring to NC State, and this program will keep them at Elon. Chairman Beasley inquired about the engineering specialties that will be offered. Mr. Moore stated that it will be general engineering with biomedical and computing being highlighted. Mr. Moore then turned the floor back over to Ms. DeSoto.

She recommended that the Planning Board consider the application and make a recommendation on the proposal to the Board of Aldermen. She reiterated that the proposal is compliant with all LDO requirements and TRC approval of the preliminary plans is anticipated in the next couple of weeks. She added that staff recommends approval of the request. Chairman Beasley asked if any feedback from surrounding neighbors had been received, and Ms. DeSoto replied that she had not.

Chairman Beasley then advised the Board that he could entertain a motion. A motion was made by Ms. Gill to recommend approval of the application. The motion was seconded by Ms. Leath and was approved by unanimous vote.

Item C – Items from Board Members

There were no items from Board members.

Item D - Motion to Adjourn

A motion to adjourn was offered by Mr. Bennett and seconded by Mr. Harwood. The motion was approved by unanimous vote.

Meeting was adjourned at 6:40 p.m.

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

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

DRAFT

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

**October 20, 2020
Tuesday, 6:00 p.m.**

**Conducted via Zoom
Elon, North Carolina**

Attendees: Jim Beasley, Clark Bennett, Diane Gill, John Harmon, Karla Leath, Phil Owens, Mark Podolle. Also present were Walt Teague, Brian Carroll, Pam Fox, and Renay Welborn.

Staff present: Pamela DeSoto

Item A - Chairman Beasley called the meeting to order at 6:04 pm.

Item B-i – Review and Recommendation: Special Use Permit SU 2020-02 Submitted by Twin Lakes Communities for a Building Proposal That Will Exceed Three Stories in Height

Chairman Beasley introduced the item and Ms. DeSoto proceeded with a presentation, a summary of which follows.

Lutheran Retirement Ministries/Twin Lakes Community, has submitted an application for a special use permit to allow for the construction of a building exceeded three stories in height in the Public Institutional (PI) Planning District. The specific use is for a five-story independent living apartment building on the site where the Coble Creek Skilled Healthcare Building now sits. The skilled healthcare facility is being replaced by a new center, currently under construction in Burlington's jurisdiction. The project is proposed to be constructed in two phases, with thirty-four residential units. The plan calls for parking to accommodate 123 vehicles onsite and an additional 104 spaces in an overflow parking lot. Elon's Technical Review Committee (TRC) has made a preliminary review of the plans and will continue to review as plans develop. Staff recommends that the special use permit be contingent upon final approval of the development plans by the TRC.

The proposed use for the project falls under the category of Congregate Care Homes, which is a use permitted with specific requirements in the PI District. The proposal is fully compliant with these requirements, and the sole component of the proposal that requires a special use permit is the building height. Elon's LDO requires a special use permit for buildings greater than three stories in height in the PI District. The proposed building is designed with five stories to meet market demand and due to the limited area within the Twin Lakes Community for additional new development. The consideration of this special use permit is a precursor to the major development plan review and recommendation, where additional detail regarding the project will be available.

Ms. DeSoto then overviewed the considerations for approval of a special use permit, which is intended to allow for conditions to be imposed in order to ensure that a proposal meets all specifications of the LDO, as well as the following provisions regarding the project (staff assessment of the proposal's response to these provisions is offered in italics):

- The use, if developed according to the plan submitted and approved, will be visually and functionally compatible with the surrounding area. *The proposal's supporting narrative states that the project's design and central location eliminate visibility from streets outside of the Twin Lakes Community. The elevation of the ground*

floor is proposed to be at street level, creating the appearance of a four-story building. Additional design features have been selected to complement the existing character of the Twin Lakes campus, including building materials, colors, and façade articulation.

- *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 use is compatible with existing uses in the community, which are identified as residential and support uses typical to a continuing care retirement community. All adjacent properties are owned by Twin Lakes, and no evidence has been presented that properties in the immediate or more general vicinity will experience harm to their value as a result of this development. Additionally, the five-story height will be required to meet all building and fire codes, and the Town's Fire Chief has stated that his department's 95' aerial truck is designed to serve a building of this height. Elon's Fire Department would be assisted by neighboring departments, consistent with mutual aid agreements in place.*

Ms. DeSoto added that the applicant has provided a statement of development intent, which states the following:

- Phase 1 of the project is expected to begin construction in 2022.
- Studies indicate that multi-story apartment buildings with parking at the ground level is a concept in increasing demand.
- Twin Lakes' campus is mostly either built-out, or with plans in place for undeveloped areas, leaving limited area for additional housing. The higher density proposed for this project creates an opportunity to meet the identified demand.
- The site's central location on campus was selected specifically to facilitate connectivity and proximity to the locates of most of the services and amenities available to residents. Additionally, this location is not visible from neighboring properties outside of the Twin Lakes Community.
- The narrative goes on to address each of the four findings of fact that must be considered for special use permits.

An aerial image of the vicinity was displayed, followed by a series of exhibits provided by the applicant as part of their submittal package. Ms. DeSoto then advised the Board that staff recommends approval of the request, contingent on the following conditions being met:

1. The proposed use is authorized by the Special Use Permit, however, approval of SU #2020-02 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 multi-family residential development.
2. 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.

3. All additional conditions or requirements as provided by the LDO are enforceable with regards to SU 2020-02.
4. A valid Planning/Zoning Permit must be issued for any activity authorized by SU 2020-02 within 24 months of the approval date of the special use permit.

Mr. Bennett then made a motion recommending approval with conditions as indicated. The motion was seconded by Karla Leath and was approved by unanimous vote.

Item B-ii – Reconsideration of Land Development Ordinance Text Amendment LDO 20-05 Regarding the Definitions for Minor and Major Development Plans

Chairman Beasley introduced this item and a brief presentation was provided by Ms. DeSoto. The item was described as a reconsideration of a text amendment, following a proposed revision made by the Board of Aldermen. The Aldermen directed staff to present the revised version to the Planning Board for consideration. The original draft of the amendment had previously been recommended for approval by the Planning Board. The revision was limited to the threshold for the number of lots that may be approved administratively, as opposed to requiring approval by the Board of Aldermen. The LDO currently states that any subdivision of land into less than ten lots is considered a Minor Subdivision and may be approved by staff, and subdivisions of land into ten or more lots is considered a Major Subdivision, requiring Board approval following a recommendation by the Planning Board. The Board of Aldermen suggested that the number be reduced to five. All other language in the proposed amendment was deemed acceptable.

