



# **Town of Elon Planning Board Agenda**

**September 21, 2021**

**6:00 PM**

**Elon Town Hall with Electronic and Call-in Options**

## **Agenda Items**

### **A. Call to Order**

### **B. New Business**

- i. Approval of Minutes from the following Planning Board Meetings: November 17, 2020; December 22, 2020; March 16, 2021; and June 1, 2021.
- ii. Review and Recommendation: Major Development Plan MDP #2021-02 Submitted by Elon University for a Baseball Clubhouse

### **C. Board of Aldermen Updates**

### **D. Items from Board Members**

### **E. Motion to Adjourn**

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

**November 17, 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 6:12 pm.

**Item B-i – Planning Board Reappointment Recommendation**

Ms. DeSoto advised the Board that one Planning Board seat is scheduled to expire in December, that seat being filled by John Harmon. She further explained that Mr. Harmon's term is a partial term created by the election of former Planning Board member Monti Allison as an Alderman last year. As Mr. Harmon has expressed a desire to continue serving, he can be reappointed to the Planning Board at their December meeting, pending a recommendation from the Planning Board.

Ms. DeSoto provided the following summary of Planning Board membership and term expiration dates:

- |                                      |               |
|--------------------------------------|---------------|
| 1. Jim Beasley – Chair               | December 2023 |
| 2. Clark Bennett                     | December 2023 |
| 3. Diane Gill (ETJ)                  | December 2021 |
| 4. John Harmon                       | December 2020 |
| 5. Ralph Harwood                     | December 2021 |
| 6. Karla Leath                       | December 2022 |
| 7. Mark Podolle                      | December 2022 |
| 8. Phillip Owens (In-town Alternate) | December 2023 |

A motion to recommend reappointment of Mr. Harmon to the Planning Board, with a term expiration of December 2024, was made by Ms. Gill and seconded by Mr. Owens. The motion passed by unanimous vote.

**Item C – Board of Aldermen Updates**

Ms. DeSoto provided the Board with the Action Items from the October 13, 2020 and November 10, 2020 Board of Aldermen meetings, which included the following approvals:

1. Major Development Plan #2020-02 for an Engineering and Physics Building, submitted by Elon University.
2. Various amendments to the Town of Elon Code of Ordinances.
3. Water and Sewer Connection and Sewer Only Connection Policies.
4. Special Use Permit SU #2020-02 to Allow Construction of a Building Exceeding Three Stories in Height, submitted by the Twin Lakes Community.

5. LDO Text Amendment #2020-05 Regarding the Definitions for Minor and Major Development Plans.

**Item D – Items from Board Members**

There were no items from Board Members.

**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.

Meeting was adjourned at 6:49 p.m.

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Pamela DeSoto, Planning Director  
Minutes were completed in  
Draft form on September 14, 2021

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Jim Beasley, Planning Board Chair  
Minutes were approved on  
September 21, 2021

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

**December 22, 2020  
Tuesday, 6:00 p.m.**

**Conducted via Zoom  
Elon, North Carolina**

Attendees: Jim Beasley, Clark Bennett, Diane Gill, Ralph Harwood, Mark Podolle, and Phillip Owens. Also present were Beth Blackman and Jeff Palmer.

Staff present: Pamela DeSoto

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

**Item B – Approval of Minutes of the August 18, 2020, October 1, 2020 and October 20, 2020 Planning Board Meetings**

Mr. Bennett made a motion to approve the Minutes of the August 18, 2020 meeting; the motion was seconded by Mr. Podolle and approved by unanimous vote. Mr. Owen made a motion to approve the Minutes of the October 1, 2020 meeting; the motion was seconded by Mr. Harwood and approved by unanimous vote. Mr. Podolle made a motion to approve the Minutes of the October 20, 2020 meeting; the motion was seconded by Mr. Bennett and approved by unanimous vote.

**Item B-ii – Review and Recommendation: Major Development Plan MDP 2020-03 for a Major Subdivision Submitted by the Timmons Group.**

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

The Timmons Group has submitted an application for a major site plan review and recommendation by the Planning Board. The project proposes 205 lots on the 81+ acre site consisting of two parcels that includes a single-family residential subdivision located at the juncture of Manning Avenue and Gibsonville-Ossipee Road. The preliminary plans are currently being reviewed by Elon's Technical Review Committee and have received three rounds of comments; a resubmittal response to the last comments was received on 12/18/20.

The two parcels were the subject of an approved annexation and rezoning earlier in the year, to the Neighborhood Residential (NR) Planning District; the property is adjoined by other NR zoned parcels to the east, a single Rural Residential zoned property to the southeast, and unzoned Alamance County jurisdiction to the north. The NR District is described as accommodating existing medium-density single-family residential neighborhoods, and providing opportunities for future single-family development primarily within the Town's northwest growth area. Streets in the district must be interconnected, and open space must be provided per LDO requirements. NR District dimensional requirements include 6,000 square foot minimum lot size, 60' minimum lot width at the building line, and a maximum impervious surface lot coverage of 45%. As a residential development with ten or more total units, a minimum of 15% of the total land area must be set aside as open space.

A Planning District Vicinity Map was displayed, indicating that the property is zoned NR.

Ms. DeSoto displayed procedural and process information and the steps that have been completed by the applicant. Preliminary plans have been conditionally approved by the Technical Review Committee. Final approval by the Technical Review Committee is subject to approval of a minor change requested by NCDOT; any recommendation made by the Planning Board could be contingent on NCDOT's satisfaction with the plans.

