



Town of Elon Planning Board Agenda

November 16, 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 October 19, 2021 Planning Board Meeting.
- ii. Review and Recommendation: Consideration of a Major Development Plan (MDP-21-03) Submitted by Elon University for the Conversion of a Portion of the Colonnades Parking Lot to a Pedestrian Walkway

C. Board of Aldermen Updates

D. Items from Board Members

E. Motion to Adjourn

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

**October 19, 2021
Tuesday, 6:00 p.m.**

**Conducted via Zoom and In-Person
Elon, North Carolina**

Attendees: Jim Beasley, John Harmon, Karla Leath, Mark Podolle.
Diane Gill and Ralph Harwood joined via zoom.

Staff present: Pamela DeSoto and Mary Kathryn Harward

Community Audience: Aiesha Dawn Leath

Item A - Chairman Beasley called the meeting to order at 6:00 p.m.

Item B – New Business

Item B-i – Approval of Minutes

Ms. DeSoto presented the board with minutes from August 17th and September 21st, 2021, for approval.

- Mr. Podolle made a motion to approve the August 17th minutes, with Mr. Harmon seconding the motion, and was approved unanimously by the board.
- Mr. Harmon made a motion to approve the September 21st minutes, with Mr. Podolle seconding the motion, and was approved unanimously by the board.

Item B-ii – Review and Recommendation: Consideration of Replacement Appointments for Two Planning Board Regular Member Seats, Reappointment of Diane Gill to Continue Serving as the Planning Board ETJ Representative, and Possible Appointment to Fill the In-Town Alternate Planning Board Member Position

Consideration of the following appointments and reappointment to the Planning Board as follows:

- To fill the seat being vacated by the mid-term resignation of Ms. Leath due to her relocation outside of the jurisdiction, with a term to expire in December of 2022;
- To fill the seat being vacated by the end of term resignation of Mr. Harwood, with a term to expire in December of 2025;
- To reappoint Diane Gill to fill the ETJ position, with a term to expire in December of 2025;
- Appoint to fill an In-town Alternate position, should the current Alternate Phil Owens be appointed to Regular Member status, with an expiration date of December 2023.

Ms. DeSoto recommended to the board Aiesha Dawn Leath and Phil Owens eligible to occupy the two open positions, and Ralph Harwood to take the alternate position that Phil Owens currently occupies, as no additional applications are on file. Chairman Beasley suggested that due to Mr. Owen's history as an alternate and accumulation of experience with town procedures, he be chosen to fill the seat expiring in 2025 and Aiesha to fill the seat expiring in 2022 to gain experience as a board member, and then be moved to a longer-term position if desired. Mr. Harmon motioned to approve Mr. Beasley's suggestion, and Mr. Podolle seconded the motion. The motion was then approved unanimously by the board. The appointing of Aiesha Leath and

Phil Owens will be sent to the Board of Alderman, and Ms. DeSoto voiced her plans to meet with Aeisha to give her more information about membership on the board.

Item C – Items from Board Members

There were no items from Board members.

Item D – Board of Aldermen Updates

Ms. DeSoto briefly reviewed the Board of Alderman meeting that occurred on October 12th, 2021.

Item E - Motion to Adjourn

A motion to adjourn was made by Mr. Podolle and seconded by Mr. Harmon. The motion was approved by unanimous vote.

Meeting was adjourned at 6:14 p.m.