Ms. DeSoto stated that the previously drafted Land Use Plan (LUP) consistency statement is still applicable, and that additional support from the LUP can be found for the revision. Therefore, the consistency statement recommended by staff reads as follows:

The proposal is reasonable and in the public interest because it is consistent with the following provisions of the Town's Comprehensive Land Use Plan:

1. *The Goal and Objective of promoting and ensuring quality governance, stewardship of public resources, and sustainability of services by carefully managing growth, providing adequate public services and public infrastructure, and using existing infrastructure investments efficiently.*
2. *Recommendations to improve the accessibility and user-friendliness of the ordinance, and contribute to a favorable development environment.*

Chairman Beasley asked if the Board expressed a reason for the change. Ms. DeSoto replied that, though the ten-lot threshold had been in place for some time, she had advised the Board that it was relatively high based on her experience, and that if they had an interest in lowering it, it could easily be accomplished with a simple revision. Some Board members did express such interest, and requested that the item be returned to the Planning Board for input on the threshold revision.

Chairman Beasley then asked if the Board was prepared to consider a motion, according to the following format:

Motion 1: LDO #20-05 (is/is not) consistent with comprehensive plans adopted by the Town of Elon. Mr. Podolle moved that the proposal was consistent; the motion was seconded by Ms. Gill and approved by unanimous vote.

Motion 2: LDO #20-05 (is/is not) reasonable and in the public interest. Mr. Harmon moved that it was in the public interest. The motion was seconded by Mr. Owen and approved by unanimous vote.

Motion 3: The Town of Elon Planning Board recommends (approval/denial) of LDO #20-05 to the Elon Board of Aldermen. Ms. Gill moved for approval of the proposed amendment. Mr. Bennett seconded and the motion was approved by unanimous vote.

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.

The proposal is reasonable and in the public interest because it is consistent with the following provisions of the Town's Comprehensive Land Use Plan:

- 1. The Goal and Objective of promoting and ensuring quality governance, stewardship of public resources, and sustainability of services by carefully managing growth, providing adequate public services and public infrastructure, and using existing infrastructure investments efficiently.*
- 2. Recommendations to improve the accessibility and user-friendliness of the ordinance, and contributes to a favorable development environment.*

This motion was made by Mr. Harmon, seconded by Mr. Podolle, and approved by unanimous vote.

Item C – Items from Board Members

Chairman Beasley thanked Mr. Owen for his patience in having an opportunity to participate in the meetings.

Item D – Board of Aldermen Updates

Ms. DeSoto advised that she had included information in the packet regarding recent actions taken by the Board of Aldermen.

Item E - Motion to Adjourn

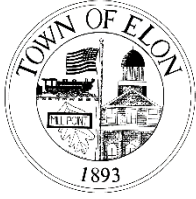
A motion to adjourn was offered by Mr. Owen and seconded by Mr. Podolle. The motion was approved by unanimous vote. Chairman Beasley thanked everyone for their participation.

Meeting was adjourned at 7:02 p.m.

DRAFT

Pamela DeSoto, Planning Director
Minutes were completed in
Draft form on December 1, 2020

Jim Beasley, Planning Board Chair
Minutes were approved on
December 21, 2020



MEMORANDUM TO THE PLANNING BOARD – December 22, 2020

Applicant:

The Timmons Group

Request:

Major Development
Plan (Major Site Plan)
Review and
Recommendation

Location:

1031 Gibsonville
Ossipee Road

Parcel ID:

110124, 110188

Site Acreage:

80.415

Zoning:

Neighborhood
Residential

Prepared by:

Pamela DeSoto

Background and Description of Request

The Timmons Group has submitted an application for a major site plan for review and recommendation by the Planning Board. The project, consisting of single-family residential subdivision, proposes 205 lots on the 81+ acre site, located at the juncture of Manning Avenue and Gibsonville-Ossipee Road. The preliminary plans are currently being reviewed by Elon's Technical Review Committee (TRC) and has received three rounds of comments, the last of which are currently being addressed by the applicant. The property, consisting of two parcels owned by the Lewis D. Holt Family Trust, was the subject of an approved annexation request and rezoning earlier in 2020.

Procedural Information

Elon's Land Development Ordinance (LDO) specifies that Major Development Plans receive a recommendation from the Planning Board prior to a final decision by the Town Board of Aldermen. The LDO places Major Site Plans, which include proposals involving any non-residential development, under the category of a Major Development Plan and further dictates the process as shown in the flow chart below.

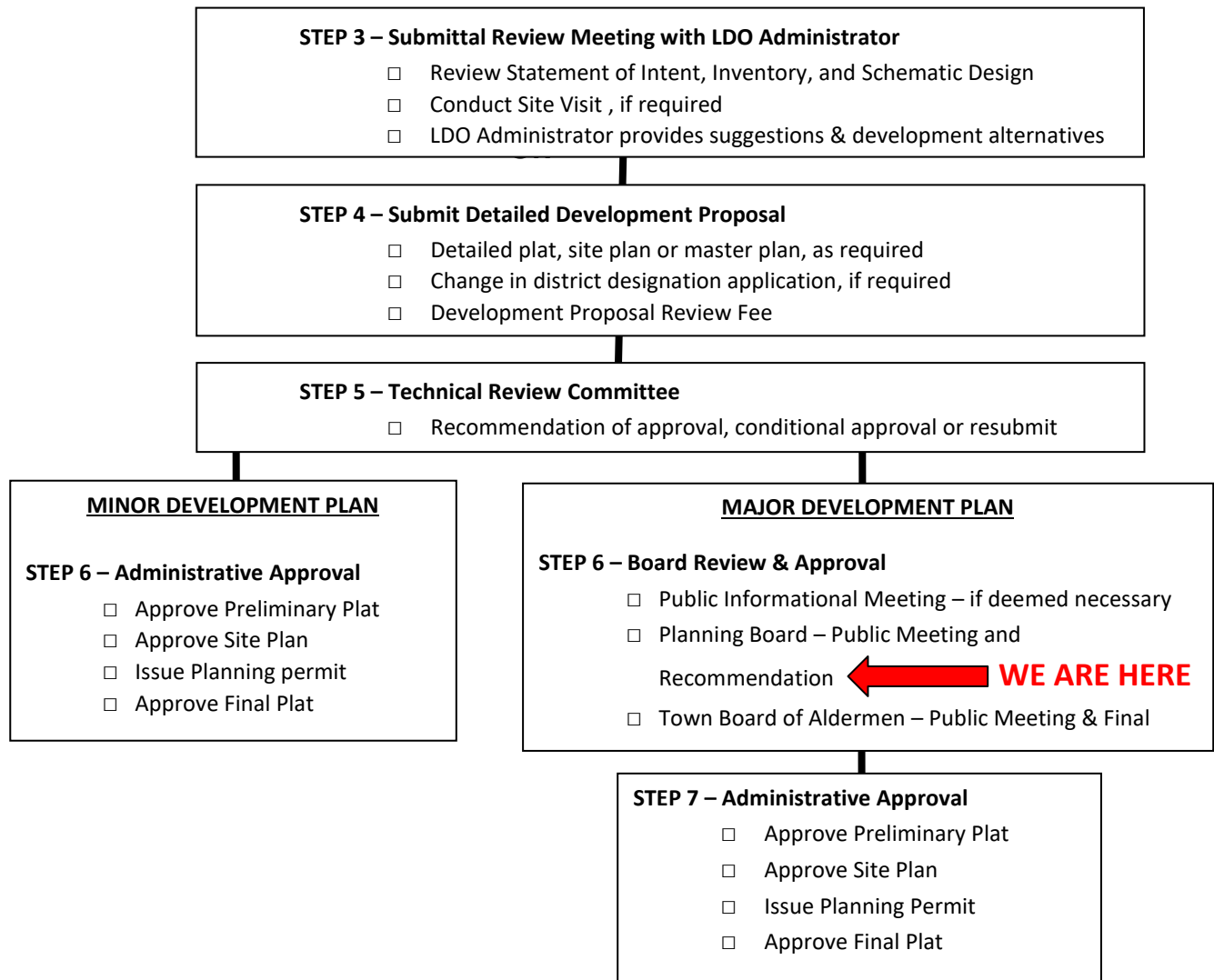
6.4.1 Development Proposal Review Process

