



# **Town of Elon Planning Board Agenda**

**January 18, 2022**

**6:00 PM**

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

## **Agenda Items**

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

### **B. Swearing-in of New Planning Board Member Aiesha Leath**

### **C. New Business**

- i. Approval of Minutes from the November 16, 2021 Planning Board Meeting.
- ii. Review and Recommendation: Consideration of LDO Text Amendment LDO-2022-02  
Regarding the Decriminalization of Ordinances

### **D. Board of Aldermen Updates**

### **E. Items from Board Members**

### **F. Motion to Adjourn**

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

**November 16th, 2021  
Tuesday, 6:00 p.m.**

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

Attendees: Jim Beasley, Clark Bennett, Dianne Gill, and Mark Podolle.

Staff present: Pamela DeSoto and Mary Kathryn Harward

Community Audience: Aiesha Dawn Leath, Karla Leath, and Brad Moore

**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 October 19<sup>th</sup>, 2021 for approval.

- Mr. Podolle made a motion to approve the August 17<sup>th</sup> minutes, with Mr. Bennett seconding the motion, and was approved unanimously by the board.

**Item B-ii--** Major Development Plan MDP #2021-03 Submitted by Elon University for pedestrian path.

Ms. Desoto presented the board with a PowerPoint containing the details of the proposed construction within the Colonnades parking lot on Elon University. The project proposes to create a pedestrian walkway that will connect the Colonnades Neighborhood with the Danieley Center. The project is currently moving through the TRC process, with the potential for final approval once issues are addressed.

- The project is located on Dalton McMichael Drive, in a recently expanded parking lot.
- Brad Moore, Elon University Architect and Director of Planning, Design and Construction Management provided a statement of intent, summarized:
  - *“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.”*
- The entirety of the project lies on property that is zoned according to Elon’s Land Development Ordinance as Public Institutional (PI). According to the LDO, this district is intended to accommodate primarily large-scale public, educational, and institutional uses. The proposed use constitutes a use by right.
- This project will result in a reduction in the overall parking county by 95 spaces, which stays within the bounds set by Section 5.6.2.2 of Elon’s parking requirement in the LDO.

Staff recommended that the Planning Board consider the application, accept public input 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.

After Ms. Desoto's presentation, board members had a few questions which mainly revolved around car access within the designed space, fire access from the Danieleley Center, and bike accessibility and usage. All questions were addressed by Ms. Desoto and Mr. Moore.

Mr. Bennett made a motion to adopt submitted plans as suggested by staff and Mr. Podolle seconded the motion. All Board members were in favor.

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

Clark Bennett posed questions to Ms. Desoto on the topics of a proposed subdivision on Shallowford Church Road and asked for an update on applicants for the position of fire chief that will soon be vacant.

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

Ms. DeSoto briefly reviewed the Board of Alderman meeting that occurred on November 9th, 2021.

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

A motion to adjourn was made by Chairman Beasley and seconded by Mr. Bennett. The motion was approved by unanimous vote.

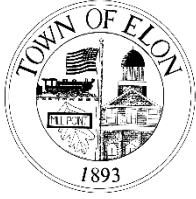
Meeting was adjourned at 6:25 p.m.

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Mary Kathryn Harward, Planner  
Minutes were completed in  
Draft form on November 24th, 2021

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Jim Beasley, Planning Board Chair  
Minutes were approved on  
January 18, 2022



**MEMORANDUM TO THE PLANNING BOARD – January 18, 2022**

**Request:**

LDO Text Amendment  
#22-02 Regarding the  
Decriminalization of  
Ordinances

**Description of Request**

Elon's Land Development Ordinance (LDO) requires updating to bring our ordinance into compliance with recently enacted N.C. General Statutes regarding the decriminalization of certain ordinances.

**Procedural Issues**

**Prepared by:**

Pamela DeSoto,  
Assistant Town  
Manager/Planning  
Director

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

**Factors to Consider**

In September of this year, the N.C. General Assembly passed legislation including broad changes in how local ordinances address criminal penalties. More specifically, local ordinances may, in certain instances, be enforced criminally if the ordinance specifies such penalty. In other cases, criminal penalties may not be used; these instances are described in the statute. While the changes have the greatest impact on our Town Code of Ordinances and with Police Department actions, they also apply to land use ordinances. Staff has identified a few sections of the LDO that will require revision based on the new requirements and those are addressed in the attached draft text amendment. The Town Attorney, Joe Kalo, has reviewed the amendment and provided input. The draft amendment includes new language in underlined red text, and language to be removed in red text with a "strikethrough", (or red line) through the text.