Ms. DeSoto further presented existing site conditions, provided an aerial image of the two parcels and gave an overview of the site plans. Items of note on the preliminary plans included 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 shown on the preliminary site plan indicated compliance with dimensional requirement for the NR district. The average lot size is 8,583 sf and the smallest is 7,100 sf. The development proposes two entrances, one from Manning Avenue and the another from Gibsonville Ossipee Road. All proposed internal streets will ultimately be dedicated to the Town for future maintenance, but will connect with NCDOT roads. 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, a 1.2-acre green space adjacent to the mail kiosk area, limited areas near roadways, and additional areas of relatively steep slopes adjacent to the existing stream. Open space adjacent to the existing roadways will be improved by a 10' wide multi-use path. An easement is provided near the stream for future development of a greenway, which the applicant is not required to construct. Sidewalks are proposed on both sides of all new streets. Existing vegetation in buffer areas will be preserved to the greatest extent feasible; where existing vegetation is insufficient to meet LDO landscaping requirements, 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 stubbed out at the property boundary to make future connection to adjacent properties possible; 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 storm water management ponds are proposed at various locations throughout the site. The applicant has provided a schematic landscaping plan and a Traffic Impact Analysis that has been reviewed by NCDOT; based on their review, dedicated right turn lanes are being required on Manning Avenue and Gibsonville Ossipee Road to facilitate right turn movements into the development and will be installed at the developer's expense.

Ms. DeSoto then recommended that the Planning Board consider the application, accept input and make a recommendation on the proposal; a single motion to recommend approval or denial is required and will move to the Board of Alderman in January, 2021. Chairman Beasley stated he would entertain a motion for approval based on staff recommendation and that the proposal is compliant with all LDO requirements.

Mr. Bennett made a motion to recommend approval of the proposal and the motion was seconded by Mr. Harwood. The motion was approved by unanimous vote.

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

Ms. DeSoto offered the Board the after-action report from the November 10, 2020 Board of Aldermen meeting which included approval of a special use permit for Twin Lakes to allow for additional stories in a proposed apartment building project, as well as closure on text amendment for definitions of minor and major development plans.

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

Mr. Bennett requested the status of the subdivision development at Shallowford Church Rd; Ms. DeSoto provided update to her knowledge.

### **Item E - Motion to Adjourn**

A motion to adjourn was offered by Chairman Beasley and seconded by Ms. Gill. The motion was approved by unanimous vote.

Meeting was adjourned at 7:18 p.m.

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Pamela DeSoto, Planning Director  
Minutes were completed in  
Draft form on September 14, 2021

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Jim Beasley, Planning Board Chair  
Minutes were approved on  
September 21, 2021

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

**March 16, 2021  
Tuesday, 6:00 p.m.**

**Conducted via Zoom  
Elon, North Carolina**

Attendees: Jim Beasley, Clark Bennett, Diane Gill, John Harmon, Ralph Harwood and Karla Leath. Phillip Owens attended as an Alternate Member. Brad Moore was also present.

Staff present: Pamela DeSoto

**Item A** - Chairman Beasley called the meeting to order at 6:02 pm.

**Item B – Review and Recommendation: Major Development Plan MDP 2021-01 for Parking Lot Submitted by Elon University.**

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

Mr. Adam Carroll of The Timmons Group has submitted an application on behalf of Elon University for a major site plan review and recommendation by the Planning Board. The project, consist of a new 85-space parking lot located on Dalton McMichael Drive. The proposed parking lot fills in a vacant area between existing parking to the north and the newly completed Quad Parking immediately to the south; connections to the existing lots will be made as a part of the project and the northbound section of Dalton McMichael will be narrowed and converted to a pedestrian walkway. The project is currently being reviewed by Elon's Technical Review Committee (TRC), with committee comments currently being addressed by the applicant. Elon's Land Development Ordinance (LDO) places Major Site Plans, which include any proposal involving non-residential development, under the category of a Major Development Plan. Following a recommendation by the Planning Board, the proposal will go to the Board of Aldermen for a final decision.

Elon University Architect Brad Moore provided the following statement of intent as required for Major Development Proposals. "Elon University is requesting the approval of a small parking lot just west of the Colonnades Neighborhood. The intent of this project is to add parking spaces to campus and to provide better vehicular circulation between parking lots. This site is an undeveloped small parcel between the existing Colonnades Parking Lot and the newly completed Innovation Quad Parking Lot. Because this parcel is bordered on both sides by parking lots, the best use for this site is to connect the parking lots and add additional parking to campus. This additional parking lot will supply parking spaces that will be needed in the future development of the Innovation Quad.

Ms. DeSoto provided existing site conditions of the development site and an aerial image was displayed where the project area was indicated with a star. A Planning District Vicinity Map was then displayed indicating that the project area is encompassed by Elon University campus, the entirety of which is zoned Public Institutional (PI); the proposed use constitutes a use by right and will be confirmed to be compliant with all relevant LDO requirements prior to TRC approval.

Ms. DeSoto then gave an overview of the site plans and added that comments from members of the TRC at the current stage are mostly limited to drainage, crosswalks, and landscaping, and are expected to be addressed in revised drawings to be reviewed at an upcoming TRC meeting.

Ms. DeSoto then recommended that the Planning Board consider the application, give input and make a recommendation on the proposal to the Board of Aldermen.

Mr. Bennett made a motion to recommend approval as presented and the motion was seconded by Ralph Harwood. The motion was 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 reports from the January 4, 2021 and February 9, 2021 Board of Aldermen meetings which included approvals of the Major Development Plan MDP 2020-03 submitted by the Timmons Group located at the juncture of Manning Avenue and Gibsonville-Ossipee Road; employee policy related to COVID sick leave; contract to complete a Water and Sewer rate study and approval of Bond Counsel contract. February 9, 2021 meeting included award recognition of Elon Police Sgt. King and Sgt. Lovett and advised weekly virtual meetings were occurring between Pam Desoto, Rich Roedner and representatives of Elon University to touch on common goals and objectives.

### **Item E - 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 6:27 p.m.

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Pamela DeSoto, Planning Director  
Minutes were completed in  
Draft form on September 14, 2021

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Jim Beasley, Planning Board Chair  
Minutes were approved on  
September 21, 2021



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

**June 1, 2021  
Tuesday, 6:00 p.m.**

**Elon Town Hall & via Zoom  
Elon, North Carolina**

Attendees: Jim Beasley, Diane Gill, John Harmon, Ralph Harwood, Karla Leath, and Phillip Owens. Brad Moore joined the meeting via Zoom.