Mary Kathryn Harward, Planner
Minutes were completed in
Draft form on October 26th, 2021

Jim Beasley, Planning Board Chair
Minutes were approved on
November 16, 2021



MEMORANDUM TO THE PLANNING BOARD – November 16, 2021

Applicant:

Elon University

Request:

Major Development
Plan (Major Site Plan)
Review and
Recommendation

Location:

Elon University
Campus Between
Harper Hall and
Danieley Commons

Parcel ID:

115649

Site Acreage:

Parcel = 83.5,
Project Area = +/- 1.07

Zoning:

Public Institutional (PI)

Prepared by:

Pamela DeSoto

Background and Description of Request

Elon University Architect Brad Moore has submitted an application for a major site plan for review and recommendation by the Planning Board. The project proposes to create a pedestrian walkway by converting a portion of the Colonnades parking lot to a linear landscaped walkway that will connect the Colonnades Neighborhood with the Danieley Center. The project is currently moving through the Technical Review Committee (TRC) process, with comments currently being addressed by the applicant and with the potential for final approval following the next resubmittal.

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.

Applicant’s Statement of Intent

In accordance with LDO Subsection 6.4.1, the applicant has provided a Statement of Development Intent, as follows:

Elon University is a series of outdoor spaces connected by pedestrian paths. This is not the case between Danieley Center and Colonnades Neighborhood. This project sets out to convert a portion of the existing Colonnades Parking Lot into a pedestrian connection between these two neighborhoods and provide our campus community a safer and more enjoyable path to and from the Danieley Center.

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.

Existing Site Conditions (Exhibit attached)

The development site for the project is located on Dalton McMichael Drive, in a recently expanded parking lot.

Parking Counts

Elon's LDO calculates parking requirements in Section 5.6.2.2. For University uses, the minimum requirement is 1 space for every 2 students and 1 space for every employee/university staff, applied to the campus as a whole. This project will result in a reduction in the overall parking count by 95 spaces. However, the campus currently provides parking spaces in excess of the requirement by more than 1,000. Staff will continue to monitor parking counts as development continues on campus to ensure there is no risk of the University falling below the minimum requirement. The current calculation is as follows:

Number of Faculty/Staff = 1,650 (1 space per person required)

Number of Students = 6,700 (1 space per 2 students required – $6,700/2 = 3,350$)

$1,650 + 3,350 = 5,000$ spaces

Current parking space count = $6,165 - 95$ (reduction from project) = 6,070 (1,070 above minimum)

Additional Considerations

Comments from members of the TRC at this stage are mostly limited to technical issues related to landscaping and avoiding impacts to an existing water line, 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
Project Site Plan Excerpts

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 5 SF lots; **Major Subdivision** = 5 or more SF lots or any number of non-residential lots.

Minor Development Plan = Minor subdivision or development of up to 2 individual building or building additions associated with single-family residential uses on existing lots, not requiring the dedication of new streets or rights-of-way.

Major Development Plan = Major subdivision or any of the following: Multi-family uses, Mixed-use, Non-residential development, where more than 2 individual buildings or building additions are proposed for single-family residential property, where the development requires dedication of new streets or rights-of-way, or development plans associated with special use permits.

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

PROJECT SUMMARY:

A. Project Name: Elon Colonnades Pedestrian Path

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: Dalton McMichael Dr
Property Description: On the Campus of Elon University between Harper Hall and Danieley Commons

D. Owner/Applicant: Elon University: Brad Moore, University Architect

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): Brad Moore, Elon University

Telephone Number: 336-278-5492 Fax Number:

E-Mail: bmoore6@elon.edu

F. Tax Map / Block / Parcel # (s): Parcel ID #: 115649, PIN #: 885-38-8672

G. Total Tract Acreage: 83.53

H. Zoning District: PI - Public Institutional

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

J. Proposed Use: Institutional - parking 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: _____

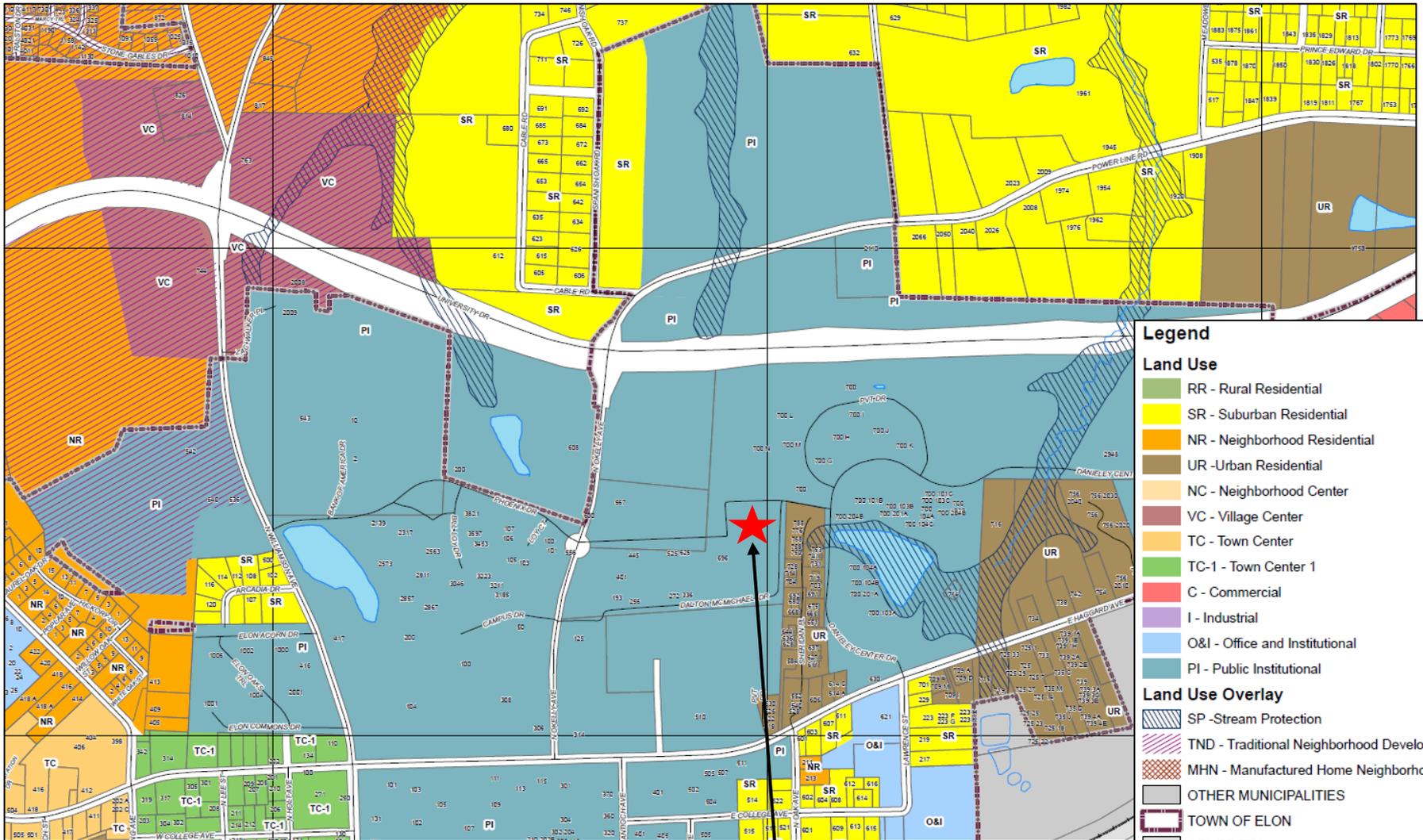
N. Amount of Existing Built-upon Area (BUA): 34,585 sf (0.79 ac) Amount of Proposed BUA: 23,545 sf (0.54 ac)

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 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: Brad D Moore Phone: 336 278 5492 Date: 11/10/21



