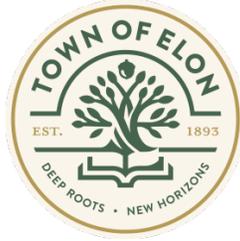


**Town of Elon
Town Council
Council Meeting**



**February 10, 2026
104 S. Williamson Avenue
Elon, NC 27244
6:00 PM**

AGENDA ITEMS

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Adoption of the Agenda**
- IV. Public Comments**
- V. Consent Agenda**
 - A. Minutes from the January 13, 2026 Council Meeting
 - B. Minutes from Regular Council Meeting on January 27, 2026
- VI. Proclamations**
 - A. Proclamation recognizing February as Black History Month
- VII. Presentation(s)**
 - A. Sustainability Committee Annual Update
- VIII. Public Hearings**
 - A. TA-2025-01 LMO Clean Up Text Amendment
 - B. TA-2025-02 Elon University Text Amendment
- IX. Old Business**
- X. Ordinances and Resolutions**
 - A. Ordinance 26-941 Amendment to the Code of Ordinances Chapter 17 Peddlers, Panhandlers, Itinerant, Merchants, and Pushcarts
 - B. Ordinance 26-942 Amendment to the Code of Ordinances Chapter 13
- XI. New Business**

A. Comprehensive Plan Consultant Recommendation

XII. Reports

XIII. Closed Session

A. Closed Session Pursuant to NCGS 143.318(a)(5) Acquisition of Property

XIV. Adjournment

**TOWN OF ELON
TOWN COUNCIL AGENDA REPORT**

Item Type: Approval

SUBJECT: Minutes from the January 13, 2026 Council Meeting

DATE: February 10, 2026

TOWN COUNCIL ACTION REQUESTED ON: 2026-02-10

HISTORY:

FACTS AND ISSUES:

OPTIONS:

Option #1 - Motion to approve items on the consent agenda

Option #2 - Motion to approve items on the consent agenda with amendments

Option #3 - Council's choice

TOWN MANAGER RECOMMENDED ACTION:

Prepared By: Kathleen Patterson, Clerk Office

ATTACHMENTS:

Council Regular Meeting Minutes for the January 13 2026 Meeting_DRAFT.pdf

**TOWN OF ELON
TOWN COUNCIL
COUNCIL MEETING MINUTES
January 13, 2026**

CALL TO ORDER

The Mayor called the meeting to order at 6pm.

Present: Mayor Emily Sharpe, Mayor Pro Tem Monti Allison, Council Members Steve Exum, Quinn Ray, and Michael Woods

Absent: Randy Orwig

Staff: Richard Roedner, Town Manager, Kathleen Patterson, Town Clerk , Chief Kelly Blackwelder, Chief Landon Massey, Donnie Wood, Director Public Works, David Murphy, Assistant Public Works Director

Public: Michael Parisi, Shaun Milligan, Tomas Murawski, Alamance News, Allana, ENN, Patrick Noltemeyer, Elon U, Josh Johnson, AWCK, Jon Pendergraf, AWCK, several students

PLEDGE OF ALLEGIANCE

The Mayor and Council led the assembly in the Pledge of Allegiance.

ADOPTION OF THE AGENDA

With no changes to the agenda, Mayor Sharpe requested a motion to approve the agenda as presented.

Council Member Woods made the motion to adopt. Council Member Exum seconded the motion which passed unanimously.

PUBLIC COMMENTS

Mayor Sharpe opened the public comment period.

Mr. Michael Parisi of 306 Westgate Drive spoke to Council requesting stop signs at the intersections on Westgate Drive. He expressed his concern about the safety of the road due to cars speeding along the road, which he estimated at 60-70 MPH.

Mr. Shaun Milligan of 506 Edmund Ct spoke to Council requesting they consider lowering the bills for water and sewer service and for solid waste collection. He felt that the increases over the last two year on solid waste is exorbitant and does not understand why it has happened.

With no other speakers from the floor, Mayor Sharpe closed the Public Comment period.

CONSENT AGENDA

Approval of minutes from December 9, 2025 Council Meeting

Ms. Patterson requested approval of the minutes for the December 9, 2025 Council Meeting.

This was the only item on the Consent Agenda.

Mayor Pro Tem Allison made the motion to approve. Council Member Woods seconded the motion which passed unanimously.

ORDINANCES AND RESOLUTIONS

Resolution 26-01 Accepting NCLM Safety Grants

Council Member Exum made the motion to adopt Resolution 26-01 accepting the NCLM Safety Grant funds. Council Member Woods seconded the motion which passed unanimously.

Ordinance #25-940 to amend Chapter 24 Traffic Article X Golf Carts Sect. 24.105

Chief Blackwelder discussed the second reading of the item due to the criminal penalty. She also highlighted the option of allowing everyone being able to register a golf cart or not. Monti asked a question about the increased risk by offering to all residents. Chief Blackwelder shared that she felt it would increase the risk to those driving in the golf carts due to our already increased accidents on the road. She reminded the Council that this has been discussed many times and felt that the lack of impact resistance compared to a car makes it worrisome. Mayor Sharpe discussed the golf carts in her neighborhood that are not licensed and being driven by children. Monti are there similar provisions in other locations. That was not something that we prepared for tonight. Currently, what happens if child is caught driving the golf carts. Officers usually take the child home and talk with the parents. Adults can be cited but not a juvenile. Steve felt the change would be effective with the annual registration. Golf carts are only allowed on the streets and not the greenway. Education and the culture that we set in the town. The point is to change this to make it legal. Education of the officers will be necessary. Discussion ensued regarding the speed limit of the roads able to be used. Mayor Sharpe believes opening this up to individuals would be fair.

Council Member Woods made the motion to adopt Ordinance 25- 940 with Council amendments to remove the business requirement for the ability to obtain a permit. Council Member Exum seconded the motion which passed unanimously.

Resolution 26-02 Declaring Surplus & Authorizing the Disposal of Surplus Personal Property

Chief Massey discussed the resolution to sell the truck identified in the resolution. This resolution will allow the truck to be sold. Is this a limitation on the department to respond? There is interest in purchasing the truck. The ask will be \$120,000 for the truck. The vehicle was only used twice in the last two years. This will cut costs on maintenance.

Council Member Ray made the motion to adopt Resolution 26-02 declaring a fire engine surplus and authorizing the disposal of surplus property. Council Member Woods seconded the motion which passed unanimously.

DISCUSSION

Update on Lead and Copper Water Line Analysis

Josh Johnson and Jon Pendergraf of Alley Williams Carmen and King and Donnie Wood, Public Works Director, presented the results of the Lead and Copper Water Line Analysis. They discussed the AIA grant project in order to comply with new lead and copper rules adopted by the EPA.

They provided a history of rules and regulations regarding lead and copper in drinking water. Lead is toxic to people and is especially dangerous to children. It was a common practice to use lead in a variety of items including paint and water lines and lead solder. The rules were meant to improve the quality of drinking water per the clean water act from 1996. The law did not fully address the lead issue. 1991 established how to test for the presence of lead and copper and the Town has been complying with these rules.

2024 presented the finalized rule from the EPA, LCRI. This set new and stricter requirements on the testing and sampling of the drinking water. Tier 1 have lead. Tier 2 galvanized lines. Tier 3 non-lead service lines (PVC, Plastic). We are required to identify all service lines in the Town. 18" on each side of the water valve on both public and private lines. 1240 were found by historical review. 873 water services had to be categorized. You have to identify 10% each year of the unknown to be compliant. 366 remain to be identified. We have been relying on the documents we are able to find, which moved us forward rapidly. We have been replacing the lead and galvanized service lines when they came across them. 66 of the unknown are galvanized and will have to be replaced.

LCRI is very heavy on notification. On the website under public works, there is a look up table that will let you know exactly what service lines you have on your property. Letters have been sent to all residents with unknown service lines. We requested the owner to confirm their desire for more information and those have been moved to the top. Other owners did not want the Town to determine what they had, while others provided the information to the Town when asked. Per the LCRI, we are responsible for the public service lines and the service line up to 5' from the house to determine what is there. We will follow up with the homeowners to let them know what their lines are. The Town will replace the public service lines. Water testing is done from the inside of the house, which requires assistance from the residents. Currently, Ed Madren with Public Works, has been working on getting the samples from homeowners for the last 10 years very successfully.

There are no grants currently available for homeowners. LCRI compliance steps - 10% annually must be replaced. The Town can start replacing the pipes now. Identification of the pipes is manual labor and takes time. The replacement timeframes depends on what is located around the pipe and where it is located. Public notice is required if the amount of lead exceeds the limit of 10 parts per billion. Corrosion control methods are in place within the City of Burlington's water treatment plant.

When replacing the public service lines, it is recommended that the private service line be replaced also. If the private side is not replaced it remains a Tier 2 and requires annual testing. There are options for replacing the private side including a payment plan option for reimbursement from the homeowner. A temporary easement will have to be signed for each homeowner.

A question was raised on how to address the service lines at Twin Lakes and Elon U. It is mainly residential so this would not be a problem. Why would we do this on the private side? It eliminates the need for testing and the potential for a public notice that we have lead in our drinking water. Josh recommends applying for the NCDEQ grant immediately to try for funds available to get the money to address both the public and private lines.

This is water and sewer only and not included in the adopted CIP. There is an LCRI CIP planning document we can use to address this issue.

Can we refuse water service to those that refuse to repair the lines? Doubtful and we would probably be sued as they already had the water service. It would be more cost effective to make the changes at the same time as the public lines are replaced. The homeowner has a choice. This is considered public information and if they do not change their lines, this can impact the homeowner detrimentally because the information on their house is public record. We need to look at funding sources for addressing the need for replacement on the private side. What are the options that we can do to help homeowners pay to replace the lines.

It is only 18" from the meter on each side is the required sample. Next step is to apply for funding. Will need a resolution to apply for the funds and to apply for the funds. This is a huge undertaking and expensive.

Review Reports on 112 Orange Drive property

Mr. Roedner discussed the inspections that have occurred at the property located at 112 Orange Drive. The due diligence period is complete on January 28, 2026. Alley, Williams, Carmen, and King have identified drainage and stormwater issues at the site. Pilot Environmental found approximately 200 square feet of asbestos tiles in the warehouse, which would take approximately \$ 5,000 to remediate. Due to the age of the buildings, there are maintenance concerns. At the office building, the architects have recommended a roof replacement as well as replacement of four of the HVAC units. However, a majority of the work would have to occur in the warehouse buildings. The roof is the most costly immediate need.

There are potential savings by eliminating the connection between the buildings, which allows for less building code requirements in the structure chosen to hold Town Hall. Mr. Roedner explained that he asked for cost estimates on each building separately in order to better determine the costs for renovation. \$ 1.4M in the first year to get the administration department into the building, \$4.4 M for the warehouse. The Council discussed tearing down the warehouse versus trying to retrofit the warehouse because there are so many issues. The recommendation is not to move the police department to the space.

Mr. Roedner reminded the Council that purchasing the building provides us with time to make decisions on the use of the property. The property does allow for opportunities we do not have with our current location. Mr. Roedner recommended that the Council move forward to the next meeting with staff bringing responses to the question and the survey. If renegotiation of the price is necessary, Mr. Roedner would have to do this immediately following the next meeting.

Town Council Committee Assignments and Discussion

Mayor Sharpe discussed the committees and the assignments for each Council Member. She discussed the creation of a volunteer corps. RISE is the new committee proposal. It stands for Respect, Include, Support, and Engage. The desire is to build up the community and the support each other.

There is no budget committee since the Council overturns their decisions every year. Monthly Planning Board meetings are not attended by the Council members. Each Council Member should attend two meetings of the Planning Board and they should report what happened when they attend. This should become the normalized way Council does this. The request is to have formal assignment.

REPORTS

Mr. Roedner reminded Council the Town Offices will be closed next Monday, January 19 in commemoration of Martin Luther King, Jr. Day. Elon’s Planning Board will be meeting next Tuesday, the 20th, at 6PM, the Arts Advisory Committee is scheduled for next Wednesday at 2 pm at 104 N. Williamson, and the Town Council will be meeting again on Monday, January 26 at 6 pm here.

He then provided an update on the Fire Safety and Inspection Program, which began over 18 months ago. Elon initiated a Fire Safety and Inspection program, which included having a Fire Marshal on staff to conduct inspections, project reviews and other functions related to enforcing the State of North Carolina’s Fire Code.

Our Fire Marshal, Brain Graves, oversees the fire and life safety code compliance for the Town of Elon, with a significant portion of the inspections occurring on the campus of Elon University. The goal has consistently been to balance enforcement with cooperation, providing reasonable flexibility while ensuring that public safety and code requirements are maintained.

Inspection Activity (June 2025 - Present)

<u>Inspection Type</u>	<u>Quantity Completed</u>
Building / Facility Inspections	91
Tent Inspections	35
Construction-Related Inspections	14

These inspections involved new construction, renovation work, special events, and routine compliance verifications for all entities in the Town.

One of the major goals for the Fire Marshal is to have emergency plans for all of the larger institutions in Town.

Council Member Woods thanked Chief Massey for bringing the Fire Engine to the Hometown Christmas event. He found it very enjoyable.

Council Member Exum expressed his thanks to Mr. Roedner and Ms. Patterson for the Council Orientation they provided. December 15th he met with the Sustainability Committee members and staff to discuss their findings on the energy audits. He stated his desire is to see solar power used.

Council Member Ray also expressed thanks to Chief Massey. He enjoyed the holiday events including the Menorah Lighting. He requested Council to consider placing stop signs on Westgate and appreciated the public comments regarding the issue.

Mayor Pro Tem Allison appreciated the Manager and staff working through the budget challenges and finding money to get us through. Appreciate the grant work, no matter how small the amounts.

Mayor Sharpe expressed enjoyment of the Menorah Lighting event. She attended the retirement of Sgt. Robert Lovett, which was very emotional. She reminded Council that December 23rd is the Holiday Luncheon. She is attending the Mayors Association Retreat in February. She also reminded everyone that Elon University is currently in their J Term. The Strategic Plan Committee met and hope to have a draft to Council at the retreat in February. She encouraged everyone to view the interview of Council Member Orwig on ENN's website about his work at the Town and the Church and her feature video as well.

Mayor Sharpe then requested a motion to move into closed session.

CLOSED SESSION

Pursuant to NCGS 143-318.11(a)(3) consultation with Town Attorney

Entered Closed Session at 7:30PM. Returned to Open Session at 8:12PM.

Council Member Ray made the motion to amend agenda to move Closed Session item A before Discussion items B & C on the agenda. Council Member Woods seconded the motion which passed unanimously.

Mayor Pro Tem Allison made the motion to enter closed session pursuant to NCGS 143-318.11(a)(3) to consult with the Town attorney in order to preserve the attorney-client

privilege regarding pending legal action. Council Member Ray seconded the motion which passed unanimously.

Mayor Pro Tem Allison made the motion to return from closed session. Council Member Woods seconded the motion which passed unanimously.

Pursuant to G.S. 143-318.11(a)(6) - Evaluate the performance of the Town Manager

Entered Closed Session at 9:02PM. Returned from Closed Session at 10:05PM.

Mayor Sharpe reported that there was no action to be taken.

Mayor Pro Tem Allison made the motion to enter closed session pursuant to NCGS 143-318.11(a)(6) - Evaluate the performance of the Town Manager. Council Member Woods seconded the motion which passed unanimously.

Mayor Pro Tem Allison made the motion to return from closed session. Council Member Ray seconded the motion which passed unanimously.

ADJOURNMENT

The meeting was adjourned at 10:06PM.

Mayor Pro Tem Allison made the motion to adjourn. Council Member Woods seconded the motion which passed unanimously.

Emily Sharpe, Mayor

Attest:

Kathleen Patterson, Town Clerk

**TOWN OF ELON
TOWN COUNCIL AGENDA REPORT**

Item Type: Consent Agenda

SUBJECT: Minutes from Regular Council Meeting on
January 27, 2026

DATE: February 10, 2026

TOWN COUNCIL ACTION REQUESTED ON: 2026-02-10

HISTORY:

FACTS AND ISSUES:

OPTIONS:

Option #1 - Motion to approve the items on the consent agenda as presented
Option #2 - Motion to approve the items on the consent agenda as amended
Option #3 - Council's choice

TOWN MANAGER RECOMMENDED ACTION:

Prepared By: Kathleen Patterson, Clerk Office

ATTACHMENTS:

Council Regular Meeting Minutes for January 27 2026_DRAFT.pdf

**TOWN OF ELON
TOWN COUNCIL
COUNCIL MEETING MINUTES
January 27, 2026**

CALL TO ORDER

Mayor Sharpe called the meeting to order at 6PM.

Present: Mayor Emily Sharpe, Mayor Pro Tem Monti Allison, Council Members Quinn Ray, Randy Orwig, Michael Woods, and Steve Exum

Staff: Richard Roedner, Town Manager

Public: Tomas Murawski, Alamance News, Ray McClure

PLEDGE OF ALLEGIANCE

Mayor Sharpe and the Council led the group in the Pledge of Allegiance.

ADOPTION OF THE AGENDA

Mayor Sharpe requested a motion to add a discussion on the 112 Orange Dr Building under Old Business.

Council Member Woods made the motion to adopt as amended with the addition, under Old Business, of a discussion on 112 Orange Dr building. Council Member Exum seconded the motion which passed unanimously.

PUBLIC COMMENTS

There were no public comments.

OLD BUSINESS

Mr. Roedner discussed the deferred maintenance items found at the building at 112 Orange Dr during the due diligence period. These items include a roof replacement. Council questioned the level of re-use and programming for the building. Mr. Roedner referred them to the report from the architects. He explained that there would be an RFQ process to hire an architectural firm to develop the future use, layout, and renovation/reconstruction of the buildings. The warehouse is a blank canvas, which allows for multiple opportunities.

CLOSED SESSION

Closed session pursuant to GS 143-318.11(a)(5) acquisition of property.

Mayor Sharpe requested a motion to go to closed session pursuant to NCGS 143-318.11(a)(5) acquisition of property.

Entered closed session at 6:32PM.

Returned from closed session at 6:53PM.

Mayor Sharpe announced the decision to extend the due diligence period to February 12th and authorize the Town Manager to sign the extension agreement.

Mayor Pro Tem Allison made the motion to enter closed session pursuant to NCGS143-318.11(a)(5) to discuss the acquisition of property at 112 Orange Dr from Roche Biomedical/LabCorp. Council Member Orwig seconded the motion which passed unanimously.

Mayor Pro Tem Allison made the motion to return from closed session. Council Member Orwig seconded the motion which passed unanimously.

ADJOURNMENT

Mayor Sharpe requested a motion to adjourn.

Council Member Woods made the motion to adjourn. Council Member Exum seconded the motion which passed with a vote of 4 - 1. Council member Ray was the dissenting vote.

Emily Sharpe, Mayor

Attest:

Kathleen Patterson, Town Clerk

TOWN OF ELON TOWN COUNCIL AGENDA REPORT

Item Type: Proclamation(s)

SUBJECT: Proclamation recognizing February as Black History Month

DATE: February 10, 2026

TOWN COUNCIL ACTION REQUESTED ON:

HISTORY:

- After advocacy by American historian, Carter G. Woodson, who helped establish Black History Week in 1926, President Gerald R. Ford proclaimed February as Black History month in 1976 in order to honor and affirm the importance of Black History throughout our American experience.
 - In 1986 the US Congress passed a law designating February as National Black History Month.
 - African Americans have played a significant role in the history of the United States from the days of the pioneers to the present-day leaders in such industries as science, business, government, education, art, and law.
-

FACTS AND ISSUES:

OPTIONS:

TOWN MANAGER RECOMMENDED ACTION:

Prepared By: Kathleen Patterson, Clerk Office

ATTACHMENTS:

Black History Month_February 2026.pdf



PROCLAMATION RECOGNIZING FEBRUARY AS BLACK HISTORY MONTH

WHEREAS, after advocacy by American historian, Carter G. Woodson, who helped establish Black History Week in 1926, President Gerald R. Ford proclaimed February as Black History month in 1976 in order to honor and affirm the importance of Black History throughout our American experience; and

WHEREAS, in 1986 the US Congress passed a law designating February as National Black History Month; and

WHEREAS, African Americans have played a significant role in the history of the United States from the days of the pioneers to the present-day leaders in such industries as science, business, government, education, art, and law; and

WHEREAS, during Black History Month everyone is encouraged to reflect on the rich history and contributions of African Americans to the progress and achievements of our society.

NOW, THEREFORE, BE IT PROCLAIMED that I, Mayor Emily Sharpe, hereby designate February 2026 as Black History Month throughout the Town of Elon. During this month and throughout the year, I encourage everyone to celebrate African Americans' collective ingenuity, creativity, cultures, and traditions.

Adopted on the 2nd day of February 2026.

Emily Sharpe, Mayor

TOWN OF ELON TOWN COUNCIL AGENDA REPORT

Item Type: Presentation(s)

SUBJECT: Sustainability Committee Annual Update

DATE: February 10, 2026

TOWN COUNCIL ACTION REQUESTED ON: 2026-02-10

HISTORY:

The Town of Elon Sustainability Committee was formed in 2022 and currently has seven (7) members.

FACTS AND ISSUES:

The committee has accomplished several objectives/priorities in the past few years and would like to update the Town Council on the progress that they have made as a committee. Since their creation, they have initiated an energy audit that was performed on town facilities (at no cost to the town as part of a grant), created a purchasing policy/guidelines and benchmarking goals. The committee also participates in the town's farmer market events to continue educating the public on sustainable efforts. The attached document contains their annual presentation/update to the Town Council highlighting their most recent accomplishments.

The committee is requesting to be involved in recommending capital improvement upgrades to the building located at 112 Orange Drive should the town decide to purchase it in order to help identify the most sustainable options that are feasible for the building and the town.

OPTIONS:

No action is requested of the Town Council at this time.

TOWN MANAGER RECOMMENDED ACTION:

Prepared By: Lori Oakley , Planning

ATTACHMENTS:

Sustainability Committee Town of Elon 2026 Town Council Presentation.pdf

Sustainability Committee

Town of Elon

Dennis Pagano (Chair), Adam Shaw, Kelly Harer, Sophie Remisio, Brian Kennedy, Audrey Nott, Samuel Montgomery

Sustainability Committee Updates

- Brief History of Committee
- Energy Audit Results
- Long-Term Sustainability Benchmarking
- Sustainable Purchasing Policy
- Sustainable Planning

Sustainability Committee Brief History

“To support the Mayor and Town Council in integrating sustainability principles into Town operations and the broader community consciousness, while promoting economic viability, environmental stewardship, and social responsibility”

- Founded in 2022
- Committee typically meets the 4th Tuesday of each month at 8:30 AM



Town of Elon Sustainability Committee Special Called Meeting Agenda

Energy Audit Results

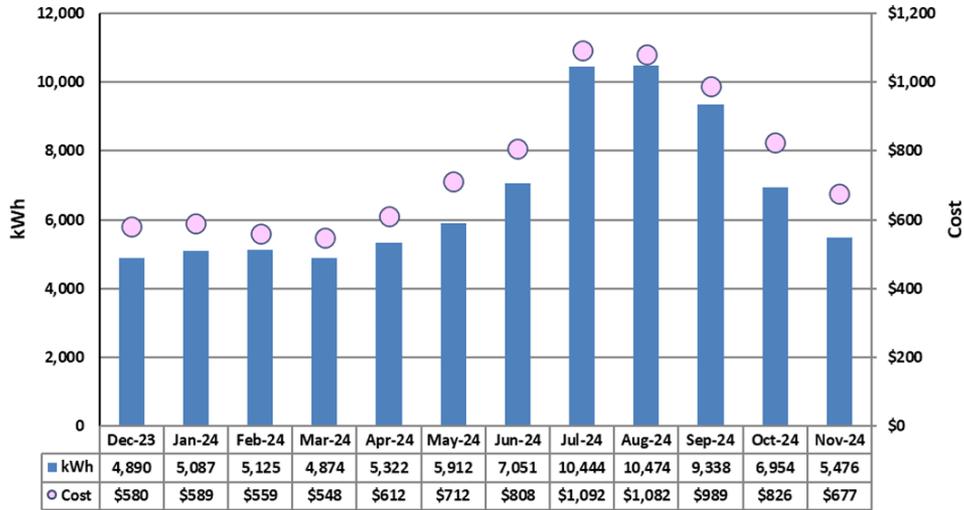


Waste Reduction Partners

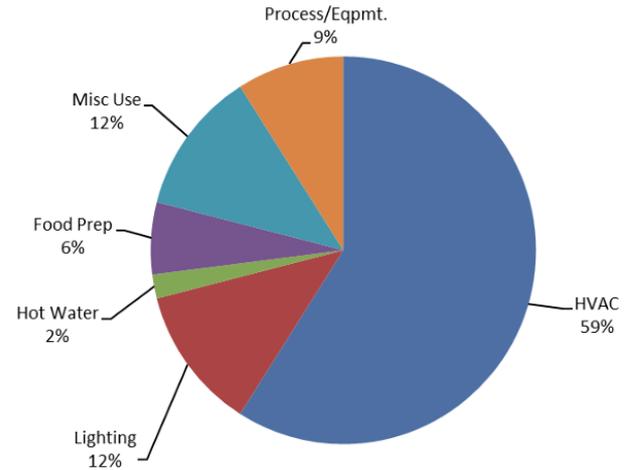
	Beth Schmidt Park	Public Works	Fire Station 18	Fire Station 8	Town Hall
Total Energy Consumed (kWh/yr)	36,048	32,531	171,154	120,745	158551
Total Energy Cost (\$/yr)	\$4,136	\$3,614	\$12,625	\$13,745	\$12,305
Total Energy Cost Index (\$/sq ft/yr)	\$1.96	\$0.99	\$1.27	\$1.76	\$1.07

Energy Audit Results

Electricity Usage and Cost - Town Hall



Estimated Energy Use by Category - Town Hall



Energy Audit Recommendations

- WRP provided detailed recommendations that outlined the installed cost, annual cost savings, CO₂e reductions, and payback period for each proposed measure.
- Recommendation Highlights:
 - **Install occupancy sensors**
 - Change HVAC set points
 - Install building automation system to schedule HVAC/lighting
 - Retro-commission building(s)
 - **Install low-flow plumbing fixtures**
 - Install solar PV system(s) (highest impact)

Long-Term Sustainability Benchmarking

Reduce energy consumption (kWh/sq ft/yr) in municipal buildings.

Area of Focus #1: Facilities

Goal: Continue to develop sustainable facilities, reduce energy consumption, and incorporate efficient operating practices into new and existing municipal buildings to model an environmentally conscious and energy-resilient town.

Area of Focus #2: Purchasing

Goal: Enhance sustainable procurement practices to support the local green economy, reduce energy usage, and minimize waste generation

Developed a Sustainable Purchasing Policy

Area of Focus #3: Education & Community Engagement

Goal: Increase awareness of and engagement with the Sustainability Committee throughout the Town of Elon and enhance external communications of sustainability initiatives.

Host a table at the Elon Farmer's Market three times per year.

Sustainable Purchasing Policy

- The Sustainability Committee has drafted a sustainable purchasing policy document for the town to consider.
- The goal of the policy is to empower the town staff to take sustainability into consideration when making purchase of all sizes.
- This policy would allow the Town to consider total life cycle cost and environmental impact when making purchasing decisions.
- Progress on this project is on hold pending the appointment of a new Finance Director.

Town of Elon, NC

Purchasing Guidance to Encourage Responsible and Cost-Conscious Purchasing Practices

WHEREAS, the Town of Elon acknowledges its duty to be a good steward of taxpayer dollars and community resources; and

WHEREAS, purchasing decisions made by the Town should reflect careful consideration of long-term value, operational efficiency, and responsible use of materials; and

WHEREAS, the Town of Elon seeks to lead through common-sense practices that support a healthy environment, public well-being, and a strong local economy;

NOW, THEREFORE, BE IT ORDAINED by the Town Council of Elon, North Carolina, as follows:

Section 1. Purpose

These guidelines for responsible purchasing promote long-term cost savings, efficient use of public resources, and support for products and services that offer proven environmental and community benefits.

Section 2. Definitions

A. Cost-Effective Environmentally Preferable Products and Services

Goods and services that, while serving their intended purpose, provide a strong return on investment over time and are designed to minimize waste, improve efficiency, or reduce harmful impacts.

B. Community-Conscious Procurement

Purchasing decisions that support fair business practices and contribute to the health and vitality of the local and regional economy.

C. Life-Cycle Cost

The full cost of owning and operating a product, including initial purchase, maintenance, usage, and end-of-life considerations.

Section 3. Applicability

These guidelines apply to all departments and offices of the Town of Elon for procurement activities, within the boundaries of state law and the Town's approved budget.

Section 4. Purchasing Guidelines

A. General Considerations

Town staff are encouraged to incorporate factors such as durability, maintenance costs, energy or water efficiency, and vendor reliability into purchasing decisions.

Sustainable Planning

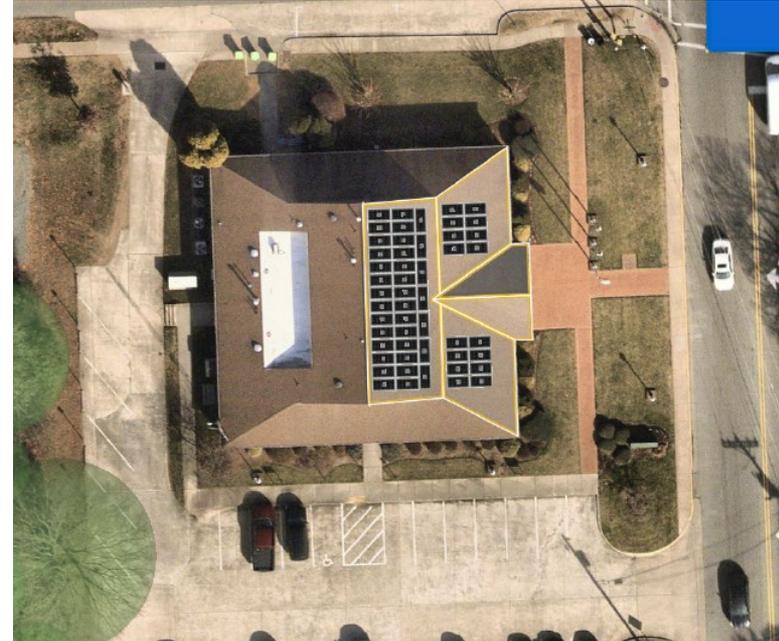
- The most efficient time to make sustainable choices is when the town is already planning upgrades or new purchases
- Therefore the Sustainability committee requests that members of the committee be part of the purchasing process for capital expenditures to help identify the most sustainable options that are feasible.



Artistic rendering of solar panels on Fire Station 18

Sustainability and the New Town Hall building

- The prospective purchase of 112 Orange Dr. provides an ideal opportunity for the Town to undertake a flagship sustainability project in 2026.
- We recommend that the Town Council budget between \$80,000 and \$100,000 for sustainability upgrades as part of the conversion of the new building to meet the Town needs.
- This price loosely corresponds to the cost of an 40kW solar system. Which would pay for itself and save the Town an additional \$100,000 over the life of the system.



Artistic rendering of solar panels on the current Town Hall building.

Thank you!

Questions?

Special thanks to Council & Staff Liaisons:

Randy Orwig, Lori Oakley, Isabell Cooper, Donnie Wood,
David Murphy, and Sarah Bass

TOWN OF ELON TOWN COUNCIL AGENDA REPORT

Item Type: Public Hearing(s)

SUBJECT: TA-2025-01 LMO Clean Up Text Amendment

DATE: February 10, 2026

TOWN COUNCIL ACTION REQUESTED ON: 2026-02-23

HISTORY:

Over the course of the past two (2) years of working with the new Land Management Ordinance (LMO), the planning staff has noticed several minor modifications that need to be made to the ordinance. The proposed changes include modifications to Sections 2, 3, 4, 5, and 7 of the LMO.

FACTS AND ISSUES:

Petition TA-2025-01 is a request by the Town of Elon Planning Department staff to amend the Land Management Ordinance Sections 2, 3, 4, 5, and 7.

Planning staff is proposing a total of 11 minor modifications to the LMO. Some of the changes are at the recommendation of the town attorney. Most of the changes are items that staff discovered during reviews of existing projects and the implementation of the LMO. The majority of the planning processes will remain the same, with the exception of removing the use of food trucks and RVs from the LMO, as they will be regulated in the Town Code of Ordinances.

Planning Staff Recommendation: Planning Staff recommends approval of TA-2025-01 as the proposed text will have a minimal impact on the LMO and development within the town.

Planning Board Recommendation: At the Planning Board meeting on January 20, 2026, the board voted unanimously (7-0) to recommend approval of TA-2025-01.

Town Council: Because this is a legislative item, it requires a (non-Quasi Judicial) Public Hearing in front of the Town Council.

OPTIONS:

1. Planning Staff recommends holding a Public Hearing for the Text Amendment request TA-2025-01 at this meeting.

2. At a future meeting, the Town of Elon Town Council should vote to either approve, approve with modifications, or deny the text amendment request TA-2025-01.

Approval motion can include: The approval of petition TA-2025-01, as it is consistent with the Town of Elon 2040 Envision Elon Comprehensive Plan and the future planning goals and objectives of the Town of Elon. It is reasonable and in the public interest as it will provide clear regulations in the Land Management Ordinance. More specifically, the proposed text amendment meets the Envision Elon 2040 Comprehensive Plan Goal LU-8.11 - Make improvements to the LDO (now LMO) to improve accessibility and user-friendliness of the ordinance.

Denial motion can include: The denial of Petition TA-2025-01 as it is not consistent with

the Town of Elon 2040 Envision Elon Comprehensive Plan and the future planning goals and objectives of the Town of Elon.

3. Mayor and Town Council defined option.

TOWN MANAGER RECOMMENDED ACTION:

Prepared By: Isabell Cooper, Planning

ATTACHMENTS:

TA-2025-01 Application

TA-2025-01 Clean Up Chart.

TA-2025-01 Staff Report - Town Council

TA-2025-01 TC Presentation.pdf



TEXT AMENDMENT APPLICATION

Town of Elon Planning Department
104 S. Williamson Ave
Elon, NC 27244
(336) 584-3601

\$600.00
Fee
12-12-2025
Date Received
TA-2025-01
Application Number

APPLICANT INFORMATION

Name: Town of Elon Planning Department Telephone: 336-586-1014
Mailing Address: P.O. Box 595
City: Elon State: NC Zip: 27244
Email: icooper@elon.gov Fax: _____

TEXT AMENDMENT REQUEST

Type of Change: New Addition Revision Ordinance Section: 2,3,4,5, & 7

Current Text: See attachment

Proposed Text: See attachment

Reason for requested change (attach additional sheets if necessary): To make minor modifications to the LMO.

SIGNATURES AND ACKNOWLEDGEMENT

I do hereby certify that all information which I have provided for this application is, to the best of my knowledge, correct and that only the Town Planning Staff will inform me of any payments related to this application.

Isbell Cooper
Signature of Applicant

12-12-2025
Date

All of the information herein required has been submitted by the applicant and is included or attached with this application.