Staff present: Pamela DeSoto

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

**Item B – Review and Recommendation: LDO Text Amendment #21-01 Regarding Compliance with General Statutes Chapter 160D**

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

Ms. DeSoto explained to the Board that there was a new chapter written for planning and development regulations by the N.C. General Assembly and all local governments in N.C. are required to amend their local ordinance to include the provisions. She stated that the new Chapter 160D is rather comprehensive but the provisions are mostly procedural in nature. She added that Chairman Beasley assisted with the review of the draft that she compiled and that he developed some familiarity with it. She also added that there is quite a bit of language in the chapter that does not apply to the work that the Planning Board does, and that she created an outline of the items that she felt were relevant to the work that this board and the Board of Aldermen does. She added that, where municipalities and counties had more ability to set their own standards and processes, these changes include more regulations at the state level, though we do still have some leverage.

She pointed out that all appointed and elected boards are required to disclose ex parte conversations, and have conflict of interest requirements. She added that this overview is not a deep dive into the statute, but only those most relevant items, but that she included a link to the full chapter in the staff report to allow Board members to have a closer look.

Ms. DeSoto then went over the outline, or bullet points, that she highlighted as being most relevant. Those are:

1. New language in LDO subsection 6.2.1 – Exceptions to the applicability of the development review process to make accommodations for bona fide farms, or properly identified agricultural lands, in the extraterritorial jurisdiction.
2. New subsection “C” under 6.3 – Types of Development Proposals to clarify exemptions to subdivision regulations.
3. New subsection “D” under 6.3 – Types of Development Proposals to address development agreements.
4. Amended language in Section 6.7 – Special Use Permits, including definitions and procedures for handling amendments to and modifications of special use permits. The new

subsection 6.7.3 is not specifically described in Chapter 160D; however, 160D makes multiple references to such modifications, so the new language is intended to clarify and lay the groundwork for such changes to be considered.

5. Amended language in 6.8.3 – Performance Guarantees, including setting limitations on the duration of the initial guarantee and new language directing the extension of guarantees under specific situations. Additionally, this subsection describes acceptance of improvements by the Town, and the release of any guarantee on those improvements.
6. Considerable new language has been added to 6.12 – Vested Rights to clarify how a vested right is obtained by a property owner, what type of development approvals may constitute a site-specific vesting plan, the effect and duration of a vested right, and enforcement options regarding vested rights.
7. New and amended language in 8.2.2 – Procedures for Boards and Committees that includes descriptions and processes for quasi-judicial hearings (the Board of Adjustment engages in quasi-judicial hearings when the consider variances and appeals, otherwise this Board acts in an advisory capacity). Additionally, conflict of interest requirements for all appointed boards are clarified.
8. A significant change is required regarding the extraterritorial jurisdiction (ETJ) representation on Planning Boards and Boards of Adjustment in 8.2.4.1. Specifically, the number of Planning Board members representing the ETJ must now be calculated according to the population of the ETJ in comparison to the Town's overall population. Staff has worked with GIS staff from the City of Burlington to determine the calculations that shows that a single ETJ representative properly addresses this proportionality. The statute requires that the population estimates for this calculation shall be updated no less frequently than after each decennial census. Staff will recalculate the numbers after official 2020 Census counts are provided, and will update this Board when the results are known.
9. A new subsection 8.3.4 – Revocation of Development Approvals is included to permit and clarify the ability of the Town to revoke approvals when the terms of the approval have been violated. The process for revocation must follow the same process required for the original approval, including hearings if they apply.
10. New and amended language in 8.4 – Amendments that address and define down-zoning requests and the processes for zoning map amendments (rezonings) and zoning text amendments. Important to the work of both the Planning Board and the Board of Aldermen in considering these requests are the more concise and clear requirements for justifications of the recommendations and final decisions regarding plan consistency. We can eliminate the matrix we have been using that leads you to the declarations, descriptions, and explanations regarding the decision. From this point forward, the Planning Board is only required to advise and comment, via a brief statement, on whether the proposed action is consistent with the comprehensive plan or any other officially adopted plan that is applicable to the request. Additionally, zoning map amendments require that a reasonableness statement accompany the recommendation and final decision. As before, the amendment may be approved even if a determination is made that the proposal is inconsistent with the plan, and an approval of a zoning map amendment that is inconsistent with the plan, and an approval of a zoning map amendment that is inconsistent with the plan has the effect of also amending the plan accordingly. A short list of factors that may be considered for the statement is provided.
11. Chapter 10 – Definitions includes amended and new definitions required by Chapters 160D and 160A. In some cases these definitions are taken directly from Chapter 160D, and in

others, the definitions have been added or amended to be consistent with N.C. Building Code Council definitions.

Ms. DeSoto advised the Board that, regarding consistency with Elon's Comprehensive Land Use Plan, the Plan lists among its recommendations the following:

- LU-8.12: Ensure that all LDO sections are up-to-date and compliant with state and federal legislation, guidance, and jurisprudence.

She added that the proposal is considered by staff to be consistent with the Comprehensive Land Use Plan, based on the provision above. She then recommended that the Planning Board make a recommendation on the draft amendment and offered a motion format for the Board to use. She added that staff recommends approval of the amendment.

Motion 1: Ms. Gill made a motion that LDO #2101 is consistent with comprehensive plans that have been adopted by the Town of Elon. The motion was seconded by Mr. Harwood, and approved by unanimous vote.

Motion 2: Mr. Harmon made a motion that LDO #21-01 is reasonable and in the public interest. The motion was seconded by Ms. Leath, and approved by unanimous vote.

Motion 3: Mr. Harwood made a motion that the Town of Elon Planning Board recommend approval of LDO #21-01 to the Elon Board of Aldermen. The motion was seconded by Ms. Leath and approved by unanimous vote.

Motion 4: A motion was made by Ms. Gill to accept the staff recommended statement regarding plan consistency, which states: "The proposal is consistent with the Comprehensive Land Use Plan including the recommendation in the Plan, specifically LU-8.12, that calls for the ordinance to maintain compliance with state legislation". The motion was seconded by Mr. Owens and approved by unanimous vote.