In researching the LDO, the following sections mention criminal penalties (action taken is included in italics):

1. Chapter 6 – Development Review Process, Section 6.11 (Penalties for Transferring Lots in Unapproved Subdivisions). This section calls for a misdemeanor finding for subdivision of land in violation of the Ordinance, or where land is transferred, sold, or used according to a subdivision plat that has not been properly approved and recorded in the register of deeds. *Action taken: Misdemeanor language removed and replaced with civil penalty as provided for in Subsection 8.3.3.3.G.*
2. Chapter 8 – Administration and Enforcement, Subsection 8.3.3.3.A (Criminal Penalties under Violations). Calls for a misdemeanor charge for violations of any portion of the Ordinance. *Action taken: Misdemeanor language remains, but a list of ordinances to which the criminal penalty does not apply is included, taken directly from the statute.*
3. Chapter 8 – Administration and Enforcement, Subsection 8.3.3.3.E (Execution of Court Decisions under Violations). This subsection details the causes for a citing of contempt for defendants who fail or refuse to comply with an injunction or with an order of abatement within the time allowed by the court. *Action taken: Civil contempt is specified as the appropriate response to such situations.*

The Planning Board may make a recommendation regarding this proposed amendment as currently drafted, or may make changes to the draft prior to making their recommendation, as long as the proposal is still compliant with the statutes.

### **Plan Consistency**

Envision Elon 2040, Elon’s Comprehensive Land Use Plan, lists among its recommendations the following:

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

*The proposal is considered by staff to be consistent with the Comprehensive Land Use Plan, in particular, the recommendation in the Plan that addresses the need for our ordinance to be compliant with state legislation.*

### **Recommendations and Suggested Motions**

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

**Motion 1:** LDO #22-02 (is/is not) consistent with comprehensive plans adopted by the Town of Elon. *The proposal is considered by staff to be consistent with the Town’s Comprehensive Land Use Plan. A draft statement for consideration is offered as part of Motion #4.*

**Motion 2:** LDO #22-02 (is/is not) reasonable and in the public interest.

**Motion 3:** The Town of Elon Planning Board recommends (approval/denial) of LDO #22-02 to the Elon Board of Aldermen.

**Motion 4:** In order to fully comply with N.C. General Statutes, please provide the appropriate statement:

Statement: Staff recommendation: The proposal is consistent with the Comprehensive Land Use Plan, in particular, the recommendation in the Plan (LU-8.12) that calls for the ordinance to maintain compliance with state legislation.

Enclosures: LDO #22-02 Draft Amendment  
NC League of Municipalities' Guidance Document  
G.S. 160A-175

Ordinance No.   #  

**AN ORDINANCE TO AMEND THE ELON LAND DEVELOPMENT ORDINANCE  
REGARDING THE DECRIMINALIZATION OF ORDINANCES**

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

**Section 1.**     Elon Land Development Ordinance Section 6.11 Penalties for Transferring Lots in Unapproved Subdivisions is amended as follows:

A. Any person who, being the owner or agent of the owner of any land located within the jurisdiction of the Town of Elon, thereafter subdivides his land in violation of this Ordinance or transfers or sells land by reference to, exhibition of, or any other use of a plat showing a subdivision of the land before the plat has been properly approved under this ordinance and recorded in the office of the register of deeds, ~~will be guilty of a misdemeanor~~ shall be subject to civil penalties as provided for in Subsection 8.3.3.3.G – Civil Penalty. The description by metes and bounds in the instrument of transfer or other document used in the process of selling or transferring land will not exempt the transaction from this penalty.

**Section 2.**     Elon Land Development Ordinance Subsection 8.3.3.3 Penalties is amended as follows:

A. Criminal - Any person, firm, or corporation convicted of violating the provisions of this ordinance will, upon conviction, be guilty of a misdemeanor and will be fined an amount not to exceed five hundred dollars (\$500) and/or imprisoned for a period not to exceed thirty (30) days. Each day of violation will be considered a separate offense, provided that the violation is not corrected within thirty (30) days after notice of violation is given. Notwithstanding the foregoing, no criminal penalty may be imposed for violations to ordinances of the following types: (a) any ordinance adopted under Article 19 of Chapter 160A of the North Carolina General Statutes, Planning and Regulation of Development, or its successor, Chapter 160D of the North Carolina General Statutes, except for those ordinances related to unsafe buildings; (b) any ordinance adopted pursuant to G.S. 160A-193.1, Stream-clearing programs; (c) any ordinance adopted pursuant to G.S. 160A-194, Regulating and licensing businesses, trades, etc.; (d) any ordinance adopted pursuant to G.S. 160A-199, Regulation of outdoor advertising, or its successor, G.S. 160D-912, Outdoor advertising; (e) any