Isbell Cooper
Signature of Zoning Official

12-12-2025
Date

OFFICE USE ONLY

Completed Application Submitted On: 12-12-2025

Received By: Isabell Cooper

Date of Planning Board Meeting: 1-20-2026

Receipt Number: _____

Action of Planning Board: (7-0) vote to recommend approval of the requested text amendment.

Additional Comments: _____

Date of Town Council Hearing: February 10th 2026

Dates Legal Ad Published: January 29th, 2026 + February 5th, 2026; Burlington Times

Action of Town Council: _____

Additional Comments: _____

TA-2025-01 - LMO Cleanup Text Amendment

	Section / Table	Page #	Item	Proposed Text	Reasoning
1	Section 2.2 Definitions	2-14	Amend the definition of food trucks in the LMO to reference the code of ordinances text amendment.	Food Truck: A licensed, motorized vehicle or trailer that is designed and equipped in preparing and serving food and non-alcoholic beverages on private property to the general public on a recurring basis and in conformance to the standards of the Town Code of Ordinances.	Food Trucks and Push Carts will be regulated in the Code of Ordinances (through an additional text amendment that will be presented to the Town Council).
2	Section 3.2.6.A	3-26	Remove the conflicting sentence on conservation subdivisions that conflicts with Table 4.2.1 (Table of Principal Uses).	Conservation subdivisions and uses that interfere with the development of residential neighborhoods or that are detrimental to the residential nature of the district are prohibited.	Table 4.2.1. lists conservation subdivisions as an allowable use in the NBR district. The removal of the sentence is to clarify existing language in this section and align it with the allowable uses listed in Table 4.2.1.
3	Table 4.2.1 Principal Use Table	4-9	Add child care as a permitted use in the UNV and GMX districts as a principal use.	Table 4.2.1 allow Child Care Center as a permitted use in the GMX and UNV zoning districts.	The use of child care is currently allowed as an incidental accessory use in the UNV zoning district in Table 4.5.4. Childcare centers were previously allowed in the Neighborhood Center (NC) district in the previous LDO, a district similar to GMX.
4	Table 4.5.4: Table of Common Accessory Uses	4-62	Remove Recreational Vehicles from the LMO	Table 4.5.4: Table of Common Accessory Uses: Parking of Recreational Equipment P	Remove recreational vehicles from the LMO. They will be regulated in the Code of Ordinances under Section 23.52, "Parking on Unpaved Surfaces Prohibited."
5	Section 4.5.5.P	4-68	Remove Recreational Vehicles from the LMO	P. PARKING OF RECREATIONAL VEHICLES OR EQUIPMENT Private vehicles, including motor-powered recreational vehicles, recreational trailers or campers, and boats used solely for recreational purposes by the residents of the premises may be stored on the lot or tract of the principal residence only in accordance with the following standards: _____ 1. The vehicle shall be in a garage or other enclosed accessory building or in a side or rear yard and fully screened from off-site views in accordance with Section 7.3.9, Outdoor Storage Area Screening; _____ 2. Placement of such vehicles in outdoor locations shall require prior approval of a zoning compliance permit; _____ 3. Such vehicles shall not be used as a permanent residence; and _____ 4. Nothing shall limit the temporary parking of such vehicles on driveways during transport, cleaning, service, or on a temporary basis not to exceed seven days per calendar year. Reserved	Remove recreational vehicles from the LMO. They will be regulated in the Code of Ordinances under Section 23.52, "Parking on Unpaved Surfaces Prohibited," in terms of parking and storage. The language from Section 23.52 of the Code of Ordinances reads: "No person shall keep, store or park any motor vehicle, trailer or similar, whether operable or inoperable, on any portion of a front yard or any side corner yard facing a street on any residentially zoned or used property except an area that is used as a driveway to the property."

Please note that the text in red is being removed while the text in blue is being added.

6	Table 4.6.3: Maximum Durations for Temporary Uses or Structures	4-71	Remove Food Trucks from the LMO in its entirety	Table 4.6.3: Maximum Durations for Temporary Uses or Structures: Food Trucks: Must be removed each day -P	Food Trucks and Push Carts will be regulated in the Code of Ordinances (through an additional text amendment that will be presented to the Town Council). Please note that this text amendment will be removing the use of food trucks from the following zoning districts: VMX, DTC, DTP, GMX, ONI, UNV, LND, HND, and PDD
7	Section 4.6.4.A	4-72	Remove Food Trucks from the LMO in its entirety and mark the section as reserved.	A. Reserved B. FOOD TRUCK 1. 2. 3. LOCATION a. Food trucks and push carts may only be operated in the VMX, DTC, DTP, GMX, ONI, UNV, and PDD districts. b. Food trucks and push carts shall be parked on private property with the property owners' permission and shall not be parked within any public street, right-of-way, or sidewalk unless the street has been closed for a special event. c. A food truck or push cart shall be removed after operating hours or a special event and be stored in a legally permissible location. d. Food trucks may park on the street, however only one truck per block shall be permitted. For the purposes of this section, a "block" includes both sides of the street. e. Food trucks operating between the hours of 8 AM and 5 PM shall not be parked on the street for more than two consecutive hours unless the street has been closed for a special event. f. Customer access for food sales shall be from the side of the food truck facing the sidewalk. g. Food sales shall not impede pedestrian traffic along the sidewalk. h. No food truck or pushcart vendors shall operate within 100 feet of any school, religious institution, or cemetery. i. No food truck shall operate within 75 feet of the main entrance of any restaurant during business hours, unless authorized by the restaurant in writing. OPERATION a. The food truck or pushcart owner or designee shall be present at all times except in case of an emergency. b. The hours of operation shall be between the hours of 7:00 AM and 9:00 PM except for special events. c. A food truck shall either sell food or beverage that is exempt from health department regulation or obtain approval from the Alamance County Health Department where food sales take place. d. Food truck operators and push cart vendors are responsible for the proper disposal of waste and trash associated with the operation. Public trash receptacles are not to be used for this purpose. Operators and vendors shall remove all waste and trash from their location at the end of each day or as needed to maintain the health and safety of the public. e. The vendor shall keep all areas within ten feet of the truck or cart clean of grease, trash, paper, cups, or cans associated with the operation. No liquid waste or grease is to be disposed into tree pits, storm drains, or onto the sidewalks, streets, or other public locations. Under no circumstances shall grease be released into a sanitary sewer system. ASSOCIATED FEATURES a. There shall be no audio amplifier or similar device to attract the attention of the public. b. No tables, chairs, or other structures shall be allowed outside of the food truck or around a push cart. c. Advertising consisting of business name,	Food Trucks and Push Carts will be regulated in the Code of Ordinances (through an additional text amendment that will be presented to the Town Council).

Please note that the text in red is being removed while the text in blue is being added.

8	Table 5.1.2 Application Summary Table	5-4	List the (previously amended) conservation subdivision process as administrative, not quasi-judicial, Table 5.1.2.	Table 5.1.2. Application Summary Table: Review Authority /3/: Conservation Subdivision Town Council (D) Planning Board D (D = Decision at a Public Meeting)	Conflicts with the conservation subdivision process in Section 5.2.6 of the LMO. The new process will align with the rest of the existing code. The decision on conservation subdivisions will be determined by the Planning Board, not the Town Council. This section duplicates what is already existing in the LMO.
9	Section 5.3.5.C.6	5-93	Amend section to allow Town Staff to attend Neighborhood Meetings.	6. STAFF ATTENDANCE Town staff shall not attend a neighborhood information meeting in a professional capacity. Nothing shall limit a Town staff member from attending a neighborhood information meeting as an interested citizen. 7 6. WRITTEN SUMMARY The applicant shall submit a written summary of each neighborhood information meeting, accompanied by copies of what was presented. At a minimum, the written summary shall include all of the following: a. An affidavit of mailing listing all parties (including mailing address) who were mailed a meeting invitation and the date the mailings occurred; b. A copy of the meeting invitation; c. A sign-in sheet of meeting attendees; and d. A summary of the items discussed during the meeting, and a description of any changes to the proposal made by the applicant as a result of the meeting.	Allow planning staff to attend neighborhood meetings.
10	Section 5.3.17	5-103	Remove Section to comply with NC GS 160D-601	5.3.17 LIMITATION ON SUBSEQUENT APPLICATIONS _____ A. APPLICATION DENIED _____ 1. LEGISLATIVE DECISIONS If a development application requiring a legislative public hearing is denied, no application proposing the same or similar development on all or part of the same site shall be submitted within one year after the date of denial. For the purposes of this section, "the same or similar development" shall mean: _____ a. The same use type(s) in the same approximate location(s) as the denied application; or b. The same use type(s) in the same approximate building configuration (e.g., building height, floor area, massing) as the denied application. _____ 2. QUASI-JUDICIAL DECISIONS There is no time limit on resubmitting an application that is denied during a quasi-judicial public hearing provided that any subsequent application may not be similar or substantially similar to the application that was denied, in the sole discretion of the review authority responsible for the decision.	Per NC G.S. 160 D amendments from HB (House Bill) 926. The House bill, as written, prohibits local governments from restricting the subsequent filing of a denied application.
11	Section 7.5.D.2	7-41	Clarify that tarps are prohibited as a type of fence.	Fences constructed of readily flammable material such as paper, cloth, tarp, or canvas.	Clarify tarps as a type of prohibited fence.

Please note that the text in red is being removed while the text in blue is being added.

**Text Amendment TA-2025-01
LMO “Clean Up” Text Amendment**

EXPLANATION OF THE REQUEST

Petition TA-2025-01 is a request by the Town of Elon Planning Department staff to amend the Land Management Ordinance Sections 2, 3, 4, 5, and 7.

REQUESTED ORDINANCE CHANGES

Over the course of the past two (2) years of working with the new Land Management Ordinance (LMO), the planning staff has noticed several minor modifications that need to be made to the ordinance. The requested changes are included in the attachment labeled as “TA-2025-01 – LMO Cleanup Text Amendment” and include modifications to Sections 2, 3, 4, 5, and 7 of the LMO.

PLANNING STAFF ANALYSIS

Planning staff is proposing several minor modifications to the LMO. Some of the changes are at the recommendation of the town attorney. Most of the changes are items that staff discovered during reviews of existing projects and the implementation of the LMO. The majority of the planning processes will remain the same, with the exception of removing the use of food trucks and RVs from the LMO, as they will be regulated in the Town Code of Ordinances under Section 23.52, “Parking on unpaved surfaces prohibited.” The proposed new language is included in the attachment labeled as “ TA-2025-01 – LMO Clean Up Text Amendment.”

PLANNING STAFF RECOMMENDATION

Planning Staff recommends approval of TA-2025-01 as the proposed text will have a minimal impact on the LMO and development within the town.

PLANNING BOARD RECOMMENDATION

At the Planning Board meeting on January 20, 2026, the board voted unanimously (7-0) to recommend approval of TA-2025-01 to include the statement of reasonableness and consistency below.

REASONABLENESS AND CONSISTENCY STATEMENT

The text amendment request is consistent with the Town of Elon 2040 Envision Elon Comprehensive Plan and the future planning goals and objectives of the Town of Elon. It is reasonable and in the public interest as it will provide clear regulations in the Land Management Ordinance.

The proposed text amendment meets the Envision Elon 2040 Comprehensive Plan Goal LU-8.11 – Make improvements to the LDO (now LMO) to improve accessibility and user-friendliness of the ordinance.

Submitted by: Isabell Cooper, Planner

Attachments:

Submitted Application

TA-2025-01: Clean up Text Amendment Spreadsheet



LMO Clean Up Text Amendment

TA-2025-01

Explanation of the Request

- Petition TA-2025-01 is a request by the Town of Elon Planning Department staff to amend the Land Management Ordinance Sections 2, 3, 4, 5, and 7.

Requested Ordinance Changes

- Over the course of the past two (2) years of working with the new Land Management Ordinance (LMO), the planning staff has noticed several minor modifications that need to be made to the ordinance.
- The listed changes include modifications to Sections 2, 3, 4, 5, and 7 of the LMO.

Planning Staff Analysis

Section / Table	Page #	Item	Proposed Text	Reasoning	
1	Section 2.2 Definitions	2-14	Amend the definition of food trucks in the LMO to reference the code of ordinances text amendment.	Food Truck: A licensed, motorized vehicle or trailer that is designed and equipped in preparing and serving food and non-alcoholic beverages on private property to the general public on a recurring basis and in conformance to the standards of the Town Code of Ordinances.	Food Trucks and Push Carts will be regulated in the Code of Ordinances (through an additional text amendment that will be presented to the Town Council).
2	Section 3.2.6.A	3-26	Remove the conflicting sentence on conservation subdivisions that conflicts with Table 4.2.1 (Table of Principal Uses).	Conservation subdivisions and uses that interfere with the development of residential neighborhoods or that are detrimental to the residential nature of the district are prohibited.	Table 4.2.1. lists conservation subdivisions as an allowable use in the NBR district. The removal of the sentence is to clarify existing language in this section and align it with the allowable uses listed in Table 4.2.1.
3	Table 4.2.1 Principal Use Table	4-9	Add child care as a permitted use in the UNV and GMX districts as a principal use.	Table 4.2.1 allow Child Care Center as a permitted use in the GMX and UNV zoning districts.	The use of child care is currently allowed as an incidental accessory use in the UNV zoning district in Table 4.5.4. Childcare centers were previously allowed in the Neighborhood Center (NC) district in the previous LDO, a district similar to GMX.

Planning Staff Analysis

Section / Table	Page #	Item	Proposed Text	Reasoning
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Planning Staff Analysis

	Section / Table	Page #	Item	Proposed Text	Reasoning
7	Section 4.6.4.A	4-72	Remove Food Trucks from the LMO in its entirety and mark the section as reserved.	<p>A. Reserved B. FOOD TRUCK 1. 2. 3. LOCATION a. Food trucks and push carts may only be operated in the VMX, DTC, DTP, GMX, ONI, UNV, and PDD districts. b. Food trucks and push carts shall be parked on private property with the property owners' permission and shall not be parked within any public street, right-of-way, or sidewalk unless the street has been closed for a special event. c. A food truck or push cart shall be removed after operating hours or a special event and be stored in a legally permissible location. d. Food trucks may park on the street, however only one truck per block shall be permitted. For the purposes of this section, a "block" includes both sides of the street. e. Food trucks operating between the hours of 8 AM and 5 PM shall not be parked on the street for more than two consecutive hours unless the street has been closed for a special event. f. Customer access for food sales shall be from the side of the food truck facing the sidewalk. g. Food sales shall not impede pedestrian traffic along the sidewalk. h. No food truck or pushcart vendors shall operate within 100 feet of any school, religious institution, or cemetery. i. No food truck shall operate within 75 feet of the main entrance of any restaurant during business hours, unless authorized by the restaurant in writing. OPERATION a. The food truck or pushcart owner or designee shall be present at all times except in case of an emergency. b. The hours of operation shall be between the hours of 7:00 AM and 9:00 PM except for special events. c. A food truck shall either sell food or beverage that is exempt from health department regulation or obtain approval from the Alamance County Health Department where food sales take place. d. Food truck operators and push cart vendors are responsible for the proper disposal of waste and trash associated with the operation. Public trash receptacles are not to be used for this purpose. Operators and vendors shall remove all waste and trash from their location at the end of each day or as needed to maintain the health and safety of the public. e. The vendor shall keep all areas within ten feet of the truck or cart clean of grease, trash, paper, cups, or cans associated with the operation. No liquid waste or grease is to be disposed into tree pits, storm drains, or onto the sidewalks, streets, or other public locations. Under no circumstances shall grease be released into a sanitary sewer system. ASSOCIATED FEATURES a. There shall be no audio amplifier or similar device to attract the attention of the public. b. No tables, chairs, or other structures shall be allowed outside of the food truck or around a push cart. c. Advertising consisting of business name, logo, and items available for sale may be displayed on the food truck or push cart. No other form of advertising shall be permitted.</p>	Food Trucks and Push Carts will be regulated in the Code of Ordinances (through an additional text amendment that will be presented to the Town Council).

Planning Staff Analysis

Section / Table	Page #	Item	Proposed Text	Reasoning	
8	Table 5.1.2 Application Summary Table	5-4	List the (previously amended) conservation subdivision process as administrative, not quasi-judicial, Table 5.1.2.	Table 5.1.2. Application Summary Table: Review Authority /3/: Conservation Subdivision Town Council (D) Planning Board D (D = Decision at a Public Meeting)	Conflicts with the conservation subdivision process in Section 5.2.6 of the LMO. The new process will align with the rest of the existing code. The decision on conservation subdivisions will be determined by the Planning Board, not the Town Council. This section duplicates what is already existing in the LMO.
9	Section 5.3.5.C.6	5-93	Amend section to allow Town Staff to attend Neighborhood Meetings.	6. STAFF ATTENDANCE Town staff shall not attend a neighborhood information meeting in a professional capacity. Nothing shall limit a Town staff member from attending a neighborhood information meeting as an interested citizen. 7 6. WRITTEN SUMMARY The applicant shall submit a written summary of each neighborhood information meeting, accompanied by copies of what was presented. At a minimum, the written summary shall include all of the following: a. An affidavit of mailing listing all parties (including mailing address) who were mailed a meeting invitation and the date the mailings occurred; b. A copy of the meeting invitation; c. A sign-in sheet of meeting attendees; and d. A summary of the items discussed during the meeting, and a description of any changes to the proposal made by the applicant as a result of the meeting.	Allow planning staff to attend neighborhood meetings.
10	Section 5.3.17	5-103	Remove Section to comply with NC GS 160D-601	5.3.17 LIMITATION ON SUBSEQUENT APPLICATIONS _____ A. APPLICATION DENIED _____ 1. LEGISLATIVE DECISIONS If a development application requiring a legislative public hearing is denied, no application proposing the same or similar development on all or part of the same site shall be submitted within one year after the date of denial. For the purposes of this section, “the same or similar development” shall mean: _____ a. The same use type(s) in the same approximate location(s) as the denied application; or b. The same use type(s) in the same approximate building configuration (e.g., building height, floor area, massing) as the denied application. _____ 2. QUASI-JUDICIAL DECISIONS There is no time limit on resubmitting an application that is denied during a quasi-judicial public hearing provided that any subsequent application may not be similar or substantially similar to the application that was denied, in the sole discretion of the review authority responsible for the decision.	Per NC G.S. 160 D amendments from HB (House Bill) 926. The House bill, as written, prohibits local governments from restricting the subsequent filing of a denied application.
11	Section 7.5.D.2	7-41	Clarify that tarps are prohibited as a type of fence.	Fences constructed of readily flammable material such as paper, cloth, tarp, or canvas.	Clarify tarps as a type of prohibited fence.

Planning Staff Recommendation

- Planning Staff recommends approval of TA-2025-01 as the proposed text will have a minimal impact on the LMO and development within the town.

Planning Board Recommendation

- At the Planning Board meeting on January 20, 2026, the board voted unanimously (7-0) to recommend approval of TA-2025-01 to include the statement of reasonableness and consistency on the next slide.

Reasonableness and Consistency Statement

- The text amendment request is consistent with the Town of Elon 2040 Envision Elon Comprehensive Plan and the future planning goals and objectives of the Town of Elon. It is reasonable and in the public interest as it will provide clear regulations in the Land Management Ordinance.
- The proposed text amendment meets the Envision Elon 2040 Comprehensive Plan Goal LU-8.11 - Make improvements to the LDO (now LMO) to improve accessibility and user-friendliness of the ordinance.

Possible Motions

- The Town of Elon Town Council can vote to (approve /deny) the Text Amendment Request TA-2025-01

Approval motion can include:

- The approval of petition TA-2025-01 as it is consistent with the Town of Elon 2040 Envision Elon Comprehensive Plan and the future planning goals and objectives of the Town of Elon. It is reasonable and in the public interest as it will provide clear regulations in the Land Management Ordinance. More specifically, the proposed text amendment meets the Envision Elon 2040 Comprehensive Plan Goal LU-8.11 – Make improvements to the LDO (now LMO) to improve accessibility and user-friendliness of the ordinance.

Denial motion can include:

- The denial of Petition TA-2025-01 as it is not consistent with the Town of Elon 2040 Envision Elon Comprehensive Plan and the future planning goals and objectives of the Town of Elon.



Questions

TOWN OF ELON TOWN COUNCIL AGENDA REPORT

Item Type: Public Hearing(s)

SUBJECT: TA-2025-02 Elon University Text
Amendment

DATE: February 10, 2026

TOWN COUNCIL ACTION REQUESTED ON: 2026-02-23

HISTORY:

On December 16th, 2026, an application was submitted by Elon University to amend the Land Management Ordinance Sections 2.2 Definitions and 4.3.85.A School, Elementary, or Middle. At the January 20th, 2026, Planning Board meeting, the board voted unanimously (7-0) to recommend approval of TA-2025-02.

FACTS AND ISSUES:

Petition TA-2022-02 is a request by Elon University to amend the Land Management Ordinance Sections 2.2 *Definitions* and 4.3.85.A *School, Elementary, or Middle*.

The applicant's proposed text for the Land Management Ordinance is drafted to read (in red):

Section 2.2 Definitions

School, Elementary	A public or private school providing instruction to students in kindergarten through grade five (5), <u>and may include small-scale specialized instruction centers for a limited number of students and programs based on area or size limitations.</u>
-----------------------	--

Section 4.3.85.A School, Elementary, or Middle

1. SCHOOL, ELEMENTARY OR MIDDLE

1. New Development

- I. Elementary and middle schools located on sites lots of three (3) acres or more shall have direct access to a thoroughfare or collector street.
- II. The minimum building setback from any adjacent street right-of-way shall be at least 25 feet greater than the setback of the underlying zoning district.
- III. The minimum side and rear setbacks shall be at least 50 feet unless a larger setback is required by the underlying zoning district.
- IV. The use shall incorporate a Type I Bufferyard along all lot lines shared with a single-family detached dwelling.

2. Existing Development in the Downtown District

Whether driven by specialty or number of students, public or private schools may want to be located in or near the downtown within existing, repurposed buildings.

- i. An existing building in the DTC or DTP subdistricts may be repurposed to permit a public or private Elementary School for less than 50 students, not including boarding or housing facilities. For purposes of this provision, "repurpose" means the retention and rehabilitation of an existing building for a new land use.

The requested text change is to specifically allow for the conversion of a pre-existing building in the Downtown Core (DTC) zoning district, the “ Trollinger House,” to repurpose the current use of a dormitory into an elementary school with less than 50 students. The applicant’s text change request will only apply to existing buildings located in the DTC (Downtown Core) or DTP (Downtown Periphery) zoning districts that will be converted into an elementary school for less than 50 students.

Planning Staff Recommendation: Planning staff recommends approval of TA-2025-02 to include the applicant’s recommended changes. The proposed text will allow for the conversion of existing buildings in the DTC and DTP zoning districts into an elementary school for less than 50 students. Any new development regarding elementary schools shall still adhere to the requirements of the LMO.

Planning Board Recommendation: At the Planning Board meeting on January 20, 2026, the board voted unanimously (7-0) to recommend approval of TA-2025-02.

Town Council: Because this is a legislative item, it requires a (non-Quasi Judicial) Public Hearing in front of the Town Council.

OPTIONS:

1. Planning Staff recommends holding a Public Hearing for the Text Amendment request TA-2025-02 at this meeting.
2. At a future meeting, the Town of Elon Town Council should vote to either approve, approve with modifications, or deny the text amendment request TA-2025-02.
 - **Approval motion can include:** The approval of petition TA-2025-02 as it is consistent with the Town of Elon 2040 Envision Elon Comprehensive Plan and the future planning goals and objectives of the Town of Elon. It is reasonable and in the public interest as it will provide clear regulations in the Land Management Ordinance for redevelopment in the downtown districts.
 - The proposed text amendment meets the Envision Elon 2040 Comprehensive Plan Goals:
 - LU-3.2- Encourage Elon University facilities as anchors within mixed-use development to promote the seamlessness between the campus and the town.
 - LU 3.2.2- As Elon University considers the future use and development of off-campus sites owned by the institution, support efforts by helping consider context and ways both university and town needs can be met. The identification of appropriate uses can inform decisions about shared or coordinated infrastructure investments, land swaps, and complementary development and redevelopment initiatives.
 - **Denial motion can include:** The denial of petition TA-2025-02 as it is not consistent with the Town of Elon 2040 Envision Elon Comprehensive Plan and the future planning

goals and objectives of the Town of Elon.
3. Mayor and Town Council defined option.

TOWN MANAGER RECOMMENDED ACTION:

Prepared By: Isabell Cooper, Planning

ATTACHMENTS:

TA-2025-02 Application

TA-2025-02 Elon University Report- Town Council

Elon University Text Amendment TA-2025-02 TC Presentaiton.pdf



TEXT AMENDMENT APPLICATION

Town of Elon Planning Department
104 S. Williamson Ave
Elon, NC 27244
(336) 584-3601

\$600.00
Fee
12-16-25
Date Received
TA-2025-02
Application Number

APPLICANT INFORMATION

Name: ELON UNIVERSITY Telephone: 336.278.5492
Mailing Address: 2060 CAMPUS BOX
City: ELON State: NC Zip: 27244
Email: bmoore6@elon.edu and/or preston.mitchell@wbd-us.com Fax: _____

TEXT AMENDMENT REQUEST

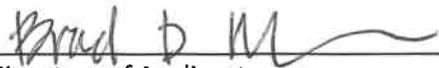
Type of Change: New Addition Revision Ordinance Section: SEC. 4.3.85.A. & DEFINITIONS
SEC 2.2 DEFINITIONS
Current Text: SEE ATTACHED LETTER

Proposed Text: SEE ATTACHED LETTER

Reason for requested change (attach additional sheets if necessary):
SEE ATTACHED LETTER

SIGNATURES AND ACKNOWLEDGEMENT

I do hereby certify that all information which I have provided for this application is, to the best of my knowledge, correct and that only the Town Planning Staff will inform me of any payments related to this application.


Signature of Applicant

12/16/25
Date

All of the information herein required has been submitted by the applicant and is included or attached with this application.


Signature of Zoning Official

12-16-25
Date

OFFICE USE ONLY

Completed Application Submitted On: 12-16-2025

Received By: Isabella Cooper

Date of Planning Board Meeting: 1-20-2025

Receipt Number: 167895

Action of Planning Board: (7-0) Vote to recommend approval of the requested text amendment.

Additional Comments: _____

Date of Town Council Hearing: February 10th 2026

Dates Legal Ad Published: January 29th 2026, February 5th, 2026; Burlington Times

Action of Town Council: _____

Additional Comments: _____



December 16, 2025

Lori Oakley, MPA, AICP, CZO
Planning Director
Town of Elon
104 S. Williamson Avenue
Elon, NC 27244

Womble Bond Dickinson (US) LLP
555 Fayetteville Street
Suite 1100
Raleigh, NC 27601

Via E-Mail PDF Attachment

Re: LMO Text Amendment TA-2025-02

Preston M. Mitchell, AICP
Land Planner
Direct Dial: 919-755-2142
E-mail: Preston.Mitchell@wbd-us.com

Dear Lori:

Per our emails and discussions, please find below the proposed ~~striketrough~~ and underline amendments to the Town's Land Management Ordinance ("LMO"). This letter serves as an attachment to the Town Text Amendment Application.

The proposed amendments focus on adaptive reuse of Trollinger Hall at 201 W. Trollinger Street from dorm-style facilities to operation as a private elementary school. By focusing on reuse, the proposal avoids amending the current Use Standards that appear to address campus-style, new school construction. The amendment clarifies and defines the existing Use Standards for "new development" and adds a second subsection for existing development in the Downtown District.

USES

4.3.85 SCHOOL, ELEMENTARY, MIDDLE, OR HIGH

A. SCHOOL, ELEMENTARY OR MIDDLE

1. New Development

- a. Elementary and middle schools located on sites lots of three (3) acres or more shall have direct access to a thoroughfare or collector street.
- b. The minimum building setback from any adjacent street right-of-way shall be at least 25 feet greater than the setback of the underlying zoning district.
- c. The minimum side and rear setbacks shall be at least 50 feet unless a larger setback is required by the underlying zoning district.
- d. The use shall incorporate a Type I Bufferyard along all lot lines shared with a single-family detached dwelling.



2. Existing Development in the Downtown District

Whether driven by specialty or number of students, public or private schools may want to be located in or near the downtown within existing, repurposed buildings.

- a. An existing building in the DTC or DTP subdistricts may be repurposed to permit a public or private Elementary School for less than 50 students, not including boarding or housing facilities. For purposes of this provision, "repurpose" means the retention and rehabilitation of an existing building for a new land use.

DEFINITIONS

School, Elementary	A public or private school providing instruction to students in kindergarten through grade five (5), <u>and may include small-scale specialized instruction centers for a limited number of students and programs based on area or size limitations.</u>
-----------------------	--

Sincerely,

Womble Bond Dickinson (US) LLP

Preston Mitchell
Land Planner

PMM:pmm

cc: Client
Beth Tyner Jones

WBD (US) 4900-5525-3378v1

**Text Amendment TA-2025-02
Elon University Text Amendment**

EXPLANATION OF THE REQUEST

Petition TA-2022-02 is a request by Elon University to amend the Land Management Ordinance Sections 2.2 *Definitions* and 4.3.85.A *School, Elementary, or Middle*.

REQUESTED ORDINANCE CHANGES

The current text in the Land Management Ordinance reads:

Section 2.2 Definitions

School, Elementary	A public or private school providing instruction to students in kindergarten through grade five (5).
-----------------------	--

Section 4.3.85.A School, Elementary, or Middle

A. SCHOOL, ELEMENTARY OR MIDDLE

1. Elementary and middle schools located on sites of three (3) acres or more shall have direct access to a thoroughfare or collector street.
2. The minimum building setback from any adjacent street right-of-way shall be at least 25 feet greater than the setback of the underlying zoning district.
3. The minimum side and rear setbacks shall be at least 50 feet unless a larger setback is required by the underlying zoning district.
4. The use shall incorporate a Type I Bufferyard along all lot lines shared with a single-family detached dwelling.

The applicant's proposed text for the Land Management Ordinance is drafted to read (in red):

Section 2.2 Definitions

School, Elementary	A public or private school providing instruction to students in kindergarten through grade five (5), <u>and may include small-scale specialized instruction centers for a limited number of students and programs based on area or size limitations.</u>
-----------------------	--

Section 4.3.85.A School, Elementary, or Middle

A. SCHOOL, ELEMENTARY OR MIDDLE

1. New Development

- i. Elementary and middle schools located on sites lots of three (3) acres or more shall have direct access to a thoroughfare or collector street.
- ii. The minimum building setback from any adjacent street right-of-way shall be at least 25 feet greater than the setback of the underlying zoning district.
- iii. The minimum side and rear setbacks shall be at least 50 feet unless a larger setback is required by the underlying zoning district.
- iv. The use shall incorporate a Type I Bufferyard along all lot lines shared with a single-family detached dwelling.

2. Existing Development in the Downtown District

Whether driven by specialty or number of students, public or private schools may want to be located in or near the downtown within existing, repurposed buildings.

- i. An existing building in the DTC or DTP subdistricts may be repurposed to permit a public or private Elementary School for less than 50 students, not including boarding or housing facilities. For purposes of this provision, "repurpose" means the retention and rehabilitation of an existing building for a new land use.

PLANNING STAFF ANALYSIS

The applicant has requested the text change to specifically allow for the conversion of a pre-existing building in the Downtown Core (DTC) zoning district, the “ Trollinger House,” to repurpose the current use of a dormitory into an elementary school with less than 50 students.

The applicant’s text change request will only apply to existing buildings located in the DTC (Downtown Core) or DTP (Downtown Periphery) zoning districts that will be converted into an elementary school for less than 50 students. Any other existing development that may be repurposed for uses other than an elementary school will not be affected. The regulatory requirements and process for new development for elementary schools shall remain the same.

PLANNING STAFF RECOMMENDATION

Planning staff recommends approval of TA-2025-02 to include the applicant’s recommended changes. The proposed text will allow for the conversion of existing buildings in the DTC and DTP zoning districts into an elementary school for less than 50 students. Any new development regarding elementary schools shall still adhere to the requirements of the LMO.

PLANNING BOARD RECOMMENDATION

At the Planning Board meeting on January 20, 2026, the board voted unanimously (7-0) to recommend approval of TA-2025-02 to include the statement of reasonableness below.

REASONABLENESS AND CONSISTENCY STATEMENT

The text amendment request is consistent with the Town of Elon 2040 Envision Elon Comprehensive Plan and the future planning goals and objectives of the Town of Elon. It is reasonable and in the public interest as it will provide clear regulations in the Land Management Ordinance for redevelopment in the downtown districts.

The proposed text amendment meets the Envision Elon 2040 Comprehensive Plan Goals:

- LU-3.2- Encourage Elon University facilities as anchors within mixed-use development to promote the seamlessness between the campus and the town.
- LU 3.2.2- As Elon University considers the future use and development of off-campus sites owned by the institution, support efforts by helping consider context and ways both university and town needs can be met. The identification of appropriate uses can inform decisions about shared or coordinated infrastructure investments, land swaps, and complementary development and redevelopment initiatives.

Submitted by: Isabell Cooper, Planner

Attachments:

Submitted Application



Elon University Text Amendment

TA-2025-02

*Explanation
of the
Request*

- Petition TA-2022-02 is a request by Elon University to amend the Land Management Ordinance Sections 2.2 Definitions and 4.3.85.A School, Elementary, or Middle.

Current Ordinance

- Section 2.2 Definitions

School, Elementary	A public or private school providing instruction to students in kindergarten through grade five (5).
-----------------------	--

- Section 4.3.85.A School, Elementary, or Middle

- A. SCHOOL, ELEMENTARY OR MIDDLE

1. Elementary and middle schools located on sites of three (3) acres or more shall have direct access to a thoroughfare or collector street.
2. The minimum building setback from any adjacent street right-of-way shall be at least 25 feet greater than the setback of the underlying zoning district.
3. The minimum side and rear setbacks shall be at least 50 feet unless a larger setback is required by the underlying zoning district.
4. The use shall incorporate a Type I Bufferyard along all lot lines shared with a single-family detached dwelling.

Requested Changes

- Section 2.2 Definitions

School, Elementary

A public or private school providing instruction to students in kindergarten through grade five (5), and may include small-scale specialized instruction centers for a limited number of students and programs based on area or size limitations.

Requested Changes

Section 4.3.85.A School, Elementary, or Middle

A. SCHOOL, ELEMENTARY OR MIDDLE

1. New Development

- i. Elementary and middle schools located on ~~sites~~ lots of three (3) acres or more shall have direct access to a thoroughfare or collector street.
- ii. The minimum building setback from any adjacent street right-of-way shall be at least 25 feet greater than the setback of the underlying zoning district.
- iii. The minimum side and rear setbacks shall be at least 50 feet unless a larger setback is required by the underlying zoning district.
- iv. The use shall incorporate a Type I Bufferyard along all lot lines shared with a single-family detached dwelling.

2. Existing Development in the Downtown District

Whether driven by specialty or number of students, public or private schools may want to be located in or near the downtown within existing, repurposed buildings.

- i. An existing building in the DTC or DTP subdistricts may be repurposed to permit a public or private Elementary School for less than 50 students, not including boarding or housing facilities. For purposes of this provision, "repurpose" means the retention and rehabilitation of an existing building for a new land use.