Ms. DeSoto stated that moving forward she would incorporate the consistency statement into the first motion to simplify the motion format.

### **Item C - Motion to Adjourn**

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

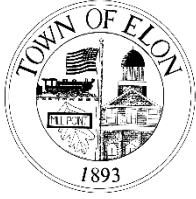
Meeting was adjourned at 6:51 p.m.

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Pamela DeSoto, Planning Director  
Minutes were completed in  
Draft form on September 17, 2021

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Jim Beasley, Planning Board Chair  
Minutes were approved on  
September 21, 2021



**MEMORANDUM TO THE PLANNING BOARD – September 21, 2021**

**Applicant:**

The Timmons Group,  
on behalf of Elon  
University

**Request:**

Major Development  
Plan (Major Site Plan)  
Review and  
Recommendation

**Location:**

Bank of America Drive

**Parcel ID:**

115013

**Site Acreage:**

Parcel = 41.86,  
Project Area = +/- .55

**Zoning:**

Public Institutional (PI)

**Prepared by:**

Pamela DeSoto

**Background and Description of Request**

Mr. Adam Carroll of The Timmons Group, on behalf of Elon University, has submitted an application for a major site plan for review and recommendation by the Planning Board. The project, consisting of the removal of an existing batting cage and the construction of an indoor batting cage and clubhouse on the same site, is currently being reviewed by Elon's Technical Review Committee (TRC). The project is located northeast of the intersection of N Williamson Avenue and Phoenix Drive, and between the existing baseball field and parking lot.

**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. The proposal will be required to receive approval from the TRC and from the Board of Aldermen prior to issuance of a Notice to Proceed by the Planning Department.

**Developer's Statement of Intent**

In accordance with LDO Subsection 6.4.1, the applicant has provided a Statement of Development Intent, enclosed for reference. The statement describes a two-phase project, summarized as follows:

1. First phase consisting of a single story, steel frame, brick veneer batting cage, with four batting cage tunnels. The building has two glass garage-style doors that will open to the bullpen area in right field.
2. Second phase will involve the construction of the clubhouse building, which will include coaches' offices and player locker rooms. Designed as a two-story building, the first floor will contain the equipment room, trainer's area, bathroom with showers and locker room. The second floor will contain five coaches' offices, a small coach locker room and bathroom with shower. An

outdoor patio space entered from the second floor will overlook the baseball field. Also included is a passenger elevator.

### **Zoning** (Exhibit Attached)

The project area is encompassed by the Elon University campus, the entirety of which is zoned Public Institutional (PI), under the specific use category of College or University Administrative and Classroom Uses. The PI District is described in the LDO as being intended to accommodate primarily large-scale public, educational and institutional uses. The proposed use constitutes a use by right and will be confirmed to comply with all relevant LDO requirements prior to TRC approval. At this time, the issues awaiting resolution are mostly limited to stormwater and utilities, and are being addressed by the project engineers.

### **Existing Site Conditions** (Exhibits attached)

The development site for the project currently contains an open-air batting cage on a concrete slab with a metal canopy, located immediately adjacent to the baseball field. The area, including the baseball field, is enclosed by a chain link fence. A walkway provides pedestrian access from the parking area to the baseball field. The demolition plan and site/utility plan are enclosed for reference. There is no change of use being proposed; the project is limited to an upgrade of the current facilities, with necessary utility and stormwater accommodations. The clubhouse will include restrooms and locker rooms, necessitating new connections with water and sewer service.

### **Additional Considerations**

Comments from members of the TRC at this stage are mostly limited to technical issues related to drainage and utilities and are expected to be addressed in revised drawings to be reviewed at an upcoming TRC meeting.

### **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. Staff recommends approval of the request.

Enclosures: Design Review Application Form  
Vicinity Planning District Map  
Aerial Image  
Applicant's Statement of Development Intent  
Pages from the Project Plan Set

## 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: Elon Baseball Clubhouse

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: Bank of America Dr, Elon, NC 27244

Property Description: On the campus of Elon University. Northeast of the intersection of Shallowford Church Road and Phoenix Dr.

D. Owner/Applicant: Elon University: Brad Moore

E. Report Comments to: Adam Carroll, Timmons Group

Telephone Number: 336-478-3346

Fax Number: 336-662-0420

E-Mail: adam.carroll@timmons.com

Report Comments to (additional contact): Hannah Harris, Timmons Group

Telephone Number: 336-478-3352

Fax Number: 336-662-0420

E-Mail: hannah.harris@timmons.com

F. Tax Map / Block / Parcel # (s): Parcel ID#: 115013, PIN#: 8855092023

G. Total Tract Acreage: 41.56

H. Zoning District: PI - Public Institution

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

J. Proposed Use: Institutional - Athletic Facility

K. Number of Lots: 1

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): 8,127 sf (0.19 ac)