STEP 1 – Pre-Submittal Meeting with LDO Administrator (Recommended)

- ☐ Provides applicant with information on procedures and policies and expectations of the Land Development Plan

STEP 2 – Submit Preliminary Development Proposal to LDO Administrator

- ☐ Environmental Inventory
- ☐ Application with General Statement of Development Intent
- ☐ Schematic Design
- ☐ Preliminary Review Fee



Should the current plans be approved by the Board of Aldermen (following Planning Board recommendation), no grading or other development related to the project may proceed until final approval has been issued by the TRC and a Notice to Proceed has been released by staff.

Zoning

The parcels were rezoned to Neighborhood Residential in June of 2020, following annexation by the Town. Neighborhood Residential (NR) is described in the LDO as follows:

The Neighborhood Residential Planning District accommodates existing medium-density single-family residential neighborhoods, and provides opportunities for future single-family development primarily within the Town’s northwest growth area. This district provides for some higher-density residential development within walking distance of designated Neighborhood and Village Center Districts, as identified on the Land Development Ordinance Map. Streets in the Neighborhood Residential District must be interconnected, as required in Section 5.7 – Street and Greenway Design Regulations. Urban Open Space must be provided according to Section 5.5 – Open Space Preservation and Design Regulations.

The NR District dimensional requirements include 6,000 square feet minimum lot size, 60 foot minimum lot width at building line, and maximum impervious surface lot coverage of 45%. A minimum of 10% of the total land area must be set aside as open space.

The property is adjoined by other NR zoned parcels to the east, a single Rural Residential zoned property to the southeast (the site of a solar farm), and unzoned Alamance County jurisdiction to the north. Gibsonville's jurisdiction is to the west, across Gibsonville Ossipee Road. The NR District is well represented in the northern future growth area within Elon's ETJ from the subject property east to Walker Road, an area representing more than a 1.5 mile span, and south, beyond University Drive to a distance of over a mile.

Existing Site Conditions (Exhibits attached)

The subject property is currently undeveloped except for the presence of an inactive farm on the 11.465 acre portion. The farmhouse and other related structures lie on the flattest area of the property, in the southwestern section. The 68.95 acre portion of the property exhibits more significant and varying slopes, particularly in the vicinity of the stream that enters the property along its northern boundary. There are associated floodplains flanking the stream which will inhibit development in that area and provide opportunities for open space and potential creation of a greenway as recommended in the Land Development Plan. The majority of the acreage is wooded and though a small pond is indicated in Alamance County's mapping, it is not evident in the aerial image of the property. Uses on adjacent properties in Elon's jurisdiction include a forty-acre solar farm, single-family residential uses on lots ranging from 1.5 acres to over 36 acres. A 28-acre parcel immediately to the north is vacant and heavily encumbered with floodplain and stream buffer.

Additional Considerations

Comments from members of the TRC at this stage are mostly limited to updates to the plans to comply with NCDOT comments regarding the entry points to the subdivision (Manning Avenue and Gibsonville-Ossipee Road are both controlled by NCDOT). One additional submittal to the TRC is anticipated before approval of the preliminary plans.

Items of significance on the Preliminary Development Plans include:

- The project is scheduled to be built out in five phases of 50, 49, 29, 30, and 47 lots, for a total of 205 lots. All lots as depicted on the preliminary site plan indicate compliance with dimensional requirements for the Neighborhood Residential Planning District. The average lot size is 8,583 square feet and the smallest is 7,100 square feet.
- The development proposes two entrances, one from Manning Avenue and another from Gibsonville Ossipee Road. NCDOT is working with the applicant to ensure compliance with their requirements for connections to their rights-of-way on Manning Avenue and Gibsonville Ossipee Road. All proposed internal streets within the subdivision will ultimately be dedicated to the Town for future maintenance.
- Open space requirements are exceeded by more than 100% over the 15% standard, with 12.28 acres required and 26.18 acres provided. A primary factor in the open space consideration is the extensive acreage taken by floodplain, wetlands, and stream buffer on the site. However, additional open space is

proposed outside of these areas, including a perimeter buffer that ranges between fifteen and fifty feet (15' being the minimum required), a 1.2 acre green space adjacent to the mail kiosk area, limited areas near existing roadways, and additional areas of relatively steep slopes adjacent to the existing stream. Open space adjacent to the existing roadways will be improved by the construction of a 10' wide multi-use path. An easement near the stream is also being provided for future development of a greenway (the developer is not required to construct the greenway).