ordinance adopted pursuant to G.S. 160A-201, Limitations on regulating solar collectors or, its successor, G.S. 160D-914, Solar collectors; (f) any ordinance adopted pursuant to G.S. 160A-202, Limitations on regulating cisterns and rain barrels; (g) any ordinance adopted pursuant to G.S. 160A-304, Regulation of taxis; (h) any ordinance adopted pursuant to G.S. 160A-306, Building setback lines; (i) any ordinance adopted pursuant to G.S. 160A-307, Curb cut regulations; and (j) any ordinance regulating trees.

E. Execution of Court Decisions – If the defendant fails or refuses to comply with an injunction or with an order of abatement within the time allowed by the court, he or she may be cited for civil contempt. The LDO Administrator may execute the order of abatement and place a lien on the property in the nature of a mechanic's and material man's lien for the cost of executing the order. The defendant may secure cancellation of an order of abatement by paying all costs of the proceedings and by posting a bond for compliance with the order. The bond must be given with sureties approved by the Clerk of Superior Court in an amount approved by the judge before whom the matter was heard and will be conditioned of the defendant's full compliance with the terms of the order of abatement within the time fixed by the judge. Cancellation of an order of abatement does not suspend or cancel an injunction issued in conjunction with the order.

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

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

The foregoing ordinance, having been submitted to a vote, was duly adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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

\_\_\_\_\_  
Emily Sharpe, Mayor

Attest:

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



# PREPARING TO IMPLEMENT CRIMINAL JUSTICE REFORM LEGISLATION IN TOWNS AND CITIES

October 2021

Gov. Roy Cooper on September 2, 2021 signed into law a wide-ranging piece of legislation that creates new databases, requires additional background checks and decriminalizes certain local government ordinances. This document is designed to highlight a few provisions in Senate Bill 300 (S.L. 2021-138) Criminal Justice Reform that deserve particular attention from local government attorneys, law enforcement agencies and administrators. Some of the changes may require town councils to adopt or amend ordinances; some provisions may require local governments to create new databases; and other provisions may require that new practices and processes be established. This guidance document highlights the main changes in the legislation. However, this is not legal advice and towns and cities are encouraged to read the entire bill and consult their staff attorneys or contract attorneys to determine the changes they need to implement.

## **A. DECRIMINALIZATION OF CERTAIN ORDINANCES (PART XIII):**


PART XIII of S.L. 2021-138, titled Decriminalization of Certain Ordinances, removes the current presumption that all local ordinances may be enforced criminally (G.S.160A-175) and states that ordinances may be enforced criminally as provided in G.S. 14-4 “only if the city specifies such in the ordinance.” It further states: “Notwithstanding G.S. 160A-75, no ordinance specifying a criminal penalty may be enacted at the meeting in which it is first introduced.” It also includes a list of statutory sections in which cities cannot adopt ordinances with criminal enforcement. That list of topic areas are as follows: planning and regulation of development; stream clearing programs; regulating businesses and trades; outdoor advertising; solar collectors; cisterns and rain barrels; taxis; setback lines; curb cut regulations and ordinances regulating trees. The legislation specifies that these changes *go into effect Dec. 1, 2021*, so towns and cities have a limited time frame in which to respond to these changes.

To prepare for the change in the law, towns and cities should consider taking the following steps:

- i. Determine if you have ordinances which impose potential criminal penalties.
- ii. Make a list of ordinances for which you wish to retain criminal enforcement authority.
- iii. Check to make sure the list does not include ordinances that fall under the topic areas disallowed by the legislation.
- iv. Check to make sure the ordinance language includes clear criminal authority.
- v. If these ordinances do not have clear criminal authority, have town council adopt a new ordinance or a statement that comprises specific language in the ordinances that state they can be criminally enforced.
- vi. For ordinances that will not be enforced criminally, establish administrative capabilities to issue and collect civil citations or fines for violations and provide for an appeals process. **PRACTITIONER'S TIP:** For arrestable offenses, judicial officials have the authority to obtain personal identification information for an alleged violator. In civil matters, where only a citation or fine can be issued, obtaining the identity of the alleged violator may be difficult or practically impossible.
- vii. If town councils need to, adopt any new ordinances or changes to ordinances by Dec. 1, 2021, the date Part XIII of S.L. 2021-138 goes into effect. **PRACTITIONER'S TIP:** Since the legislation requires the criminal authority to be specified in "the ordinance," towns and cities should carefully specify criminal enforcement in each applicable ordinance.
- viii. Note that ordinances with criminal enforcement authority cannot be adopted in the first meeting that it is introduced.