O. Amount of Proposed BUA: 14,529 sf (.33 ac)

## PLAN SUBMISSION GUIDELINES

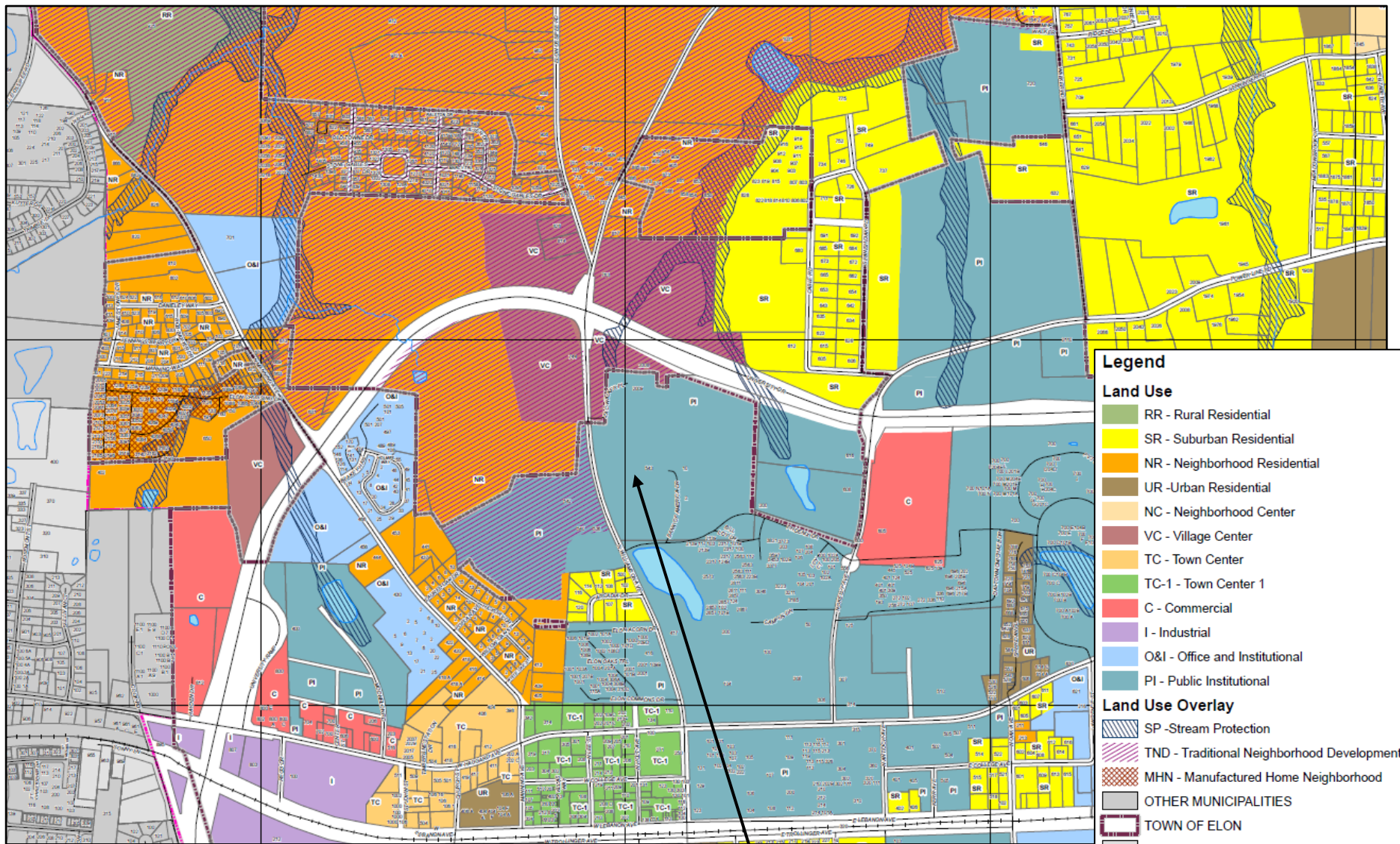
**Plans submitted for Major Development Plan Review must be submitted thirty (30) days prior to the desired Planning Board meeting in order to be included on the agenda. Final Decision by the Board of Aldermen shall be provided at their next available meeting. Plans submitted for TRC Review must be submitted 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: Paul D. M.

Phone: 336-278-5492 Date: 8/3/21





### Legend

#### Land Use

- RR - Rural Residential
- SR - Suburban Residential
- NR - Neighborhood Residential
- UR - Urban Residential
- NC - Neighborhood Center
- VC - Village Center
- TC - Town Center
- TC-1 - Town Center 1
- C - Commercial
- I - Industrial
- O&I - Office and Institutional
- PI - Public Institutional

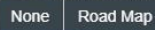
#### Land Use Overlay

- SP - Stream Protection
- TND - Traditional Neighborhood Development
- MHN - Manufactured Home Neighborhood
- OTHER MUNICIPALITIES
- TOWN OF ELON
- OTHER ETJs
- ELON ETJ
- PARCELS
- GRID
- STREETS
- RAILROAD
- LAKES, PONDS
- RIVERS, CREEKS

Subject Property

Major Development Plan 2021-02  
Elon Planning District Vicinity Map





## Elon University Baseball Clubhouse Aerial Image





**ELON**  
UNIVERSITY

DEPARTMENT OF  
Planning, Design,  
& Construction Management

September 17, 2021

Ms. Pamela DeSoto  
Town of Elon  
104 S. Williamson Ave.  
Elon, NC 27244

RE: Elon University – Baseball Clubhouse

Dear Ms. DeSoto,

Elon University is excited to submit plans for the new Baseball Clubhouse. This two phased project will replace the existing, open air, batting cage facility that currently exists adjacent to Latham Park.

In the first phase, which is scheduled to start immediately, will consist of a single story, steel frame, brick veneer batting cage. This conditioned building will be an indoor practice space for the baseball team and house four batting cage tunnels. It has two glass, garage style doors that open to the bullpen area in right field.

Scheduled to be constructed at a later date, will be the phase two coaches' offices and player locker rooms. This two-story structure will follow the design elements of phase one. The first floor will house the equipment room, trainer's area, a bathroom with showers and the player locker room. The second floor will have five coaches' offices, a small coach locker room and a bathroom with a shower. An outdoor patio space is accessible from the second floor and will overlook the playing area of the baseball field. Phase two also includes a passenger elevator.