- Sidewalks are proposed on both sides of all new streets, consistent with LDO requirements.
- In buffer areas, existing vegetation will be preserved to the greatest extent feasible. Where preserved existing vegetation is insufficient to meet the landscaping requirements of the LDO, supplemental trees and shrubs will be planted to meet the standard.
- Sanitary sewer is available at the site, utilizing an existing line running adjacent to the stream. Water will be extended to the site from an existing line on Manning Avenue that terminates just north of Powerline Church of the Nazarene.
- Three proposed streets will be constructed and stubbed-out at the property boundary to create future connection to adjacent properties, as directed by LDO Section 5.7.3-C. No stub-outs were required adjacent to the property to the north, so as not to encourage future development in the floodplain or adjacent to stream buffers.
- Several small stormwater management ponds are proposed at various locations throughout the site to maintain pre-development stormwater runoff rates. Fully developed engineering plans will be submitted for review by the TRC during the construction document review phase, following approval of the major development plan by the Board of Aldermen. The construction documents will include refined stormwater and erosion control designs.
- A schematic landscaping plan has also been provided, which indicates compliance with street tree requirements as well as perimeter buffers. More specifics, including species and size at time of planting for proposed trees and shrubs, will be provided with construction documents.
- The applicant has provided a Traffic Impact Analysis that has been reviewed by NCDOT. Based on this review, dedicated right turn lanes are being required on Manning Avenue and Gibsonville Ossipee Road at each of the proposed site entrances to ensure safe and efficient accommodation of the right turn movements into the development. These required right turn lanes, which will be constructed at the developer's expense, must accommodate a minimum of 100' of full storage and meet all NCDOT specifications. Nearly 2,150 daily vehicle trips are expected to be generated from the project at full build-out.

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 TRC approval of preliminary plans is anticipated following the next submittal by the applicant. Staff recommends approval of the request. A single motion on the recommendation is sufficient on this item.

Enclosures: Design Review Application Form
Aerial Images
Preliminary Plans

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:

Development Plan or Subdivision - Minor

- Major ☒

Special Use Permit (includes Dev. Plan approval)

Final Plat

Technical Review Committee (TRC) Review

Traffic Impact Analysis Review ☒**REVIEW FEE:**

\$250.00

\$450.00 + cost of mailed notices (calculated based on # of adjoining properties)

\$450.00 + cost of mailed notices (calculated based on # of adjoining properties)

\$100.00 (Exempt s/d, recombination, or easement plats = \$50.00)

\$600.00 (includes two resubmittals); \$150.00 (per each submittal over two)

\$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: WexfordB. 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: 1031 Gibsonville Ossipee RoadProperty Description: Single family residential developmentD. Owner/Applicant: Owner: Holt D. Lewis Family Trust Applicant: Timmons GroupE. Report Comments to: Timmons Group - Beth BlackmonTelephone Number: 919-866-4509Fax Number: 919-859-5663E-Mail: beth.blackmon@timmons.com

Report Comments to (additional contact):

Telephone Number:

Fax Number:

E-Mail:

F. Tax Map / Block / Parcel # (s): GPIN: 8846-54-6133 & 8846-42-9966, Tax District: 13G. Total Tract Acreage: 81.88 acresH. Zoning District: Neighborhood ResidentialI. Flood Plain: ☒ yes _____ no (A Floodplain Development Permit may also be required if property is in the Floodplain)J. Proposed Use: Single family residential developmentK. Number of Lots: 202

L. Multifamily Developments: # of Units

Type: _____ Apartments _____ Townhomes _____ Condominiums

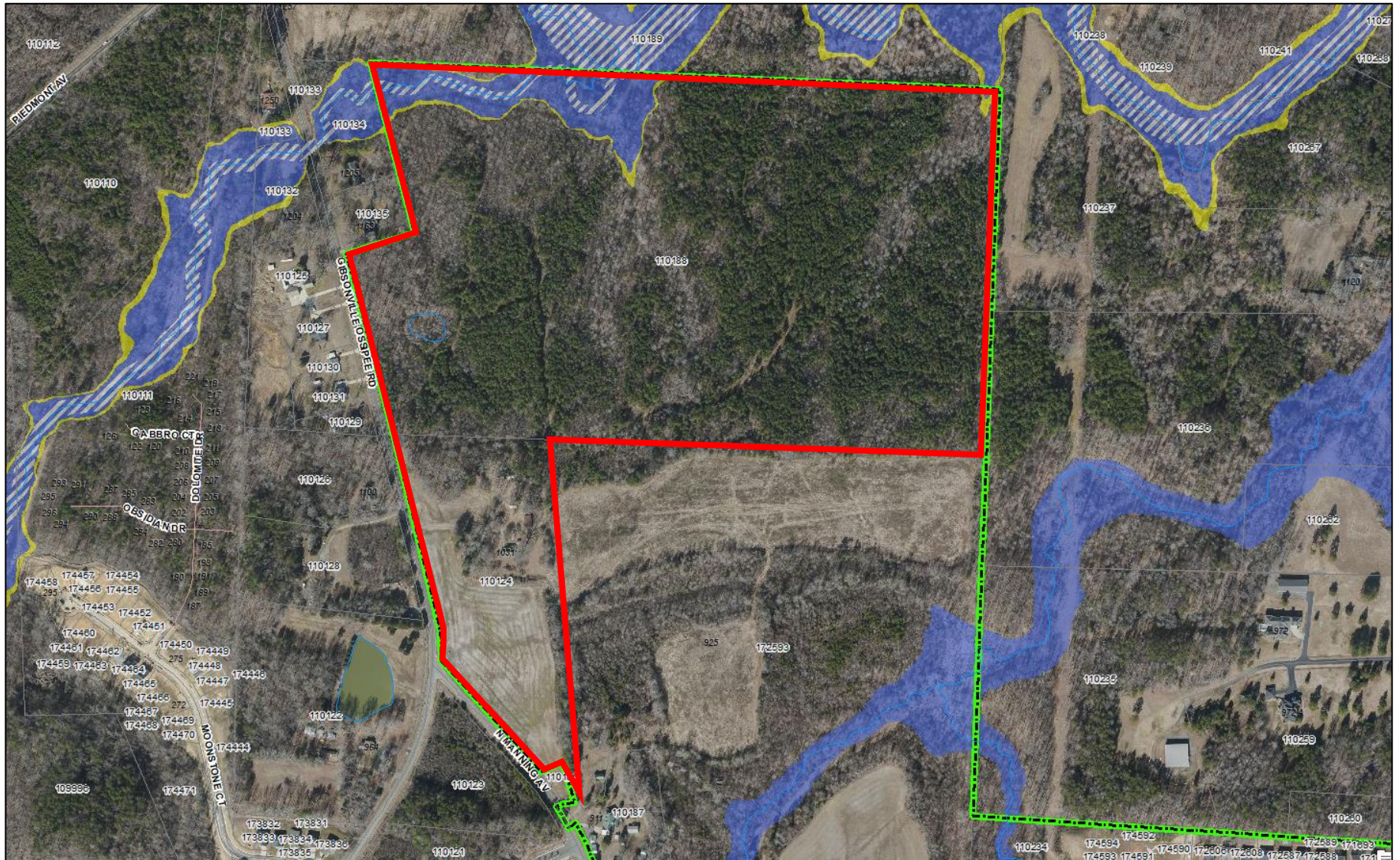
M. Non-Residential Developments: Existing Gross Floor Area (GFA): _____ Proposed GFA: _____