## **B. CREATING POLICIES, DATABASES AND FOLLOW UP PLANS**


Certain provisions require the creation of processes whereby law enforcement agencies must track specific types of incidents and report those to a statewide database. Practitioners say it is important that once this information is collected, it be properly retained so that confidentiality requirements are maintained, and that law enforcement officers (LEOs) be given the opportunity to challenge their inclusion if required by law. Once the data has been collected, practitioners also recommend that supervisors keep track of these



incidents, perhaps through an automated alert system, and supervisors create Action Plans to help individual officers avoid repeated occurrences. Setting up the database and tracking the data may be required by the new law but acting on the information may be a best practice to avoid being seen as having failed to follow through on early warning signs.

Under this legislation at least three sets of data must be collected:

1. Critical Incident Database – A new statewide database of critical incidents is established by this legislation. Critical incident is defined as “an incident involving any use of force by a law enforcement officer that results in death or serious bodily injury to a person.” The information collected in this database stays confidential. While the legislation requires law enforcement agencies to report “critical incidents,” involving police officers, it also provides the officer a right, prior to being placed in the database, to request a hearing in Superior Court for a determination of “whether the officer’s involvement was properly placed in the database.” Agencies may want to create a process whereby an officer is informed prior to their names being submitted to this database, and the officer be informed of an opportunity to exercise a right to request a hearing in Superior Court. **PRACTITIONER’S TIP:** It should be noted that the right to a hearing is limited to whether the officer’s involvement was properly placed in the database, not the appropriateness of the officer’s actions during the incident. Also, if the incident results in disciplinary action there may also be a need for a name clearing hearing so these two processes may overlap and possibly conflict. **PRACTITIONER’S TIP:** When advising an officer regarding a hearing, consider the risks of the process in the event of future litigation.
2. Early warning system - Every agency that employs law enforcement is required to develop a confidential early warning system for law enforcement including at minimum instances of use of force, discharge of firearm, vehicle collisions and citizen complaints (Part VIII). The system’s essential purpose is to identify possible problem officers, not to collect data. Many small agencies could implement an early warning system manually. But for some agencies, this could be a time-



consuming effort, requiring the creation of a computerized system that collects the information, creates an alert at a particular threshold of reports and ultimately triggers a supervisor to place the officer on a remedial plan. Some system to monitor the data collected and alert a supervisor to repeated offences may be needed to avoid future claims that the agency failed to properly supervise such officers. The “use of force” information to be collected can be individualized to each agency, possibly including instances where handcuffs were placed on an individual and the number of minor vehicle accidents. The data collected under this database stays confidential. This section is effective Dec. 1, 2021 and applies to actions and behaviors on or after that date.

**3. Duty to intervene and report excessive use of force**

Part XVI of the legislation creates a duty for LEOs to intervene and report an excessive use of force by a LEO. This may require agencies that do not have such a policy to adopt one. In addition, agencies should also create a reporting system likeones for critical incidents and the early warnings system. Agencies that do not evaluate their officers’ use of force open themselves up for negligent retention and supervision claims. Agencies should evaluate the performance of their officers who consistently trigger alerts to determine what measures should be taken to correct any noted deficiencies in the officer’s performance, including but not limited to, education, additional training, and disciplinary action.

**C. RETAINING AND USING THE DATA**

Even while they collect additional data required by this legislation, personnel departments should remember that G.S. 160A-168 requires personnel data to be kept confidential unless it is exempt under a specific exemption. In particular, consider: “section (c4). Even if considered part of an employee’s personnel file, the following information regarding any sworn law enforcement officer shall not be disclosed: (3) Any identifying information as defined in G.S. 14-113.20.”