Legend

Land Use

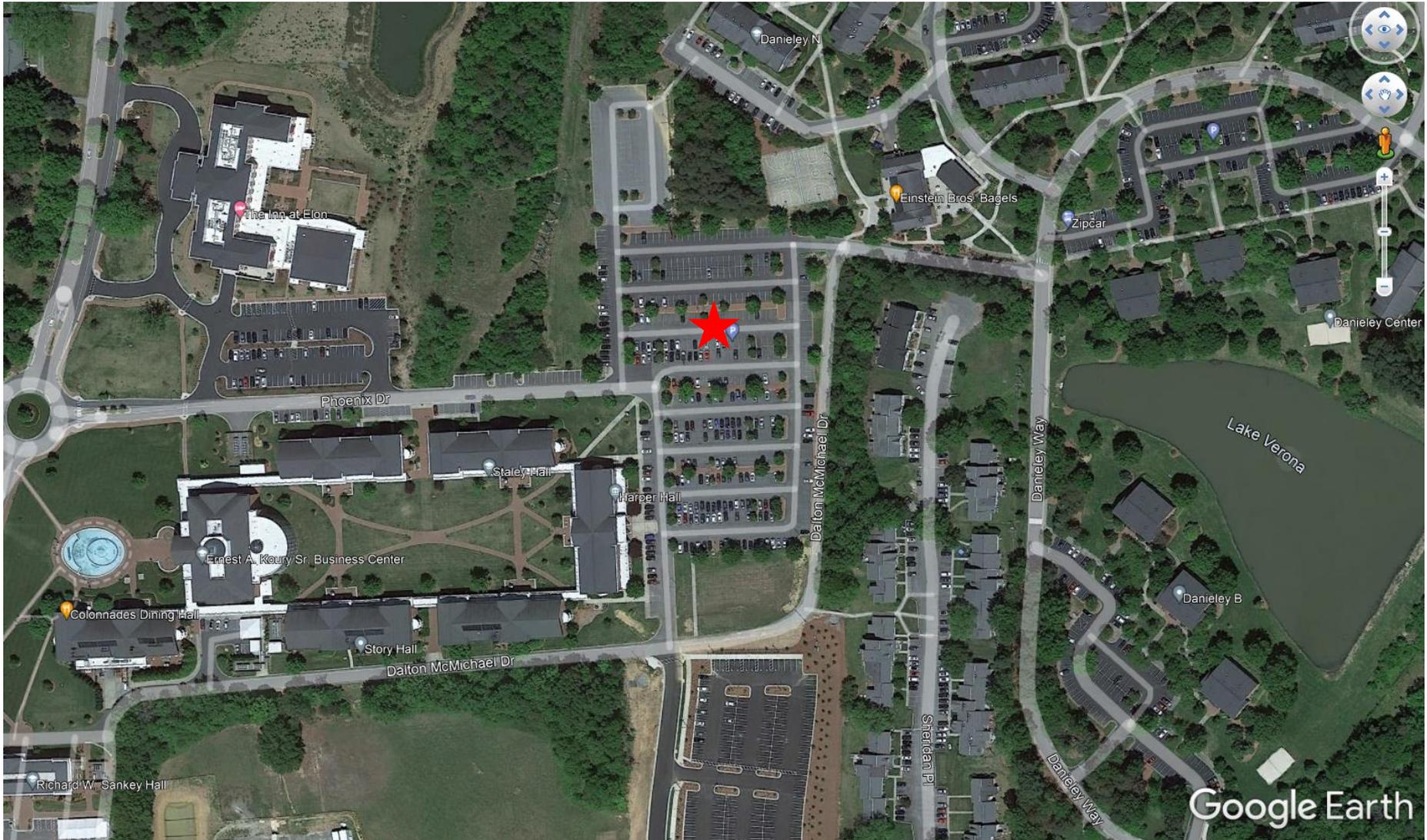
- RR - Rural Residential
- SR - Suburban Residential
- NR - Neighborhood Residential
- UR - Urban Residential
- NC - Neighborhood Center
- VC - Village Center
- TC - Town Center
- TC-1 - Town Center 1
- C - Commercial
- I - Industrial
- O&I - Office and Institutional
- PI - Public Institutional