N. Amount of Existing Built-upon Area (BUA): 73.73 acresO. Amount of Proposed BUA: 63.4 acres**PLAN SUBMISSION GUIDELINES**

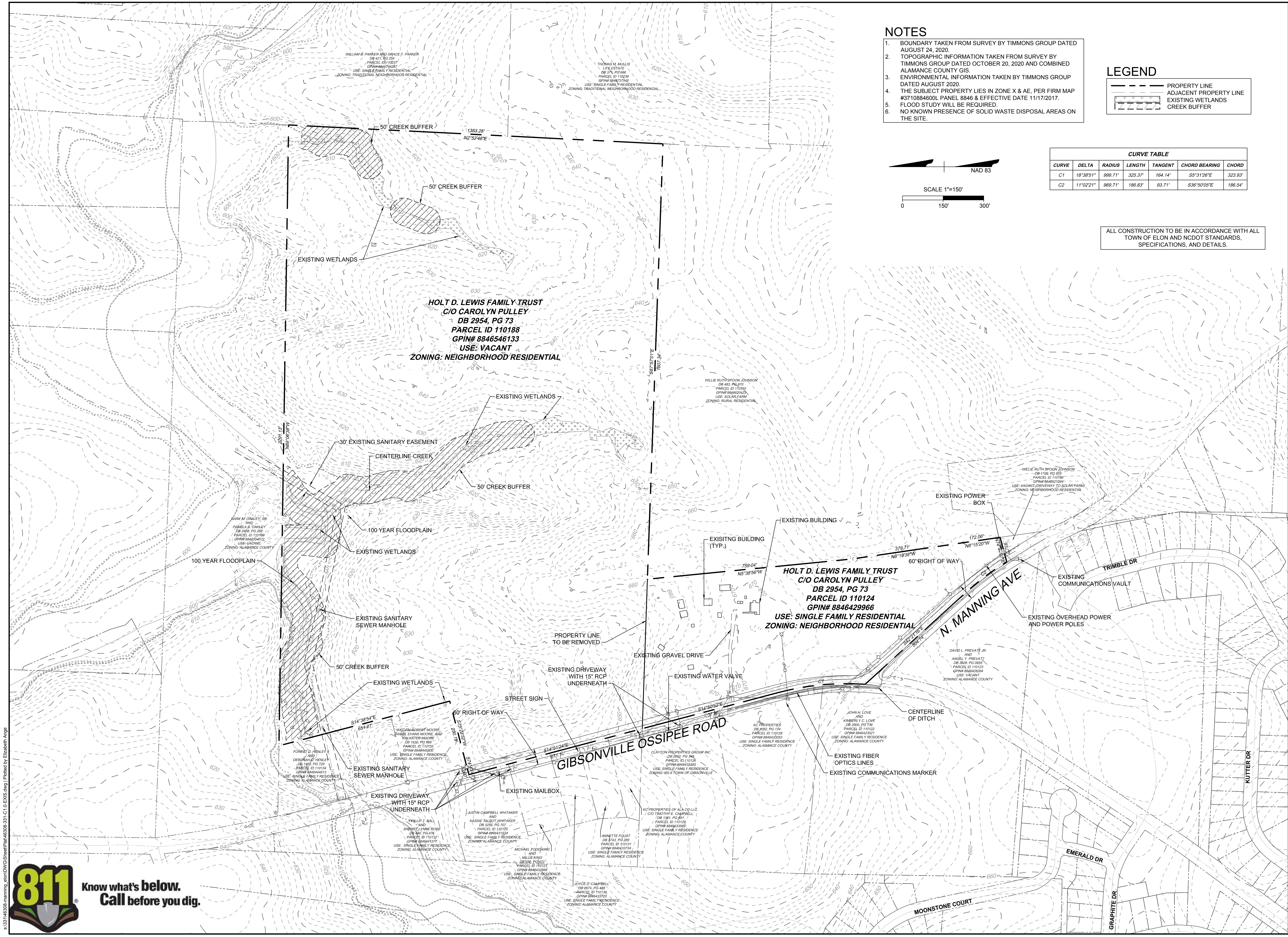
Plans submitted for Major Development Plan Review must be submitted thirty (30) days prior to the desired Planning Board meeting in order to be included on the agenda. Final Decision by the Board of Aldermen shall be provided at their next available meeting. Plans submitted for TRC Review must be submitted seven (7) days prior to the desired TRC meeting (TRC meetings may be scheduled for the 2nd & 4th 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: SETH CROWLEYPhone: 336-883-7791Date: 11/20/2020



Aerial Image – Wexford Subdivision



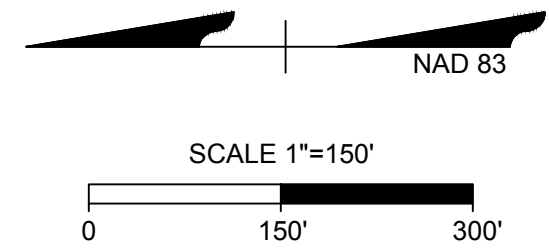
NOTES

1. BOUNDARY TAKEN FROM SURVEY BY TIMMONS GROUP DATED AUGUST 24, 2020.
2. TOPOGRAPHIC INFORMATION TAKEN FROM SURVEY BY TIMMONS GROUP DATED OCTOBER 20, 2020 AND COMBINED ALAMANCE COUNTY GIS.
3. ENVIRONMENTAL INFORMATION TAKEN BY TIMMONS GROUP DATED AUGUST 2020.
4. THE SUBJECT PROPERTY LIES IN ZONE X & AE, PER FIRM MAP #3710884600L PANEL 8846 & EFFECTIVE DATE 11/17/2017.
5. FLOOD STUDY WILL BE REQUIRED.
6. NO KNOWN PRESENCE OF SOLID WASTE DISPOSAL AREAS ON THE SITE.

LEGEND

- PROPERTY LINE
- ADJACENT PROPERTY LINE
- EXISTING WETLANDS
- CREEK BUFFER

CURVE TABLE					
CURVE	DELTA	RADIUS	LENGTH	TANGENT	CHORD BEARING
C1	18°38'51"	999.71'	325.37'	164.14'	S5°31'26"E
C2	11°02'21"	969.71'	186.83'	93.71'	S36°50'05"E




ALL CONSTRUCTION TO BE IN ACCORDANCE WITH ALL TOWN OF ELON AND NCDOT STANDARDS, SPECIFICATIONS, AND DETAILS.