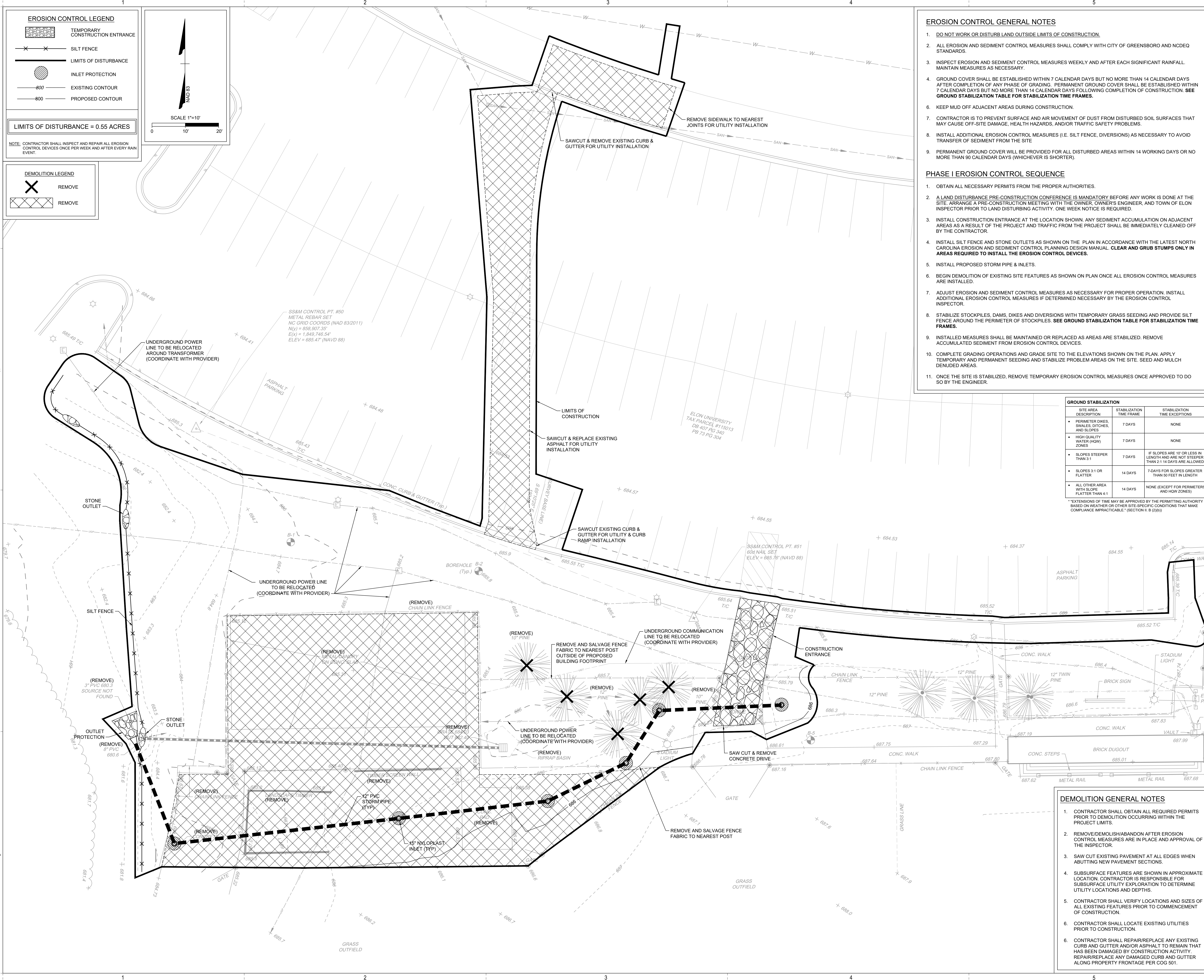
Please let me know if you have additional questions or need more information.

Sincerely,

Daniel Carper  
Director of Construction  
Elon University



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- ### EROSION CONTROL GENERAL NOTES
- DO NOT WORK OR DISTURB LAND OUTSIDE LIMITS OF CONSTRUCTION.
  - ALL EROSION AND SEDIMENT CONTROL MEASURES SHALL COMPLY WITH CITY OF GREENSBORO AND NCDEQ STANDARDS.
  - INSPECT EROSION AND SEDIMENT CONTROL MEASURES WEEKLY AND AFTER EACH SIGNIFICANT RAINFALL. MAINTAIN MEASURES AS NECESSARY.
  - GROUND COVER SHALL BE ESTABLISHED WITHIN 7 CALENDAR DAYS BUT NO MORE THAN 14 CALENDAR DAYS AFTER COMPLETION OF ANY PHASE OF GRADING. PERMANENT GROUND COVER SHALL BE ESTABLISHED WITHIN 7 CALENDAR DAYS BUT NO MORE THAN 14 CALENDAR DAYS FOLLOWING COMPLETION OF CONSTRUCTION. SEE **GROUND STABILIZATION TABLE FOR STABILIZATION TIME FRAMES**.
  - KEEP MUD OFF ADJACENT AREAS DURING CONSTRUCTION.
  - CONTRACTOR IS TO PREVENT SURFACE AND AIR MOVEMENT OF DUST FROM DISTURBED SOIL SURFACES THAT MAY CAUSE OFF-SITE DAMAGE, HEALTH HAZARDS, AND/OR TRAFFIC SAFETY PROBLEMS.
  - INSTALL ADDITIONAL EROSION CONTROL MEASURES (I.E. SILT FENCE, DIVERSIONS) AS NECESSARY TO AVOID TRANSFER OF SEDIMENT FROM THE SITE.
  - PERMANENT GROUND COVER WILL BE PROVIDED FOR ALL DISTURBED AREAS WITHIN 14 WORKING DAYS OR NO MORE THAN 90 CALENDAR DAYS (WHICHEVER IS SHORTER).