Planning Staff Analysis

- The applicant has requested the text change to specifically allow for the conversion of a pre-existing building in the Downtown Core (DTC) zoning district, the “ Trollinger House,” to repurpose the current use of a dormitory into an elementary school with less than 50 students.
- The applicant’s text change request will only apply to existing buildings located in the DTC (Downtown Core) or DTP (Downtown Periphery) zoning districts that will be converted into an elementary school for less than 50 students. Any other existing development that may be repurposed for uses other than an elementary school will not be affected. The regulatory requirements and process for new development for elementary schools shall remain the same.

Planning Staff Recommendation

- Planning staff recommends approval of TA-2025-02 to include the applicant's recommended changes. The proposed text will allow for the conversion of existing buildings in the DTC and DTP zoning districts into an elementary school for less than 50 students. Any new development regarding elementary schools shall still adhere to the requirements of the LMO.

Planning Board Recommendation

- At the Planning Board meeting on January 20, 2026, the board voted unanimously (7-0) to recommend approval of TA-2025-02 to include the statement of reasonableness and consistency on the next slide.

Reasonableness and Consistency Statement

- The text amendment request is consistent with the Town of Elon 2040 Envision Elon Comprehensive Plan and the future planning goals and objectives of the Town of Elon. It is reasonable and in the public interest as it will provide clear regulations in the Land Management Ordinance for redevelopment in the downtown districts.
- The proposed text amendment meets the Envision Elon 2040 Comprehensive Plan Goals:
 - LU-3.2- Encourage Elon University facilities as anchors within mixed-use development to promote the seamlessness between the campus and the town.
 - LU 3.2.2- As Elon University considers the future use and development of off-campus sites owned by the institution, support efforts by helping consider context and ways both university and town needs can be met. The identification of appropriate uses can inform decisions about shared or coordinated infrastructure investments, land swaps, and complementary development and redevelopment initiatives.

Possible Motions

- The Town of Elon Town Council votes to (approve/ deny) the Text Amendment request TA-2025-02.

Approval motion can include:

- The approval of petition TA-2025-02 as it is consistent with the Town of Elon 2040 Envision Elon Comprehensive Plan and the future planning goals and objectives of the Town of Elon. It is reasonable and in the public interest as it will provide clear regulations in the Land Management Ordinance for redevelopment in the downtown districts.

The proposed text amendment meets the Envision Elon 2040 Comprehensive Plan Goals:

- LU-3.2- Encourage Elon University facilities as anchors within mixed-use development to promote the seamlessness between the campus and the town.
- LU 3.2.2- As Elon University considers the future use and development of off-campus sites owned by the institution, support efforts by helping consider context and ways both university and town needs can be met. The identification of appropriate uses can inform decisions about shared or coordinated infrastructure investments, land swaps, and complementary development and redevelopment initiatives.

Denial motion can include:

- The denial of petition TA-2025-02 as it is not consistent with the Town of Elon 2040 Envision Elon Comprehensive Plan and the future planning goals and objectives of the Town of Elon.



QUESTIONS

TOWN OF ELON TOWN COUNCIL AGENDA REPORT

Item Type: 1st Reading of Criminal Ordinance

SUBJECT: Ordinance 26-941 Amendment to the Code of Ordinances Chapter 17 Peddlers, Panhandlers, Itinerant, Merchants, and Pushcarts

DATE: February 10, 2026

TOWN COUNCIL ACTION REQUESTED ON:

HISTORY:

Over the course of the past two (2) years of working with the Land Management Ordinance (LMO), the planning staff has noticed that Section 4.6.4.A *Food Trucks* of the LMO conflicts with Chapter 16- *Parades and Special Events* in the Code of Ordinances. The Planning staff has submitted an additional text amendment, that removes Food Trucks entirely from the LMO that coincides with this text amendment request.

FACTS AND ISSUES:

This is a request by the Town of Elon Planning Department staff to amend the Code of Ordinances Chapter 17 Article 3 Food Pushcart Vendors.

This text amendment request coincides with an additional text amendment request from the planning staff, referenced as TA-2025-01- “LMO Clean up Text Amendment.” Specifically, TA-2025-01 will remove the regulations of food trucks from the LMO as the provisions of Section 4.6.4.A *Food Trucks* conflicts with Chapter 16- *Parades and Special Events* in the Code of Ordinances. If the LMO is amended, it could potentially lead to “downzoning,” which is prohibited by North Carolina General Statutes. To avoid the possibility of downzoning, while clarifying language to regulate food trucks and push carts, the planning staff are proposing a complete rewrite of Chapter 17, Article 3, Food Push Cart Vendors in the Code of Ordinances. The requested text amendment changes are included in the attachments, and will provide clear regulations for both Food Trucks and Push Carts while also recognizing the special events process in the Code of Ordinances.

OPTIONS:

1. This is the first reading; no action is required at this time.
 2. Mayor and Council defined option.
-

TOWN MANAGER RECOMMENDED ACTION:

Prepared By: Isabell Cooper, Planning

ATTACHMENTS:

Mobile Food Vendors Text Amendment Redline
FY25-26 Fee Schedule Mobile Food Vendors Text Amendment

TA-2025-03 Staff Report Mobile Food Vendors - Town Council
Ordinance 26-941-Mobile Food Vendors Ordinance_February 23 2026.pdf
Mobile Food Vendors Town Council Presentation.pdf

ARTICLE III. ~~FOOD-PUSHCART VENDORS~~ Mobile Food Vendors

Sec. 17.30. ~~Purpose Intent.~~

~~The purpose of this article is to regulate how pushcart vendors sell food and or non-alcoholic beverages to the general public within the corporate limits of the Town.~~

The Town of Elon recognizes that the diversity of prepared food options can be enhanced by allowing mobile food vendors to serve prepared food within the town limits. The town further recognizes that mobile food vendors have the same responsibilities to their customers and the community as do food service establishments with fixed locations and should be required to abide by local permit and tax requirements in the same manner as facilities with fixed locations. The requirements of this section apply to mobile food vendors who return to the same location or service area daily or on a set schedule within the town limits of Elon.

Sec. 17.31. Definitions.

~~*Food truck.* A licensed, motorized vehicle, or trailer that is designed and equipped in preparing and servicing food and non-alcoholic beverages on private property to the general public on a recurring basis. Food trucks are regulated in the Elon Land Development Ordinance, subsection 4.24.1.~~

~~*Pushcart.* Any non-motorized piece of equipment from which a vendor prepares and or sells food and or non-alcoholic beverages to the general public on a recurring basis and is to be readily moved.~~

~~*Vendor.* A person who hawks, peddles, sells or offers food or beverages for sale.~~

~~The following terms, as used in this chapter of the Town Code, shall have the following meaning:~~

Mobile food vendor means a vehicle-mounted food service establishment designed to be readily moved. Mobile food vendors include both street vending units and sidewalk vending units.

Sidewalk vending unit (pushcart) means a mobile food vendor business in which food that prepared elsewhere and ready for consumption at the point of sale is sold from or out of a non-motorized mobile piece of equipment or vehicle that is removed each day from the location where the food is sold. Only hot dogs shall be prepared, handled, or served from a pushcart; however, foods which have been prepared, pre-portioned and individually pre-wrapped at a restaurant or commissary may be served from a pushcart.

Street vending unit (food truck) means a mobile food vendor business in which food that is prepared and made ready for consumption at the point of sale is sold from or out of a motor vehicle and that is removed each day from the location where the food is sold. Street vending units may be trailer or motor vehicle mounted.

(Ord. No. 20-825, § 1, 10-13-2020)

Sec. 17.32. ~~Permit required and fee~~ Requirements for mobile food vendors within the Town of Elon.

~~It shall be unlawful for any pushcart food vendor to sell, or offer for sale, any food or beverage without first obtaining a pushcart permit pursuant to this chapter from the Tax Collector or his/her designee. The application shall be accompanied by proof of insurance as required in section 17.33 and an annual application fee set by the Board of Aldermen. This permit fee shall be waived for pushcart vendors directly associated with Town approved events or events for non-profit organizations; however, an application and associated required documents must be submitted and receive approval.~~

a. Vendors must have a current permit from a County Health Department in North Carolina (except ice and ice cream vendors which are not regulated by the health department).

b. Vendors may operate only on private property with written permission from the property owners. The parcel must be zoned for non-residential uses.

c. Mobile Food Vendors shall not be located within 75 feet from the main entrance of any restaurant during business hours.

d. When the proposed sales location is within 200 feet of a dwelling, no vendor may operate for more than nine consecutive hours daily or outside of the time period of 8:00 a.m. to 9:00 p.m. When the proposed sales location is not within 200 feet of a dwelling the hours of operation would be 7AM to 10PM.

e. Mobile vending units shall be located at least ten feet away from the nearest building, provided that a mobile vending unit may be located closer than ten feet to a building if the location has been approved in advance by the Elon Fire Marshal.

f. Vendors shall only serve walk-up customers, not customers in a motor vehicle.

g. Vendors shall not broadcast music or loud advertisements.

h. Vendors shall not provide customer seating.

i. No signage allowed except signage affixed to the mobile vending unit identifying the vendors and menu/price information.

j. Vendor must display the Town of Elon Permit in a prominent location on the unit.

k. Only one vendor may be located on any parcel at one time.

l. Vendors must provide for adequate waste collection from their customers and remove waste from the site daily without using public waste receptacles.

m. Vendors must operate in a safe, sanitary, and non-offensive manner. Complaints of unsafe conditions, excessive waste or noise (from patrons or machinery), or other disruptive conditions to neighboring owners or occupants will be investigated and may be the cause for revoked permits or denied permit renewal.

n. All vendors who obtain a special event permit under the Provisions of Chapter 16 are exempt from the provisions of Chapter 17, Article III of this code.

o. All vendors located within the right-of-way must obtain a special event permit under the provisions of Chapter 16, Article III of this code.

(Ord. No. 20-825, § 1, 10-13-2020)

Sec. 17.33. Insurance Permit Requirements.

~~A vendor shall provide proof of an insurance policy, issued by an insurance company licensed to do business in the State of North Carolina, protecting the permittee and the Town from all claims for damages to property and bodily injury, including death, which may arise from operations under or in connection with the permit. Such insurance shall name the Town as additional insured and shall provide that the policy shall not terminate or be canceled prior to the expiration date without 30 days' advance written notice to the Town. Such insurance shall afford minimum limits of \$100,000 per person bodily injury, \$300,000 per occurrence bodily injury, and \$25,000 per occurrence property damage.~~

Mobile food vendors must obtain a mobile food vendor permit to operate within the Town of Elon. The following information shall be provided with each application for a mobile food vendor permit:

1. Name of mobile food vendor;
2. Make, model, and license plate number of vending unit;
3. Owner's contact information;
4. Operator's contact information;
5. Type of vendor (street vending unit or sidewalk vending unit);
6. Copy of current approved permit from a county health department (except ice and ice cream vendors, which are not regulated by the health department);
7. List of operating locations and times (calendar);
8. Signatures from property owners indicating consent for the use of their property;
9. Signature indicating agreement to the listed requirements.

Sec. 17.34. Permit ~~suspension and revocation~~ Review.

~~Any pushcart vendor's permit may be suspended or revoked for fraud or misrepresentation in the application for the permit or for conduct of the business in such a manner as to create a public nuisance or constitute a danger to the public health, safety or welfare or which is contrary to the provisions of this chapter.~~

Permit requests shall be submitted to the town planning department staff and shall be referred internally to the Fire Marshal and other departments for review prior to action. Once the internal review is complete and approved, the application shall be signed by planning department staff.

(Ord. No. 20-825, § 1, 10-13-2020)

Sec. 17.35. ~~Operation requirements for pushcart vendors~~ Special and Multiple Vendor Events.

~~Pushcart vendors shall operate under the following conditions:~~

- ~~(1) Hours of operation shall be between the hours of 7:00 a.m. and 10:00 p.m. except for special events, and as specifically authorized in an approved special event permit.~~
- ~~(2) A copy of any approvals applicable to pushcart vendors required by the Alamance County Health Department shall be provided with the application submittal and displayed in a visible location during all times of operation;~~
- ~~(3) Shall not be located within 75 feet from the main entrance of any restaurant during business hours unless authorized by a restaurant to be closer;~~
- ~~(4) Shall be responsible for the proper disposal of waste and trash associated with the operation. Town trash receptacles are not to be used for this purpose. Vendors shall remove all waste and trash from their location at the end of each day or as needed to maintain the health and safety of the public. The~~

~~vendor shall keep all areas within ten feet of the pushcart clean of grease, trash, paper, cups or cans associated with the vending operation.~~

~~(5) The pushcart owner or his/her designee shall be present at all times except in case of an emergency.~~

~~(6) The permitted pushcart shall be located only in the designated area as approved on the application. A request to relocate to another allowed location shall constitute an amendment to the approved permit and all requirements shall apply. Locations are available on a first come, first serve basis, per approved permit. Approvals of specific locations are not guaranteed for existing vendor reapplications.~~

This article and its requirements, rights, and privileges shall not apply in any respect to mobile food vendors at events regulated and permitted under Chapter 16, Article III of this Code.

(Ord. No. 20-825, § 1, 10-13-2020)

Sec. 17.36. ~~Location~~ Permit fees and length of validity.

~~Pushcarts with a permit may operate within the following zoning districts: Commercial, Town Center, Town Center-1, Public Institutional, and Industrial.~~

~~The town board may establish, and from time to time amend, a fee amount for mobile food vendors permits.~~

~~This permit must be renewed annually based on the Town's fiscal year, which is July 1 to June 30.~~

(Ord. No. 20-825, § 1, 10-13-2020)

Sec. 17.37. ~~Penalty~~ Maximum number of permits and permit denial.

~~Any person, firm or corporation violating the provisions of this chapter shall be guilty of a Class 3 misdemeanor and punished as provided by G.S. 14-4 and shall be subject to a fine of \$50.00 and shall be further subject to the provisions of G.S. 160A-175.~~

~~No more than one mobile food vendor permit shall be issued to a single applicant at any time. The town may refuse a permit if the town determines that issuing the permit will negatively impact traffic flow or will otherwise be detrimental to the general public health and safety. Mobile food vendors cannot deviate from their permitted location and time of service without prior authorization. The town may refuse a permit to anyone seeking a mobile food vendor permit if the entity has a poor record of conformance with permit requirements or violations of fire code or other laws. No permit shall be issued until the permit fee established by the schedule of fees has been paid in full. Any entity denied a permit may appeal in writing to the Town Manager within 30 days of an adverse decision. Mobile food vendor permits shall not be transferable.~~

(Ord. No. 20-825, § 1, 10-13-2020; Ord. No. 22-844, § 10, 3-15-2022)

Ord. No. 20-825, § 1, adopted Oct. 13, 2020, repealed the former § 17.37 and renumbered the former § 17.38 as § 17.37 as set out herein. The former § 17.37 pertained to display of goods and derived from the original codification of this Code.

Section 17.38 Penalties and remedies.

Operation of any mobile food vending unit in violation of this article shall result in the assessment of a civil penalty of \$100.00. Each day the violation exists constitutes a separate violation for which an additional civil penalty may be imposed. Any person, firm or corporation violating the provisions of this chapter shall be guilty of a Class 3 misdemeanor and punished as provided by G.S. 14-4 and shall be subject to a fine of \$50.00 and shall be further subject to the provisions of G.S. 160A-175.

**Town of Elon
2025-2026 Fee Schedule**

I. Water/Sewer Billing Rates (Monthly)

Water Rates	Inside	Outside
Minimum 1,500 gallons per month	\$12.60	\$25.20
Usage per 1,000 after minimum	\$8.41	\$16.82

Sewer Rates	Inside	Outside
Minimum 1,500 gallons per month	\$23.33	\$46.66
Usage per 1,000 after minimum	\$15.52	\$31.04
Flat rate charge for sewer only	\$47.77	\$95.54

Other Charges	Inside	Outside
Deposit for rental properties	\$125.00	\$125.00
Deposit for Sewer Only	\$600.00	\$600.00
Non-payment fee	\$5.00	\$5.00
Delinquent fee	\$20.00	\$20.00

II. Solid Waste Fees (Monthly)

Solid Waste Fee	\$19.50
Extra Garbage Container Fee	\$ 12.00 per month per extra container
Extra Recycling Container Fee	\$ 7.50 per month per extra container

III. Stormwater Fee (Monthly)

Stormwater Fee	\$3.00
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Notes:

1. Non-payment and delinquent fees are applicable regardless of lost or misdirected bills.
2. Partial payment does not exempt accounts from being charged non-payment or delinquent fees when bills become past due.

IV. Other Solid Waste Fees

Bulk and Yard Waste Fee	
Initial 1/2 pick up truck load	Free
Excess of initial 1/2 pick up truck load	\$25 per pick up truck load

Notes:

1. Contracted construction or landscaping debris will not be picked up by the Town.

V. Water and Sewer Tap Fee

The following schedule shows fees charged by the Town to make water and sewer taps and other fees related to water and sewer taps. Each unit must have a separate tap. The fees are subject to change on an annual basis as established by the Town Council. Water and sewer taps installed by a developer on their property or development are not subject to payment of tap fees to the Town. Sprinkler taps (lawn irrigation) installed by a developer or owner to their property are subject to payment of sprinkler tap fees. Sprinkler taps over 3/4" and 1" in size will be made by the developer/owner in accordance to Town standards.

Water Tap Fees

Tap Size			Meter Fee	Sprinkler	Sprinkler
	Inside	Outside		Inside	Outside
3/4"	\$3,000	\$6,000	\$500	\$3,000	\$6,000
1"	\$3,200	\$6,400	\$700	\$3,200	\$6,400
1.5"	Est. Indv or Developer Installed	Est. Indv or Developer Installed	Est. Indv or Developer Installed	Developer Installed	Developer Installed
2"					
3"					
4"					
6"					

Sewer Tap Fees

Tap Size	Inside	Outside
4"	\$3,000	\$6,000
6"	Est. Indv or Developer Installed	Est. Indv or Developer Installed
8"		

Notes

1. Any item not included in the above schedule shall be referred to the Public Works Director for a specific price determination.
2. The Town retains ownership of all meters, meter boxes, vaults, etc.
3. The Town will purchase and install all meters. The actual cost will be paid up front by the Developer/Owner prior to the Town ordering the meter.
4. The above fees are payable at the time of application for service and are for the service to be installed, non-standard meters and connections may require a processing time prior to installation.

VI. Water & Sewer System Development Fees

As previously stated, Water and Sewer System Development Fees are payable in addition to water and sewer tap fees. System fees are applicable to property inside and outside the Town Limits.

The following schedule shows fees charged by the Town for Water and Sewer System Development Fees. The fees are subjected to change on an annual basis as established by the Town Council. The System Development Fees are based on the size of the water meter. Fees are priced per connection.

Water Meter Size	Water Fee per Connection	Sewer Fee per Connection
3/4"	\$1,100.00	\$1,500.00
1"	\$1,800.00	\$2,500.00
1 1/2"	\$3,600.00	\$5,000.00
2"	\$5,800.00	\$8,000.00
3"	\$12,800.00	\$17,500.00
4"	\$23,100.00	\$31,500.00
6"	\$47,600.00	\$65,000.00
8"	\$102,600.00	\$140,000.00

Notes:

1. Any item not included in the above schedule shall be calculated based on adopted SDF study.
2. The above System Development Fees are to be collected as follows:
 - a. For New Development involving the subdivision of land, the System Development Fee shall be collected at the time of plat recordation or when water and/or sewer service is otherwise committed by the Town.
 - b. For all other New Development, the System Development Fee shall be collected at the time of application for connection of the individual unit of development to the water and/or sewer system.
3. System Development Fees replace previous water and sewer system fees.
4. Existing outstanding assessments are to be paid in lieu of the Developet Fee for the specific use of assessment.
5. Irrigation services are subject to Water Tappage Fees, Meter Charges, and Water System Development Fees.

VII. Hydraulic Water System Modeling

A. **Fire Flow Test Fee** - A **\$1,200 fee** will be charged for all required fire flow tests and retests.

B. **Fire Hydrant Fire Flow Modeling Fee** - Water system modeling is to be completed for all new fire hydrants that will be installed on the Town's water system. The modeling fee is based upon the complexity and the number of hydrants being installed into the system. The fee is **\$500 for one hydrant and an additional \$250 per additional hydrant** and is in addition to the Fire Flow Test Fee above. Extensive modeling may require additional modeling fees.

VII. Planning and Development Fees

Zoning Fee

Zoning Permit	\$60.00
Temporary Use Permit	\$60.00

Rezoning & Planning Fees

Rezoning or Text Amendment Fee	\$600.00
Conditional Rezoning Fee	\$800.00
Conditional Rezoning Fee for Planned Development District	\$1,200.00
Special Use Permit (includes modifications to SUP's)	\$600.00
Board of Adjustment (Variances, Appeals, Interpretations)	\$500.00

Subdivision & Site Plan Approval

Preliminary Subdivision Plan Review	\$500 plus \$20 per lot
Site Plan Review	
Multi-Family	\$1,000.00
Non-residential	\$500 plus \$50 per 1,000 square feet of gross floor area
Parking lots/Structures	\$600 plus \$5 per space

Final Plat Approval

Minor	\$100.00
Exempt s/d, recombination, or easement plats	\$50.00
Major	\$200.00

TRC Review

Includes two resubmittals	\$800.00
Each subsequent resubmittal over two	\$200.00

Other Related Fees

Sign Permit Fee (Per Sign)	\$75.00
Fence Permit	\$60.00
Home Occupation Permit	\$100.00
Floodplain Development Permit	\$300.00
Driveway Permit	\$50.00
Annexation Fee	\$500.00
Zoning Verification Letter	\$50.00
LMO & LUP Copy	\$100.00
24x36 Zoning Map	\$10.00
36x48 Zoning Map	\$20.00
11x17 Black & White Print Zoning Map	\$0.25
11x17 Color Print Zoning Map	\$0.35

Text Amendment to Comprehensive Land Use Plan	\$300.00
Text Amendment to Land Management Ordinance	\$500.00
Street Right of Way Abandonment	\$700.00
Petitioner is responsible for survey/legal description and cost of legal advertisement	

Plan Review & Inspection Fees (see next page for more information)

Street Plan Review & Inspection Fee	
Public Street	\$2.50 per linear centerline foot
Private Street	\$1.25 per linear centerline foot
Sidewalk Plan Review & Inspection Fee	
	\$1.00 per lineal centerline foot of sidewalk
Water Plan Review & Inspection Fee	
Public Water Line	\$2.50 per lineal foot
Private Permitted Water Line	\$2.00 per lineal foot
Sanitary Sewer Line Plan Review & Inspection Fee	
Public Sewer Line	\$2.50 per lineal foot
Private Sewer Line	\$2.50 per lineal foot
Water and Sewer Services	
Per Lot	\$100.00
Per Service	\$50.00
Water service larger than 1"	\$500.00
Sewer service larger than 4"	\$500.00
Backflow Prevention Device Plan Review & Inspection Fee	
	\$500.00
Storm Water Management Review & Inspection Fee	
Permit Application	\$500.00
Each Device	\$1,500.00
Riparian Buffer Impact Authorization Application and Review Fee	
Application - Exempt	\$100.00
Application - Non-Exempt	\$500.00
Sanitary Lift Station Review and Inspection Fee	
	\$10,000.00 per device
Parking Lot Plan Review	
	\$5.00 per parking space
Traffic Impact Analysis Review	
	Actual cost to Town, Minimum charge of \$3,000.00
Engineering Preliminary Site Plan Review	
Residential	\$25.00 per lot or unit
Commercial/Office/Institutional Space/Accessory Uses	\$10.00 per 100 Sq Ft
Industrial	\$10.00 per 1,000 Sq Ft

**** Note:** All planning fees listed above are due with the initial submittal to the Town of Elon.

IX. Plan Review and Inspection

A. Street Plan Review and Inspection Fee - For all streets, the fee includes construction plan review and permitting and record drawings review, and mapping. In addition, the fee includes limited inspection of sub-grade, base courses, asphalt; and curb and gutter; **\$2.50 per linear centerline foot of public street and \$1.25 per linear centerline foot for private street.**

B. Sidewalk Plan Review and Inspection Fee - For all sidewalks, greenways, multi-use paths, or walking paths along streets and/or that are to be dedicated to the Town, the fee includes construction plan review and permitting and record drawings review. In addition, the fee includes limited inspection of sub-grade, grades, and concrete: **\$1.00 per lineal centerline foot of sidewalk.**

C. Waterline Plan Review and Inspection Fee - For all waterlines, the fee includes construction plan review and permitting and record drawings review. In addition, the fee includes limited inspection of backfill and trench compaction and coordinating pressure testing and line disinfection: **\$2.50 per lineal foot of public water line and \$2.00 per lineal foot of private permitted water line.**

D. Sanitary Sewer Line Plan Review and Inspection Fee - For all sanitary sewer lines, the fee includes construction plan review and permitting and record drawings review. In addition, the fee includes limited inspection of backfill and trench compaction and coordinating sewer line and manhole testing and line video review inspections: **\$2.50 per lineal foot of public or private sanitary sewer line.**

E. Storm Sewer Line Plan review and Inspection Fee - For all storm sewer lines, the fee includes construction plan review and permitting and record drawings review and mapping. In addition, the fee includes limited inspection of backfill and trench compaction and line video review inspection of public storm sewer lines: **\$1.75 per lineal foot of public storm sewer line and \$1.00 per lineal foot of private storm sewer line.**

F. Water and Sewer Services - For all water and sewer services, from the main line tap to the property line, including limited inspection of backfill and trench compaction: **\$100.00 per lot or \$50.00 for each service or \$500.00 for each water service larger than 1" or sewer service larger than 4".**

G. Backflow Prevention Device Plan Review and Inspection Fee - For all water services other than a standard residential water tap a **\$500.00 plan review and inspection fee** will be charged for services requiring a backflow prevention device (domestic, fire, and lawn irrigation).

H. Stormwater Management Review and Inspection Fee - For all Stormwater Management plans and devices, including review and permitting. In addition, the fee includes limited inspection of constructed storm water devices: **\$500 for permit application and \$1,500 per device.** Permit application fee is due at time of plan submittal.

I. Riparian Buffer Impact Authorization Application and Review Fee - For all Riparian Buffer Impact Authorizations, including review, permitting, and construction closeout. The fee does not include stream determinations: **\$100 per permit application for exempt buffer disturbance and \$500 per permit application for non-exempt buffer disturbance.** 1/2 of fee is due at the time of application submittal.

J. Sanitary Sewer Lift Station Review and Periodic Construction Observation Fee - For all public Sanitary Sewer Lift Station plans and force mains, the fee includes construction plan review and permitting and record drawings review and mapping. In addition, the periodic construction observation back-fill and compaction around structures and the coordinating pressure testing of the force main. In addition, the Town will be trained for the operation of the sewer lift station and present at startup of the constructed facility: **\$10,000.00 per device** with one half payable at the time of plan submittal.

K. Parking Lot Plan Review - For all parking lots that generate a TRC/Construction Drawing Plan Review: **\$5.00 per parking space.**

L. Traffic Impact Analysis Review - For all sites generating a TIA, the fee is to be paid as a direct reimbursement of engineering costs to the Town with a **minimum fee of \$3,000.00.**

M. Engineering Preliminary Site Plan Reviews - For all preliminary site plans, subdivision plans, conditional rezoning plans, special use plans, etc. the fee is **\$25.00 per lot or unit for residential uses and \$10.00 per 100 square feet of commercial/office/institutional space (including accessory uses) or \$10.00 per 1,000 square feet of industrial space.** Full fee is due at time of submittal.

Notes:

1. When the Town deems that plan reviews and construction oversight are beyond what it considers to be routine, the Town has at its discretion to charge additional fees to cover their expenses and are to be paid these additional expenses prior to acceptance of new construction or occupancy being permitted. Non-routine or excessive inspection may include repeat inspections due to contractor failure or lack of coordination by the contractor. Non-routine or excessive inspections will be charged at a minimum of \$100.00 per hour.

2. Half of all Plan Review and Inspection Fees are due at the time of submittal with remainder due prior to final plan approval unless otherwise noted.

In accordance with the **North Carolina Fire Code** and local fire safety regulations, the following construction permits and corresponding fees are required for the installation and/or modification of fire protection systems at the above-referenced property.

X. Fire Inspection Fees

Inspection Tier1: 0-999 Sq Ft	\$50.00
Inspection Tier 2: 1,000 - 2,499 Sq Ft	\$70.00
Inspection Tier 3: 2,500 - 9,999 Sq Ft	\$110.00
Inspection Tier 4: 10,000 - 49,999 Sq Ft	\$190.00
Inspection Tier 5: 50,000 - 99,999 Sq Ft	\$325.00
Inspection Tier 6: 100,000 - 249,999 Sq Ft	\$450.00
Inspection Tier 7: 250,000 - 499,999 Sq Ft	\$600.00
Inspection Tier 8: 500,000+ Sq Ft	\$750.00
Automatic Fire Extinguisher System	
2 Risers or less excluding High-Rise	\$150.00
3 Risers or more excluding High-Rise	\$300.00
High-Rise	\$500.00
Hood Systems	\$50.00
Sprinkler System Modification	\$75.00
Emergency Responder Radio Coverage System - All Installations	\$50.00
Fire Alarm & Detection Systems & Related Equipment	
1 - 30,000 Sq Ft	\$150.00
30,001 - 80,000 Sq Ft	\$300.00
Greater than 80,001 Sq Ft	\$500.00
High Rise	\$500.00
Fire Alarm System Modification	\$75.00
Aerosol Products	\$75.00
Amusement Buildings	\$75.00
Aviation Facilities	\$75.00
Blasting (Explosives) (60 day permit)	\$300.00
Bonfire (1 day permit)	\$150.00
Carbon Dioxide Systems greater than 100 lbs.	\$75.00
Carnivals and Fairs	\$150.00
Cellulos Nitrate Plastic	\$150.00
Combustible Fibers/Dust	\$75.00
Compressed Gases	\$75.00
Construction Burning	\$300.00
Covered and Open Mall Buildings	\$150.00
Cryogenic Fluids	\$75.00

Discharge of Fireworks/Pyrotechnics	\$175.00
Dry Cleaning Plants	\$150.00
Exhibits and Trade Shows	\$150.00
Flammable/Combustible Liquids	\$150.00
Fumigation & Thermal Insecticide Fogging	\$150.00
Hazardous Materials (up to 500 gals/lbs.)	\$150.00
Hazardous Materials (>500 gals/lbs)	\$350.00
High-Piled Combustible Stock (>500 sq ft)	\$75.00
Installation or Removal of AGST or UGST Tank (Per Site)	\$300.00
Liquid/Gas Fueled Vehicles/Equipment in Assembly	\$150.00
Lumber Yards	\$150.00
Magnesium >10lbs.	\$150.00
Motor Fuel Dispensing Facilities	\$150.00
Industrial Ovens	\$150.00
Places of Assembly	\$75.00
Repair Garage	\$150.00
Tent (30 Day Permit, >800 sq ft closed, >1,800 sq ft open) Per Tent	\$150.00
Tire Rebuilding Plant	\$150.00
Welding and Cutting (365 days)	\$75.00
Junk Yards/Waste Handling/Scrap Yards	\$150.00

Fire Complaint Investigation, Life Safety (w/violation, per calendar year)

1st Offense	\$500.00
2nd Offense	\$750.00
3rd Offense & Subsequent Offenses	\$1,000.00

Fire Complaint Investigation, All Others (w/violation)

Offense	\$100.00
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Fire Commercial Hood Inspection

Per Hood	\$75.00
Follow Ups Per Hood	\$75.00

Follow-Up Inspection (Routine Only, Per Visit)

1st Re-Inspection	\$50.00
2nd Re-Inspection	\$100.00
3rd Re-Inspection	\$200.00

Note:

1. Follow-up inspections for construction will follow the Inspection Tiers by square footage

Working Without a Permit (per calendar year)

1st Offense	\$500.00
2nd Offense	\$750.00
3rd Offense & Subsequent Offenses	\$1,000.00

XI. Parks & Recreation

Beth Schmidt Park Rental Fees

	Resident	Non-Resident	Commercial
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Community Center

Mon-Thurs.			
8AM - 1PM	\$120	\$150	\$200
2PM - 5PM	\$100	\$120	\$170
6PM - 11PM	\$150	\$180	\$230
Full Day	\$320	\$400	\$520
Fri, Sat, Sun, Holiday			
8AM - 1PM	\$150	\$200	\$250
2PM - 5PM	\$120	\$170	\$220
6PM - 11PM	\$180	\$230	\$280
Full Day	\$400	\$520	\$570

Pavilion

Mon-Thurs.			
8AM - Noon	\$40	\$60	\$80
1PM - 4PM	\$40	\$60	\$80
5PM - 9PM	\$40	\$60	\$80
Full Day	\$100	\$140	\$200
Fri, Sat, Sun, Holiday			
8AM - Noon	\$60	\$80	\$100
1PM - 4PM	\$60	\$80	\$100
5PM - 9PM	\$60	\$80	\$100
Full Day	\$150	\$200	\$250

Picnic Shelter #1

Mon-Thurs.			
8AM - Noon	\$30	\$50	\$70
1PM - 4PM	\$30	\$50	\$70
5PM - 9PM	\$30	\$50	\$70
Full Day	\$80	\$130	\$180
Fri, Sat, Sun, Holiday			
8AM - Noon	\$40	\$60	\$80
1PM - 4PM	\$40	\$60	\$80
5PM - 9PM	\$40	\$60	\$80
Full Day	\$100	\$140	\$200

Full Day Rentals

Bridge Gazebo	\$150	\$200	\$250
Historical Gazebo	\$150	\$200	\$250
Loy Garden	\$150	\$200	\$250

Slade Park Rental Fees

	Resident	Non-Resident	Commerial
Picnic Shelter #2			
Mon-Thurs.			
8AM - Noon	\$30	\$50	\$70
1PM - 4PM	\$30	\$50	\$70
5PM - 9PM	\$30	\$50	\$70
Full Day	\$80	\$130	\$180
Fri, Sat, Sun, Holiday			
8AM - Noon	\$40	\$60	\$80
1PM - 4PM	\$40	\$60	\$80
5PM - 9PM	\$40	\$60	\$80
Full Day	\$100	\$140	\$200

Slade Park Amphitheater

10AM - 9PM	\$320	\$400	\$520
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Facility Cleaning Deposit

Community Center	\$120
Shelters	\$50
Gazebos & Garden	\$150
Amphitheater	\$225

Additional Rental Fees

Tables	\$8 per table
Chairs	\$3 per chair
Set-Up/Tear Down	\$15 per hour
Amphitheater Electricity	\$15 per hour

Required Fees for events over 100 people

Staff	\$10 per hour Mon-Thurs \$15 per hour Fri, Sat, Sun, Holiday
Police Coverage	\$35 per hour, minimum two officers, minimum charge of 4 hours

Recreation Program Fees

Category	Activity	Age/Grade	Resident	Non-Resident
Children	Storytime at the Park	2-5	Free	Free
Children	Toddler Time	1-5	Free	Free
Children	Imagination Station	2+	Free	Free
Children	Kids Connect	All ages	Free	Free
Children	Art in the Park	All ages	Free	Free
Children	Nature Play	4+	Free	Free
Children	Music Program	4+	\$5 per class	\$7 per class
Teen	Tween Time STEM	5th - 8th Grade	Free	Free
Teen	Tween Time CREATE	5th - 8th Grade	\$5 per class	\$7 per class
Adult	Book Club	18+	Free	Free
Adult	Canasta	18+	Free	Free
Adult	Hand & Foot	18+	Free	Free
Adult	Dominoes	18+	Free	Free
Adult	Men's Coffe Club	18+	Free	Free
Adult	Craft Class	18+	\$5 per class	\$7 per class
Adult	Coffee & Conversation	18+	Free	Free
Adult	Coffee & Create	18+	\$5 per class	\$7 per class
Camp	Music Camp	Ages vary	\$50 per camp	\$65 per camp
Camp	Nature Camp	8-14	\$50 per camp	\$65 per camp
Camp	STEM Camp	8-14	\$50 per camp	\$65 per camp
Fitness	Stroller Workout	Parent & Child	\$12 per class/\$40 per month	\$15 per class/\$52 per month
Fitness	Zumba	18+	\$5 per class	\$7 per class
Fitness	Children's Yoga	3+	\$8 per class	\$10 per class
Fitness	Yoga	18+	\$8 per class	\$10 per class
Fitness	Family Yoga	All ages	\$12 per family	\$15 per family
Fitness	55+ Exercise	55+	\$5 per class	\$7 per class

XI. Administrative Fees

Returned Check or Draft	\$35
Notary Fee	\$10
Black & White Copy	\$.10 per page
Color Copy	\$.25 per page
Peddler Permit Application (Ch 17)*	\$25
Panhandler Permit Application (Ch 17)*	\$50
Itinerant Merchant Permit Application (Ch 17)	\$100
Push Cart Mobile Food Vendors Permit Application (Ch 17)*	\$50 \$100
Background Check	\$25
Sidewalk Dining Application Fee	\$100
Moving Building Application Permit	\$50

XII. Beer & Wine Licenses

Wine on permises	\$15
Wine off permises	\$10
Beer on permises	\$15
Beer off permises	\$5

XIII. Magnolia Cemetery

	Inside Town Limits	Outside Town Limits
Each Grave Site	\$800	\$2,500
Columbarium Niche	\$600	\$1,200

XIV. Special Events

Application Fee	\$150
Expedited Application Fee	\$300

Notes:

1. Applications for Peddler, Panhandler, Itinerant Merchant, and ~~Push Cart Mobile Food Vendors~~ permits require a background check, which has an additional fee.
2. Special event applications are due no less than 60 days before the event.
3. Applications received less than 60 days before the event but not less than 30 days before the event will be charged an expedited fee.
4. No special events applications will be accepted less than 30 days before an event date.