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 2021-03
Elon Planning District Vicinity Map**



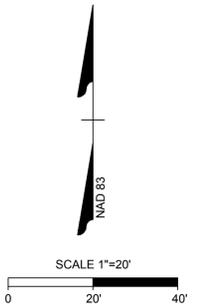
**Major Development Plan 2021-03
Aerial Image
(Project Area Indicated by Star)**



LEGEND

IFP - IRON PIPE FOUND	⊙ BOLLARD	⊙ SIGN
IRF - IRON ROD FOUND	⊙ MH STORM SEWER	⊙ SPRINKLER HEAD
IPS - IRON PIPE SET	⊙ MH SANITARY SEWER	⊙ SPRINKLER VALVE
PT - CALCULATED POINT	⊙ MH ELECTRIC	⊙ GAS METER
CM - CONCRETE MONUMENT	⊙ MH TELEPHONE	⊙ GAS VALVE
⊙ FIRE HYDRANT	⊙ MH WATER	⊙ FLAG POLE
⊙ ELECTRIC BOX	⊙ SPRINKLER BOX	⊙ GROUND LAMP
⊙ CABLE TV PEDESTAL	⊙ ELECTRIC METER	⊙ CLEAN OUT
⊙ POWER POLE < GUY	⊙ WATER VALVE	⊙ WATER METER
⊙ LIGHT POLE	⊙ YARD LIGHT	⊙ ROOF DRAIN
⊙ YARD LIGHT	⊙ WELL	⊙ SAN - SANITARY LINE
⊙ R/W - RIGHT-OF-WAY	⊙ P/L - PROPERTY LINE	⊙ FENCE
⊙ C/L - CENTERLINE	⊙ NTS - NOT TO SCALE	⊙ OHP - OVERHEAD POWER LINE
⊙ CB - CATCH BASIN	⊙ GI - GRATE INLET	⊙ PG - PAINTED GAS LINE
⊙ YI - YARD INLET	⊙ CI - CURB INLET	⊙ UGP - PAINTED POWER LINE
⊙ EP - EDGE OF PAVING	⊙ TBC - TOP BACK OF CURB	⊙ OHT - PAINTED TELEPHONE LINE
⊙ DB - DEED BOOK	⊙ PB - PLAT BOOK	⊙ W - PAINTED WATER LINE
⊙ SF - SQUARE FEET	⊙ (T) - INDICATES POINTS SET BY TIMMONS GROUP IN 2009	⊙ RCP - REINFORCED CONCRETE PIPE
⊙ (C) - CALCULATED POINT UNLESS OTHERWISE NOTED	⊙ (M) - MAIL BOX	⊙ CMP - CORRUGATED METAL PIPE
⊙ (G) - MH GREASE	⊙ (TSP) - TRAFFIC SIGNAL POLE	⊙ CPP - CORRUGATED PLASTIC PIPE
		⊙ DIP - DUCTILE IRON PIPE
		⊙ VCP - VITRIFIED CLAY PIPE
		⊙ HDPE - HIGH DENSITY POLYETHYLENE PIPE
		⊙ HVAC - HEATING, VENTILATION AND AIR CONDITIONING
		⊙ (A) - CONTROLLED ACCESS

SURVEY INFORMATION PROVIDED BY STANLEY ROBERT SACKS DATED FEBRUARY 24TH, 2021. ADDITIONAL TOPOGRAPHY PROVIDED BY BARE EARTH TOPO.