**D. OTHER PROVISIONS OF INTEREST THAT MAY REQUIRE AGENCIES TO PREPARE PROCESSES INCLUDE THE FOLLOWING:**

- Decertification - Part I of the bill creates a public database of LEO certification suspensions and revocations to be established by the N.C. Criminal Justice Education and Training Standards Commission.
- Applicants for law enforcement positions and current law enforcement will be required to provide fingerprints, and agencies will have to submit those to the SBI for a federal and state background check by June 23, 2023. (Part II)
- Applicants for law enforcement positions will have to undergo psychological screening and local governments will have to foot the bill for the screening. (Part VI).  
**PRACTITIONER'S TIP:** Consider the costs of such screenings and include those costs when preparing budget estimates.
- Law enforcement will need to report Giglio notifications in writing to the statewide Criminal Justice Standards Division. Those required to report these letters include the individual LEO, the agency head and a judge that issues the notification. (Part IV)
- Changes to the body cam recording viewing statute (Part XXI): No later than three business days from receipt of the notarized form - provided by the law enforcement agency - requesting immediate disclosure of footage in a case involving death or serious bodily injury, a law enforcement agency shall file a petition in the Superior Court in any county where any portion of the recording was made for issuance of a court order regarding disclosure of the recording. Any person who willfully records any recording disclosed pursuant to this subsection shall be guilty of a Class 1 misdemeanor. Any person who knowingly disseminates a recording disclosed pursuant to this subsection shall be guilty of a Class I felony. **PRACTITIONER'S TIP:** Check to ensure the law enforcement agency has a supply of high-capacity thumb drives where hours of footage can be downloaded for quick transmittal to the Superior Court judge.
- Part X of the legislation now adds the Governor to the list of individuals who may ask the SBI to investigate deaths due to use of force by a law enforcement officer.

*The N.C. League of Municipalities thanks the following city attorneys who provided valuable input into creating this document:*

*Jeffrey C. Sugg, City of Asheboro*

*Brian Meyer, Town of Apex*

*Toni Russ, City of Durham*

*Tiffanie Sneed, Town of Chapel Hill*

*In addition, we would like to thank **Fred Baggett** of the Police Chiefs Association for reviewing the document.*

For questions or comments, please contact:

Leo John, Legislative Counsel, N.C. League of Municipalities

[ljohn@nclm.org](mailto:ljohn@nclm.org) or 919-522-5138

- (6) Any ordinance adopted pursuant to G.S. 153A-144, Limitations on regulating solar collectors or, its successor, G.S. 160D-914, Solar collectors.
- (7) Any ordinance adopted pursuant to G.S. 153A-145, Limitations on regulating cisterns and rain barrels.
- (8) Any ordinance regulating trees.

...."

**SECTION 13.(b)** G.S. 160A-175 reads as rewritten:

**"§ 160A-175. Enforcement of ordinances.**

...

(b) ~~Unless the Council shall otherwise provide, Except for the types of ordinances listed in subsection (b1) of this section, violation of a city ordinance is~~ may be a misdemeanor or infraction as provided by G.S. 14-4. G.S. 14-4 only if the city specifies such in the ordinance. An ordinance may provide by express statement that the maximum fine, term of imprisonment, or infraction penalty to be imposed for a violation is some amount of money or number of days less than the maximum imposed by G.S. 14-4. Notwithstanding G.S. 160A-75, no ordinance specifying a criminal penalty may be enacted at the meeting in which it is first introduced.

(b1) No ordinance of the following types may impose a criminal penalty:

- (1) Any ordinance adopted under Article 19 of this Chapter, Planning and Regulation of Development, or its successor, Chapter 160D of the General Statutes, except for those ordinances related to unsafe buildings.
- (2) Any ordinance adopted pursuant to G.S. 160A-193.1, Stream-clearing programs.
- (3) Any ordinance adopted pursuant to G.S. 160A-194, Regulating and licensing businesses, trades, etc.
- (4) Any ordinance adopted pursuant to G.S. 160A-199, Regulation of outdoor advertising or, its successor, G.S. 160D-912, Outdoor advertising.
- (5) Any ordinance adopted pursuant to G.S. 160A-201, Limitations on regulating solar collectors or, its successor, G.S. 160D-914, Solar collectors.
- (6) Any ordinance adopted pursuant to G.S. 160A-202, Limitations on regulating cisterns and rain barrels.
- (7) Any ordinance adopted pursuant to G.S. 160A-304, Regulation of taxis.
- (8) Any ordinance adopted pursuant to G.S. 160A-306, Building setback lines.
- (9) Any ordinance adopted pursuant to G.S. 160A-307, Curb cut regulations.
- (10) Any ordinance regulating trees.