XV. Code Enforcement

Ch. 13 Nuisance Violations

Article Title	Sections	Type		Cost
I. Motor Vehicles	13.11	Civil Penalty	7 days after pre-towing notice	\$100
II. Public Nuisances	13.36	Civil Penalty	1st offense abated in 5 days	\$0
			1st offense no abatement after 5 days	\$100
			2nd offense	\$250
			3rd offense	\$500
	13.38	Administrative	Abatement by Town	\$100 plus total cost to Town
	13.40	Administrative	Abatement by Town (Chronic Violator)	\$100 plus cost to Town plus \$250 per violation
III. Noise	13.46	Criminal Penalty	Class 3 Misdemeanor	\$50
		Civil Penalty	1st violation	\$100
			2nd violation	\$200
			3rd violation and subsequent violations	\$300
		Administrative	Unpaid within 10 days and additionally charged every 5 business days left unpaid	\$50

Ch. 25 - Unsafe Non-Residential Buildings

Article Title	Sections	Type		Cost
III. Enforcement Provisions	25.30	Civil Penalty	1st offense - order expires in noncompliance	\$100
			2nd offense - 10 days after expiration	\$200
			Per day remains in noncompliance	\$10

XVI. Police

Parking Ticket	\$40
After 15 days	\$65
After 45 days	\$100
Handicap Parking Ticket	\$100
After 15 days	\$125
After 45 days	\$225
Golf Cart Permit Application Fee	\$25
Fingerprinting	\$10
Background Check	\$25

Ch. 24 Traffic

Article Title	Sections	Type	Cost
V. Parking Restrictions, Towing Permitted	24.47 (B)	Administrative	\$25
	24.47 (C)	Towing Fee	Listed below

Towing Fee Schedule - Per Vehicle

Cars, Light trucks, Etc.

	Town Limits	Outside Town Limits
Non-accident scene	\$200.00	\$200 plus \$5 per mile
Accident scene	\$200.00	\$200 plus \$5 per mile
Rollover vehicle*	\$250.00	

* Includes any single line and dual line winching, snatch blocks, scotch blocks, dollies, and clean-up (including STA-DRY)

Heavy Truck (charged per hour with 2 hour minimum)

	Town Limits	Outside Town Limits
Non-accident scene	\$250.00	\$250.00
Accident scene	\$250.00	\$250.00
Truck Rollover Rotation	\$300.00	

Additional Equipment (per hour)

Additional wrecker	\$165.00
Recovery of Hazardous Cargo	\$175.00

Storage (per day)	Cost
Cars & Light Trucks - Outside Storage	\$35.00
Cars & Light Trucks - Indoor Storage	\$45.00
Heavy Trucks	\$45.00
Trailer	\$35.00
Truck & Trailer Combination	\$65.00

Rotation off Right of Way (Requires Supervisor Approval)	Cost
Regular	\$100.00
Heavy	\$160.00

Notes:

1. No additional fee is allowed in those instances when it is necessary to unlock the vehicle being towed.
2. No additional fee is allowed in those instances where it is necessary to drop the drive shaft or disconnect the transmission linkage incident to towing said vehicle.

Gross Vehicle Weight Rating (lbs)

Federal Highway Administration

US Census Bureau

Gross Vehicle Weight Rating (lbs)	Federal Highway Administration Vehicle Class	US Census Bureau Vehicle Class
<6,000	Class 1: <6,000 lbs	Light Duty <10,000 lbs
6,000-10,000	Class 2: 6,001-10,000 lbs	Light Duty <10,000 lbs
10,000-14,000	Class 3: 10,001-14,000 lbs	Light Duty <10,000 lbs
14,000-16,000	Class 4: 14,001-16,000 lbs	Medium Duty 10,001-19,500 lbs
16,000-19,500	Class 5: 16,001-19,500 lbs	Medium Duty 10,001-19,500 lbs
19,500-26,000	Class 6: 19,501-26,000 lbs	Light Heavy Duty: 19,001-26,000 lbs
26,000-33,000	Class 7: 26,001-33,000 lbs	Heavy Duty >26,001 lbs
>33,000	Class 8: >33,001 lbs	Heavy Duty >26,001 lbs

Gross Vehicle Weight Rating (lbs)

EPA Emissions Classification

Gross Vehicle Weight Rating (lbs)	Heavy Duty Vehicle and Engines			
	H.D. Trucks	H.D. Engines	General Trucks	Passenger Vehicles
<6,000	Light Duty Truck 1 & 2 <6,000 lbs	Light Light Duty Trucks <6,000 lbs	Light Duty Trucks < 8500 lbs	Light Duty Vehicle < 8500 lbs
6,000-8,500	Light Duty Truck 3 & 4 6,001-8,500 lbs	Heavy Light Duty Trucks 6,001-8,500 lbs		
8,500-10,000	Heavy Duty Vehicle 2b 8,501-10,000 lbs	Light Heavy Duty Engines 8,501 lbs-19,500 lbs	Heavy Duty Vehicle Heavy Duty Engine >8,500 lbs	Medium Duty Passenger Vehicle 8,501- 10,000 lbs
10,000-14,000	Heavy Duty Vehicle 3 10,001-14,000 lbs			
14,000-16,000	Heavy Duty Vehicle 4 14,001-16,000 lbs			
16,000-19,500	Heavy Duty Vehicles 16,001-19,500 lbs			
19,500-26,000	Heavy Duty Vehicle 6 19,501-26,000 lbs	Medium Heavy Duty Engines 19,501-33,000 lbs		
26,000-33,000	Heavy Duty Vehicle 7 26,001-33,000 lbs			
33,000-60,000	Heavy Duty Vehicle 8a 33,001-60,000 lbs	Heavy Heavy Duty Engines Urban Bus >33,001		
>60,000	Heavy Duty Vehicle 8b >60,001			

**Code of Ordinances
Text Amendment TA-2025-03
Mobile Food Vendors Text Amendment**

EXPLANATION OF THE REQUEST

Petition TA-2025-03 is a request by the Town of Elon Planning Department staff to amend the Code of Ordinances Chapter 17 Article 3 *Food Pushcart Vendors*.

REQUESTED ORDINANCE CHANGES

Over the course of the past two (2) years of working with the Land Management Ordinance (LMO), the planning staff has noticed that Section 4.6.4.A *Food Trucks* of the LMO conflicts with Chapter 16- *Parades and Special Events* in the Code of Ordinances. The Planning staff has submitted an additional text amendment, TA-2025-01 “ LMO Clean up Text Amendment”, that removes Food Trucks entirely from the LMO that coincides with this text amendment request, which is a complete rewrite of Chapter 17, Article 3 of the Code of Ordinances. A text amendment to the LMO regarding food truck regulations could potentially lead to “downzoning,” which is prohibited by North Carolina General Statutes. The requested changes are included in the attachments and closely follows language from the Town of Hillsborough *Mobile Food Vendors Ordinance* and the current language being removed from the LMO.

PLANNING STAFF ANALYSIS

This text amendment request coincides with an additional text amendment request from the planning staff, referenced as TA-2025-01- “LMO Clean up Text Amendment.” Specifically, TA-2025-01 will remove the regulations of food trucks from the LMO as the provisions of Section 4.6.4.A *Food Trucks* conflicts with Chapter 16- *Parades and Special Events* in the Code of Ordinances, and if amended, could potentially lead to “downzoning,” which is prohibited by North Carolina General Statutes. To avoid the possibility of downzoning, while clarifying language to regulate food trucks and push carts, the planning staff are proposing a complete rewrite of Chapter 17, Article 3, *Food Push Cart Vendors* in the Code of Ordinances. The requested text amendment changes are included in the attachments, and will provide clear regulations for both Food Trucks and Push Carts while also recognizing the special events process in the Code of Ordinances.

PLANNING STAFF RECOMMENDATION

Planning Staff recommends approval of the requested text amendment as the proposed text will create clear language regarding food trucks and push carts within the Town Limits.

Submitted by: Isabell Cooper, Planner

Attachments:
Proposed Text Mobile Food Vendors
Red Line Proposed Text Mobile Food Vendors



ORDINANCE TO AMEND THE TOWN OF ELON CODE OF ORDINANCES CHAPTER 17

Whereas, the Town Council adopted Ordinance #18-760 on July 10, 2018; and

Whereas, such Ordinance adopted a recodified Code of Ordinances for the Town, effective August 14, 2018; and

Whereas, the Town staff has reviewed the recodified Code of Ordinances for purposes of implementation and consistency before submission to the codification service; and

Whereas, the Town staff identified changes and corrections related to content that need to be made to the text repealed and adopted August 14, 2018; and

Whereas, the Town of Elon Code of Ordinances contains sections that require updating to be in compliance with current practice and North Carolina General Statutes; and

Whereas, the Town of Elon Charter section 2.7 and Town of Elon Code of Ordinances Section 1.4 establish uniform procedures for amending the text of the Ordinance.

NOW, THEREFORE BE IT ORDAINED by the Town Council of the Town of Elon, North Carolina that:

Section 1. Chapter 17 - Peddlers, Panhandlers, Itinerant Merchants and Pushcarts, Article III - Pushcarts- the title is amended by removing Food Push Cart Vendors and replacing it with Mobile Food Vendors so that it reads “Mobile Food Vendors”.

Section 2. Chapter 17 - Peddlers, Panhandlers, Itinerant Merchants and Pushcarts, Article III - Mobile Food Vendors, Section 17.30 Purpose is amended by removing Purpose and replacing that text with Intent so that it reads “ Section 17.30 Intent”

Section 3. Chapter 17 - Peddlers, Panhandlers, Itinerant Merchants and Pushcarts, Article III -Mobile Food Vendors, Section 17.30 Intent is amended by replacing all current text and replacing with the following: “The Town of Elon recognizes that the diversity of prepared food options can be enhanced by allowing mobile food vendors to serve prepared food within the town limits. The town further recognizes that mobile food vendors have the same responsibilities to their customers and the community as do food service establishments with fixed locations and should be required to abide by local permit and tax requirements in the same manner as facilities with fixed locations. The requirements of this section apply to mobile food vendors who return to the same location or service area daily or on a set schedule within the town limits of Elon.”

Section 4. Chapter 17 - Peddlers, Panhandlers, Itinerant Merchants and Pushcarts, Article III - Mobile Food Vendors, Section 17.31 Definitions is amended by replacing all current text with the following:

“Mobile food vendor means a vehicle-mounted food service establishment designed to be readily moved. Mobile food vendors include both street vending units and sidewalk vending units. Sidewalk vending unit (pushcart) means a mobile food vendor business in which food that prepared elsewhere and ready for consumption at the point of sale is sold from or out of a non-motorized mobile piece of equipment or vehicle that is removed each day from the location where the food is sold. Only hot dogs shall be prepared, handled, or served from a pushcart; however, foods which have been prepared, pre-portioned and individually pre-wrapped at a restaurant or commissary may be served from a pushcart. Street vending unit (food truck) means a mobile food vendor business in which food that is prepared and made ready for consumption at the point of sale is sold from or out of a motor vehicle and that is removed each day from the location where the food is sold. Street vending units may be trailer or motor vehicle mounted.”

Section 5. Chapter 17 - Peddlers, Panhandlers, Itinerant Merchants and Pushcarts, Article III - Mobile Food Vendors, Section 17.32 Permit required and fee is amended to remove Permit required and fee and replace that text with Requirements for mobile food vendors within the Town of Elon. So that it reads “Section 17.32 Requirements for mobile food vendors within the Town of Elon.”

Section 6. Chapter 17 - Peddlers, Panhandlers, Itinerant Merchants and Pushcarts, Article III - Mobile Food Vendors, Section 17.32 Requirements for mobile food vendors within the Town of Elon is amended to replace all current text with the following:

“a. Vendors must have a current permit from a County Health Department in North Carolina (except ice and ice cream vendors which are not regulated by the health department).

b. Vendors may operate only on private property with written permission from the property owners. The parcel must be zoned for non-residential uses.

c. Mobile Food Vendors shall not be located within 75 feet from the main entrance of any restaurant during business hours.

d. When the proposed sales location is within 200 feet of a dwelling, no vendor may operate for more than nine consecutive hours daily or outside of the time period of 8:00 a.m. to 9:00 p.m. When the proposed sales location is not within 200 feet of a dwelling the hours of operation would be 7AM to 10PM.

e. Mobile vending units shall be located at least ten feet away from the nearest building, provided that a mobile vending unit may be located closer than ten feet to a building if the location has been approved in advance by the Elon Fire Marshal.

f. Vendors shall only serve walk-up customers, not customers in a motor vehicle.

g. Vendors shall not broadcast music or loud advertisements.

h. Vendors shall not provide customer seating.

i. No signage allowed except signage affixed to the mobile vending unit identifying the vendors and menu/price information.

j. Vendor must display the Town of Elon Permit in a prominent location on the unit.

k. Only one vendor may be located on any parcel at one time.

l. Vendors must provide for adequate waste collection from their customers and remove waste from the site daily without using public waste receptacles.

m. Vendors must operate in a safe, sanitary, and non-offensive manner. Complaints of unsafe conditions, excessive waste or noise (from patrons or machinery), or other disruptive conditions to neighboring owners or occupants will be investigated and may be the cause for revoked permits or denied permit renewal.

n. All vendors who obtain a special event permit under the Provisions of Chapter 16 are exempt from the provisions of Chapter 17, Article III of this code.

o. All vendors located within the right-of-way must obtain a special event permit under the provisions of Chapter 16, Article III of this code.

Section 7. Chapter 17 - Peddlers, Panhandlers, Itinerant Merchants and Pushcarts, Article III -Mobile Food Vendors, Section 17.33 Insurance is amended to remove Insurance and replace that text with Permit Requirements so that it reads “ Section 17.33 Permit Requirements.”

Section 8. Chapter 17 - Peddlers, Panhandlers, Itinerant Merchants and Pushcarts, Article III - Mobile Food Vendors, Section 17.33 Permit Requirements is amended to replace all current text with the following: “Mobile food vendors must obtain a mobile food vendor permit to operate within the Town of Elon. The following information shall be provided with each application for a mobile food vendor permit:

1. Name of mobile food vendor;
2. Make, model, and license plate number of vending unit;
3. Owner's contact information;
4. Operator's contact information;
5. Type of vendor (street vending unit or sidewalk vending unit);
6. Copy of current approved permit from a county health department (except ice and ice cream vendors, which are not regulated by the health department);
7. List of operating locations and times (calendar);
8. Signatures from property owners indicating consent for the use of their property;
9. Signature indicating agreement to the listed requirements.”

Section 9. Chapter 17 - Peddlers, Panhandlers, Itinerant Merchants and Pushcarts, Article III -Mobile Food Vendors, Section 17.34. Permit suspension and revocation is amended to remove suspension and revocation and replace that text with Review so that it reads “Section 17.34 Permit Review.”

Section 10. Chapter 17 - Peddlers, Panhandlers, Itinerant Merchants and Pushcarts, Article III -Mobile Food Vendors, Section 17.34. Permit Review is amended to replace all current text with the following: “Permit requests shall be submitted to the town planning department staff and shall be referred internally to the Fire Marshal and other departments for review prior to action. Once the internal review is complete and approved, the application shall be signed by planning department staff.”

Section 11. Chapter 17 - Peddlers, Panhandlers, Itinerant Merchants and Pushcarts, Article III -Mobile Food Vendors, Section 17.35 Operation requirements for pushcart vendors is amended by removing Operation requirements for pushcart vendors and replacing that text with Special and Multiple Vendor Events so that it reads “Section 17.32 Special and Multiple Vendor Events.”

Section 12. Chapter 17 - Peddlers, Panhandlers, Itinerant Merchants and Pushcarts, Article III -Mobile Food Vendors Section 17.35 Special and Multiple Vendor Events is amended by replacing all current text with the following: “This article and its requirements, rights, and privileges shall not apply in any respect to mobile food vendors at events regulated and permitted under Chapter 16, Article III of this Code. So that it reads “This article and its requirements, rights, and privileges shall not apply in any respect to mobile food vendors at events regulated and permitted under Chapter 16, Article III of this Code.”

Section 13. Chapter 17 - Peddlers, Panhandlers, Itinerant Merchants and Pushcarts, Article III -Mobile Food Vendors, Section 17.36 Location is amended by removing location and adding Permit fees and length of validity, so that it reads “Section 17.36 Permit fees and length of validity.”

Section 14. Chapter 17 - Peddlers, Panhandlers, Itinerant Merchants and Pushcarts, Article III -Mobile Food Vendors, Section 17.36 Permit fees and length of validity is amended by replacing all current text with the following: “The town board may establish, and from time to time amend, a fee amount for mobile food vendors permits. This permit must be renewed annually based on the Town’s fiscal year, which is July 1 to June 30.”

Section 15. Chapter 17 - Peddlers, Panhandlers, Itinerant Merchants and Pushcarts, Article III -Mobile Food Vendors, Section 17.37 Penalty is amended by removing Penalty and replacing that text with Maximum number of permits and permit denial, so that it reads “Section 17.37 Maximum number of permits and permit denial.”

Section 16. Chapter 17 - Peddlers, Panhandlers, Itinerant Merchants and Pushcarts, Article III - Mobile Food Vendors, Section 17.37 Maximum number of permits and permit denial, is amended to replacing all current text with the following: “No more than one mobile food vendor permit shall be issued to a single applicant at any time. The town may refuse a permit if the town determines that issuing the permit will negatively impact traffic flow or will otherwise be detrimental to the general public health and safety. Mobile food vendors cannot deviate from their permitted location and time of service without prior authorization. The town may refuse a permit to anyone seeking a mobile food vendor permit if the entity has a poor record of conformance with permit requirements or violations of fire code or other laws. No permit shall be issued until the permit fee established by the schedule of fees has been paid in full. Any entity denied a permit may appeal in writing to the Town Manager within 30 days of an adverse decision. Mobile food vendor permits shall not be transferable.”

Section 17. Chapter 17 - Peddlers, Panhandlers, Itinerant Merchants and Pushcarts, Article III -Mobile Food Vendors, is amended to add “Section 17.38 Penalties and remedies.” “Operation of any mobile food vending unit in violation of this article shall result in the assessment of a civil penalty of \$100.00. Each day the violation exists constitutes a separate violation for which an additional civil penalty may be imposed. Any person, firm or corporation violating the provisions of this chapter shall be guilty of a Class 3 misdemeanor and punished as provided by G.S. 14-4 and shall be subject to a fine of \$50.00 and shall be further subject to the provisions of G.S. 160A-175.

Section 18. That the changes and revisions referenced herein are hereby incorporated into the recodified Town of Elon Code of Ordinances.

Section 19. That revision of an editorial nature by staff or the authorized codification service relating to capitalization, grammar, numbering of sections and subsections, cross references, and similar edits unrelated to content, implementation or legality are authorized without further action by the Town Council.

Section 20. That all ordinances or parts of ordinances inconsistent or in conflict with this ordinance are hereby repealed.

Section 21. That this ordinance shall take effect upon passage.

Signed this 23rd day of February 2026.

Emily Sharpe, Mayor

ATTEST: _____
Kathleen Patterson, Town Clerk

Mobile Food Vendors

TA-2025-03



Explanation of the Request

- Petition TA-2025-03 is a request by the Town of Elon Planning Department staff to amend the Code of Ordinances Chapter 17 Article 3 Food Pushcart Vendors.

Requested Changes

Section 17.30 Intent

The Town of Elon recognizes that the diversity of prepared food options can be enhanced by allowing mobile food vendors to serve prepared food within the town limits. The town further recognizes that mobile food vendors have the same responsibilities to their customers and the community as do food service establishments with fixed locations and should be required to abide by local permit and tax requirements in the same manner as facilities with fixed locations. The requirements of this section apply to mobile food vendors who return to the same location or service area daily or on a set schedule within the town limits of Elon.

Section 17.31 Definitions

The following terms, as used in this chapter of the Town Code, shall have the following meaning:

Mobile food vendor means a vehicle-mounted food service establishment designed to be readily moved. Mobile food vendors include both street vending units and sidewalk vending units.

Sidewalk vending unit (pushcart) means a mobile food vendor business in which food that prepared elsewhere and ready for consumption at the point of sale is sold from or out of a non-motorized mobile piece of equipment or vehicle that is removed each day from the location where the food is sold. Only hot dogs shall be prepared, handled, or served from a pushcart; however, foods which have been prepared, pre-portioned and individually pre-wrapped at a restaurant or commissary may be served from a pushcart.

Street vending unit (food truck) means a mobile food vendor business in which food that is prepared and made ready for consumption at the point of sale is sold from or out of a motor vehicle and that is removed each day from the location where the food is sold. Street vending units may be trailer or motor vehicle mounted.

Section 17.32 Requirements for mobile food vendors within the Town of Elon.

- a. Vendors must have a current permit from a County Health Department in North Carolina (except ice and ice cream vendors which are not regulated by the health department).
- b. Vendors may operate only on private property with written permission from the property owners. The parcel must be zoned for non-residential uses.
- c. Mobile Food Vendors shall not be located within 75 feet from the main entrance of any restaurant during business hours.
- d. When the proposed sales location is within 200 feet of a dwelling, no vendor may operate for more than nine consecutive hours daily or outside of the time period of 8:00 a.m. to 9:00 p.m. When the proposed sales location is not within 200 feet of a dwelling the hours of operation would be 7AM to 10PM.
- e. Mobile vending units shall be located at least ten feet away from the nearest building, provided that a mobile vending unit may be located closer than ten feet to a building if the location has been approved in advance by the Elon Fire Marshal.
- f. Vendors shall only serve walk-up customers, not customers in a motor vehicle.
- g. Vendors shall not broadcast music or loud advertisements.

Section 17.32 Requirements for mobile food vendors within the Town of Elon.

- h. Vendors shall not provide customer seating.
 - i. No signage allowed except signage affixed to the mobile vending unit identifying the vendors and menu/price information.
 - j. Vendor must display the Town of Elon Permit in a prominent location on the unit.
 - k. Only one vendor may be located on any parcel at one time.
 - l. Vendors must provide for adequate waste collection from their customers and remove waste from the site daily without using public waste receptacles.
 - m. Vendors must operate in a safe, sanitary, and non-offensive manner. Complaints of unsafe conditions, excessive waste or noise (from patrons or machinery), or other disruptive conditions to neighboring owners or occupants will be investigated and may be the cause for revoked permits or denied permit renewal.
 - n. All vendors who obtain a special event permit under the Provisions of Chapter 16 are exempt from the provisions of Chapter 17, Article III of this code.
 - o. All vendors located within the right-of-way must obtain a special event permit under the provisions of Chapter 16, Article III of this code.
-

Section 17.33 Permit Requirements

Mobile food vendors must obtain a mobile food vendor permit to operate within the Town of Elon. The following information shall be provided with each application for a mobile food vendor permit:

1. Name of mobile food vendor;
2. Make, model, and license plate number of vending unit;
3. Owner's contact information;
4. Operator's contact information;
5. Type of vendor (street vending unit or sidewalk vending unit);
6. Copy of current approved permit from a county health department (except ice and ice cream vendors, which are not regulated by the health department);
7. List of operating locations and times (calendar);
8. Signatures from property owners indicating consent for the use of their property;
9. Signature indicating agreement to the listed requirements.

Section 17.34 Permit Review

Permit requests shall be submitted to the town planning department staff and shall be referred internally to the Fire Marshal and other departments for review prior to action. Once the internal review is complete and approved, the application shall be signed by planning department staff.

Section 17.35 Special and Multiple Vendor Events

This article and its requirements, rights, and privileges shall not apply in any respect to mobile food vendors at events regulated and permitted under Chapter 16, Article III of this Code.

Section 17.36 Permit fees and length of validity

The town board may establish, and from time to time amend, a fee amount for mobile food vendors permits.

This permit must be renewed annually based on the Town's fiscal year, which is July 1 to June 30.

Section 17.37 Maximum number of permits and permit denial

No more than one mobile food vendor permit shall be issued to a single applicant at any time. The town may refuse a permit if the town determines that issuing the permit will negatively impact traffic flow or will otherwise be detrimental to the general public health and safety. Mobile food vendors cannot deviate from their permitted location and time of service without prior authorization. The town may refuse a permit to anyone seeking a mobile food vendor permit if the entity has a poor record of conformance with permit requirements or violations of fire code or other laws. No permit shall be issued until the permit fee established by the schedule of fees has been paid in full. Any entity denied a permit may appeal in writing to the Town Manager within 30 days of an adverse decision. Mobile food vendor permits shall not be transferable.

Section 17.38 Penalties and remedies.

Operation of any mobile food vending unit in violation of this article shall result in the assessment of a civil penalty of \$100.00. Each day the violation exists constitutes a separate violation for which an additional civil penalty may be imposed. Any person, firm or corporation violating the provisions of this chapter shall be guilty of a Class 3 misdemeanor and punished as provided by G.S. 14-4 and shall be subject to a fine of \$50.00 and shall be further subject to the provisions of G.S. 160A-175.

Planning Staff Analysis

- This text amendment request coincides with an additional text amendment request from the planning staff, referenced as the “LMO Clean up Text Amendment.” Specifically, the “LMO Clean up Text Amendment will remove the regulations of food trucks from the LMO as the provisions of Section 4.6.4.A Food Trucks conflicts with Chapter 16- Parades and Special Events in the Code of Ordinances, and if amended, could potentially lead to “downzoning,” which is prohibited by North Carolina General Statutes.
- To avoid the possibility of downzoning, while clarifying language to regulate food trucks and push carts, the planning staff are proposing a complete rewrite of Chapter 17, Article 3, Food Push Cart Vendors in the Code of Ordinances.

Planning Staff Analysis

THIS TEXT
AMENDMENT
REQUEST ALSO
INCLUDES A
CHANGE TO THE
FEE SCHEDULE.

XI. Administrative Fees

Returned Check or Draft	\$35
Notary Fee	\$10
Black & White Copy	\$.10 per page
Color Copy	\$.25 per page
Peddler Permit Application (Ch 17)*	\$25
Panhandler Permit Application (Ch 17)*	\$50
Itinerant Merchant Permit Application (Ch 17)	\$100
Push Cart Mobile Food Vendors Permit Application (Ch 17)*	\$50-\$100
Background Check	\$25
Sidewalk Dining Application Fee	\$100
Moving Building Application Permit	\$50

Notes:

1. Applications for Peddler, Panhandler, Itinerant Merchant, and ~~Push Cart~~ Mobile Food Vendors permits require a background check, which has an additional fee.
2. Special event applications are due no less than 60 days before the event.
3. Applications received less than 60 days before the event but not less than 30 days before the event will be charged an expedited fee.
4. No special events applications will be accepted less than 30 days before an event date.

Planning Staff Recommendation

- Planning Staff recommends approval of the requested text amendment as the proposed text will create clear language regarding food trucks and push carts within the Town Limits.

Possible motions

- The Town of Elon Town Council can vote to either approve, approve with modification, or deny the proposed text amendment.

Questions



TOWN OF ELON

TOWN COUNCIL AGENDA REPORT

Item Type: 1st Reading of Criminal Ordinance

SUBJECT: Ordinance 26-942 Amendment to the Code of Ordinances Chapter 13

DATE: February 10, 2026

TOWN COUNCIL ACTION REQUESTED ON: 2026-02-23

HISTORY:

Over the course of implementing Chapter 13, Article 2, Public Nuisances of the Code of Ordinances, both the Code Enforcement and Planning Staff have noticed that the timeline to remedy public nuisance violations is shorter than the timeline to appeal violations. The proposed text changes include a few minor modifications to Sections 13.36 and 13.37 of the Code of Ordinances

FACTS AND ISSUES:

Petition TA-2025-04 is a request by the Town of Elon Planning Department staff to amend the Code of Ordinances Chapter 13, Article 2, Public Nuisance. The proposed changes are included in the attachments and will clarify language regarding who enforces Public Nuisances and align the timeline to remedy the violations with the Land Management Ordinance (LMO).

Planning Staff Recommendation: Planning Staff recommends approval of the requested text amendment as the proposed text will clarify language regarding enforcement and time to remedy public nuisance violations within the Town Limits.

OPTIONS:

1. This is the first reading; no action is required at this time.
 2. Mayor and Town Council defined option.
-

TOWN MANAGER RECOMMENDED ACTION:

Prepared By: Isabell Cooper, Planning

ATTACHMENTS:

ARTICLE_II._PUBLIC NUISANCES abatement Redline
TA-2025-04 Staff Report Public Nuisance - Town Council
Ordinance 26-942 Chapter 13 Nuisances_February 23 2026.pdf
Public Nuisance Code Enforcement Text Amendment.pdf

ARTICLE II. PUBLIC NUISANCES

Sec. 13.35. Conditions constituting public nuisance.

Every person or entity owning any parcel of land or vacant lot shall keep the premises free from any condition constituting a public nuisance under this article. The existence of any of the following conditions on any parcel or land or vacant lot within the corporate limits is declared to be dangerous and prejudicial to the public health or safety and to constitute a public nuisance:

- (a) The uncontrolled growth of noxious weeds or grass to a height in excess of eight inches causing or threatening to cause a hazard detrimental to the public health or safety except for ornamental grasses chosen for features like color and form, such as switch grass pampas grass, fountain grass, and bamboo, and with the following provisions:
 - (1) *Vacant lots.* Vacant lots one acre in size or greater or adjacent vacant lots with a combined acreage of one acre or greater shall have a buffer maintained 20 feet from any improved road surface and 20 feet from the side and rear lot lines of any adjacent property occupied by a dwelling or other structure. The buffer shall be maintained such that dense growth and noxious vegetation has the main stem or trunk less than one inch in thickness.
 - (2) Natural landscape areas and wooded lots shall be allowed under the following conditions:
 - a. Natural landscape areas and wooded lots shall be maintained and shall not harbor, create nor allow to exist any condition defined as a nuisance or determined by the code enforcement officer to be a condition which poses a health hazard for the general welfare of the public;
 - b. Natural landscape vegetation shall not overhang into the public right-of-way nor into adjoining properties; and
 - c. Natural landscape areas shall use borders to define the areas. Borders may consist of, but not be limited to, edging material, an edge of low plants, wood, timber, or stone or woodchips.
- (b) Any accumulation of rubbish, trash, or junk causing or threatening to cause a fire hazard or causing or threatening to cause the accumulation of stagnant water, or causing or threatening to cause the inhabitation therein of rats, mice, snakes, or vermin of any kind which is or may be dangerous or prejudicial to the public health.
- (c) Any accumulation of animal or vegetable matter that is offensive by virtue of odors or vapors or by the inhabitation therein of rats, mice, snakes, or vermin of any kind which is or may be dangerous or prejudicial to the public health.
- (d) The open storage of any abandoned refrigerator, stove, glass, building material, building rubbish, or similar items.
- (e) Garbage placed on any streets, sidewalks, or public or private properties except in containers from which solid waste will be collected by the contracted solid waste collector, or as otherwise provided in the article. Bags and unauthorized containers of garbage shall not be placed at the curb for pick-up; garbage or similar refuse will not be collected unless in a Town-issued container.
- (f) Any accumulation of trash and/or garbage which is the result of the absence of or overflowing of improperly closed or overfilled containers. Additional container(s) will be delivered to households by request; additional fees may apply.

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- (g) Any condition detrimental to the public health which violates the rules and regulations of the County Health Department.
 - (h) The existence of any of the following conditions in open space. (For the purposes of this section, "open spaces" are defined as areas of properties or portions thereof that are open to the exterior, including building openings of residential dwelling units, such as carports or porches, and any other exterior portions of properties ordinarily exposed to the outside and/or public view, including front, side and rear yards):
 - (1) Any litter consisting of man-made and used materials which is scattered, cast, thrown, blown, placed, swept, or deposited anywhere on a persistent, continuous or ongoing basis so as to accumulate on any property in open places. The owner and occupant of any dwelling unit shall exercise reasonable diligence to keep exterior premises clean of litter, including glass, bottles, waste paper, wrapping paper, paper napkins, cartons, package containers, and other used or waste materials, intentionally or unintentionally scattered, discarded, thrown or haphazardly left on such premises on a continuous, ongoing or persistent basis, and to prevent same from drifting or blowing to adjoining premises by removing such waste or ensuring that same is placed in approved refuse containers and/or locations for collection by the Town.
 - (2) Any worn-out, deteriorated or abandoned household or office furniture, appliances or other similar products of any kind which are kept in open spaces.
 - (3) Any junk, waste materials, unusable building materials, trash, garbage, barrels, cans, papers, bricks or brickbats and other litter, refuse, rubbish or combustible materials which is scattered, cast, placed, or deposited in a yard or yards, so as to constitute an accumulation or concentration in an open area.
 - (4) The presence, accumulation, storage, or placement of any indoor furniture situated on porches and in yards. (e.g., couches, recliners, etc.)
 - (5) The presence, accumulation, storage, or placement of junk, including but not limited to, deteriorated, unusable or inoperative furniture appliances, machinery, equipment, building materials, and automobile parts, tires, or any man-made items which are either in whole, or in part, wrecked, junked, disused, worn out, dismantled or inoperative.
 - (6) Accumulation of hazardous or toxic materials or chemicals.