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DATE
12/01/2020

DRAWN BY
331

DESIGNED BY
B. BLACKMON

CHECKED BY
M. ZACCARDO

SCALE
1"=150'

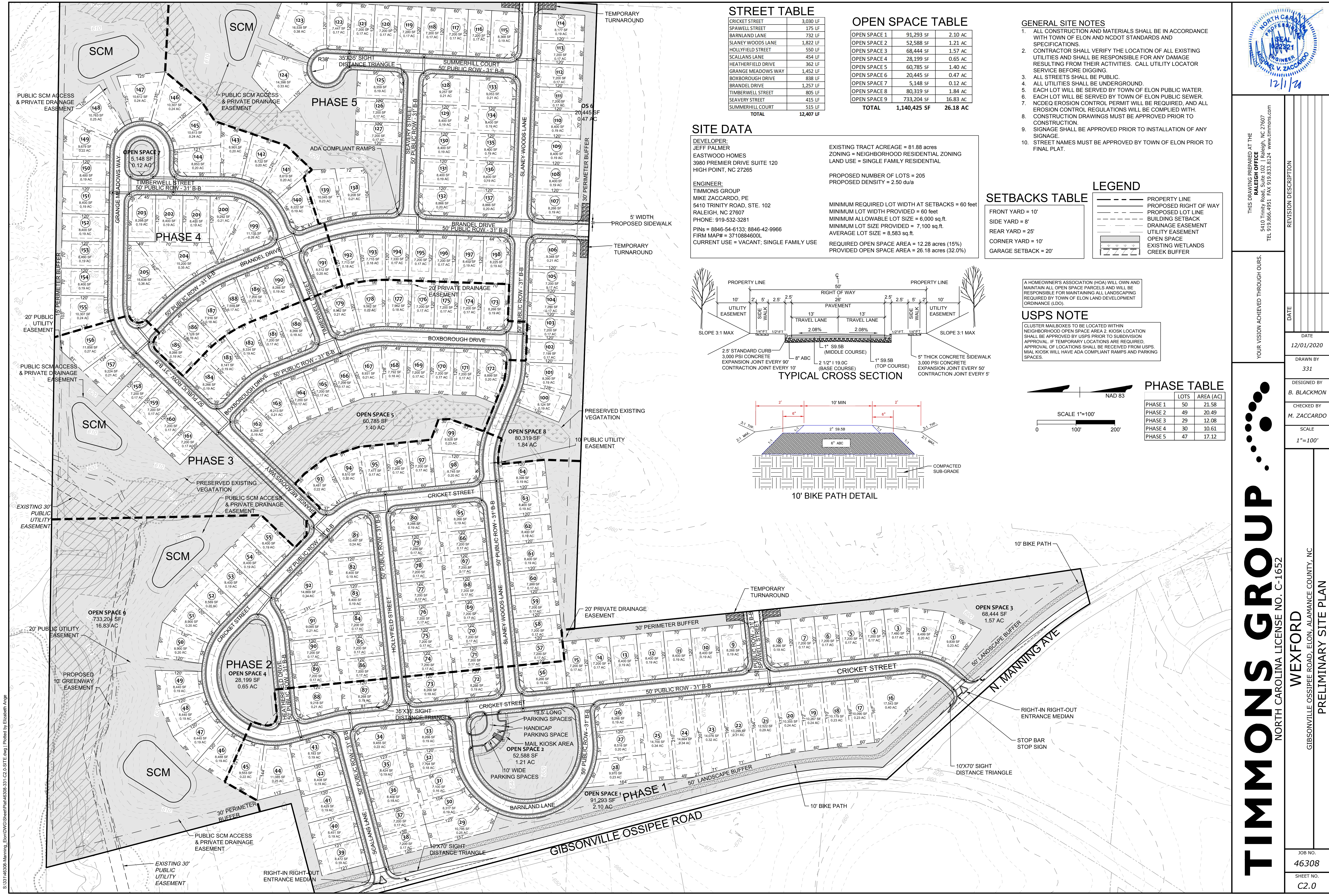
TIMMONS GROUP

WEXFORD
GIBSONVILLE OSSIPEE ROAD, ELON, ALAMANCE COUNTY, NC
EXISTING CONDITIONS

JOB NO.
46308

SHEET NO.
C1.0

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STREET TABLE

CRICKET STREET	3,030 LF
SPAWELL STREET	175 LF
BARNLAND LANE	732 LF
SLANEY WOODS LANE	1,822 LF
HOLLYFIELD STREET	550 LF
SCALLANS LANE	454 LF
HEATHERFIELD DRIVE	362 LF
GRANGE MEADOWS WAY	1,452 LF
BOXBOROUGH DRIVE	838 LF
BRANDEL DRIVE	1,257 LF
TIMBERWELL STREET	805 LF
SEAWAY STREET	415 LF
SUMMERHILL COURT	515 LF
TOTAL	12,407 LF

OPEN SPACE TABLE

OPEN SPACE 1	91,293 SF	2.10 AC
OPEN SPACE 2	52,588 SF	1.21 AC
OPEN SPACE 3	68,444 SF	1.57 AC
OPEN SPACE 4	28,199 SF	0.65 AC
OPEN SPACE 5	60,785 SF	1.40 AC
OPEN SPACE 6	20,445 SF	0.47 AC
OPEN SPACE 7	5,148 SF	0.12 AC
OPEN SPACE 8	80,319 SF	1.84 AC
OPEN SPACE 9	733,204 SF	16.83 AC
TOTAL	1,140,425 SF	26.18 AC

GENERAL SITE NOTES

- ALL CONSTRUCTION AND MATERIALS SHALL BE IN ACCORDANCE WITH TOWN OF ELON AND NCDOT STANDARDS AND SPECIFICATIONS.
- CONTRACTOR SHALL VERIFY THE LOCATION OF ALL EXISTING UTILITIES AND SHALL BE RESPONSIBLE FOR ANY DAMAGE RESULTING FROM THEIR ACTIVITIES. CALL UTILITY LOCATOR SERVICE BEFORE DIGGING.
- ALL STREETS SHALL BE PUBLIC.
- ALL UTILITIES SHALL BE UNDERGROUND.
- EACH LOT WILL BE SERVED BY TOWN OF ELON PUBLIC WATER.
- EACH LOT WILL BE SERVED BY TOWN OF ELON PUBLIC SEWER.
- NCEQ EROSION CONTROL PERMIT WILL BE REQUIRED, AND ALL EROSION CONTROL REGULATIONS WILL BE COMPLIED WITH.
- CONSTRUCTION DRAWINGS MUST BE APPROVED PRIOR TO CONSTRUCTION.
- SIGNAGE SHALL BE APPROVED PRIOR TO INSTALLATION OF ANY SIGNAGE.
- STREET NAMES MUST BE APPROVED BY TOWN OF ELON PRIOR TO FINAL PLAT.