...."

**SECTION 13.(c)** G.S. 14-4 reads as rewritten:

**"§ 14-4. Violation of local ordinances misdemeanor.**

(a) ~~Except as provided in subsection (b), (b) or (c) of this section,~~ if any person shall violate an ordinance of a county, city, town, or metropolitan sewerage district created under Article 5 of Chapter 162A, he shall be guilty of a Class 3 misdemeanor and shall be fined not more than five hundred dollars (\$500.00). No fine shall exceed fifty dollars (\$50.00) unless the ordinance expressly states that the maximum fine is greater than fifty dollars (\$50.00).

(b) If any person shall violate an ordinance of a county, city, or town regulating the operation or parking of vehicles, he shall be responsible for an infraction and shall be required to pay a penalty of not more than fifty dollars (\$50.00).

(c) A person may not be found responsible or guilty of a local ordinance violation punishable pursuant to subsection (a) of this section if, when tried for that violation, the person produces proof of compliance with the local ordinance through any of the following:

- (1) No new alleged violations of the local ordinance within 30 days from the date of the initial alleged violation.

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

**AGENDA ITEMS**

**December 14, 2021  
Municipal Building, 6:00 PM**

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. MOTION TO APPROVE BY REFERENCE THE ITEMS LISTED WITHIN THE  
CONSENT AGENDA**
  - A. Board of Aldermen Meeting Minutes - Town Clerk
    - November 1 2021 Agenda Session Minutes
    - November 9, 2021 Regular Meeting Minutes
  - B. Certify the Abstract of Votes - Town Clerk
  - C. 2022 Board of Aldermen Meeting Schedule - Town Clerk
  - D. 2021 Municipal Retention Schedules - Town Clerk
  - E. Board Appointments - Mayor
- V. OATH - Mark Greene**
  - A. Mayor Pro Tem Oath - Mayor
- VI. 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.*
- VII. OLD BUSINESS**
  - A. ARP Budget Account - Town Manager
- VIII. NEW BUSINESS**
  - A. Major Development Plan for a Conversion of Parking to Pedestrian Walkway Submitted by  
Elon University - Assistant Town Manager/Planning Director **APPROVED**
  - B. Consideration of COVID Sick Leave - Town Manager **APPROVED**
- IX. REPORTS**
  - A. Town Manager
  - B. Mayor and Board of Aldermen
- X. ADJOURNMENT**





## 2022 Board of Aldermen Appointments

### Monti Allison

- Burlington-Graham Metropolitan Planning Organization Transportation Advisory Committee (TAC) Representative
- Land Management Ordinance (LMO) Advisory Committee
- Planning Board – January 18, 2022 and July 19, 2022

### Stephanie Bourland

- Committee for Equality (to be created)
- Neighborhood Coalition
- Arts Advisory Board
- Planning Board – February 15, 2022 and August 16, 2022

### Mark Greene

- Mayor Pro Tem
- Budget Committee
- Personnel Committee
- Downtown Advisory Board
- Planning Board – March 15, 2022 and September 20, 2022

### Randy Orwig

- Treasurer
- Sustainability (to be created)
- Personnel Committee
- Planning Board – April 19, 2022 and October 18, 2022

### Quinn Ray

- Treasurer (Alternate)
- Budget Committee
- Arts Advisory Board
- Planning Board – May 17, 2022 and November 15, 2022

### Emily Sharpe

- Board Retreat
  - +Richard Roedner
- City/County Association Convener
  - +Dianne Enoch
- Alamance Chamber Economic Development Committee
  - +Kathleen Patterson
- Mayor's Committee for Persons with Disabilities
  - +Richard Roedner
- Neighborhood Coalition
  - +Pam DeSoto
- Piedmont Triad Regional Council Board of Delegates
- Planning Board – December 21, 2021; June 21, 2022 and December 20, 2022

#### Appointments on Hold

- Appearance Commission
- Recreation & Parks Commission
- Line of Agreement

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

**AGENDA ITEMS**

**January 11, 2022  
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
- December 6, 2021 Agenda Session Minutes
  - December 14, 2021 Regular Meeting Minutes

**III. PRESENTATION**

- A. Discussion of Finance/HR Director position - Town Manager
- B. Elon Public Facing Development Map - Planner

**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. Discussion of dates and format for Annual Retreat - Mayor

**VI. REPORTS**

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

**VII. ADJOURNMENT**