(2018 recodification; Ord. No. 19-778; Ord. No. 19-795, § 1, 9-17-2019; Ord. No. 21-837, § 3, 9-14-2021)

Sec. 13.36. Enforcement of article.

- (a) *Enforcement.* Enforcement of this article shall be under the supervision of the duly authorized Town official.
- (b) A duly designated Town official or the official's designee shall have the right to enter at any reasonable time and upon reasonable notice any premises for the purpose of making inspections or investigations or enforcement as required by this article.
- (c) *Investigation of conditions.* The Town Manager **or designee**, upon notice from any person of the possible existence of any of the conditions described in section 13.35 shall cause to be made by the duly authorized Town official such investigation as may be necessary to determine whether conditions exist which may constitute a public nuisance as declared in section 13.35.
- (d) *Obstructing enforcement prohibited.* It shall be unlawful for any person to hinder, obstruct, or delay a duly authorized Town official or the official's designee in the lawful discharge of their duties.

(e) The penalty for violation of this article, in addition to the provisions of section 13.41, and unless otherwise provided for, shall be as listed below. Any civil penalty that has not been paid when delinquent notice was sent shall carry an additional late payment fee of \$25.00.

- (1) First offense when violation has been abated within ~~five~~ **ten** calendar days: Warning.
- (2) First offense when violation has not been abated within ~~five~~ **ten** calendar days: \$100.00.
- (3) Second offense: \$250.00.
- (4) Third offense: \$500.00.

(1975 Code, Ch. J, Art. I, Secs. 2, 3; 2018 recodification; Ord. No. 19-795, § 2, 9-17-2019; Ord. No. 20-825, § 1, 10-13-2020; Ord. No. 21-837, § 3, 9-14-2021; Ord. No. 22-844, § 7, 3-15-2022)

Sec. 13.37. Abatement, notice and right of appeal.

- (a) *Notice of violation to owner.* When it appears that conditions constituting a public nuisance as declared in section 13.35 exist, the duly authorized Town official shall cause to be delivered or mailed to the owner of the property upon which the conditions exist a notice of violation stating that conditions on the property constitute a violation, identifying the reasons therefore, and directing the owner or persons in possession of the property to abate the unlawful conditions within ~~seven~~ **ten** days of the date of notice. Additionally, the Town official may leave a written notice at the location where the apparent violation has been observed and may also mail a notice to the address of the apparent violation, if such address differs from the owner's address of record. Once the violation has been confirmed, a sign may be placed on the property where the violation has occurred, identifying the violation.
- (b) *Method of notice.* Notice shall be sent by certified mail, return receipt requested, to the owner as listed on the county tax record. If any such lot is owned by more than one person, the notice may be mailed to any person having any estate or interest in the lot, and such service shall be deemed sufficient compliance with this section. If any such lot is owned by a corporation, the notice may be mailed to local officer or agent of the corporation. If said notice is not accepted or received by the owner as provided herein, the posting of "notice of violation" on said property shall constitute notice.
- (c) *Effect of defect in notice.* Any defect in the method of giving the notice of violation, or in the form thereof, or the giving of such notice to an improper person, shall not prevent the Town, in any case where the work of abatement of any nuisance from any lot is actually done by the Town, from collecting the cost thereof from the owner, nor shall it affect the validity of the lien on the lot for such cost.
- (d) *Appeal.* Within the ten-day period mentioned in section 13-37(a), the owner of the property where the nuisance exists may appeal the findings of the designated Town official to the Town Manager by giving written notice of appeal to the official who served the notice. An appeal stays the abatement of the nuisances until a final determination by the manager.

(2018 recodification; Ord. No. 21-837, § 3, 9-14-2021)

Sec. 13.38. Action to abate.

- (a) *Owner's request to Town.* Any person who has been ordered to abate a public nuisance may within the time allowed by this section request the Town in writing to remove the condition, the cost of which shall be paid by the person making the request.
- (b) *Abatement by Town.* If the owner, having been ordered to abate a public nuisance, fails, neglects, or refuses to abate or remove the condition constituting the public nuisance within ten days from the date of the notice

of violation and if there has been no appeal, the designated Town official, the official's designee or an authorized contractor may enter upon the premises for the purpose of abating the nuisance and may summarily remove, abate, or remedy any condition in the Town limits that is a prohibited nuisance under section 13.35.

(c) *Charges.* The property will be charged the cost of clean-up and a \$100 administrative fee.

(2018 recodification; Ord. No. 19-795, § 2, 9-17-2019; Ord. No. 21-837, § 3, 9-14-2021)

Sec. 13.39. Costs, lien.

(a) The actual cost incurred by the Town in removing or otherwise remedying a public nuisance shall be charged to the owner of the lot or parcel of land, and it shall be the duty of the Tax Collector or his or her designee to mail a statement of these charges to the owner or other person in possession of the premises with instructions that the charges are due and payable within 30 days from the date of the statement.

(b) In the event charges for the removal or abatement of a public nuisance are not paid within 30 days of the date of a statement of charges, the charges shall become a lien upon the land or premises where the public nuisance existed and shall be collected as unpaid taxes, as provided in G.S. 160A-193.

(Ord. No. 20-825, § 1, 10-13-2020; Ord. No. 21-837, § 3, 9-14-2021)

Sec. 13.40. Chronic violators.

As provided by G.S. 160A-200.1, the Town may notify a chronic violator of this article that, if the violator's property is found to be in violation of the article, the Town shall, without further notice in the calendar year in which notice is given, take action to remedy the violation. The property owner shall be charged the cost of clean-up by the Town or the Town's contractor, a \$100 administrative fee, plus an automatic \$250 fine for each subsequent violation. The expense of the action shall become a lien upon the property and shall be collected as unpaid taxes. The notice shall be sent by certified mail. When service is attempted by certified mail, a copy of the notice may also be sent by regular mail. Service shall be deemed sufficient if the certified mail is unclaimed or refused, but the regular mail is not returned by the post office within ten days after the mailing. If service by regular mail is used, a copy of the notice shall be posted in a conspicuous place on the premises affected.

For purposes of this section, "chronic violator" shall be as defined in G.S. 160A-200.1 or subsequently amended as a person who owns property whereupon, in the previous calendar year, the Town gave notice of violation at least three times under any provision of this chapter.

(2018 recodification; Ord. No. 20-825, § 1, 10-13-2020; Ord. No. 21-837, § 3, 9-14-2021)

State law reference(s)—Annual notice to chronic violators of public nuisance or overgrown vegetation ordinance, G.S. 160A-200.1.

Sec. 13.41. Other remedies not precluded.

The abatement of any nuisance in accordance with the procedure prescribed by this chapter shall not prevent the Town from proceeding in a criminal action against any person violating the provisions of this chapter. In such case, violators shall be guilty of a misdemeanor punishable by a fine of \$50 or imprisonment for not more than 20 days. Violations of this chapter may also be subject to abatement summarily by appropriate injunction issued by a court of competent jurisdiction in accordance with the provisions of G.S. 160A-175.

(2018 recodification; Ord. No. 21-837, § 3, 9-14-2021)

Secs. 13.42—13.44. Reserved.

**Code of Ordinances
Text Amendment TA-2025-04
Public Nuisance Text Amendment**

EXPLANATION OF THE REQUEST

Petition TA-2025-04 is a request by the Town of Elon Planning Department staff to amend the Code of Ordinances Chapter 13, Article 2, *Public Nuisance*.

REQUESTED ORDINANCE CHANGES

Over the course of implementing Chapter 13, Article 2, Public Nuisances of the Code of Ordinances, both the Code Enforcement and Planning Staff have noticed that the timeline to remedy public nuisance violations is shorter than the timeline to appeal violations in writing to the Town Manager. The proposed text changes are included below in red (the same language is included in the attachments) and will clarify language regarding who enforces Public Nuisances and align the timeline to remedy the violations with the Land Management Ordinance (LMO).

Section 13.36 Enforcement of Article

(c) Investigation of conditions. The Town Manager **or designee**, upon notice from any person of the possible existence of any of the conditions described in section 13.35 shall cause to be made by the duly authorized Town official such investigation as may be necessary to determine whether conditions exist which may constitute a public nuisance as declared in section 13.35.

(e) The penalty for violation of this article, in addition to the provisions of section 13.41, and unless otherwise provided for, shall be as listed below. Any civil penalty that has not been paid when delinquent notice was sent shall carry an additional late payment fee of \$25.00.

- (1) First offense when violation has been abated within **five ten** calendar days: Warning.
- (2) First offense when violation has not been abated within **five ten** calendar days: \$100.00.
- (3) Second offense: \$250.00.
- (4) Third offense: \$500.00.

Section 13.37 Abatement, notice, and right of appeal.

- (a) *Notice of violation to owner.* When it appears that conditions constituting a public nuisance as declared in section 13.35 exist, the duly authorized Town official shall cause to be delivered or mailed to the owner of the property upon which the conditions exist a notice of violation stating that conditions on the property constitute a violation, identifying the reasons therefore, and directing the owner or persons in possession of the property to abate the unlawful conditions within **seven ten** days of the date of notice. Additionally, the Town official may leave a written notice at the location where the apparent violation has been observed and may also mail a notice to the address of the apparent violation, if such address differs from the owner's address of record. Once the violation has been confirmed, a sign may be placed on the property where the violation has occurred, identifying the violation.

PLANNING STAFF ANALYSIS

The planning staff is proposing the above changes to Chapter 13, Article 2, Public Nuisances. These changes include clarifying language regarding who enforces Public Nuisances and aligning the timeline to remedy the violations with the Land Management Ordinance (LMO).

PLANNING STAFF RECOMMENDATION

Planning Staff recommends approval of the requested text amendment as the proposed text will clarify language regarding enforcement and time to remedy public nuisance violations within the Town Limits.

Submitted by: Isabell Cooper, Planner

Attachments:

Red Line Proposed Text Public Nuisance Ordinance



ORDINANCE TO AMEND THE TOWN OF ELON CODE OF ORDINANCES CHAPTER 13

Whereas, the Town Council adopted Ordinance #18-760 on July 10, 2018; and

Whereas, such Ordinance adopted a recodified Code of Ordinances for the Town, effective August 14, 2018; and

Whereas, the Town staff has reviewed the recodified Code of Ordinances for purposes of implementation and consistency before submission to the codification service; and

Whereas, the Town staff identified changes and corrections related to content that need to be made to the text repealed and adopted August 14, 2018; and

Whereas, the Town of Elon Code of Ordinances contains sections that require updating to be in compliance with current practice and North Carolina General Statutes; and

Whereas, the Town of Elon Charter section 2.7 and Town of Elon Code of Ordinances Section 1.4 establish uniform procedures for amending the text of the Ordinance.

NOW, THEREFORE BE IT ORDAINED by the Town Council of the Town of Elon, North Carolina that:

Section 1. Chapter 13 - Nuisances, Article II - Public Nuisances, Section 13.36 -Enforcement of Article is amended by adding or designee to subsection (c) which reads “Investigation of conditions. The Town Manager or designee, upon notice from any person of the possible existence of any of the conditions described in section 13.35 shall cause to be made by the duly authorized Town official such investigation as may be necessary to determine whether conditions exist which may constitute a public nuisance as declared in section 13.35.”

Section 2. Chapter 13 - Nuisances, Article II - Public Nuisances, Section 13.36- Enforcement of Article is amended by removing five from subsection (e) number (1) and replacing that text with ten which reads “First offense when violation has been abated within ten calendar days: Warning.”

Section 3. Chapter 13 - Nuisances, Article II - Public Nuisances, Section 13.36- Enforcement of Article is amended by removing five from subsection (e) number (2) and replacing that text with ten which reads “First offense when violation has not been abated within ten calendar days: \$100.00.”

Section 4. Chapter 13 - Nuisances, Article II - Public Nuisances, Section 13.37- Abatement, notice and right of appeal is amended by removing seven from subsection (a) and replacing that text with ten, Chapter which reads “Notice of violation to owner. When it appears that conditions constituting a public nuisance as declared in section 13.35 exist, the duly authorized Town official shall cause to be delivered or mailed to the owner of the property upon which the conditions exist a notice of

violation stating that conditions on the property constitute a violation, identifying the reasons therefore, and directing the owner or persons in possession of the property to abate the unlawful conditions within ten days of the date of notice. Additionally, the Town official may leave a written notice at the location where the apparent violation has been observed and may also mail a notice to the address of the apparent violation, if such address differs from the owner's address of record. Once the violation has been confirmed, a sign may be placed on the property where the violation has occurred, identifying the violation.”

Section 5. That the changes and revisions referenced herein are hereby incorporated into the recodified Town of Elon Code of Ordinances.

Section 6. That revision of an editorial nature by staff or the authorized codification service relating to capitalization, grammar, numbering of sections and subsections, cross references, and similar edits unrelated to content, implementation or legality are authorized without further action by the Town Council.

Section 7. That all ordinances or parts of ordinances inconsistent or in conflict with this ordinance are hereby repealed.

Section 8. That this ordinance shall take effect upon passage.

Signed this 23rd day of February 2026.

Emily Sharpe, Mayor

ATTEST: _____
Kathleen Patterson, Town Clerk

Public
Nuisance Code
of Ordinances
Text
Amendment

TA-2025-04



Explanation of the Request

- Petition TA-2025-04 is a request by the Town of Elon Planning Department staff to amend the Code of Ordinances Chapter 13, Article 2, Public Nuisance.

Requested Ordinance Changes

Section 13.36 Enforcement of Article

(c) Investigation of conditions. The Town Manager **or designee**, upon notice from any person of the possible existence of any of the conditions described in section 13.35 shall cause to be made by the duly authorized Town official such investigation as may be necessary to determine whether conditions exist which may constitute a public nuisance as declared in section 13.35.

(e) The penalty for violation of this article, in addition to the provisions of section 13.41, and unless otherwise provided for, shall be as listed below. Any civil penalty that has not been paid when delinquent notice was sent shall carry an additional late payment fee of \$25.00.

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Requested Ordinance Changes

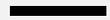
Section 13.37 Abatement, notice, and right of appeal.

(a) Notice of violation to owner. When it appears that conditions constituting a public nuisance as declared in section 13.35 exist, the duly authorized Town official shall cause to be delivered or mailed to the owner of the property upon which the conditions exist a notice of violation stating that conditions on the property constitute a violation, identifying the reasons therefore, and directing the owner or persons in possession of the property to abate the unlawful conditions within ~~seven~~ **ten days** of the date of notice. Additionally, the Town official may leave a written notice at the location where the apparent violation has been observed and may also mail a notice to the address of the apparent violation, if such address differs from the owner's address of record. Once the violation has been confirmed, a sign may be placed on the property where the violation has occurred, identifying the violation.

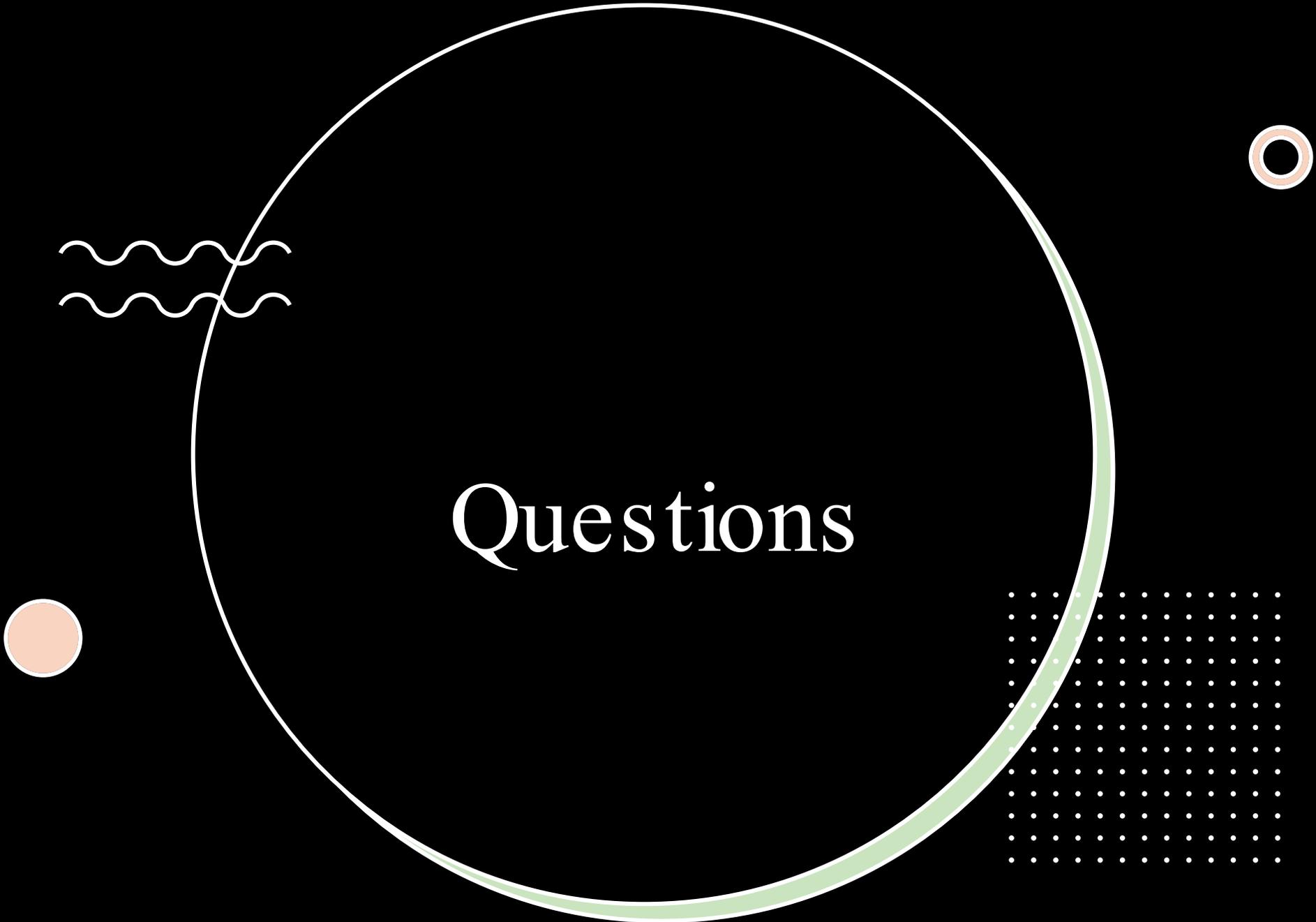
Planning Staff Analysis and Recommendation

- The planning staff is proposing the above changes to Chapter 13, Article 2, Public Nuisances. These changes include clarifying language regarding who enforces Public Nuisances and aligning the timeline to remedy the violations with the Land Management Ordinance (LMO).
- Planning Staff recommends approval of the requested text amendment as the proposed text will clarify language regarding enforcement and time to remedy public nuisance violations within the Town Limits.

Recommended Motions



The Town of Elon Town Council can vote to either approve, approve with modifications, or deny the Code Enforcement text amendment request.



Questions

TOWN OF ELON TOWN COUNCIL AGENDA REPORT

Item Type: Approval

SUBJECT: Comprehensive Plan Consultant
Recommendation

DATE: February 10, 2026

TOWN COUNCIL ACTION REQUESTED ON: 2026-02-10

HISTORY:

Funds were allocated in the FY 26 budget for an update to the Envision Elon 2040 Comprehensive Plan. On September 16, 2025, staff released a Request for Proposal (RFP) for the comprehensive plan update and 11 proposals were submitted prior to the October 17, 2025 deadline. Staff reviewed the proposals and scored them based on the criteria listed in the RFP. I have attached a summary of the proposals and the scoring data for those 11 firms. The planning staff then decided to interview the 5 highest scoring firms. Based off of those interviews, two firms - Benchmark and LOI, were then selected to provide a follow-up PowerPoint presentation to the planning staff members and Jill Weston, Downtown Director. I have attached those presentations to this agenda item along with the RFP submittals from both of those firms.

FACTS AND ISSUES:

Both Benchmark and LOI have very robust public engagement efforts and they both have offices in NC (Benchmark - Charlotte and LOI - Durham). Benchmark drafted the town's Downtown Master Plan and is very familiar with Elon; however, they do not have experience in other college towns. LOI drafted comprehensive plans for Boone and Davidson, NC along with several other college towns. Benchmark's proposal includes a fee of \$97,500 and LOI's fee is \$75,000.

Both firms excelled in their first round of interview questions where they were asked the same 5 questions. When both firms presented their PowerPoint presentations in the second round of interviews, it was a unanimous decision among staff that LOI was the frontrunner. Their entire panel was very engaged and enthusiastic throughout the presentation. In addition to working throughout NC, they have also worked in several states around the country. They stated that their experience in other communities have allowed them to be "pollinators," utilizing great ideas from other communities and states and bringing them back to NC. They also have a strong focus on underrepresented communities as part of their engagement plan.

Based on the RFP proposal and both presentations, staff recommends that the contract for the update to Comprehensive Plan be awarded to LOI.

OPTIONS:

1. Select LOI as the consulting firm chosen to update the town's comprehensive plan.
 2. Council defined option.
-

TOWN MANAGER RECOMMENDED ACTION:

Prepared By: Lori Oakley , Planning

ATTACHMENTS:

Elon Comprehensive Land Use Plan_Benchmark_Proposal.pdf

RFP-Response-LOI-Elon.pdf

Consultant Comparisons Elon.pdf

Benchmark Presentation.pdf

LOI Presentation.pdf



COMPREHENSIVE LAND USE PLAN TOWN OF ELON, NC

Submitted by:

BENCHMARK

400 Clarice Ave Suite 130

Charlotte, NC 28204

704.933.5990 | 800.650.3925

www.benchmarkplanning.com

“

We listen to your community's concerns and ideas to create places worth celebrating.

”

BENCHMARK



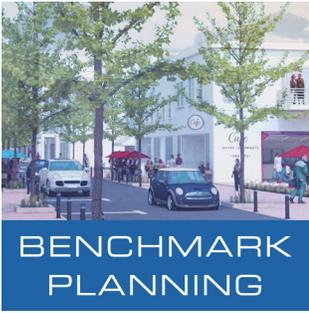
New Neighborhood Masterplanning



Downtown Revitalization & Activation



Complex Development Masterplanning



October 17, 2025

Town of Elon, North Carolina
ATTN: Lori Oakley, Planning Director
104 S. Williamson Avenue
Elon, North Carolina 27244

RE: Comprehensive Land Use Plan

Dear Mrs. Oakley,

On behalf of Benchmark, I would like to thank you for the opportunity to submit our firm's qualifications to assist the Town of Elon with the development of a Comprehensive Land Use Plan. For over 40 years, Benchmark has worked with local governments to develop meaningful, action oriented, and community-driven plans. Our team is comprised of planning, economic development, transportation, and urban design professionals who are passionate about their work, and commit the full depth of their experience to each of the projects that we work on.

As our qualifications demonstrate, the team members assigned to this project possess a diverse array of experience working on similar projects in communities across the country, and significant experience working with communities in North Carolina. Our client communities have ranged in population from 100,000+ to less than 10,000, which includes recent experience working with the Town of Elon on the Downtown Master Plan and illustrations for the Land Management Ordinance.

Additionally, we understand the unique challenges and opportunities college towns face with growth and development, while also desiring to maintain their character. Specifically, one of our team members, Kris Krider, AICP, was the former planning director for the Town of Davidson during the Town's transformative years. He has significant experience helping facilitate high quality development in a small college town setting.

We are honored to submit our statement of qualifications and look forward to the opportunity of helping the Town of Elon craft a tailored vision and strategies for future growth. If you have any questions, or need additional information that is not covered in our submittal, please contact me by telephone at 704.305.4381 or by email at jepley@benchmarkplanning.com.

Respectfully,


Jason M. Epley, AICP
President & CEO

A. PROJECT OVERVIEW

COMPANY INFORMATION:

Benchmark CMR, Inc.
(d.b.a.) Benchmark Planning
400 Clarice Ave, Suite 130
Charlotte, NC 28204-2768
704-933-5990
admin@benchmarkplanning.com
www.benchmarkplanning.com

STAFF ASSIGNED:

Jason Epley, AICP
Vagn Hansen, AICP
Dylan McKnight, AICP
Bridget Callea, AICP
Kris Krider, AICP
Dan Douglas

COMPANY ESTABLISHED:

North Carolina - 1982

COMPANY INCORPORATED:

North Carolina - 1989

TYPE OF CORPORATION:

S - Corporation

TOTAL STAFF:

Nine Employees

AUTHORIZED NEGOTIATOR:

Jason M. Epley, AICP
President & CEO
Benchmark Planning
400 Clarice Ave, Ste. 130
Charlotte, NC 28204-2768
704-933-5990 | (m) 704-305-4381
jepley@benchmarkplanning.com

1. GENERAL INFORMATION

Over the last 40 years, Benchmark has worked in well over 400 communities across the country preparing a wide variety of urban planning and design projects. Our experience in other areas of the planning field helps us to formulate a well rounded approach to each project that we work on.

COMPREHENSIVE PLANNING

Preparing comprehensive plans and land use plans for municipal and county governments is a core component of Benchmark's practice. Since the company's inception, Benchmark has worked closely with local governments to prepare plans that address our client communities' unique growth and development challenges. Our client base spans a wide range of community types, ranging from small rural communities with several thousand residents to regional organizations spanning multiple counties with hundreds of thousands of residents.

Our team has prepared plans that range from small area plans for revitalizing urban neighborhoods, to city or county comprehensive plans, to regional plans to address land use compatibility conflicts around military installations. Our planning efforts are focused on achieving our clients' goals through the development of sound strategic land use guidance that is based on our significant experience and understanding of best practices in the field.

GROWTH MANAGEMENT

Benchmark's team has developed practical plans and strategies to both manage and direct growth to maximize the benefits of infrastructure investments. We achieve this through complex development capacity and cost/benefit analyses that allow a community to measure their capacity for growth and its potential impacts. We use the results of these analyses to prepare strategies and policy recommendations that help your community realize the preferred growth scenario and maximize the benefits that it realizes from new growth.

URBAN DESIGN AND PLACEMAKING

Our interdisciplinary urban design team helps communities prepare practical design concepts and standards based on the unique typologies and character (e.g. downtown centers, commercial corridors, neighborhood infill sites) of project focus areas. Our urban designers identify design solutions and strategies that are based on their practical experience with implementation and best practices that our team has learned through many years of national and international practice in the field.

DOWNTOWN PLANNING

Downtown planning is a major component of our firm's work. In addition to incorporating elements of downtown planning into larger projects, such as comprehensive plans, our team has developed dozens of downtown master plans, strategic plans, streetscape plans, parking studies/garage locations, redevelopment plans, design guidelines, market studies, and other special projects focused on historic town centers. In addition, our project managers have significant experience setting up and running downtown development and related organizations.

PUBLIC OUTREACH AND ENGAGEMENT

Our team members facilitate successful public involvement and consensus building through stakeholder interviews, charrettes, pop-up events, focus group meetings and workshops. We leverage the power of technology to support our public engagement activities and facilitate ongoing engagement throughout the planning process, which includes the use of interactive online engagement and real-time digital polling during public meetings.

GIS MAPPING AND ANALYSIS

Our team of GIS analysts and cartographers focus on using the significant power of digital mapping to both produce complex analyses of issues in our client communities and prepare digital mapping products that clearly convey complex ideas in a straightforward and easily understandable manner.

ECONOMIC DEVELOPMENT

Benchmark has extensive experience assisting local governments with strategic economic development planning, market analysis, and implementation projects. Recent experience includes preparing a working lands study for the Central Midlands Council of Governments in Columbia, SC, brownfields redevelopment projects in Chapel Hill, NC and Greenwood, SC, and a national award winning Innovation District Plan for Portsmouth, VA. Benchmark also works with private entities on economic development planning, including work with the Multi-State Environmental Response Trust on the redevelopment of a former Kerr-McGee industrial site in Navassa, NC, and developing a statewide inventory and GIS database of potential rail-served industrial sites for the North Carolina Railroad Company.

DEVELOPMENT REGULATIONS

Benchmark's team of planning professionals has a wealth of experience in both writing and administering a wide variety of development ordinances, including standalone zoning and subdivision regulations, unified development ordinances, and specialized ordinances dealing with design regulation and similar matters. Our team regularly advises both local governments and private developers on regulatory matters, keeping our team grounded in the practical realities of development practices. This in turn helps to inform and improve the effectiveness of the ordinances that we author.

TRANSPORTATION PLANNING

Our planners understand the critical linkages between transportation and land use, and we strive to seek innovative solutions to our clients' transportation needs. Whether it is identifying new highway corridors to spur economic development, re-imagining a downtown streetscape, or planning routes for a greenway system, our team brings a wealth of experience in solving complex transportation issues. In North Carolina, Benchmark is an NCDOT prequalified consultant for a variety of Transportation Planning tasks and projects, and we have worked with a variety of other state DOT agencies as well.

SUSTAINABILITY

The Benchmark team is committed to sustainable development practices, and we regularly incorporate these principles into our plans and studies. Our planners have worked on projects that promote sustainable growth coupled with habitat protection for endangered species, coastal resource protection, and the conservation of working lands across the country. Beyond environmental sustainability, our team strives to provide our client communities with development strategies and policy guidance that foster growth patterns that limit the impact on finite community resources (school and transportation capacity, public safety services, utilities, etc.), while allowing growth to continue in an orderly and rational manner that is responsive to market demands.

2. PROJECT UNDERSTANDING

It is our understanding that the Town desires an experienced planning consultant to work closely with town staff and a steering committee to prepare a forward looking update to the 2019 Comprehensive Land Use Plan. The plan, which will have a horizon of 20 - 25 years and will address existing and anticipated growth in a way that preserves community character, reduces sprawl, maximizes existing infrastructure, enhances multimodal opportunities, considers environmental impacts, and improves quality of life. Specifically, it will include an inventory and analysis of demographics and land use, economic development, transportation, parks and recreation, natural environment, housing, and community character. It is also our understanding that public participation will be an integral part of the plan's development, primarily through website outreach, social media, electronic surveys, and public meetings. Benchmark has recent experience working in Elon and has a firm understanding of the current development trends, challenges, and opportunities to hit the ground running with the process of developing the plan update. We will leverage this understand to help the Town craft a realistic and achievable plan for the next 20 years.

B. QUALIFICATIONS

1. PERSONNEL QUALIFICATIONS

The project team was chosen based on their unique skills and extensive experience working with similar communities. Benchmark's President, Jason Epley, AICP will be the project manager and overall project lead responsible for the completion of the project on-time and on-budget. Benchmark's Director of Planning, Vagn Hansen, AICP, has over 22 years of national and Carolinas experience and will lead Planning and Policy tasks. Our Director of Urban Design, Dylan McKnight, AICP, brings more than 13 years of experience and will lead land use, design, focus area planning, and visualization tasks. Dylan brings additional expertise in transit, transportation, multimodal mobility planning and design charrette facilitation.

Other staff assigned to this project include Bridget Callea, AICP, Dan Douglas, and Kris Krider, AICP. Bridget Callea, AICP is an experienced planning analyst and public engagement facilitator. She will provide assistance with all project tasks including background research, GIS Mapping, community engagement, policy recommendations and graphic production. Dan Douglas will assist with meeting facilitation, economic development, and any updates that may be related to the recent Downtown Master Plan. Kris Krider will leverage his experience as the planning director in the college town of Davidson, NC during its transformative years.



Jason Epley, AICP
Project Manager

- 30 years experience
- 18 years with Benchmark
- All Project Tasks



Vagn Hansen, AICP
Planning/Policy Lead

- 22 years experience
- Development & Land Use
- All Project Tasks



Dylan McKnight, AICP
Design/Mobility Lead

- 13 years experience
- Focus Area/Transportation
- All Project Tasks



Dan Douglas

- 30 years experience
- Economic Development
- Downtown Development



Bridget Callea, AICP

- 9 years experience
- Market study, engagement, background research



Kris Krider, AICP

- 35 years experience
- Town / Gown Strategies
- Former Davidson Planning Dir.



JASON M. EPLEY AICP

President & CEO | Benchmark

Mr. Epley brings 30 years of national experience in the planning profession to Benchmark’s consulting team. Currently the President of Benchmark CMR, Inc., Jason’s past positions have included working with municipal, county, regional and state government planning programs throughout North Carolina. He specializes in land use and comprehensive planning, economic development, urban design, public involvement, and meeting facilitation. Jason brings additional expertise and experience with downtown development and design, and currently serves in the role of Executive Director of the **North Carolina Downtown Development Association**. He has a wealth of experience helping communities develop meaningful plans and sound implementation strategies with project experience in well over 150 communities across the country.

Education

Master of City and Regional Planning, Clemson University
BA Geography, University of North Carolina - Greensboro

Professional Certifications/Affiliations

Member, American Institute of Certified Planners
Member, American Planning Association
Member, National Society of Certified Public Managers
Member, National Trust for Historic Preservation

Other Professional Associations

Executive Director, NC Downtown Development Association

Relevant Experience

Comprehensive Plan
Blowing Rock, NC

Comprehensive Plan
Bermuda Run, NC

Comprehensive Plan
Jamestown, NC

Comprehensive Plan
Mount Airy, NC

Comprehensive Plan
Aiken, SC

Comprehensive Plan
Chapin, SC

Comprehensive Plan
Colleton County, SC

Comprehensive Plan
Lancaster County, SC

Comprehensive Plan
Covington, VA

Comprehensive Plan
Bridgeport, WV

Multi-Jurisdictional Land Use Plan
Lee County / Sanford, NC

Land Use Plan
Rowan County, NC

Downtown Master Plan
Elon, NC

Downtown Master Plan
Concord, NC

Standard Hourly Rate	Anticipated Availability
\$165.00	35%



VAGN K. HANSEN II AICP

Director of Planning | Benchmark

Mr. Hansen brings 22 years of experience in the planning profession to the consulting team. He has professional experience as a local government planner with both large and small municipalities, as a consultant for the NC Department of Commerce, and has been in private practice for the last 16 years. Mr. Hansen specializes in comprehensive planning, military land use compatibility planning, land use regulations, and geographic information systems (GIS).

A primary focus of his practice is performing complex spatial analyses to help local governments make informed decisions on land use, infrastructure, and related growth management policies. In addition to his consulting practice, Mr. Hansen has supervised municipal planning and zoning administration services for several of Benchmark's client communities in North Carolina and South Carolina over the years, including the municipalities of Aiken, Harrisburg, Mount Pleasant, Midway, and Wesley Chapel.