- ### PHASE I EROSION CONTROL SEQUENCE
- OBTAIN ALL NECESSARY PERMITS FROM THE PROPER AUTHORITIES.
  - A LAND DISTURBANCE PRE-CONSTRUCTION CONFERENCE IS MANDATORY BEFORE ANY WORK IS DONE AT THE SITE. ARRANGE A PRE-CONSTRUCTION MEETING WITH THE OWNER, OWNER'S ENGINEER, AND TOWN OF ELON INSPECTOR PRIOR TO LAND DISTURBING ACTIVITY. ONE WEEK NOTICE IS REQUIRED.
  - INSTALL CONSTRUCTION ENTRANCE AT THE LOCATION SHOWN. ANY SEDIMENT ACCUMULATION ON ADJACENT AREAS AS A RESULT OF THE PROJECT AND TRAFFIC FROM THE PROJECT SHALL BE IMMEDIATELY CLEANED OFF BY THE CONTRACTOR.
  - INSTALL SILT FENCE AND STONE OUTLETS AS SHOWN ON THE PLAN IN ACCORDANCE WITH THE LATEST NORTH CAROLINA EROSION AND SEDIMENT CONTROL PLANNING DESIGN MANUAL. **CLEAR AND GRUB STUMPS ONLY IN AREAS REQUIRED TO INSTALL THE EROSION CONTROL DEVICES.**
  - INSTALL PROPOSED STORM PIPE & INLETS.
  - BEGIN DEMOLITION OF EXISTING SITE FEATURES AS SHOWN ON PLAN ONCE ALL EROSION CONTROL MEASURES ARE INSTALLED.
  - ADJUST EROSION AND SEDIMENT CONTROL MEASURES AS NECESSARY FOR PROPER OPERATION. INSTALL ADDITIONAL EROSION CONTROL MEASURES IF DETERMINED NECESSARY BY THE EROSION CONTROL INSPECTOR.
  - STABILIZE STOCKPILES, DAMS, DIKES AND DIVERSIONS WITH TEMPORARY GRASS SEEDING AND PROVIDE SILT FENCE AROUND THE PERIMETER OF STOCKPILES. SEE **GROUND STABILIZATION TABLE FOR STABILIZATION TIME FRAMES**.
  - INSTALLED MEASURES SHALL BE MAINTAINED OR REPLACED AS AREAS ARE STABILIZED. REMOVE ACCUMULATED SEDIMENT FROM EROSION CONTROL DEVICES.
  - COMPLETE GRADING OPERATIONS AND GRADE SITE TO THE ELEVATIONS SHOWN ON THE PLAN. APPLY TEMPORARY AND PERMANENT SEEDING AND STABILIZE PROBLEM AREAS ON THE SITE. SEED AND MULCH DENUDED AREAS.
  - ONCE THE SITE IS STABILIZED, REMOVE TEMPORARY EROSION CONTROL MEASURES ONCE APPROVED TO DO SO BY THE ENGINEER.

GROUND STABILIZATION		
SITE AREA DESCRIPTION	STABILIZATION TIME FRAME	STABILIZATION TIME EXCEPTIONS
• PERIMETER DOWNS, SWALES, DITCHES, AND SLOPES	7 DAYS	NONE
• HIGH-QUALITY WATER (HOW) ZONES	7 DAYS	NONE
• SLOPES STEEPER THAN 3:1	7 DAYS	IF SLOPES ARE 10' OR LESS IN LENGTH AND ARE NOT STEEPER THAN 2:1 14 DAYS ARE ALLOWED
• SLOPES 3:1 OR FLATTER	14 DAYS	7-DAYS FOR SLOPES GREATER THAN 50 FEET IN LENGTH
• ALL OTHER AREA WITH SLOPE FLATTER THAN 4:1	14 DAYS	NONE (EXCEPT FOR PERIMETERS AND HOW ZONES)

\*EXTENSIONS OF TIME MAY BE APPROVED BY THE PERMITTING AUTHORITY BASED ON WEATHER OR OTHER SITE-SPECIFIC CONDITIONS THAT MAKE COMPLIANCE IMPRACTICABLE. (SECTION II, B (2)(b))

- ### DEMOLITION GENERAL NOTES
- CONTRACTOR SHALL OBTAIN ALL REQUIRED PERMITS PRIOR TO DEMOLITION OCCURRING WITHIN THE PROJECT LIMITS.
  - REMOVE/DEMOLISH/ABANDON AFTER EROSION CONTROL MEASURES ARE IN PLACE AND APPROVAL OF THE INSPECTOR.
  - SAW CUT EXISTING PAVEMENT AT ALL EDGES WHEN ABUTTING NEW PAVEMENT SECTIONS.
  - SUBSURFACE FEATURES ARE SHOWN IN APPROXIMATE LOCATION. CONTRACTOR IS RESPONSIBLE FOR SUBSURFACE UTILITY EXPLORATION TO DETERMINE UTILITY LOCATIONS AND DEPTHS.
  - CONTRACTOR SHALL VERIFY LOCATIONS AND SIZES OF ALL EXISTING FEATURES PRIOR TO COMMENCEMENT OF CONSTRUCTION.
  - CONTRACTOR SHALL LOCATE EXISTING UTILITIES PRIOR TO CONSTRUCTION.
  - CONTRACTOR SHALL REPAIR/REPLACE ANY EXISTING CURB AND GUTTER AND/OR ASPHALT TO REMAIN THAT HAS BEEN DAMAGED BY CONSTRUCTION ACTIVITY. REPAIR/REPLACE ANY DAMAGED CURB AND GUTTER ALONG PROPERTY FRONTAGE PER COG 501.

THIS DRAWING PREPARED AT THE GREENSBORO OFFICE  
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GREENSBORO, NC 27409  
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SEALS

ELON UNIVERSITY  
BASEBALL CLUBHOUSE  
ELON, NC

SHEET ISSUE:  
NO. DATE DESCRIPTION BY  
A 05/28/2021 FOR PRICING TIMMONS  
0 08/09/2021 CONSTRUCTION DOCUMENTS TIMMONS  
1 08/09/2021 ADDENDUM TIMMONS  
2 09/14/2021 TRC #1 COMMENTS TIMMONS