SITE DATA

DEVELOPER:
JEFF PALMER
EASTWOOD HOMES
3980 PREMIER DRIVE SUITE 120
HIGH POINT, NC 27265

ENGINEER:
TIMMONS GROUP
MIKE ZACCARDO, PE
5410 TRINITY ROAD, STE. 102
RALEIGH, NC 27607
PHONE: 919-532-3281
PINS = 8846-54-6133; 8846-42-9966
FIRM MAP# = 3710884600L
CURRENT USE = VACANT; SINGLE FAMILY USE

EXISTING TRACT ACREAGE = 81.88 acres
ZONING = NEIGHBORHOOD RESIDENTIAL ZONING
LAND USE = SINGLE FAMILY RESIDENTIAL

PROPOSED NUMBER OF LOTS = 205
PROPOSED DENSITY = 2.50 du/a

MINIMUM REQUIRED LOT WIDTH AT SETBACKS = 60 feet
MINIMUM LOT WIDTH PROVIDED = 60 feet
MINIMUM ALLOWABLE LOT SIZE = 6,000 sq.ft.
MINIMUM LOT SIZE PROVIDED = 7,100 sq.ft.
AVERAGE LOT SIZE = 8,583 sq.ft.

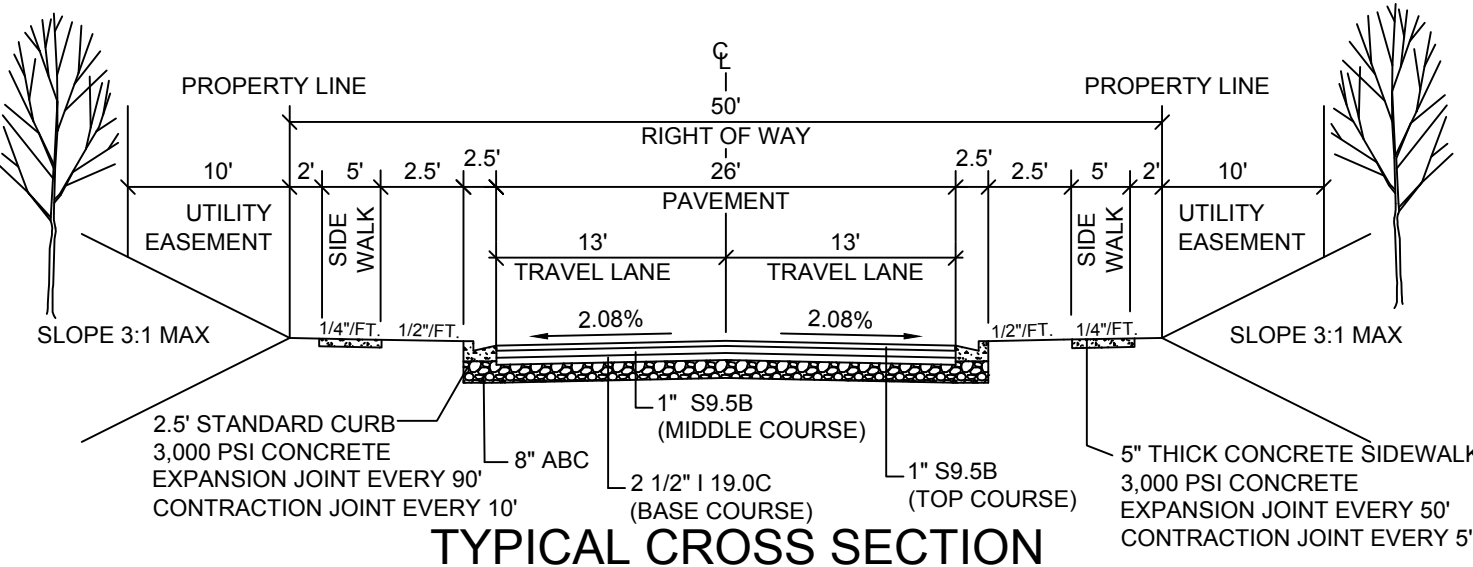
REQUIRED OPEN SPACE AREA = 12.28 acres (15%)
PROVIDED OPEN SPACE AREA = 26.18 acres (32.0%)

LEGEND

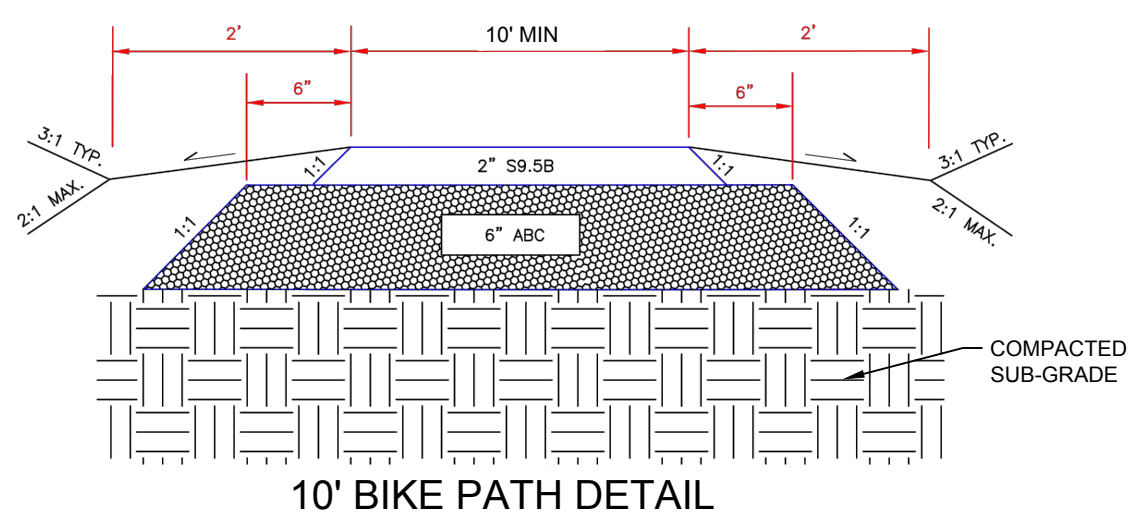
---	PROPERTY LINE
---	PROPOSED RIGHT OF WAY
---	PROPOSED LOT LINE
---	BUILDING SETBACK
---	DRAINAGE EASEMENT
---	UTILITY EASEMENT
---	OPEN SPACE
---	EXISTING WETLANDS
---	CREEK BUFFER

SETBACKS TABLE

FRONT YARD = 10'
SIDE YARD = 8'
REAR YARD = 25'
CORNER YARD = 10'
GARAGE SETBACK = 20'



TYPICAL CROSS SECTION



10' BIKE PATH DETAIL

A HOMEOWNER'S ASSOCIATION (HOA) WILL OWN AND MAINTAIN ALL OPEN SPACE PARCELS AND WILL BE RESPONSIBLE FOR MAINTAINING ALL LANDSCAPING REQUIRED BY TOWN OF ELON LAND DEVELOPMENT ORDINANCE (LDO).