Education

MA Applied Geography, University of North Carolina - Greensboro
 BA Geography, University of North Carolina - Wilmington

Professional Certifications / Affiliations

Member, American Institute of Certified Planners
 Member, American Planning Association

Other Professional Associations

Executive Director, Ft. Bragg Regional Land Use Advisory Commission
 Advisor, Elizabeth Community Association Land Use Committee

Relevant Experience

Comprehensive Plan
 Jamestown, NC

Comprehensive Plan
 Archdale, NC

Comprehensive Plan
 Blowing Rock, NC

Comprehensive Plan
 Waxhaw, NC

Comprehensive Plan
 Wesley Chapel, NC

Comprehensive Plan
 Aiken, SC

Comprehensive Plan
 Shepherdstown, WV

Comprehensive Plan
 Gatesville, TX

Neighborhood Plan
 Cape Girardeau, MO

Growth Analysis,
 Henderson County, NC

Comprehensive Plan
 Cleveland County, NC

Land Use Plan
 Sanford / Lee County, NC

Comprehensive Plan (Joint)
 Roxboro / Person County, NC

Land Use Plan
 Lumberton, NC

Standard Hourly Rate	Anticipated Availability
\$140.00	35%



DYLAN MCKNIGHT AICP

Director of Urban Design | Benchmark

Mr. McKnight is a multi-talented urban designer and planner with more than 12 years of experience in the public and private sectors. As the Director of Urban Design for Benchmark, Dylan leads a wide range of urban planning and design projects, ensuring Benchmark incorporates best practices in the field of Urban Design. Prior to joining the Benchmark Team, Dylan was the lead urban designer and planner for the international engineering firm Stantec and, most recently, for Bolton & Menk, who specializes in engineering, planning, and design across the Midwest and Southeastern United States. In the public sector, Dylan has experience managing complex transit and mobility projects for the Charlotte Area Transit System, including LYNX Silver Line station-area planning. In addition, Dylan gained significant urban development experience working with the Charlotte Center City Partners, a non-profit downtown advocacy group serving Uptown Charlotte. Dylan's multi-sector experience in urban design, planning, transit, and mobility planning allows him to balance the vision and reality of transformative projects, while his background in both the public and private sectors helps him understand the perspectives of stakeholders and clients to ensure plans are achievable. Dylan's passion for creating great places is evident in all of his projects. He utilizes a human-centered design process, coupled with the fundamentals of planning and design, to promote places that put people first.

Education

MA Community Planning, University of North Carolina - Charlotte
 MA Urban Design, University of North Carolina - Charlotte
 BS Botany/Plant Biology, North Carolina State University

Professional Certifications / Affiliations

Member, American Institute of Certified Planners
 Member, American Planning Association

Standard Hourly Rate	Anticipated Availability
\$135.00	40%

Relevant Experience

Comprehensive & Downtown Plan
 Matthews, NC

Comprehensive & Downtown Plan
 Hendersonville, NC

Land Use and Transportation
 Master Plan
 Garner, NC

South Greensboro Area Plan
 Greensboro, NC

Comprehensive Plan
 North Myrtle Beach, SC

Comprehensive Plan
 North Augusta, SC

Comprehensive Transportation Plan
 Charleston, SC

Sumter-Florence Rail Trail Feasibility
 Sumter & Florence Counties, SC

Swamp Rabbit Trail Extension Plan
 Greenville, SC

Comprehensive Plan
 Lebanon, TN

Strategic Master Plan
 Troutman, NC

Multimodal Transportation and
 Land Use Plan
 Mt. Juliet, TN

Birmingham City Center Plan
 Birmingham, AL

East Side Growth Strategy
 El Paso, TX



BRIDGET CALLEA AICP

Urban Planner | Benchmark

Ms. Callea joined Benchmark Planning in June of 2019. Prior to joining Benchmark, Ms. Callea was a planner with WGI, a national design firm in the public and private infrastructure markets. Ms. Callea holds a Master's degree in Urban and Regional Planning from Florida State University, where she received the APA-FL Chapter Outstanding Planning Student of the Year, and a Bachelor of Arts degree in Architectural Studies from Hobart & William Smith Colleges in Geneva, New York. Ms. Callea specializes in comprehensive planning, transportation planning, and urban design, assisting the Benchmark Planning team with meeting facilitation, background research, plan illustration, GIS mapping, and related project tasks. In addition, Ms. Callea leads the firm's technical research and data collection efforts, ensuring that the community engagement process in our client communities is supported by a firm foundation of background information and analysis. This foundation of information helps ensure that our plans are grounded in reality.

Education

MSP Urban & Regional Planning, Florida State University
 BA Architectural Studies, Hobart & William Smith Colleges

Certifications/Memberships:

Member, American Institute of Certified Planners
 Member, American Planning Association
 Member & Communications Chair, Regional and Intergovernmental Planning Division of APA
 Certified Charrette System, National Charrette Institute

Relevant Experience

Comprehensive Plan
 Archdale, NC

Comprehensive Plan
 Blowing Rock, NC

Comprehensive Plan
 Louisburg, NC

Comprehensive Plan
 Jamestown, NC

Comprehensive Plan
 Cedar Point, NC

Comprehensive Plan
 Wesley Chapel, NC

Comprehensive Plan
 Cleveland County, NC

Downtown Master Plan
 Elon, NC

Comprehensive Plan
 Seneca, SC

Comprehensive Plan
 Cherokee County, SC

Comprehensive Plan
 Lancaster, SC

Comprehensive Plan
 Pine Ridge, SC

Comprehensive Plan Update
 Ridgeland, SC

Comprehensive Plan
 Bridgeport, WV

Standard Hourly Rate	Anticipated Availability
\$110.00	40%



DANIEL T. DOUGLAS

Director of Downtown Development | Benchmark

Dan brings 30 years of national and international experience to our clients' projects, highlighted by his leadership in revitalizing downtown Raleigh in the 2000s, where he served as the founding director of Raleigh's Urban Design Center. While with the Urban Design Center, Dan led the city's strategic planning effort that leveraged over \$3.5 billion in downtown investment.

As Benchmark's Director of Downtown Development, Dan's practice is focused on center city development, downtown master planning, and urban redevelopment projects. He has led successful master plans, redevelopment plans, and feasibility studies for a number of communities with major universities in North Carolina, including Chapel Hill, Raleigh, and Elon, and strong tourism-based economies, including recent work in Myrtle Beach, SC, and Wilmington, NC. In addition to his work in growing urban areas, Dan has a commitment to helping small towns find ways to move forward with improving their downtowns, a passion he developed working with rural communities across South Carolina while completing his degrees in architecture and city and regional planning at Clemson University.

Dan is a sought after speaker on the topic of urban revitalization. He has been a guest on NPR's The State of Things. He has spoken at over 20 conferences – locally, nationally and internationally. In 2007, Dan won a prestigious Eisenhower Fellowship – spending 8 weeks traveling throughout Europe – studying sustainable economic development, the effects of the introduction of high speed rail on urban centers and the influence of the creative class in European city centers.

Education

Master of City and Regional Planning, Clemson University
 BS Architecture, Clemson University

Standard Hourly Rate	Anticipated Availability
\$150.00	20%

Relevant Experience

- Downtown Master Plan
Chapel Hill, NC
- Downtown Master Plan
Raleigh, NC
- Downtown Master Plan
Concord, NC
- Downtown Master Plan
Myrtle Beach, SC
- Downtown Master Plan
Suffolk, VA
- Downtown Master Plan
Elon, NC
- Downtown Master Plan
Spartanburg, SC
- Redevelopment Study
Wilmington, NC
- Downtown/Waterfront Plan
Anchorage, AK
- Downtown Retail Vision
Long Beach, CA
- Hillsborough Street Corridor Plan
Raleigh, NC
- Regional Tourism Development Plan
Wake County/Raleigh, NC
- Downtown Parking Study
Raleigh, NC
- Advisor, Raleigh-Wake County
Visitors and Convention Center



KRIS KRIDER AICP
Senior Associate - Urban Design | Benchmark

Mr. Krider brings over 30 years of national public and private planning and design experience to the Benchmark team. A member of the Benchmark team since 2011, Kris currently directs the Urban Design Section in the Arlington County, Virginia Planning Department while continuing his role as a senior advisor for Benchmark on urban design and sustainable growth. Kris has recently led highly complex urban design projects in Arlington, including design review of the Amazon HQ2 development, sector plans for Clarendon and Courthouse transit-oriented development areas and numerous placemaking plans.

Kris volunteers as the chair for the Urban Design and Preservation Division of the American Planning Association organizing and leading several initiatives including pro-bono revitalization workshops in Missouri and North Miami. Prior to joining Benchmark, Kris served as the Planning Director in the Town of Davidson, North Carolina where he led several high-profile projects, including the planning and development of the Griffith Street corridor at Exit 30 on Interstate 77, the Comprehensive Plan and numerous downtown development projects in the town's historic business district, which is also home to Davidson College. Mr. Krider also served as Senior Urban Designer for two nationally recognized design firms in San Francisco after receiving his graduate training in architecture from the University of California - Berkeley.

Education

MA Architecture, University of California at Berkeley
BA Architecture, University of North Carolina - Charlotte

Certifications/Memberships

Member, American Institute of Certified Planners
Member, American Planning Association
LEED Green Associate

Standard Hourly Rate	Anticipated Availability
\$150.00	20%

Relevant Experience

- Comprehensive Plan
Davidson, NC
- Griffith Street Corridor Planning
Davidson, NC
- Lawndale Drive Corridor Plan
Greensboro, NC
- Comprehensive Plan
Blowing Rock, NC
- Downtown Master Plan
Suffolk, VA
- Downtown Master Plan
Concord, NC
- Urban Design Plan
Elkin, NC
- City Center Concept Plan
Archdale, NC
- Courthouse Square Sector Plan
Arlington County, VA
- Walnut Hills Redevelopment Plan
Cincinnati, OH
- Oak to 9th Development Plan
Oakland, CA
- Huntington Main Street Plan
Huntington, WV
- Urban Design Plan
Winston-Salem, NC
- Bicentennial Master Plan
Lawrenceburg, IN

2. REFERENCES

Comprehensive Plan (x2)

Town of Blowing Rock, North Carolina



Benchmark was engaged by the Town of Blowing Rock to update its comprehensive plan in 2013 and again in 2023. Blowing Rock is a historic mountain resort community that serves as the gateway to the NC High Country. It's a year-round destination for vacationers that has also emerged as a highly regarded retirement destination, which has led to significant increases in economic activity in the local healthcare industry. During each planning process, Benchmark engaged the community through workshops designed to explore scenarios that could shape the Town's future. One of the primary areas of focus in each plan was downtown. Each plan established a 10 year vision and policy framework to move the community forward. Benchmark has helped the Town implement both plans through ordinance amendments and more detailed studies, including the Valley Boulevard Corridor Study in 2020.

Contact: Kevin Rothrock, AICP
Planning Director
Phone: 828.295.5240
Email: kevin@townofblowingrocknc.gov

Comprehensive Plan

Town of Jamestown, North Carolina



Jamestown shares a border with the Cities of High Point and Greensboro, and is near I-85 Business and I-73. The Town of approximately 4,300 residents continues to preserve and enhance a high quality of life. The Town hired Benchmark to work with a committee to prepare a Plan that identified strategies to support economic diversification, growth management, and the preservation of the Town's character. Following the completion of the Plan, Benchmark assisted with implementation through the preparation of a growth analysis for a major mixed use development project. The growth analysis was used to supplement the plan's recommendations for this multi-hundred acre project and identify the impacts that the project would have on the Town's finances and services. This resulted in a detailed development agreement between the Town and property owner that allowed this transformational project to move forward following the adoption of the plan.

Contact: Matthew Johnson, AICP
Town Manager
Phone: 336.454.7386
Email: mjohnson@jamestown-nc.gov

Comprehensive Plan

Town of Bermuda Run, North Carolina



Benchmark has prepared three Comprehensive Plan's for the Town of Bermuda Run. The development of each plan has included significant public input and web-based participation methods. Benchmark utilized public workshops, online surveys and the project website to allow residents a variety of opportunities to express their ideas and vision for the future of the Town.

The last updated plan was adopted in November 2023 and sets the "blueprint" for the future of Bermuda Run with a bold, clear vision and focused goals with a ten-year time frame and five-year implementation focus. The Plan looks at past and current development trends and plans, analyzes demographic and economic data, captures an image of what the community desires, and presents prioritized methods to fulfill the vision. It is the vision of what the community wants to become and the strategies to follow in order to realize that vision. The Plan is comprised of goals and strategies that provide a framework for decision-making and the allocation of resources as they relate to the long-term development of the town. It builds upon existing assets while taking advantage of opportunities for improvement and growth. The Plan is implemented over time through annual budgeting, departmental work programs, zoning decisions, and development projects. Benchmark is currently assisting the Town with several special projects.

Contact: Andrew Meadwell, Town Manager
Phone: 336.998.0906
Email: ameadwell@townofbr.com

Comprehensive Plan

City of Archdale, North Carolina



Archdale, NC (pop. 11,538) engaged Benchmark in mid-2019 to prepare a new Comprehensive Plan for the city that would focus on four major themes that had emerged during previous planning processes that the City had undertaken - Placemaking, Growth Management, Economic Diversification and Livability. Benchmark's consulting team prepared an extensive public engagement process that included robust digital outreach, coupled with a series of interactive community meetings that took place over a period of three months during the middle of the planning process. This included a week-long placemaking workshop that focused on the identification of a location and concept development to establish a new downtown.

A unique aspect of this planning process was the incorporation of the AARP Livable Communities data into the process, and the use of the program's livability factors to guide the development of recommendations for the Livability focus area of the plan. As implementation of the plan moves forward, the City is developing standing committees to focus on groups of aligned livability factors to ensure that they receive the necessary attention and priority in line with the recommendations for the other three focus areas of the plan.

Contact: Jason Miller, PhD, AICP, Planning Director
Phone: 336.434.7334
Email: jmiller@archdale-nc.gov

C. PROPOSAL

1. PROPOSAL OVERVIEW

We will leverage our team's extensive background and knowledge to ensure the Comprehensive Land Use Plan is guided by significant public engagement, comprehensive background information, and best practices. Below, we have provided our thoughts, understanding, approach, and timeline to complete the most important elements identified in your request for proposals. We see this as a starting point and look forward to refining the process based upon our future discussions with you.

Our team will collaborate with the Town in developing a tailored process that will most effectively engage the residents, business owners, elected officials, and other stakeholders in the development of the comprehensive land use plan. The initial work plan and schedule is detailed below.

2. PROPOSED WORK PLAN AND SCHEDULE

TASK ONE - INITIATION & PUBLIC ENGAGEMENT PLAN (MONTHS 1 - 2)

A project initiation meeting will be used to finalize the roles and responsibilities of Town staff and the Consulting Team, work out logistical details, and begin developing the Public Engagement Plan. A kickoff meeting will also be held with the Steering Committee to discuss their role and provide input on the Public Engagement Plan. The Public Engagement Plan will include information related to project branding, stakeholders, expected outcomes, a customized project website or how to link to the Town's website, the communication and advertising strategy, and an overall project management strategy.

TASK TWO: BACKGROUND RESEARCH (MONTHS 1 - 4)

Our Team will begin the background research process in conjunction with project initiation meetings. In addition to an inventory of existing conditions and relevant plans, we will research and analyze land use patterns, development projects, environmental constraints, ordinances, recreation facilities, demographic and economic data, housing, transportation impacts, as well as other information helpful to the plan's development. We also find it helpful to interview a variety of people who have specific knowledge of the community, helping us identify potential gaps in our research and ensuring we have a firm understanding of the most important issues. Typically, our interviews are held with local government department heads, elected and appointed officials, **university officials and student representatives**, other local and regional government agency representatives, utility service providers, state agencies, real estate and development interests, neighborhood associations, and similar individuals and groups.

TASK THREE: INITIAL PUBLIC INPUT (MONTHS 2 - 5)

Although not yet finalized, we anticipate the Public Engagement Plan will include a public kick-off event and a community survey. It is critical to receive a variety of public input on the front end of the process to ensure the community's concerns and ideas are expressed prior to the formation of the draft plan. Additional public kick-off events can include a big ideas night, focus group meetings, a community

festival, and other community engagement opportunities. We will work closely with the Town Staff and the Steering Committee to determine the most appropriate methods for your community's public engagement activities. An overview of our approach to public engagement is provided at the end of this section of the proposal.

TASK FOUR. PLAN VISION & GOALS (MONTHS 4 - 6)

Midway through the process, the Consulting Team will present key issues and concepts that emerged from the first round of public input meetings, survey, research, and interviews. The Consulting Team will facilitate work sessions with Town Staff and the Steering Committee to identify the overall vision, community values, and goals, which will inform the preferred direction for the first draft of the Comprehensive Land Use Plan. We often provide an update to the Town Council and/or Planning Board at the mid-point, prior to drafting the Comprehensive Land Use Plan.

TASK FIVE. PREPARE THE DRAFT PLAN (MONTHS 6 - 9)

The Consulting Team will begin preparing the draft plan once the Plan's Vision and Goals have been established. We will schedule regular reviews with the Town staff to ensure the plan is meeting the expectations of the Town as it is being developed. The working draft of the plan will be prepared and presented to the Town Staff and the Steering Committee prior to receiving public input.

TASK SIX. PUBLIC INPUT ON THE DRAFT PLAN (MONTHS 8 - 9)

Following the presentation of the draft plan to Town Staff and the Steering Committee, the draft will be released publicly, in accordance with the Public Engagement Plan. At a minimum, we anticipate holding two community meetings, workshops, and/or presentations to ensure residents from across the community have an opportunity to review and provide input on the draft plan. We will also develop opportunities for the public to provide additional input and comments online through either the project website or the Town's website.

TASK SEVEN. DEVELOP THE FINAL PLAN (MONTHS 9 - 10)

After reviewing results of the public meetings with Town Staff and the Steering Committee, the Consulting Team will finalize the plan. Once finalized, a meeting will be held with the Planning Board for their formal consideration and recommendation of the plan.

TASK EIGHT. ADOPTION PROCESS (MONTHS 11 - 12)

Once the Planning Board issues a formal recommendation, the plan will be forwarded to the Town Council for their formal consideration. The Consulting Team will attend meetings of both bodies to present the plan and be available for any questions.

TASK NINE. FINAL DELIVERABLES (WITHIN 14 DAYS OF ADOPTION)

Once adopted, the project team will prepare all agreed upon deliverables and copies of the plan and research, including GIS data layers / shapefiles, and all relevant project information within 14-days of adoption.

ANTICIPATED TIMELINE

Project Months

	1	2	3	4	5	6	7	8	9	10	11	12
Task												
Task One Project Initiation & Public Engagement	■	■										
Task Two Background Research	■	■	■	■	■							
Task Three Initial Public Input		■	■	■	■	■						
Task Four Plan Vision & Goals				■	■	■	■					
Task Five Prepare the Draft Plan						■	■	■	■	■		
Task Six Public Input on the Draft Plan								■	■	■		
Task Seven Develop the Final Plan									■	■	■	
Task Eight Adoption Process											■	■
Task Nine Final Deliverables												■

3. COMMUNITY ENGAGEMENT PLAN

Benchmark takes pride in making public consultation and engagement fun! We have designed and facilitated a wide range of engagements from one-on-one chats, to activities that engage elected leaders, to large community events. We can employ a variety of public engagement activities to help raise awareness during the process and provide more ways for people to get involved, as necessary.

The minimum public engagement envisioned for the comprehensive land use plan is presented in the work plan and schedule in the previous section. However, at the onset of the project, we will work with Town Staff and the Steering Committee to tailor a community engagement plan specific to Elon. This may include different types of public meetings, alternative methods of outreach, or additional points of contact. In addition, we think it will be important to engage university leadership and student representatives during the process to strengthen the town/gown relationship. Some of the public engagement activities we have utilized in similar projects are illustrated on the following page.

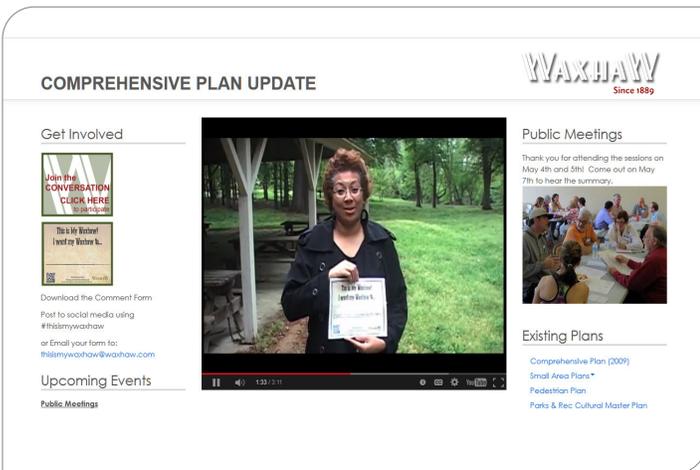
EXAMPLE PUBLIC ENGAGEMENT ACTIVITIES



Community Festival Engagement Booths



Small Group Discussions



Interactive Project Website



Event Attendee / Student Engagement



Design Workshops



Walking Tours

D. BUDGET

Based on our understanding of the project, our not-to-exceed cost to develop a Comprehensive Land Use Plan Update for the Town of Elon is \$97,500. This cost is based on the proposed scope of work and our understanding of the Town's expectations for the planning process. If selected, we are happy to further refine the scope to ensure that it is aligned with the Town's goals for the plan update.

The table below details the cost estimate for the proposed scope of work by project task.

Tasks	Budget
Task One. Project Initiation & Public Engagement	\$3,250
Task Two. Background Research	\$17,500
Task Three. Initial Public Input	\$6,000
Task Four. Plan Vision & Goals	\$8,500
Task Five. Prepare the Draft Plan	\$30,750
Task Six. Public Input on the Draft Plan	\$9,000
Task Seven. Develop the Final Plan	\$18,000
Task Eight. Adoption Process	\$3,500
Task Nine. Final Deliverables & Implementation	\$1,000
TOTAL (NOT-TO-EXCEED)	\$97,500

BENCHMARK

400 CLARICE AVE STE 130
CHARLOTTE, NC 28204

704.933.5990 • 800.650.3925
www.benchmarkplanning.com

Request for Proposals (RFP)

Comprehensive Land Use Plan

Town of Elon, NC



October 17, 2025

Lori Oakley, Planning Director
Town of Elon
104 S. Williamson Avenue
P.O. Box 595
Elon, North Carolina 27244



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October 17, 2025



Lori Oakley, Town of Elon Planning Director
104 S. Williamson Avenue
Elon, North Carolina

RE: Response to the RFP to prepare the Comprehensive Land Use Plan

Dear Ms. Oakley:

We are pleased to submit this response to the Town of Elon’s request for proposals (RFP) to prepare the Town’s Comprehensive Land Use Plan. We have decades of experience assisting local governments to prepare comprehensive plans, robust and creative engagement approaches, capital improvement planning, growth management strategies, and development codes for cities and towns in North Carolina and across the nation. With a recently adopted Land Management Ordinance and other exciting new plans, Elon is well-positioned to use its refined tools to implement a high quality land use plan.

We have deep experience helping North Carolina communities and collegetowns develop plans. Most recently, Nate served as the consultant project manager for the Boone Next Comprehensive Plan unanimously adopted earlier this year. Prior to that, he led the consultant side for the Bristol, Virginia Comprehensive Plan, Woodfin, North Carolina Comprehensive Plan, and Black Mountain, NC Comprehensive Plan, in addition to plans and studies outside of the region. He was also the lead planner on the Davidson, NC Comprehensive Plan. He began his consulting career by writing the Graham, NC Comprehensive Plan in 2015.

Our consultant team is highly qualified to perform the services outlined in the RFP. Together, the LOI planning team works on planning and code projects in diverse cities across the country. Our team takes a “hands on” approach with all of our projects. Our ability to do this is supported by our emphasis on maintaining a relatively small group of skilled and efficient planners. We have ample time to commit to this project.

In this proposal we describe our extensive track record of developing high quality plans that articulate the values of client communities and provide a strong focus on plan implementation. The Town will benefit from skills honed by this broad experience.

We are very excited about the possibility of working with the Town of Elon and welcome an opportunity to discuss our proposal with you in person.

Sincerely,

A handwritten signature in blue ink that reads 'Fred Lopez'.

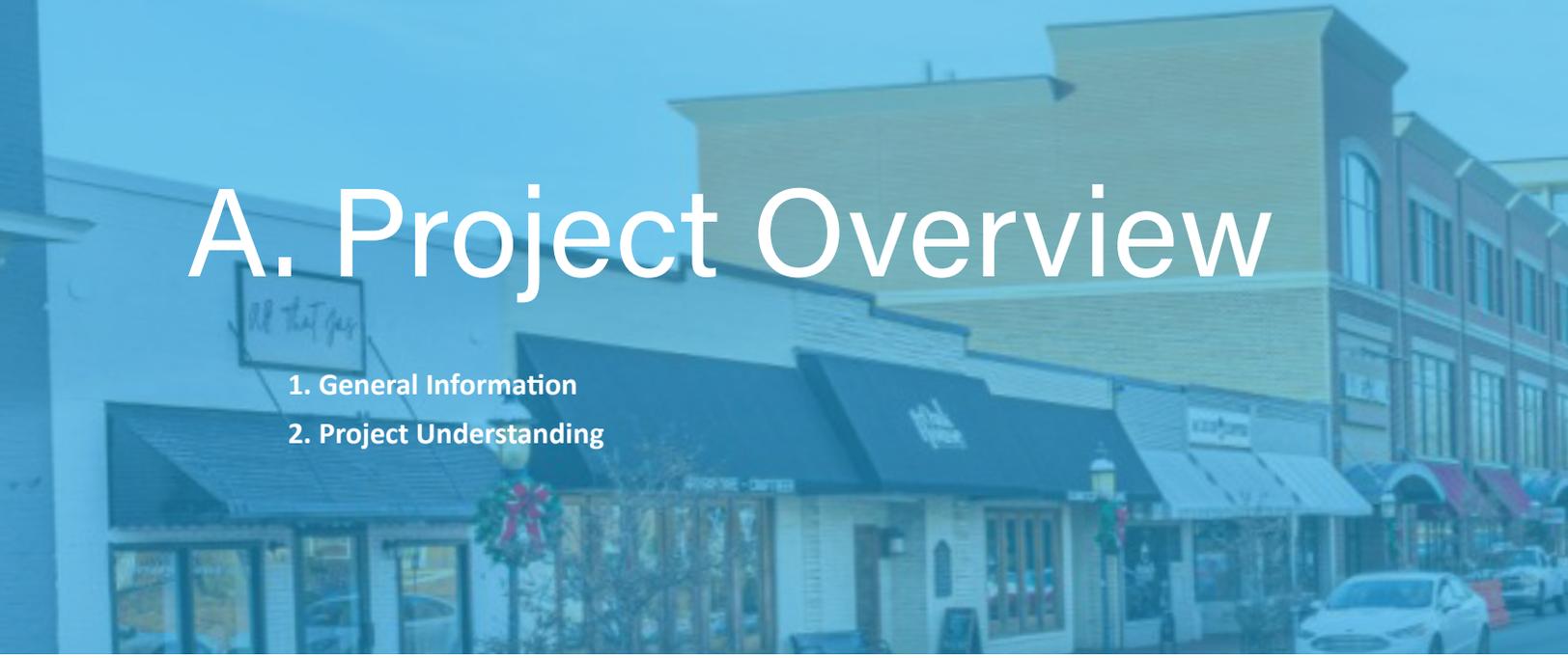
Fred Lopez, FAICP
Vice President
fred.lopez@loi-engineers.com

A handwritten signature in black ink that reads 'Nate Baker'.

Nate Baker, AICP, CNU-A
Planner and Project Manager
nbaker@loi-engineers.com

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A. Project Overview

1. General Information
2. Project Understanding

1. GENERAL INFORMATION

The LOI Team is uniquely situated to work with Elon.

Our team understands the work to be performed and has facilitated projects of similar scale and complexity in North Carolina and throughout the nation. We can help Elon effectively prepare and lead public engagement efforts, assess planning conditions, prepare a new comprehensive plan, and create a modern future land use map that shapes the future of the town. We understand that the Town seeks to achieve a clear vision, guiding principles, and goals to enhance quality of life, manage growth, protect natural assets and resources, and create and maintain a strong sense of place.

We have an adaptable approach to project management that we tailor to the needs of our clients. Upon detailed discussions with project managers in Elon, we will develop a project management plan and establish communication channels and protocols that lay out expectations for the project. We establish detailed, yet adjustable, schedules that are revisited and refined in coordination with the client throughout the project. Regularly-scheduled project management calls ensure accountability for tasks and help anticipate upcoming events and deadlines.

We feel we are well poised to partner with the Town for the following reasons:

We Know North Carolina and Alamance County. Nate is based in Durham, NC and has managed and worked on planning and UDO projects in communities of different sizes across the state, including Graham, Boone, Woodfin, Black Mountain, Davidson, Wilson, Greenville, Kannapolis, Cary, and Wake County.

Our Comprehensive Planning Experience is Extensive. We have conducted community-wide comprehensive plans and transportation plans in North Carolina and around the country.



Our Team is Well Positioned to Partner with Elon.

We Focus on Plan Implementation. We never lose sight of the fact that plans, land use regulations, and capital investments are intended to implement the community's preferred vision for the future. There are significant opportunities to build the community vision, enhance plan implementation and tee up code changes in Elon. We have considerable experience doing just that, and developing bold yet implementable plans.

We Pursue Genuine and Effective Public Participation. Every community is different when it comes to how to best engage the public. When considering a community's future, all residents and stakeholders should have their say. Inclusive participation strengthens plans and regulations and helps empower communities to implement their vision. The challenge is often deciding how to get a truly representative cross-section of the community and then what to do with the ideas. We have a successful history of helping communities attract participation from citizens and stakeholders and ensuring that involvement is a real and inspiring choice to be excited about.

We bridge land use plans and zoning. We have experience analyzing land use issues and codes for communities across the nation, incorporating concise language, clear procedures, user-friendly organization, enforceable standards, and flexibility. We know how to plan-code projects and customize zoning tools to reflect local character and assets, such as new or updated districts that help achieve high-quality infill and community enhancing form and design.

We Nurture Enduring Places. Great urban character sets a town apart. It evokes a sense of place and attracts economic opportunities. It draws people to call a place "home." It even improves health and safety by adding eyes on the street and providing more active transportation choices. Through engagement, we help foster pride in the best of communities' physical character. Then we create character-enhancing plans and regulations rooted in quality development and environmental sustainability.

COMPANY INFORMATION

Founded in 2003, LOI is a full-service, professional urban planning, civil engineering, and sustainability consulting firm. Our planners have decades of experience in comprehensive planning, community engagement, zoning assessments and rewrites, transportation planning, and capital improvement planning. LOI maintains a unique position to identify and develop multidisciplinary approaches to thoughtful, inclusive, and distinctive solutions.

In addition to our planning experience, LOI provides a broad spectrum of civil engineering services. Our team has experience in complex design projects related to transportation, stormwater infrastructure, park improvements, and residential, commercial, and industrial development.

- About LOI
- CEO/President: Bernardino Olague
- 62 staff working to meet the needs of our client communities
- Experience in effective land use solutions and code solutions
- Tailored Comprehensive plans

MEET THE LOI TEAM



62 STAFF WORKING
TO MEET THE NEEDS
OF OUR CLIENT
COMMUNITIES



EXPERIENCE IN
EFFECTIVE LAND
USE SOLUTIONS



TAILORED
COMPREHENSIVE
PLANS



ZONING AND
SUBDIVISION
SOLUTIONS

Our team brings together professional planners, designers, and analysts to provide a wide-ranging set of skills to complete projects. Our experience includes land use planning, project management, ordinance amendments and rewrites, public engagement strategies, sustainable development best practices, transportation planning and engineering, data and policy analytics, and scenario modeling.

	Durham, NC		El Paso, TX	
				
	Nate Baker	Fred Lopez	Sam Schulte	Cleo Cisneros
Project Management	✓			
Public Engagement	✓	✓	✓	✓
Planning Influences Analysis	✓		✓	✓
Comprehensive Planning	✓	✓	✓	✓
Graphic Design & Mapping	✓		✓	✓
Codes & Implementation	✓	✓		

2. PROJECT UNDERSTANDING

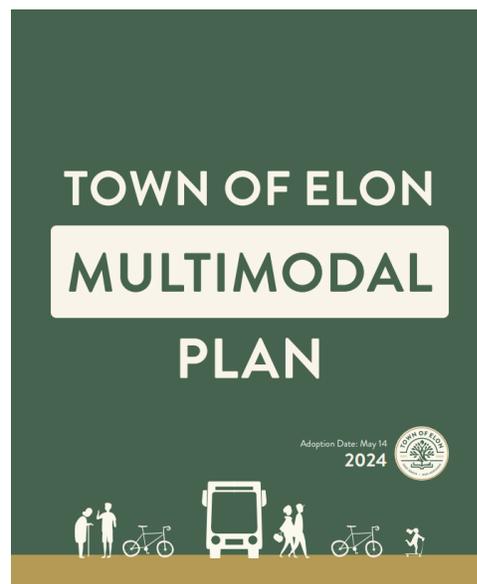
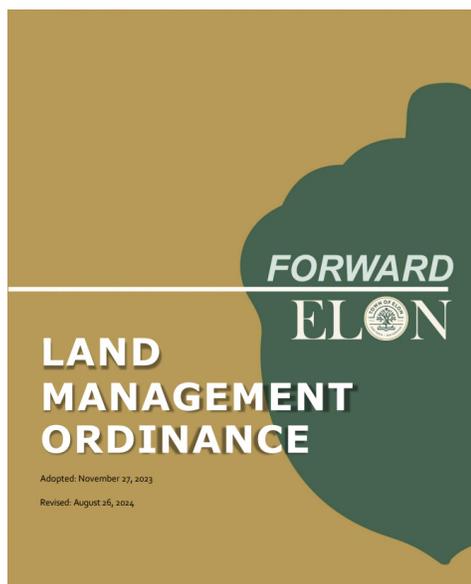
People are drawn to Elon because of its deep-rooted community and strong sense of place. Elon maintains a small-town character, hosts Elon University, and is located within a fast-growing metropolitan area and freeway corridor. Through recent planning efforts, the Town has worked hard to maintain its unique charm as more people choose Elon as their new home. The Town recently adopted a new land management ordinance, multimodal plan with bold and transformational recommendations, and the Haggard Avenue Corridor Study. Now it is time to tie all of this work together and set a community-rooted, transformational comprehensive land use plan in place. With the continued appeal of the region’s climate, culture, jobs, and competitive cost of living, Elon’s assets as a community will continue to attract growth.

The continued attractiveness of Elon as a place to live is a boon but brings the difficult challenge of managing that growth. To best address these challenges, the Town is preparing an update to its Comprehensive Land Use Plan and has already begun recruitment of the plan’s Steering Committee. This plan update is in response to local and regional growth and population change.

LOI has extensive experience working on public engagement, economic development analyses, comprehensive plans, and zoning ordinance rewrites throughout North Carolina. We are also very familiar with the particular challenges facing local governments throughout the state and can provide the guidance and ideas to address them. We understand that the following project objectives are important to Elon.