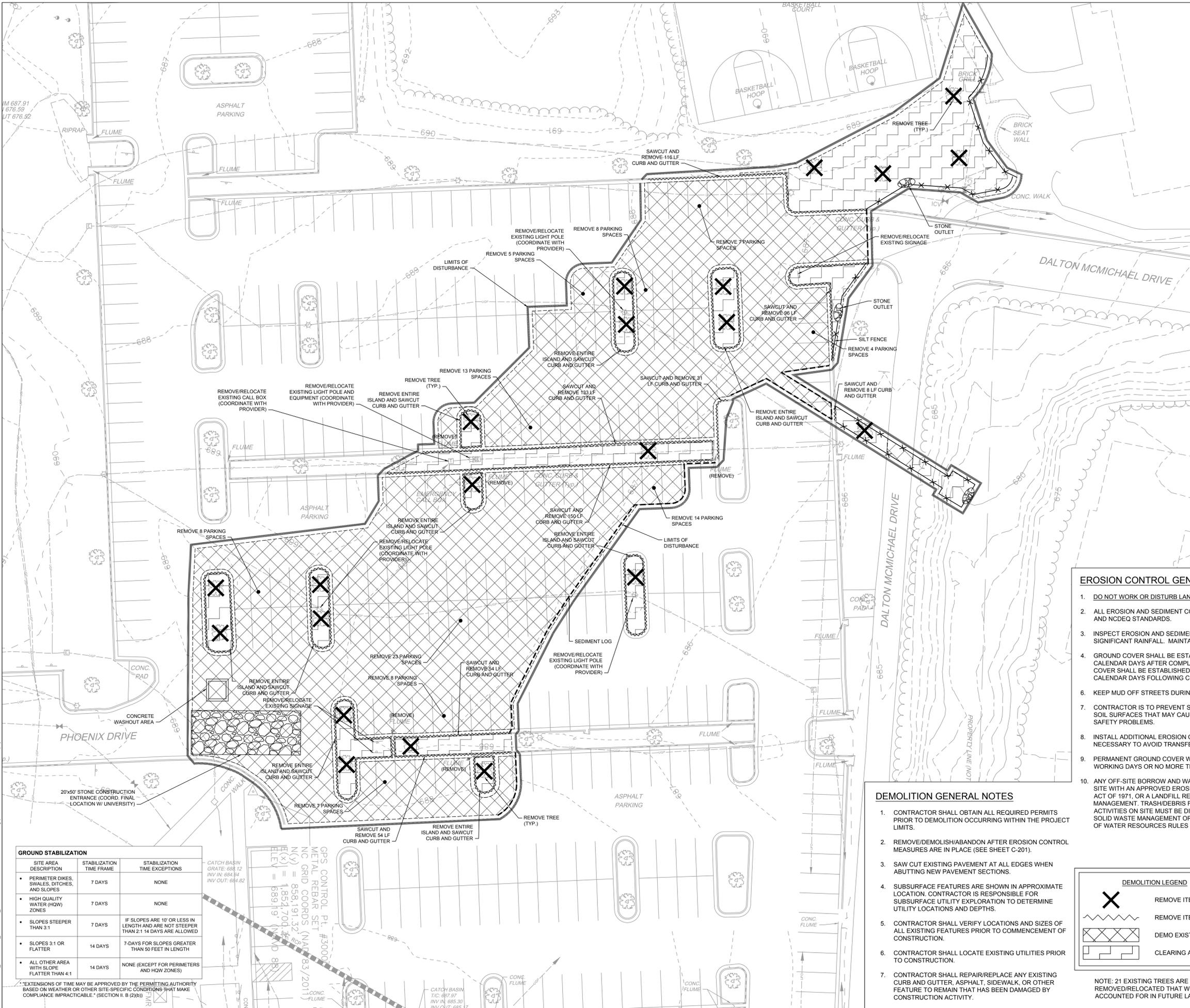


THIS DRAWING PREPARED AT THE GREENSBORO OFFICE
 8642 W. Market Street, Suite 130 | Greensboro, NC 27409
 TEL 336.669.4444 | FAX 336.669.4445 | WWW.TIMMONSGROUP.COM