USPS NOTE

CLUSTER MAILBOXES TO BE LOCATED WITHIN NEIGHBORHOOD OPEN SPACE AREA 2. KIOSK LOCATION SHALL BE APPROVED BY USPS PRIOR TO SUBDIVISION APPROVAL. IF TEMPORARY LOCATIONS ARE REQUIRED, APPROVAL OF LOCATIONS SHALL BE RECEIVED FROM USPS. MAIL KIOSK WILL HAVE ADA COMPLIANT RAMPS AND PARKING SPACES.

PHASE TABLE

	LOTS	AREA (AC)
PHASE 1	50	21.58
PHASE 2	49	20.49
PHASE 3	29	12.08
PHASE 4	30	10.61
PHASE 5	47	17.12

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DATE
12/01/2020

DRAWN BY
331

DESIGNED BY
B. BLACKMON

CHECKED BY
M. ZACCARDO

SCALE
1"=100'

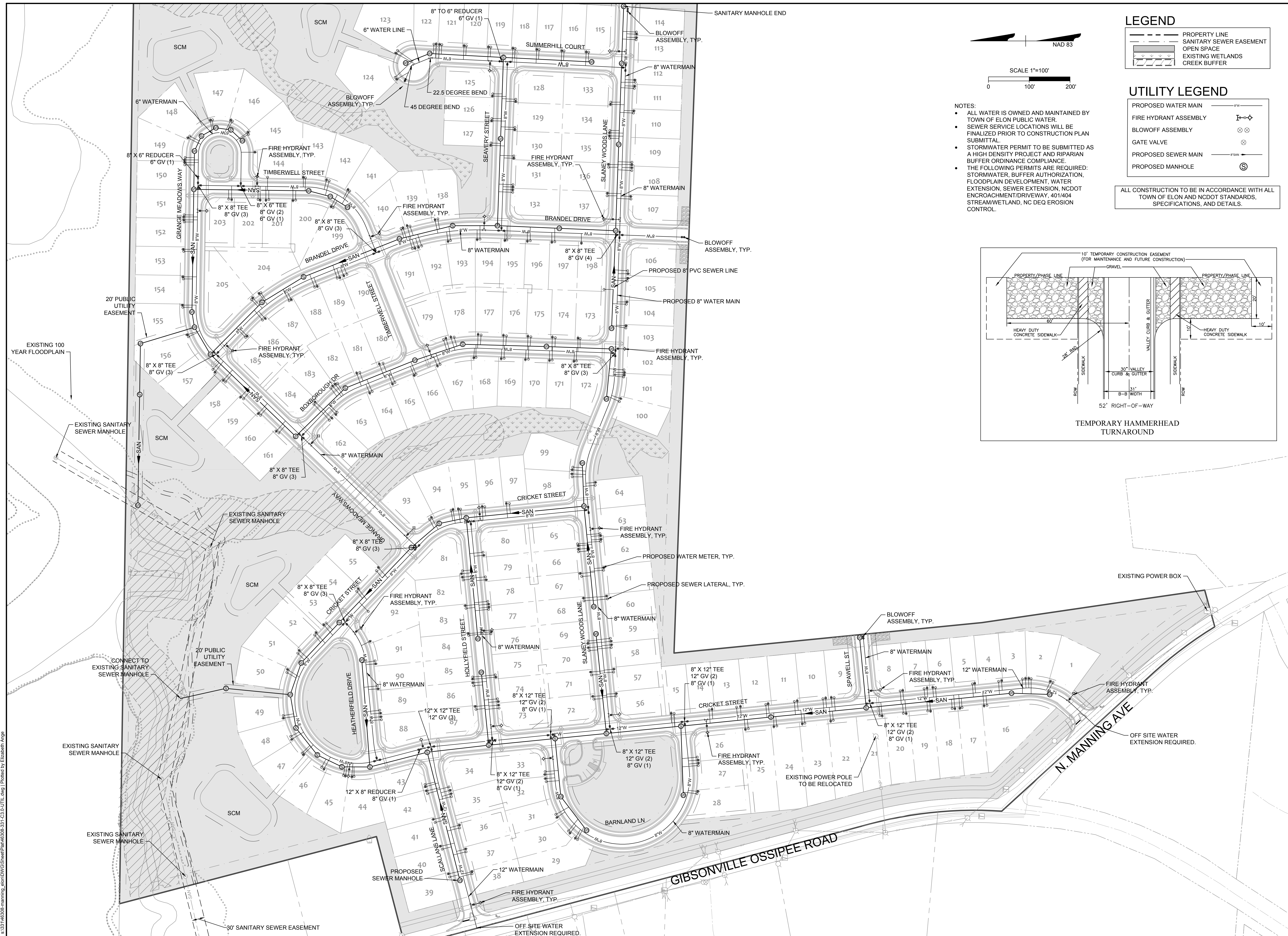
TIMMONS GROUP

WEXFORD
GIBSONVILLE OSSIPEE ROAD, ELON, ALAMANCE COUNTY, NC
PRELIMINARY SITE PLAN
NORTH CAROLINA LICENSE NO. C-1652

JOB NO.
46308

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TIMMONS GROUP 

NORTH CAROLINA LICENSE NO. C-1652

WEXFORD

UTILITY PLAN

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DATE _____

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JOB NO.

SHEET NO.

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

AGENDA ITEMS

**November 10, 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. October 5, 2020, Agenda Session Meeting
 2. October 13, 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. Special Use Permit SU #2020-02 Submitted by Twin Lakes Community to Allow Construction of a Building Exceeding Three Stories in Height - Pam DeSoto **APPROVED**
- B. LDO Text Amendment #2020-05 Regarding the Definitions for Minor and Major Development Plans - Pam DeSoto **APPROVED**
- V. REPORTS**
- A. Town Manager
- B. Mayor and Board of Aldermen
- VI. ADJOURNMENT**