MANAGE GROWTH FOR THE BETTERMENT OF THE TOWN

As Elon faces growing development pressures, the Town will need to carefully consider how it will provide new residents and visitors with services like water, fire, and police as well as basic amenities like parks, all while protecting and managing the environment. The growth pressure will also impact the Town’s transportation system, which will need to accommodate increasing demands. Our planning efforts will examine the spatial and land-use characteristics of Elon’s growth, and help the Town refine its growth management, transportation, and placemaking policies to better align with its renewed community vision.



HELP SUPPORT AND ENHANCE THE TOWN'S SENSE OF PLACE

Incorporated in 1893, Elon has retained much of a small-town atmosphere with small locally owned businesses, quaint downtown, and renowned college. Elon's downtown sits next to Elon University and is surrounded by a variety of housing types including apartments and townhomes. A variety of established single family neighborhoods sit to the south, with additional growth and expansion occurring to the west and north. Most of Elon's commercial and industrial activity sits along Haggard Avenue running east to west across the municipal boundary.

This process can provide inspiration for placemaking opportunities and a roadmap forward. There are many opportunities to enhance design and development of new and infill development in Elon and provide critical tools to inform smart growth management decisions, particularly in North Carolina's legal context. We want to discuss with Town staff the challenges and opportunities that exist in ensuring current and future development supports placemaking, walkability, sustainable growth, and an identity that fosters pride.

SYNTHESIZE EXISTING POLICY DIRECTION AND SET PRIORITIES

The Plan update will build off existing planning and policy efforts, and create a framework for future plans. We will review the Town's and region's plans and policies, evaluate the implementation status and relevancy of policy direction, and synthesize relevant policies into the Comprehensive Land Use Plan. The final product can modernize the policies and tools employed by the Town, align the future land use plan and transportation approaches, and address capital infrastructure needs.

We look forward to working with staff and the community to help answer the following three big questions: *Where is the Town? Where does the community want to go?* and *How can it get there?*



B. Qualifications

1. Personnel Qualifications

2. References



Nate Baker, AICP, CNU-A
Planner & Project Manager

Fred Lopez, FAICP
Planner and Senior Project Advisor

Samuel Schulte
Senior Planner

Cleo Cisneros
Planner

1. PERSONNEL QUALIFICATIONS



Nate Baker AICP, CNU-A | PLANNING MANAGER

Nate Baker has over 14 years of urban and regional planning experience, including project management, comprehensive and land use planning, growth management, small area planning, zoning and subdivision regulations, inclusive community engagement, scenario planning, data analytics, and housing policy. He began his career as a planner with the City of El Paso where he managed subdivision applications and negotiated more walkable neighborhood designs. Since then, he worked as a senior planning consultant, assisting cities and counties with their comprehensive plans, small area plans, and zoning ordinance rewrite projects, and as a neighborhood and community development planner with the County of Alexandria, Virginia. As a Fulbright Research Fellow, Nate also previously worked internationally on planning initiatives, particularly in Latin America.

Experience

14 Years

Education

Master of City and Regional Planning, University of North Carolina at Chapel Hill

BS, Urban and Regional Planning, Cornell University

Registration

American Institute of Certified Planners, Certified Planner

Congress for New Urbanism - Accreditation

He is active with the American Planning Association and serves on the Durham City Council in Durham, North Carolina. Through his work, Nate seeks to help communities achieve vibrant, equitable, and sustainable growth.

Past Experience

Urban Planner III, City of Alexandria, VA
Senior Associate, Clarion Associates, Chapel Hill, NC
Fulbright Research Fellow, UFMG, Belo Horizonte, Brazil
Planner, City of El Paso, TX

Relevant Project Experience

Las Vegas, NM Comprehensive Plan – Las Vegas, NM
Boone Next Comprehensive Plan – Boone, NC
Pharr Comprehensive Plan – Pharr, TX
Harlingen Comprehensive Plan – Harlingen, TX
Bristol Forward Comprehensive Plan – Bristol, VA
Woodfin Together Comprehensive Plan – Woodfin, NC
Elevate Black Mountain Comprehensive Plan – Black Mountain, NC
Envision McAllen 2040 Comprehensive Plan – McAllen, TX
Subdivision and Zoning Code Rewrite – Las Cruces, NM
El Paso County Growth Management Strategy, El Paso, TX
Wake County Comprehensive Plan – Wake County, NC
Tuscaloosa Zoning and Subdivision Rewrite – Tuscaloosa, AL
Kannapolis Development Ordinance Rewrite – Kannapolis, NC
Move Kannapolis Forward Comprehensive Plan – Kannapolis, NC
One Davidson Comprehensive Plan – Davidson, NC
Columbia Comprehensive Plan, Housing Chapter – Columbia, SC
Lady’s Island Small Area Plan – Beaufort County, SC
Cary Community Plan – Cary, NC
Horizons 2026 Comprehensive Plan – Greenville, NC
Richland County Comprehensive Plan – Richland County, SC
Transit-oriented downtown code amendments – Cedar Hill, TX
Zone State College – State College, PA
Graham 2035 Comprehensive Plan – Graham, NC



Fred Lopez FAICP, CNU-A | PRINCIPAL IN-CHARGE

Fred has over 24 years of urban and regional planning experience, including transportation planning, comprehensive planning, land use, and zoning and subdivision code updates. Fred is the COO and Urban Planning Practice Lead of LOI Consultants and previously served in numerous leadership positions at the City of El Paso. From 2010 - 2012, he served as the Comprehensive Plan Manager for the City of El Paso where he led the development and implementation of El Paso’s award-winning comprehensive plan, Plan El Paso. In 2012, he developed and managed the City of El Paso’s first Transportation Planning Division, which led to new street design policies and procedures focused on improving public health by promoting walking, bicycling, and mass transit. He served as Assistant Director for the Capital Improvement Department’s Planning Division from 2014 - 2018.

Experience

24 Years

Education

MPA, Master of Public Administration, Urban and Regional Planning, The University of Texas at El Paso

BA, Geography, Government, The University of Texas at Austin

Fred is Fellow with American Institute of Certified Planners (FAICP) and has Advanced Specialty Certification in Transportation Planning from the American Planning Association. He is active in the American Planning Association Texas Chapter and currently serves as President-Elect for the APA Texas Chapter Board of Directors. Fred was awarded Transportation Manager of the Year by the American Public Works Association Texas Chapter in 2017.

Fred has a high level of technical expertise in comprehensive planning and land use issues, including platting, zoning, right-of way dedication and vacation. Fred was active in numerous code rewrites in El Paso, including zoning, subdivisions, street design, landscaping, parking, signage, and Smart Code regulations. Fred also led the planning, budgeting, and programming for key projects in the City of El Paso’s Capital Improvement Program, including several infrastructure projects utilizing federal and state funding. In addition, Fred has worked on development of grant proposals that have successfully led to the award of federal and state funding to implement numerous trail projects in El Paso, Las Cruces, and other communities.

Memberships/ Affiliations

- American Planning Association, Texas Chapter – President
- American Planning Association, West Section – Past Director, Past Assistance Director, Past Treasurer

Past Experience

- Assistant Director of CID Planning – City of El Paso, TX
- Transportation Planning Administrator – City of El Paso, TX
- Comprehensive Plan Manager – City of El Paso, TX
- Zoning Administrator - City of El Paso, TX

Recognitions

- Transportation Manager of the Year, American Public Works Association, Texas

Relevant Project Experience

- Paso del Norte Trail Planning and Sustainability Services – El Paso, TX
- Paso del Norte Trail Strategic Implementation Plan – El Paso, TX
- UTEP Master Plan – El Paso, Texas
- Downtown El Paso Brownfield Community-Wide Assessment – El Paso, TX
- City of Las Cruces Planning Staff Augmentation— Las Cruces, NM
- Subdivision and Zoning Code Rewrite – Las Cruces, NM
- Town of Anthony Planning Staff Augmentation – Anthony, TX
- Envision McAllen 2040 Comprehensive Plan – McAllen, TX
- Las Cruces Capital Improvement Program Implementation – Las Cruces, NM
- Woodfin Comprehensive Plan – Woodfin, NC
- Bristol Comprehensive Plan – Bristol, VA
- Boone Comprehensive Plan – Boone, NC
- City of El Paso Comprehensive Plan Rewrite – El Paso, TX
- City of El Paso Zoning and Ordinance Rewrite – El Paso, TX

Registration

American Institute of Certified Planners, Certified Planner



Sam Schulte | SENIOR PLANNER

Sam Schulte is a multidisciplinary planner, communicator, and researcher with a background that bridges community advocacy, social science, and the built environment. His planning practice is informed by rigorous research, thoughtful public engagement, and a systems-level understanding of how institutions, infrastructure, and human behavior interact. As part of the Amanecer People’s Project research team, Sam worked with community members on the Escuelas Frescas campaign in El Paso, helping lead technical and policy research.

Experience

5 Years

Education

MA- University of Chicago,
Division of the Social
Sciences, Conceptual
and Historical Studies of
Science(CHSS)

BA- University of Chicago,
Division of the Social
Sciences, Comparative
Human Development
(CHDV) and History,
Philosophy, and Social
Studies of Science and
Medicine (HPSS)

Affiliations

American Planning
Association Texas Chapter –
Member

Amanecer People’s Project –
Research Team Leader

Sam has worked in the design and construction space through past collaboration with HarryStudio, an El Paso-based collective specializing in historically sensitive remodeling. There, he supported research-based design solutions that celebrated local history through adaptive reuse. Across planning, academic, and design contexts, Sam brings a consistent focus on equitable policy, grounded analysis, and meaningful community impact.

Relevant Project Experience

Boone Next Comprehensive Plan – Boone, NC

Paso Del Norte Trail Planning and Implementation Services – El Paso, TX

Capital Improvement Program Implementation – Las Cruces, NM

Amanecer People’s Project – El Paso, TX

Our Pharr: Our Future Comprehensive Plan – Pharr, TX



Cleo Cisneros | **PLANNER**

Cleo Cisneros is an environmental planner with a foundation in land use planning, ecological fieldwork, and natural resource management. At LOI Engineers, she serves as an Environmental Professional supporting urban and regional planning projects across the Southwest. Her contributions include Phase I Environmental Site Assessments, cultural resource surveys, and endangered species assessments, all of which inform land suitability analysis, regulatory compliance, and sustainable development strategies for both public- and private-sector clients. Cleo’s planning work emphasizes the integration of environmental data into long-range planning, zoning, and site development decisions.

Experience

4 Years

Education

BA- University of Texas at El Paso, Environmental Science, Concentration in Environmental Biology

Her background includes applied field research with federal land management agencies, where she conducted wilderness character monitoring, vegetation surveys, and GIS-based mapping in support of natural resource planning. She also brings operational and technological expertise from her time at Bayer Crop Science, where she led field crews, managed seed inventories, and built digital tools to improve agronomic workflows, offering experience that enhances her capacity to contribute to complex, interdisciplinary planning efforts.

Cleo’s technical skill set includes ArcGIS, Field Maps, PowerApps, and R-Studio, along with strengths in data visualization, field coordination, and stakeholder engagement. With experience that bridges science, operations, and policy, Cleo brings a grounded, data-informed perspective to sustainable planning and development work.

Relevant Project Experience

Cultural Resource Assessment Survey – Santa Teresa, NM

Endangered Species Assessment – El Paso, TX

Paso Del Norte Trail Planning and Implementation Services – El Paso, TX

Capital Improvement Program Implementation – Las Cruces, NM

Our Pharr: Our Future Comprehensive Plan – Pharr, TX

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2. REFERENCES

We have experience on a wide-variety of Comprehensive Plans throughout North Carolina, including award-winning plans. The projects we've selected below demonstrate our experience on the development of complex comprehensive planning efforts that involve robust community engagement and integrate land use and transportation planning.

THE BOONE NEXT COMPREHENSIVE PLAN | BOONE, NC

The Boone Next Comprehensive Plan for Boone, North Carolina, was created through the robust involvement of hundreds of local residents. To maintain and protect what residents love about the town and achieve what residents imagine for the future, the plan charts a new path forward, one that reflects the town's deep commitment to building a more inclusive, sustainable, and resilient community for all its residents.

As Boone continues to grow and evolve, the plan serves as a guiding framework, addressing four key themes that are essential to shaping a prosperous future: Equity; Affordable housing; Sustainability and climate action; and Resiliency. Each of these priorities is intricately connected, forming a holistic approach to the challenges and opportunities facing the community in the years and decades ahead.

Nate Baker served as the prime consultant. The subconsultant was TPD. The project consisted of two contracts: One for the comprehensive plan and another to add four Focus Area plans into the final comprehensive plan chapter.

Adopted: 2025

Jane Shook, Director of Planning and Inspections

Jane.Shook@townofboone.net

(828) 268-6960

[SEE THE BOONE NEXT COMPREHENSIVE PLAN here.](#)



THE WOODFIN TOGETHER COMPREHENSIVE PLAN | WOODFIN, NC

Nate Baker served as prime consultant to develop and draft a new comprehensive plan for Woodfin, North Carolina. The subconsultant on this project was TPD. The project included three major community engagement touch points to engage residents and the community on the future vision for Woodfin. The plan reimagines the community's relationship with the French Broad River, from an its historical role as an industrial barrier and dumping ground to one re-opened to Woodfin's residents and small businesses, providing economic stimulation, quality of life, and access to nature.

Adopted: 2024

Ricky Hurley, Planning Director & Shannon Tuch, Town Manager

rhurley@woodfin-nc.gov

(828) 253-4887 x1008

SEE THE WOODFIN TOGETHER COMPREHENSIVE PLAN [here](#).



The Town of Black Mountain is a unique community that has drawn in residents and visitors due to its natural beauty, small-town charm, and proximity to Asheville and the Appalachian Mountains. With a desire to maintain its special character amidst growth, population change, and regional infrastructure investments, the Town of Black Mountain initiated the process of updating their Comprehensive Plan and Future Land Use and Character Map.



Working closely with Town Staff, Nate designed and coordinated two public kickoff meetings that featured a variety of public engagement methods, including smartphone polling, dot voting, mapping exercises, visual preference surveys, and other interactive activities. Using the public inputs from this event, along with an online survey and public intercept events, Nate collaborated with community partners and the planning team to draft a vision, goals, and policies. Following the initial shock of the pandemic, the team successfully tested the draft with the Black Mountain community through creative online live conversations, polling, office hours, and hard-copy surveys with overwhelming support.

Adopted: 2021

Jessica Trotman, Planning Director

(828) 419-9300, ext. 370, jessica.trotman@tobm.org

This project was completed on schedule and within budget, with a contractual adjustment to add additional public engagement meetings. See the plan [here](#).

How to Use This Section

The Future Land Use Map
The Future Land Use Map (next page) depicts how Black Mountain should grow in the future, based on current trends and conditions and future needs and community values. This map identifies character areas, which are types of places that share attributes of urban form and function including the size and type of buildings and their relationship to the street, the surrounding street and block pattern, parking and access, as well as land uses or types of development. Character areas are not zoning but do help to provide guidance for planning, zoning, and development decisions. Multiple zoning district areas may fit appropriately into a given character area, while some character areas may require the adoption of new zoning district areas differing from the ones that exist today.

How Future Land Use Relates to Zoning
Zoning is an important regulatory tool to ensure the orderly development of the Town of Black Mountain and land where the Town is anticipated to grow over the coming decades. Zoning in Black Mountain is administered through its zoning map and linked to the Town's Land Use Code, which stipulates permitted uses, dimensional standards, and development standards.

Black Mountain zoning regulations divides the Town into various residential, commercial, industrial, business, and mixed use zoning district areas. The Land Use Code describes what type of land use and specific activities are permitted in each zoning district, and also regulates how buildings, signs, parking, and other development may occur on a property. The zoning regulations also provide procedures for rezoning and other development activities.

The zoning map and zoning regulations provide property owners in Black Mountain with certain rights to development, while the Elevate Black Mountain Comprehensive Plan provides guidance to decision-makers regarding the land use and character of future development on a property. The Future Land Use Map should be used as a guide for future rezoning decisions by the Town's Planning Board and Town Council, but does not have the authority of law that the Land Use Code does.

The Future Land Use Map provides guidance regarding land development, annexation, and capital planning decisions. The Future Land Use Map is not parcel-specific. To best interpret which category should apply to a property located in an edge condition where the categories change from one to another, discretion should be used to identify the most appropriate fit given the site conditions and surrounding context.

FUTURE LAND USE MAP

How are the Zoning Map and the Future Land Use Map different?

Future Land Use Map	Zoning Map
Displays broad categories of land use areas	Describes zoning districts applied to specific parcels
Represents a long range vision	Provides rules and regulations of development on individual parcels
Encourages sustainable patterns of growth	Encourages sound project-level site planning
Provides predictability in long term planning decisions	Discourages land use conflicts between properties
Can be amended in response to changes in community's goals	Can be amended with guidance from the Elevate Black Mountain Comprehensive Plan

THE DAVIDSON COMPREHENSIVE PLAN | DAVIDSON, NC

The Town of Davidson is known nationally for its sustainable planning, placemaking, and unique small-town experience. Home to the historic Davidson College and located in northern Mecklenburg County, Davidson has worked carefully over the last two decades to manage growth and strengthen community character.

Building on several prior planning efforts, including the Davidson Rural Area Plan, the Davidson Mobility Plan, and the Town's Strategic Plan, Town leaders initiated a process to create a renewed community vision. Nate began working on the plan with Clarion Associates in the fall of 2018 to update the Comprehensive Plan – *What's Next Davidson*. The project scope of work included development and facilitation of the public engagement process, analysis of conditions and trends, and using the public inputs to generate a draft Comprehensive Plan.

Prior community discussions raised ideas about how past plans had been implemented. To address these ideas and honor prior planning efforts, this process began with a decentralized public engagement strategy focused on high-level planning principles. The second phase of the engagement process included a *Conversation on What's Next* community forum that offered small group opportunities to discuss the three critical questions for the Town's future, and the *Shaping What's Next* multi-day workshop that resulted in a growth framework and visual preferences for community placemaking.

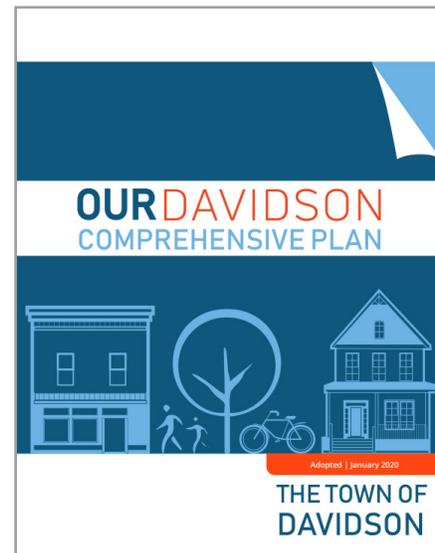
With that guidance, the consultant team worked with the Plan Advisory Group over a series of meetings to share the draft plan and refine for public review and comment. Several important new tools were included in this draft, including a new Growth Management Tiers Map and related Utility Service and Annexation Criteria, and the Conservation and Growth Framework that identifies character areas to guide development in the Town's planning area and priority areas for public or private conservation efforts.

Adopted: 2019

Jason Burdette, Planning Director

(704) 940-9621

[SEE THE AWARD WINNING OUR DAVIDSON COMPREHENSIVE PLAN here.](#)



C. Proposal

1. PROPOSAL OVERVIEW

We are excited about the prospect of working with Elon to elevate discussions about future possibilities, and to develop next generation planning solutions through purposeful and healthy community dialogue that results in a renewed vision and guiding principles. Based on our team's extensive planning experience, we believe that the Comprehensive Plan should be developed with a focus on three core elements: citizen values and aspirations, critical trends and influences, and an implementable planning approach. A summary of key approaches for each core element is listed below.

CITIZEN VALUES AND ASPIRATIONS

- Develop a project brand that is memorable, positive, and sparks creative thinking.
- Generate discussions using common language planning topics that all can understand and relate to, and that can generate a sense of ownership and investment in the planning process.
- Be innovative and inclusive about public engagement, leveraging social media, exciting activities, and web-based platforms to achieve broad and representative participation and target hard-to-reach and historically marginalized groups. Our philosophy is that every member of the community should have the option to participate.
- Realize that Facebook does not replace face-to-face. Find where the citizens and visitors are going to be, and create an opportunity to educate and engage. Use public workshops, community events, and meeting-in-a-box materials as fun and interactive opportunities to ask critical questions and engage in community dialogue about the possibilities for the future.
- Frequently check in with community leaders, provide ample feedback opportunities, and discuss any challenging topics early on in the process.
- Organize and report on public input themes and craft a planning policy based upon these themes.

CORE ELEMENTS OF OUR PLANNING PHILOSOPHY



CRITICAL TRENDS AND INFLUENCES

- Determine the key issues and themes focusing on growth management, economic development, transportation, and equity, analyze the influences behind these issues, and tell the compelling story.
- Generate key messaging for the critical trends and influences that will shape the community in future years.
- Develop a “snapshot” approach to technical findings that can serve as the common data source for the project and that is easily understandable and relevant to residents and stakeholders.

IMPLEMENTABLE PLANNING APPROACH

- Identify critical policy choices for key planning themes and focus on the implementation options available.
- Create a future land use framework focused on character and growth management that can tie direction to zoning regulations and inform future updates to the ordinance.
- Build a policy framework that can inform future public investment and action priorities.
- Coordinate policy direction and intended implementation actions to ensure that all policies are realistic and feasible to implement.

PUBLIC PARTICIPATION PHILOSOPHY

Public participation is a core part of our planning philosophy. We pursue genuine, inclusive, and effective public participation because it strengthens plans and regulations and helps empower communities to implement their vision. We have a successful history of helping communities attract participation from a diversity of citizens and stakeholders and ensuring that involvement is a real and inspiring choice that creates a sense of ownership.



Our approach involves multiple engagement methods, reaches all key community stakeholders, fosters community-generated ideas, and directly connects public input with plan goals and policies so that participants know their voices are heard.

TECHNOLOGY AND RESOURCES

We offer a full array of services, resources, and technology for comprehensive plans, area plans, plan implementation, and code projects. Our office regularly uses Adobe products, ArcGIS, Microsoft 365 programs, Sketchup, web resources, online polling services, scenario modeling software, and other technology to manage projects, create

inspiring and user-friendly documents and visualizations, provide compelling online engagement, and develop products for public engagement events. These resources are available for this project and we are happy to discuss any additional needs as necessary to ensure the success of the project.

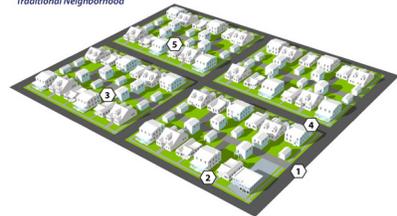
MOVE KANNAPOLIS FORWARD
2010 COMPREHENSIVE PLAN

Comparison of Traditional and Conventional Neighborhoods

The design of neighborhood blocks has a strong influence on the character of the entire neighborhood. Subtle design elements can have dramatic impacts on the way people interact with and experience their neighborhoods. Neighborhood design also affects the way residents get around, including how they go to work and how they meet their daily needs. The illustration on this page presents some of the key design elements of traditional neighborhood developments (TNDs). Elements of more automobile-oriented conventional developments are illustrated on the following page.

- 
1. Rear Alley
 The rear alley facilitates rear parking access, manages accessory dwellings units, and hides trash and recycling bins and other utilities behind residential buildings.
- 
2. Front Porches
 Historic North Carolina homes often include front porches. Families can gather on the porch and interact with the neighborhood. Front porches enhance safety by providing "eyes on the street" and foster relationships among neighbors.
- 
3. Accessory Dwelling Units (ADU)
 ADUs are often, but not always, accessed via a rear alley. They offer homeowners an additional space that can be used to house family members needing care, renters that can provide homeowners with an additional revenue stream, or short term rental opportunities.
- 
4. Pedestrian-Friendly Street
 Great neighborhood streets include reduced pavement with on-street parallel parking, ample room between the curb and the sidewalk for lights, utilities, and street trees, sidewalks on both sides, and homes with short setbacks from the property line.
- 
5. Housing Variety
 Even within primarily single-family neighborhoods there are opportunities to provide diverse options with a variety of lot widths, multiple housing uses, including a mix of duplexes and single-family homes.

Traditional Neighborhood



PROPOSED PROJECT SCHEDULE AND TIMELINE

We provide here a schedule that aligns with our project approach. We wish to discuss this project timeline with staff in order to ensure the project is completed satisfactorily, while meeting necessary deadlines. We anticipate project management meetings and phone calls every two weeks with the Town’s project managers either in-person or via web-meeting to ensure coordination throughout the project.

	2025			2026							
	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
I. Research & Analysis	■										
II. Envision Elon			■								
III. Draft Plan					■						
IV. Final Comprehensive Plan & Land Use Map								■			
Project Management Calls	★	★	★	★	★	★	★	★	★	★	★
Steering Committee Meetings		SC	SC		SC		SC	SC			
Community Outreach Engagement		I	IE	PW, IE				POH		AH	AH

- I Interviews
- IE Public Intercept Events
- PW Public Workshop
- SC Steering Committee
- POH Public Open House
- AH Adoption Hearing
- ★ Project Management Calls



2. PROPOSED WORK PLAN AND SCHEDULE

Our recommended approach for the Comprehensive Plan is based on experience creating plans for other communities. We offer this as a starting point for discussions with the Town about the best process that will effectively and efficiently use local resources and achieve the goals of the initiative that are set out in the RFP. This approach organizes work under four phases:

1. Research & Analysis
2. Envision Elon
3. Draft Plan
4. Final Comprehensive Plan and Land Use Map

The Elon Comprehensive Plan and Future Land Use Map will be created to address emerging community conditions, evidenced based best planning practices, new economic development pressures and opportunities, and infrastructure needs. However, where there are still relevant and effective policies, those should be carried forward and reinforced through the new plan. With this in mind, we anticipate this project is an opportunity to develop new policies and ideas, provide strategic updates that are informed by new information and targeted assessments, and create a simple and user-friendly comprehensive plan document that is readable and accessible.

PHASE I: RESEARCH & ANALYSIS

STAFF INVOLVED: NATE BAKER, SAM SCHULTE | NOVEMBER 2025 - JANUARY 2026

1.1: DEVELOP PROJECT MANAGEMENT PLAN

The RFP states that “the Comprehensive Land Use Plan will be forward thinking and address existing and anticipated growth in a way that preserves community character, reduces sprawl, maximizes existing infrastructure, enhances multimodal opportunities, considers environmental impacts and improves quality of life.” To achieve this, the LOI team will work with Town staff to build on work already conducted, finalize the details of the project work plan and schedule, and present the confirmed approaches in the form of a Project Management Plan. This will include a protocol for communications throughout the project and a schedule for regular interval project check-ins.

Given the compact schedule, we recommend holding regular phone calls (every 1 or 2 weeks) throughout the project with staff to maintain momentum and project progress. These meetings will be used to share public input findings, technical analyses and trends, organize for upcoming activities and events, and discuss draft plan components. We also recommend that the Planning Board and Town Councilmembers are briefed at key milestones in the process to keep them engaged with project progress. The consultant team may assist with preparing for these briefings.

1.2: CREATE PROJECT BRAND AND PUBLIC ENGAGEMENT STRATEGY

To achieve a noticeable presence in the community, we recommend developing a clear project brand at the outset that will capture the public’s attention and help market the process. The team will present ways that residents, business owners, neighborhood groups, and other interested stakeholders can engage in and stay informed about the progress of the initiative.

The brand could build off Elon’s established branding and social media platforms and create visibility for the project. We are aware the Town has already created a project page on the Town’s website. Our team can assist with targeted messaging on these platforms to “push” project information out to the community and link to engagement activities on the project webpage. Social media and eblasts can be used to advertise in-person and workshop events.

Depending upon the availability of resources and coordination with staff, public engagement for this process may include a selection from the following public engagement strategies:

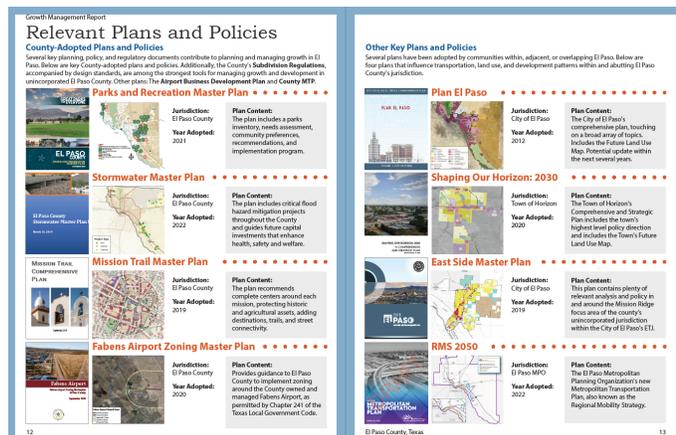
- **DEVELOP A PROJECT BRANDING APPROACH AND TIMELINE.** If desired, the LOI team can collaborate with the Town to develop the project branding and public engagement plan. The LOI team can assist with development of project content for the project webpage and social media for key milestones and project events throughout the project.
- **CONDUCT A MEMORABLE KICKOFF EVENT** to launch project participation, educate attendees about key planning influences and trends, and gather input on the community’s vision for the future of Elon. Activities can include polling exercises to gauge participants reactions to community trends; mapping exercises to identify places to maintain, change, and replicate; vision and idea wall; and other tailored boards and activities. Efforts should be coordinated so that any previous or concurrent public engagement processes help inform this process and be confirmed in engagement efforts. The event could also build on some of the engagement that has already been conducted and include a deeper dive on land use issues.
- **ONLINE “PUSH” TO GENERATE PUBLIC INPUT ON KEY PLANNING POLICY ISSUES** using social media and online surveys. This effort should align with events and activities and provide a decentralized opportunity for residents to engage.
- **“MEETING IN A BOX” FOR PUBLIC INTERCEPT EVENTS** to provide opportunities for Town Staff and Steering Committee members to bring the planning process to HOA meetings, places of worship, workplaces, book clubs, or other group events. This can be a very effective way for people to share information about the process and project and drive interested residents to online engagement opportunities, workshops, and public intercept events.



1.3: CONDUCT INITIAL ASSESSMENT OF EXISTING PLANS AND INFLUENCES

In collaboration with Town staff, the LOI team will review existing plans, policies, and key planning influences. The team’s review of existing plans will evaluate and audit relevant policies, actions, and maps. The LOI team will conduct a conference call with Town staff to identify the status of implementation for all strategies and actions. The policy synopsis will help with identification of policy direction and implementation actions that are still relevant and should be considered during this planning process.

The planning influences assessment will evaluate demographics, economic indicators, housing data, land use, utilities, transportation infrastructure, open space, and natural and historic resources. We recommend first determining analysis priorities and then teasing out key trends from the data rather than providing a traditional community profile inventory. The findings will be collected and presented in a concise draft memorandum or PowerPoint, used to help guide stakeholder interviews, and will help provide an empirical foundation for evaluating policy choices and planning themes. The assessment will be finalized following completion of the stakeholder interviews.



1.4: CONDUCT KICKOFF MEETINGS, RECONNAISSANCE TOUR, AND STAKEHOLDER INTERVIEWS

The LOI team will prepare for and help facilitate a two-day project kickoff trip (either fully in-person or hybrid) to Elon. During the first day, the project team (consultants and staff) will discuss the project management plan, planning influences assessment, and public engagement strategy, and make final adjustments. The team will conduct mapping exercises to discuss the Town’s planning area and identify specific geographic areas that are notable in terms of growth management, areas of growth and change, neighborhoods, and future land use challenges and opportunities.

The LOI team will tour the planning area with staff to identify potential areas for change, take photographs of critical locations, and observe the profile of the existing development pattern in Elon. The LOI team will work with Town staff to identify the appropriate study area boundary for the Comprehensive Plan, taking into account utility capacity, adjacent jurisdictions, and the potential for future growth. Additionally, the team will work with Town staff to explore the best land use planning framework to guide zoning and land development decisions. The



LOI team could work with staff to explore options and evaluate the best choice for Elon and determine how this framework could anticipate future updates to, or a comprehensive rewrite of, the Town’s Zoning Ordinance.

On the second day, the LOI team will coordinate with Town staff to conduct interviews with individuals or groups of key community stakeholders and elected and appointed officials about the critical opportunities and challenges that should be addressed in the plan. This may include the Town Councilmembers, Planning Board members, Steering Committee, Town staff, citizen advisory boards, business representatives, community organizations, transportation partners, neighborhood leaders, faith-based community representatives, and/or other relevant stakeholders.

Following the kickoff trip, the LOI team will finalize the planning influences assessment, with key themes and updated maps, data, charts, and graphs. The final product can be put on the project webpage.

PHASE II: ENVISION ELON (VISION & GOALS)

STAFF INVOLVED: NATE BAKER, SAM SCHULTE, CLEO CISNEROS | JANUARY - APRIL 2026

2.1: PREPARE & CONDUCT PUBLIC KICKOFF MEETING & ONLINE SURVEY (BUILD THE PLAN)

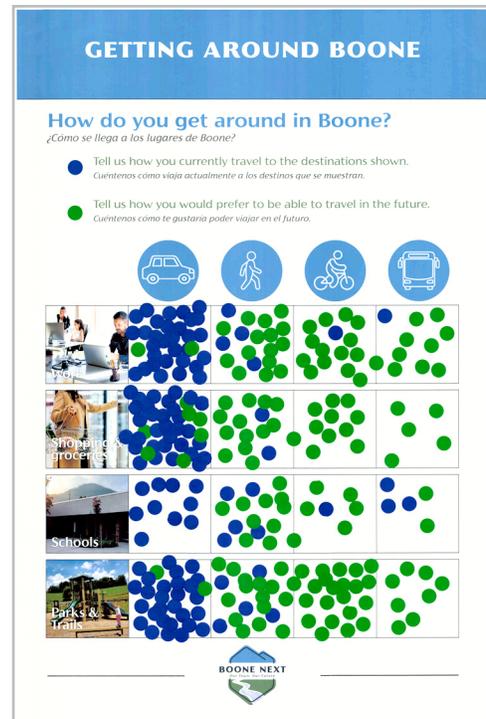
The LOI team will prepare for and facilitate a public kickoff meeting to launch the project, educate residents about community trends and conditions, and provide citizens with an opportunity to share ideas and concerns related to the planning themes. Key planning topics - growth management, natural resource management, housing, placemaking, economic development, and land use - will be addressed in this kickoff event.



This kickoff meeting will be designed to provide an overview presentation at the start of the meeting to share with participants the purpose and process for updating the Comprehensive Plan and Future Land Use Map. This will include a keypad polling exercise to gather input on the planning themes that have been identified and their relative importance. Participants will then be provided with an opportunity to view workshop materials at their own pace and provide public input using a variety of engagement methods: idea walls, dot voting, mapping exercises, visual preference surveys, and other interactive activities. An online public survey will be prepared to include narrative questions made available at the public meeting to collect additional input for a period of time following the meeting.

2.2: SHARE PUBLIC INPUT RESULTS

The LOI team will prepare a summary memorandum or PowerPoint of public input gathered at the public meeting and from the online survey that can be shared with elected and appointed officials and placed on the webpage. The final product will include summaries, themes, and complete inventories of public input.