ELON COLONNADES PEDESTRIAN PATH
 TOWN OF ELON - ALAMANCE COUNTY - NORTH CAROLINA
 EXISTING CONDITIONS

REVISION DESCRIPTION	DATE
	10/20/2021
DRAWN BY	A. BOCKMAN
DESIGNED BY	A. BOCKMAN
CHECKED BY	A. CARROLL
SCALE	1" = 20'
JOB NO.	49121
SHEET NO.	C-100



EROSION CONTROL LEGEND

- TEMPORARY CONSTRUCTION ENTRANCE
- SILT FENCE
- LIMITS OF DISTURBANCE
- SEDIMENT LOG
- EXISTING CONTOUR
- PROPOSED CONTOUR
- INLET PROTECTION

LIMITS OF DISTURBANCE = 1.07 ACRES

CONTRACTOR SHALL INSPECT AND REPAIR ALL EROSION CONTROL DEVICES ONCE PER WEEK AND AFTER EVERY RAIN EVENT.

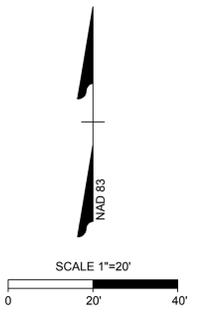
- EROSION CONTROL SEQUENCE**
- OBTAIN ALL NECESSARY PERMITS FROM THE PROPER AUTHORITIES.
 - INSTALL CONSTRUCTION ENTRANCE AT THE LOCATION SHOWN. ANY SEDIMENT ACCUMULATION ON ADJACENT PUBLIC ROADS AS A RESULT OF THE PROJECT AND TRAFFIC FROM THE PROJECT SHALL BE IMMEDIATELY CLEANED OFF BY THE CONTRACTOR.
 - 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.**
 - BEGIN DEMOLITION OF EXISTING SITE FEATURES AS SHOWN ON PLAN ONCE ALL EROSION CONTROL MEASURES ARE INSTALLED.
 - BEGIN SITE GRADING OPERATIONS. PERMANENTLY SEED GRADED AREAS ONCE COMPLETED. BEGIN INSTALLATION OF UNDERGROUND UTILITIES AND STORM SEWER. AS INLETS ARE INSTALLED, PLACE INLET PROTECTION IMMEDIATELY AFTERWARD. ENSURE THE SITE IS STABILIZED WITHIN THE TIMEFRAMES SPECIFIED ON THE GROUND STABILIZATION TABLE.
 - 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.**
 - FOLLOWING SITE WORK AND GRADING ACTIVITIES AND ONCE SITE HAS STABILIZED, REMOVE TEMPORARY EROSION CONTROL MEASURES. APPROVAL FROM A REPRESENTATIVE OF THE LAND QUALITY SECTION WILL BE REQUIRED PRIOR TO REMOVAL OF EROSION CONTROL MEASURES.

- EROSION CONTROL GENERAL NOTES**
- DO NOT WORK OR DISTURB LAND OUTSIDE LIMITS OF CONSTRUCTION.
 - ALL EROSION AND SEDIMENT CONTROL MEASURES SHALL COMPLY WITH TOWN OF ELON AND NDEQ STANDARDS.
 - INSPECT EROSION AND SEDIMENT CONTROL MEASURES WEEKLY AND AFTER EACH SIGNIFICANT RAINFALL. MAINTAIN MEASURES AS NECESSARY.
 - GROUND COVER SHALL BE ESTABLISHED WITHIN 15 WORKING DAYS BUT NO MORE THAN 21 CALENDAR DAYS AFTER COMPLETION OF ANY PHASE OF GRADING. PERMANENT GROUND COVER SHALL BE ESTABLISHED WITHIN 15 WORKING DAYS OR NO MORE THAN 21 CALENDAR DAYS FOLLOWING COMPLETION OF CONSTRUCTION.
 - KEEP MUD OFF STREETS 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 15 WORKING DAYS OR NO MORE THAN 90 CALENDAR DAYS (WHICHEVER IS SHORTER).
 - ANY OFF-SITE BORROW AND WASTE REQUIRED FOR THIS PROJECT MUST COME FROM A SITE WITH AN APPROVED EROSION CONTROL PLAN. A SITE REGULATED UNDER THE MINING ACT OF 1971, OR A LANDFILL REGULATED BY THE DIVISION OF SOLID WASTE MANAGEMENT, TRASH/DEBRIS FROM DEMOLITION ACTIVITIES OR GENERATED BY ANY ACTIVITIES ON SITE MUST BE DISPOSED OF AT A FACILITY REGULATED BY THE DIVISION OF SOLID WASTE MANAGEMENT OR PER DIVISION OF SOLID WASTE MANAGEMENT OR DIVISION OF WATER RESOURCES RULES AND REGULATIONS.