PRINCIPAL IN CHARGE: BRIAN CRUTCHFIELD  
PROJECT ENGINEER: ADAM CARROLL  
DRAWN BY: HANNAH HARRIS

SHEET TITLE:  
**DEMOLITION & EROSION CONTROL PLAN**

SHEET NO. PROJ. NO.  
C200 019534.00



ELON UNIVERSITY

BASEBALL CLUBHOUSE

ELON, NC

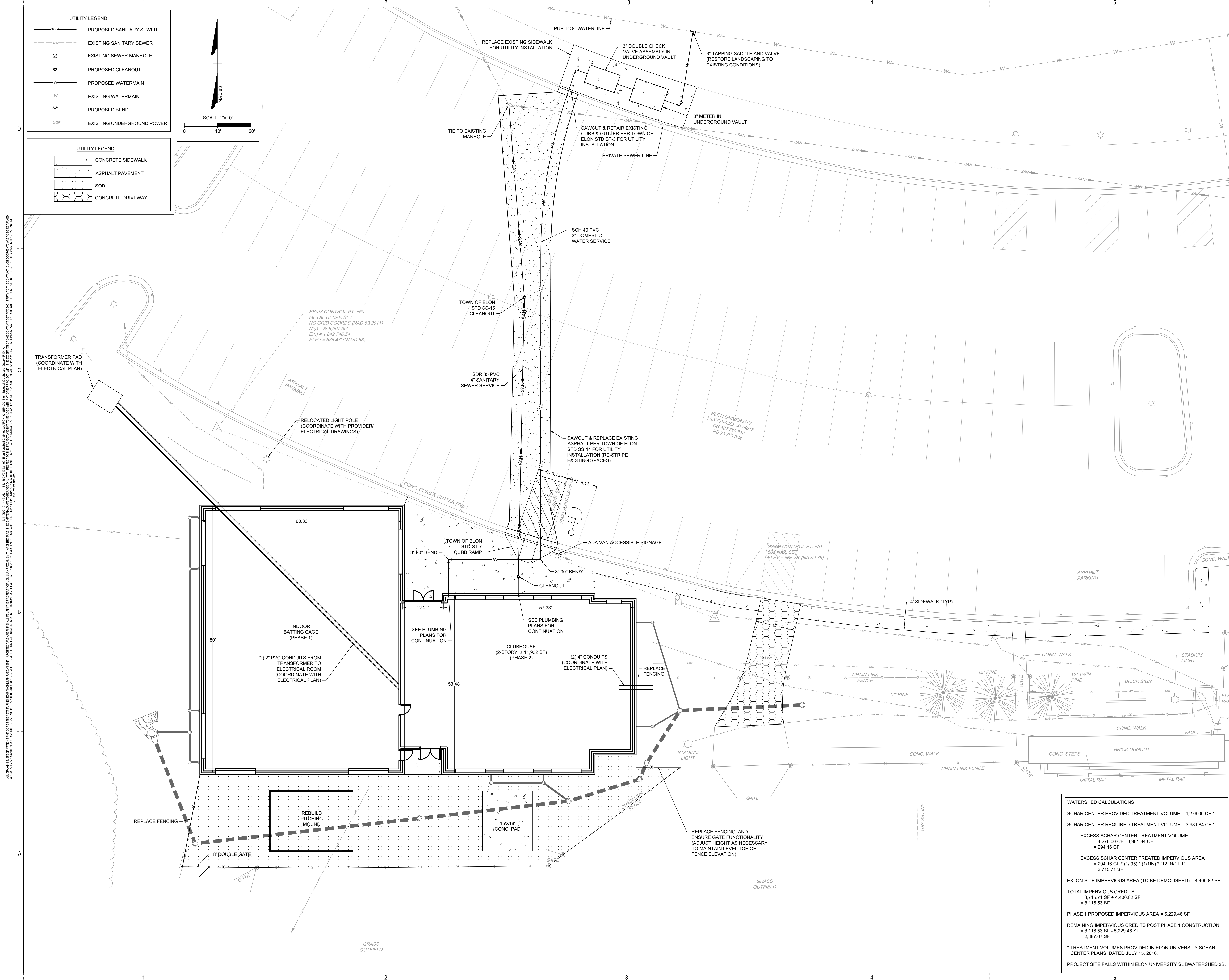
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PRINCIPAL IN CHARGE: BRIAN CRUTCHFIELD  
PROJECT ENGINEER: ADAM CARROLL  
DRAWN BY: HANNAH HARRIS

SHEET TITLE:  
**SITE & UTILITY PLAN**

SHEET NO. PROJ. NO.  
019534.00

C300



WATERSHED CALCULATIONS	
SCHAR CENTER PROVIDED TREATMENT VOLUME = 4,276.00 CF *	
SCHAR CENTER REQUIRED TREATMENT VOLUME = 3,981.84 CF *	
EXCESS SCHAR CENTER TREATMENT VOLUME = 4,276.00 CF - 3,981.84 CF = 294.16 CF	
EXCESS SCHAR CENTER TREATED IMPERVIOUS AREA = 294.16 CF * (1/95) * (1/11N) * (12 IN/1 FT) = 3,715.71 SF	
EX. ON-SITE IMPERVIOUS AREA (TO BE DEMOLISHED) = 4,400.82 SF	
TOTAL IMPERVIOUS CREDITS = 3,715.71 SF + 4,400.82 SF = 8,116.53 SF	
PHASE 1 PROPOSED IMPERVIOUS AREA = 5,229.46 SF	
REMAINING IMPERVIOUS CREDITS POST PHASE 1 CONSTRUCTION = 8,116.53 SF - 5,229.46 SF = 2,887.07 SF	
* TREATMENT VOLUMES PROVIDED IN ELON UNIVERSITY SCHAR CENTER PLANS DATED JULY 15, 2016.	
PROJECT SITE FALLS WITHIN ELON UNIVERSITY SUBWATERSHED 3B.	

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

**AGENDA ITEMS**

**September 14, 2021  
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- DiAnne Enoch

- August 2, 2021 Agenda Session Minutes
- August 10, 2021 Regular Meeting Minutes

**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. Impact Alamance Grant Agreement & Appropriated Fund Balance Budget Amendment -  
Phyllis Chambers **Approved**
- B. Land Development Ordinance Text Amendment #21-02 Regarding Campaign and Election  
Signs - Pamela DeSoto **Approved**
- C. Ordinance to Make Certain Revisions to the Town of Elon Code of Ordinances - Pam  
DeSoto **Approved**
- D. Bond Order and Series Resolution - Rich Roedner **Approved**

**V. NEW BUSINESS**

- A. Policy for Water and Sewer - Misty Hagood **Approved**
- B. Proposed Police Department Incentives - Rich Roedner **Approved**
- C. Consideration of Ordinance and Policy Review Committee - Rich Roedner **Approved**
- D. COVID Policy Changes - Rich Roedner **Tabled**

**VI. REPORTS**

- A. Town Manager
- B. Mayor and Board of Aldermen

**VII. ADJOURNMENT**