- 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 (SEE SHEET C-201).
 - 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, ASPHALT, SIDEWALK, OR OTHER FEATURE TO REMAIN THAT HAS BEEN DAMAGED BY CONSTRUCTION ACTIVITY.

DEMOLITION LEGEND

- REMOVE ITEM
- REMOVE ITEM
- DEMO EXISTING PAVEMENT
- CLEARING AND GRUBBING



GROUND STABILIZATION

SITE AREA DESCRIPTION	STABILIZATION TIME FRAME	STABILIZATION TIME EXCEPTIONS
PERIMETER DIKES, 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))

CATCH BASIN
TIC: 688.12
INV IN: 684.84
INV OUT: 684.82

GPS CONTROL PT. #3000
METAL REBAR SET
NC GRID COORDS (NAD 83 / 2011)
N(Y) = 858,191.32
E(X) = 1,851,700.18
ELEV = 689.19 (MVD 80)

CATCH BASIN
TIC: 687.97
INV IN: 685.59
INV OUT: 685.17

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 YOUR VISION ACHIEVED THROUGH OURS.

EROSION CONTROL
 TOWN OF ELON - ALAMANCE COUNTY - NORTH CAROLINA
 DEMOLITION PLAN/PHASE I EROSION CONTROL

TIMMONS GROUP

REVISION DESCRIPTION	DATE	DRAWN BY	DESIGNED BY	CHECKED BY	SCALE
	10/20/2021	A. BOCKMAN	A. BOCKMAN	A. CARROLL	1" = 20'

JOB NO. 49121
SHEET NO. C-200

APPLICANT: ELON UNIVERSITY, BRAD MOORE - PHONE: 336-278-5492 - EMAIL: BMOORE6@ELON.EDU - TYPE OF SUBMITTAL: TRC SITE PLAN

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

AGENDA ITEMS

**November 9, 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 - Town Clerk

- October 4, 2021 Agenda Session Minutes
- October 12, 2021 Regular Meeting Minutes

B. Planning Board Appointments - Asst. Town Manager/Planning Director **APPROVED**

III. PRESENTATION(S)

A. Fire Chief Retirement

B. Special Recognition

C. Annual Audit Review - Becky Loy, Cobb Ezekiel Loy & Company

IV. PUBLIC COMMENT(S)

- *The public may speak on any non-agenda item up to three minutes.*
- *An agenda item will only be discussed at its appropriate time.*
- *Public Hearing items can only be discussed during the public hearing.*
- *Be sure to sign in, stand, and state your name and address for the Minutes.*

V. NEW BUSINESS

A. W College Avenue Gathering Space Design - Downtown Development Administrator **CONCEPT APPROVED**

B. Bid Award for E. Haggard Water Line design services - Town Manager **APPROVED**

C. Adoption of ADA Self-Assessment and Transition Plan - Asst. Town Manager/Planning Director **APPROVED**

VI. REPORTS

A. Town Manager

B. Mayor and Board of Aldermen

VII. ADJOURNMENT