2.3: PREPARE DRAFT VISION AND GOALS

Using the public inputs, and working with the steering committee, the LOI team will prepare a vision and goals. The team could also prepare a conceptual vision map and/or land use planning principles to help guide the updates to the Future Land Use Map. These will be coordinated with the established planning themes and public input to ensure consistency throughout the project. Town staff and the appropriate elected and appointed bodies will be given an opportunity to review and refine the statements, and they can be placed on the project webpage to capture further public comment.

2.4: DEVELOP FORMAL OUTLINE FOR COMPREHENSIVE PLAN

The team will develop the outline and structure for the Comprehensive Plan. This outline can also be used as a framework for public engagement efforts to paint a clear and consistent picture of the planning topics over the course of the project. At a minimum, the plan structure will include an introduction; a policy element with goals and policies; the future land use element with growth management, natural resource management, land use, and placemaking guidance; and an implementation section. To keep the document simple, the planning influences product will be referenced separately.

2.5: TEST VISION AND GOALS WITH THE PUBLIC (GUIDE THE FUTURE)

At this stage of the process, it is important to relay back to the community what we've heard, test our draft policy direction, and build on previous input to ask more questions. An additional

round of public engagement here will test the vision, goals, and potential maps, policies, and actions. Additional engagement can be coordinated on an as-needed basis with Town staff.

The *Guide the Future* milestone is focused on testing the vision and goals direction with the community and making refinements based upon input. This milestone also involves a community-wide brainstorm and discussion of achieving the vision and goals through implementation and policy strategies. This is an important milestone for building community champions of the plan and building a collection of the community's ideas for real actions, from big ideas to low hanging fruit. The following describes three options that can be considered individually or in combination for this engagement milestone.

Plan A – Community Assembly

At this assembly, residents can provide self-paced feedback on draft vision and goal statements and policy ideas, and sign up to participate in one of four specific time slots to engage in policy direction discussions.

Each policy issue being explored will be presented by the project team along with any important information about policy tradeoffs. Participants will then be asked to use Smartphone technology to provide their reactions to a series of live survey questions on each policy topic. Examples of survey instruments include a visual preference survey to help define the type of development residents support, weighing tradeoffs between wanting new quality of life amenities and increasing capital investments, and reactions to balancing new desired land uses and transportation impacts they may incur. Hard copy surveys and individual pens can be provided to those without access to a Smartphone.

Plan B – Virtual Activities

Pre-recorded presentations, StoryMaps, materials from the virtual meeting, online surveys and other strategies can enable users to participate in this on their own.

Public Engagement Report

The feedback collected will be summarized in a presentation and detailed appendix that quantifies feedback and documents key themes and verbatim comments provided.



PHASE III: DRAFT PLAN

STAFF INVOLVED: NATE BAKER, FRED LOPEZ, SAM SCHULTE, CLEO CISNEROS | APRIL - JULY 2026

3.1: PREPARE COMPREHENSIVE PLAN POLICY FRAMEWORK

The LOI team will prepare a readable, attractive, and user-friendly draft policy framework (goals and policies) for each plan element, building off public inputs the policy guidance from prior planning and engagement efforts. LOI will provide Town staff with plan drafts for review and editing prior to any testing with elected or appointed officials. Particular emphasis will be placed on policy guidance for growth management, placemaking, transportation, natural resources, housing, economic development, and resiliency. The goals and policies for these chapters will be coordinated to ensure that the future land use vision is supported by public and stakeholder input. The LOI team will also include opportunities for expanding coordination and information-sharing with community and regional partners.

3.2: PREPARE AND REFINE THE UPDATED FUTURE LAND USE MAP

The LOI team will prepare the complete draft of the future land use map and land use chapter element incorporating the vision and goals as determined through public engagement. The map will be refined, updated, and tested with staff, and elected or appointed officials, as necessary.

3.3: PREPARE IMPLEMENTATION STRATEGIES

Building off prior work, the LOI team will prepare a draft implementation chapter that will include key community initiatives in coordination with Town staff. A strategy will be included in the implementation section of the plan that sets out priorities, action steps, and the linkage between the Comprehensive Plan and the Town’s budget and capital improvements processes. This will also include development of a set of criteria to be used in identifying the priorities among projects.

Focusing on land use changes identified during the planning process, the LOI team will identify any critical updates recommended for the Town’s Land Use Code to implement the community’s new comprehensive plan. A list of these recommended changes can be incorporated within the implementation strategies.

3.4: TEST PLAN WITH STAKEHOLDERS AND OFFICIALS (CONFIRM THE PLAN)

LOI will prepare documents and presentation materials for stakeholders, elected and appointed officials, and members of the public to review the draft Comprehensive Plan. The Town may want to consider holding an person or online public open house to unveil the draft plan and maps. The LOI team can help prepare for meetings and work sessions.

Optional: The LOI Team can lead and facilitate a public open house, collect input, and create a Public Feedback Memorandum.

The *Confirm the Plan* milestone would be focused on allowing residents ample time to review the Comprehensive Plan and provide feedback prior to the public adoption process. These inputs can then be used to inform final plan revisions.

Plan A – Open House

At this open house, participants can view in-person or online posters that summarize the key components of the Comprehensive Plan in a larger event space. Reservations for time slots could be requested for added safety. Project team members could be available to answer questions. Participants will provide comments using print or online survey tools available via Smartphone or other web-enabled device.

Plan B – Self-Guided and In-Person

Another option is to conduct a series of plan viewing stations held in public locations (libraries, churches, schools, community centers, etc.) and would be run like the two-day open house. The stations could be available for residents for a one-week period and public inputs would be provided using a print survey, via Smartphone or web-enabled device software.

Plan C – Fully Virtual, Self-Guided Activities

Plan C can be used if the Town would prefer to have fully virtual activities. Using the project website, a short video will summarize the key components and “big ideas” in the Comprehensive Plan. Participants can then review the Plan document made available on the project website and provide comments on any requested adjustments or changes they would like made.

PHASE IV: FINAL COMPREHENSIVE PLAN

STAFF INVOLVED: NATE BAKER, FRED LOPEZ | JUNE - SEPTEMBER 2026

4.1. PREPARE FINAL PLAN PRODUCTS

In coordination with Town staff, the LOI team will prepare the final plan products in digital and hard copy form.

4.2: CONDUCT TWO PUBLIC HEARINGS

We will prepare presentations for two public hearings – one meeting each to present the draft Comprehensive Plan to the Planning Board and to the Town Council.

4.3: FINALIZE AND TRANSMIT FINAL ADOPTED COMPREHENSIVE PLAN

Our team will work with Town staff to incorporate adjustments requested by the Planning Board and the Town Council into the final adopted version of the Comprehensive Plan. All relevant digital files, including a Word or Adobe version of the plan will be provided to Town staff to allow them to make adjustments to the plan over time.

3. COMMUNITY ENGAGEMENT PLAN

During Phase 1, the LOI Team will present staff with a Community Engagement Plan that details strategies to use throughout the planning process. During the kickoff trip, the plan will be discussed and refined. The plan will outline efforts to support the planning process and guide coordination between Town staff and consultants. It can be updated over time as new dates and events are scheduled. The results will be the foundation for developing the policy direction of the plan.

IN-PERSON COMMUNITY WORKSHOPS

Community workshops continue to be the best way to conduct community engagement because it brings together broad swaths of the community to provide input and share ideas collectively. When dozens or even hundreds of people are in the same room together, that is a precious opportunity and one not to be wasted. Every detail should be thoroughly planned out in advance and executed as well as possible. We can make that happen. We can discuss with staff what each workshop should look like, but we often include a presentation, a fun and informative Smartphone polling exercise, and station boards with a diverse array of questions and activities. In some communities, roundtable discussions also work well. We can discuss with staff which methods to use during this process.

INTERCEPT EVENTS

Intercept events are targeted group meetings or involvement in community events that broaden involvement by capturing input, including from those who may be difficult to reach at a community workshop. These activities are typically similar to a small number of the community workshop activities, though individual tactics will be tailored to the setting. The consultant can assist adapting material for Town staff-led intercept events. Intercept events would use some of the following materials: Flyers with links to the online survey; Paper copies of the online survey; Project sign; Reusable boards that will also be used in any meeting-in-a-box (see below); Other paper informational sheets

MEETING-IN-A-BOX

This is a package created by the consultant team and shared with Town staff. Staff may also consider involving groups or individuals interested in being involved in the comprehensive planning process (like the Steering Committee). Groups could include (but are not limited to) neighborhood associations, churches, the Chamber, and the Rotary Club. A targeted meeting-in-a-box effort could be completed at any time during the planning process. The package will include the following: A simplified presentation that builds off the one used at the community meeting; Reusable boards that are the same or slightly modified versions of those at the community meeting; Handouts, flyers, and other materials that can support these events; Online survey (or a paper version, as requested) that asks the exact same questions as those asked during the open house.

SURVEY

The consultant team will develop an online survey that replicates the questions and activities in each of the community workshops and community engagement touch points. Those living in Elon will have the opportunity to help craft the community's vision through this tool. The input will also be used to develop the goals and policies and help shape the Town for the future. Hard copies will also be distributed at key locations throughout the Town.

D. Budget

Our team would be thrilled to work with the Town of Elon on the next chapter of your community. We will be happy to tailor the final scope to fit the Town’s needs and budget.

Phase	Professional Fee
Phase 1: Research & Analysis	\$15,000
Phase 2: Envision Elon	\$20,000
Phase 3: Draft Plan	\$30,000
Phase 4: Final Comprehensive Plan	\$10,000
Project Total	\$75,000



Request for Proposals - Comprehensive Land Use Plan for the Town of Elon

Firm	City Explained, Inc. (in collaboration with Nealon Planning, PLLC, Arnett Mudrow & Assoc., LLC & Green Heron Planning, LLC)	Larson Design Group, Cranberry, PA	Inspire Placemaking Collective, Inc.	Line and Grade (in collaboration with Toole Design)	KCI Associates of NC (in collaboration with Insight)	LOI	Magrathea Planning & Consulting (MPC)	Benchmark	Stewart (in collaboration with Toole Design)	Kimley-Horn	Houseal Lavigne
Primary Contact Person	Matt Noonkester	Ashley McKnight	Jay McLeod	Mike Callahan	Harrison Wenchell	Nate Baker	John Wear	Jason Epley	Carroll Williamson	Jonathan Whitehurst	Jack Carso
Estimated Cost of Contract	\$90,140	\$112,500	\$142,600	\$186,674	\$90,000	\$75,000	\$58,817	\$97,500	\$90,000	\$124,910	\$225,695
Estimated Timeframe	12 months	12 months	12 months	14 months	13 months	10 months	12 months	12 months	12 months	12 months	18 months
Public Participation /Outreach	Stakeholder interviews, project website, pop-up events, community ideas exchange workshop, growth choices workshop	Interviews,/Focus Groups, community survey, community visioning workshop, pop up engagements, final open house	Community kick off event, website with project logo, public engagement survey, virtual meeting with subject specialists, public open house, public workshop	Listening sessions, online survey, social media, community open house	Project website and branding, social media campaign, stakeholder interviews, 2 online surveys, 2 public workshops, virtual open house, additional public workshop on draft plan	2-day kickoff meeting, stakeholder interviews, virtual activities (StoryMaps, online surveys, etc.), intercept events (churches, HOA's, etc.), open house of draft plan	Kick-off meeting, 3 other public meetings, online survey	Kick-off meeting with the public, community survey, project website, community festival booths, small group discussions, event attendee /student representation, design workshops, 2 public meetings to review the draft plan	Project website, kick-off meeting, stakeholder interviews, 2 visioning workshops, online surveys, pop up meetings, other options available.	Project website, pop-up events, stakeholder meetings, school-based activities, stakeholder synposium, community workshop, online surveys, interactive online map	Project website, online survey, online map-based engagement platform, kick-off event, pop up event, 2 community open houses and a third one to review the draft
Comprehensive Plans Prepared by the Firm	Mooresville, NC, Knightdale, NC, Southern Pines, NC, Fuquay-Varina, NC, Garner, NC, Mebane, NC	Watkins Glen, NY	Kenly, NC, Trinity, NC, Weddington, NC	Youngsville, NC, Vinton, VA, Mills River, NC	Coats, NC, Lillington, NC, Winchester, TN, Pembroke, NC, Newport, NC, Craven County, NC	Boone, NC, Woodfin, NC, Black Mountain, NC, Davidson, NC	Taylorsville, NC, Catawba, NC, Maiden, NC, Hildebran, NC, Long View, NC (as part of the Western Piedmont COG)	Blowing Rock, NC, Jamestown, NC, Bermuda Run, NC, Archdale, NC, Elon's Downtown Master Plan	Brevard, NC, Fountain Inn, SC, Shelby, NC, Alamance County, NC, Southport, NC	Lewisville, NC, Goldsboro, NC, Lincoln County, NC, Morganton, NC, Monroe, NC, Gaston County, NC	Morrisville, NC, Wake Forest, NC (several cities outside of NC)

Request for Proposals -
 Comprehensive Plan Update
 (continued)

	City Explained, Inc.	Larson Design Group	Inspire Placemaking Collab., Inc.	Line and Grade	KCI Assoc.	LOI	Magrathea	Benchamrk	Stewart	Kimley-Horn	Houseal Lavigne
Evaluation Criteria (Staff Recommendations based on scale of 0 -5)											
Addresses all aspects of the scope of work in a way that meets the town's needs	4	3	4	4	4	4	3	4	4	4	4
Qualifications and experience of proposed personnel working in towns similar to Elon	4	3	4	5	4	5	3	5	5	4	3
Availability of proposed personnel	5	5	5	5	5	4	3	5	5	5	4
References	5	4	5	5	5	5	5	5	4	5	4
Overall quality of the proposal	4	3	4	4	4	4	2	5	4	4	5
Fee proposal, based on competitive pricing	5	4	3	3	5	5	5	4	5	3	2
Total Score	27	22	25	26	27	27	21	27	27	25	22

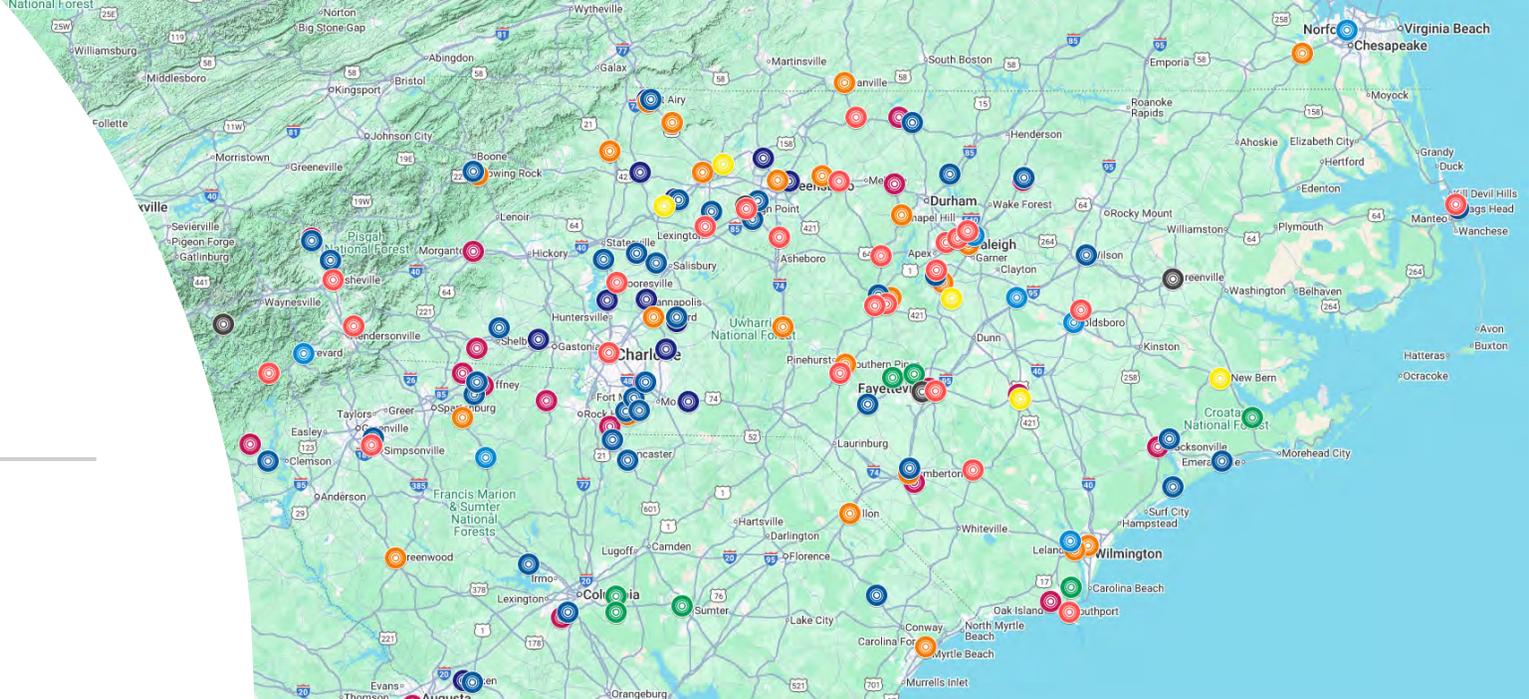


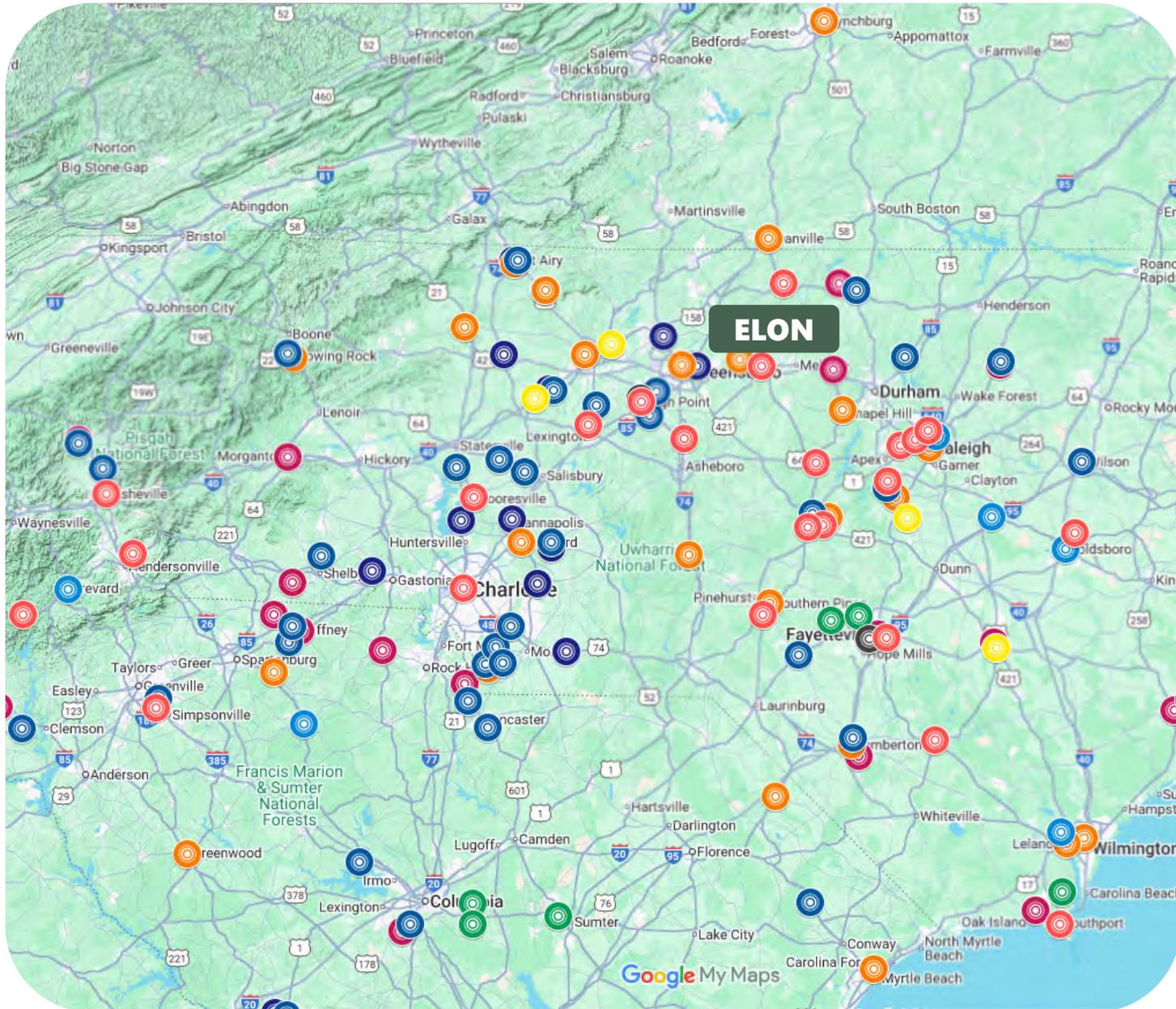
Comprehensive Land Use Plan Update

BENCHMARK

BENCHMARK PLANNING

- Established in 1982
- National Experience
- Comprehensive Planning
- Placemaking/Urban Design
- Economic Development
- Land Use Regulation





HIGHLIGHTS

- Mount Airy
 - Comprehensive Plan
- Bermuda Run
 - Comprehensive Plan (x3)
- Blowing Rock
 - Comprehensive Plan (x2)
- Jamestown
 - Comprehensive Plan
- Archdale
 - Comprehensive Plan
- Last 10 years (14 states)
 - 50 Comprehensive Plans
 - University Town Experience
 - Alamance County Experience

PROJECT TEAM



Jason Epley, AICP
Project Manager



Vagn Hansen, AICP
Planning / Policy Lead



Dylan McKnight, AICP
Design / Mobility Lead



Dan Douglas
Downtown & Economic
Development



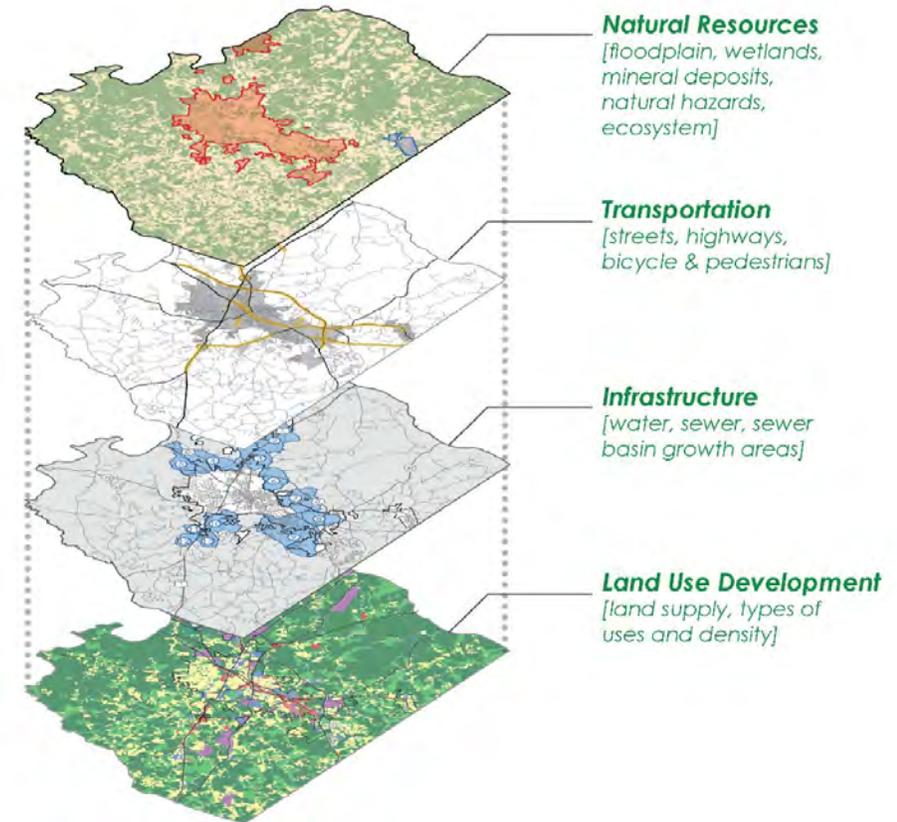
Bridget Callea, AICP
Market Analysis, Research &
Community Engagement



Kris Krider, AICP
Town / Gown Strategies

ELON'S PLAN UPDATE

- Road Map or Blueprint for the future of the Town
- Looks at development trends, previously approved plans, demographic and economic data, and community perceptions
- Inclusive and collaborative planning process to develop a shared vision
- Update the Future Land Use Map and recommendations to align with zoning and guide future infrastructure investment and development



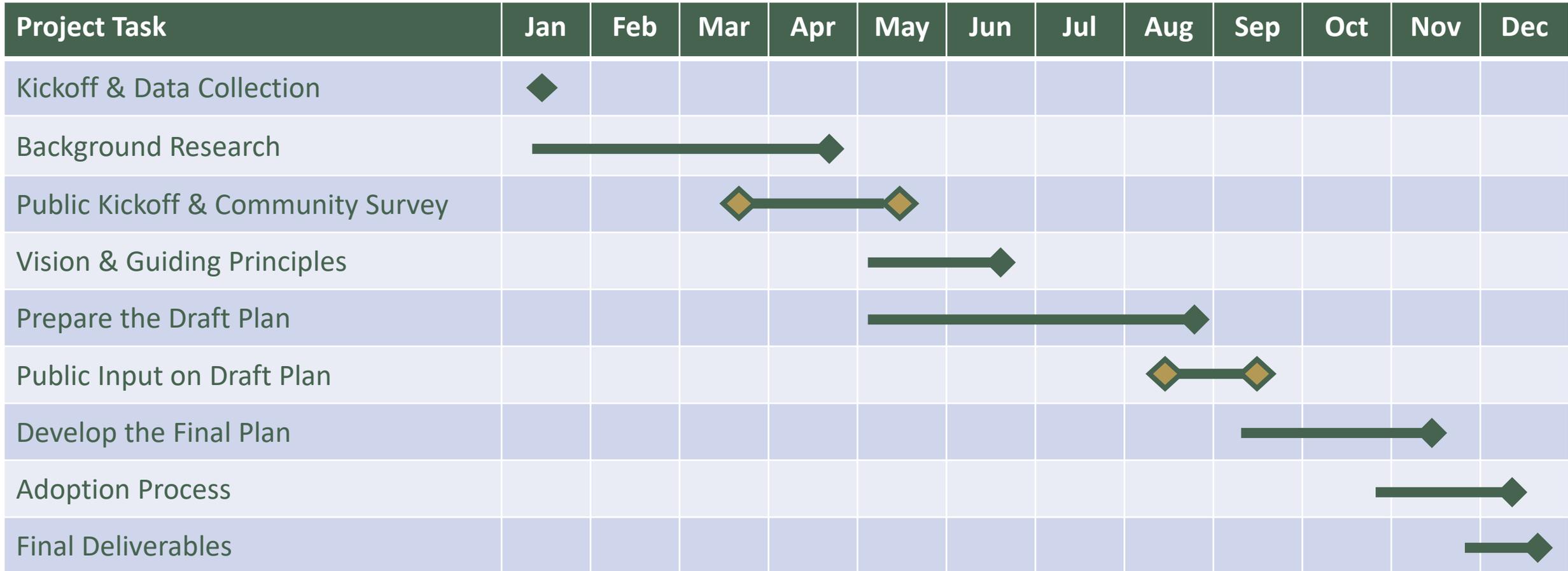
PLANNING PROCESS

- The plan will be developed over a 12-month period
- **Steering Committee** to oversee the Comprehensive Land Use Plan update
- **Public Participation** through a survey, listening sessions, meetings, events, and workshops
- **Background Research** extensive examination of existing plans, data, trends, and growth patterns



January – December '26

PLANNING PROCESS

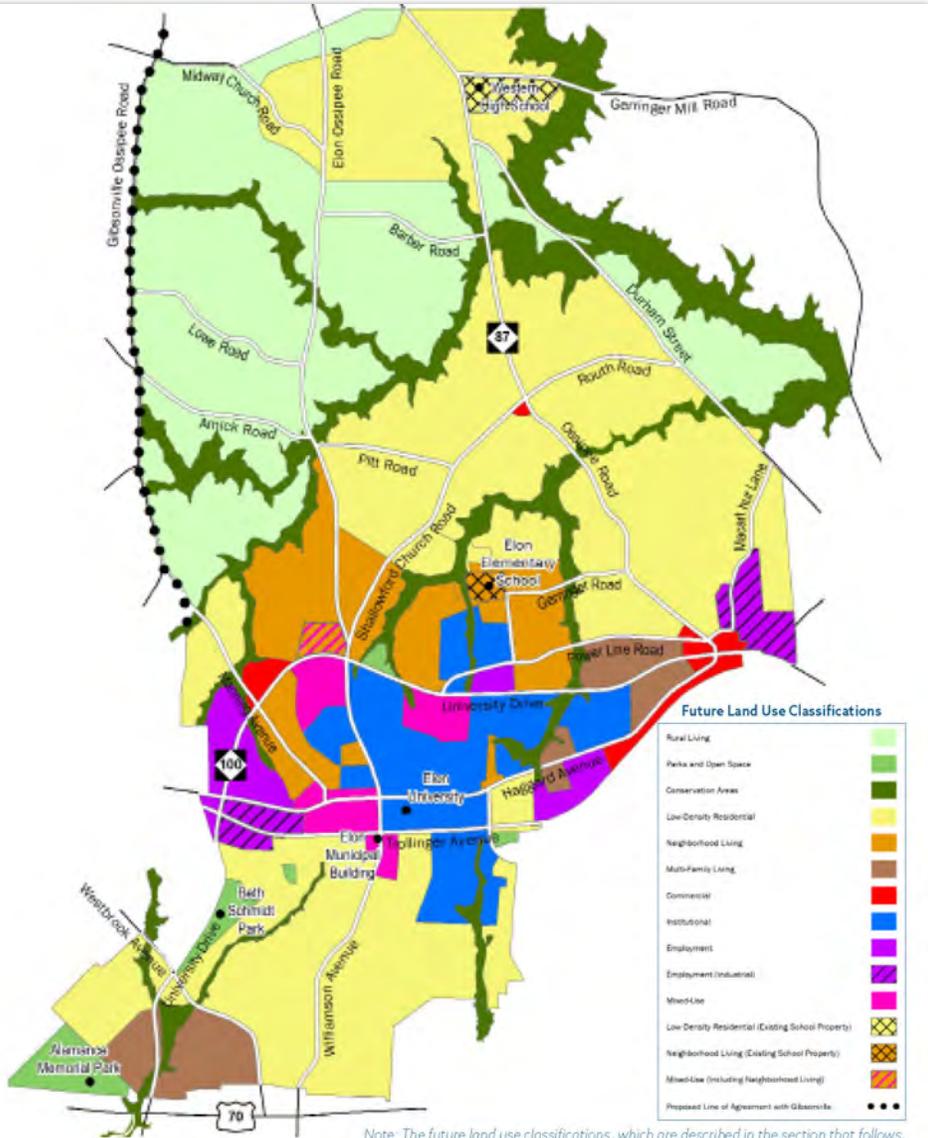


◆ Community Survey, Meetings, and Workshops

LISTENING SESSIONS

- Neighborhood Advocates and Volunteer Committees
- Real Estate / Development Community
- Major Property Owners / Business Owners
- Town Officials – Elected, Appointed, and Staff
- Economic Development & Related Entities
- University Officials and Students
- Other Partners & Outside Agencies (NCDOT, NCRR, etc)

BACKGROUND RESEARCH

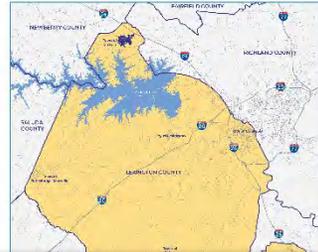


Note: The future land use classifications, which are described in the section that follows, specify the predominant use. Refer to the detailed descriptions for more information.

REGIONAL CONTEXT



Chapin is an incorporated town located in northern Lenoir County. As shown to the right, it is separated from the majority of the County by Lake Murray and is near the borders of both Newberry and Richland Counties. The greater Chapin community surrounds the Town, extending far beyond the Town's boundaries. The Town is best defined by 29036 zip code, as shown below. The Town covers just over 2 square miles.

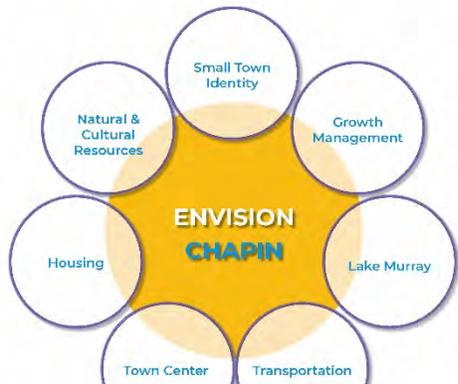


29036 ZIP CODE



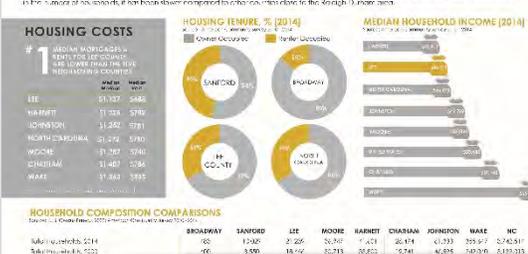
EMERGING THEMES

Through the process of reviewing background research, meeting with the Comprehensive Plan Committee, analyzing community survey results, and discussing the Town of Chapin with a number of local stakeholders, seven major themes have emerged. These emerging themes will help guide the development of the Plan's vision and direction.



HOUSEHOLDS & HOUSING

Lenoir County's mix of housing and its associated costs, compared to other neighboring counties and the County's percentage of home ownership, is reflective of the state. The County's median household income is also reflective of the state. While Lenoir County has seen an increase in the number of households, it has not seen corresponding increases in either population or income.



ECONOMIC PROFILE

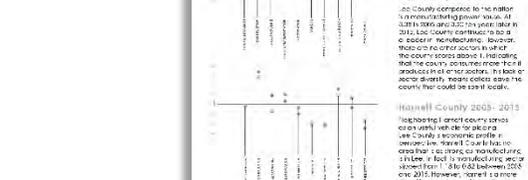
Employment in Lenoir County is growing and is being driven by the service and retail sectors. The service sector continues to be the largest employer in the County, followed by the retail sector. The manufacturing sector is also a significant employer, but has seen a decline in recent years. The County's economy is heavily dependent on the service and retail sectors.



LOCATION QUOTIENT COMPARISON



LABOR FORCE COMPARISON



WORKSHOPS / MEETINGS



SPECIAL EVENTS

Block Party



4th of July



Block Party



Alive After Five



DIGITAL ENGAGEMENT

The screenshot shows the website header with the logo for 'The Town of Mocksville' and navigation links: HOME, PLANNING PROCESS, GET INVOLVED, CONTACT US. The main content area has a blue background with an aerial photograph of downtown Mocksville. Overlaid on the photo is the text 'OUR MOCKSVILLE' and a green button that says 'Take the Community Survey Today!'. Below the photo, there are two white boxes with blue text and icons. The first box is titled 'Download the Kickoff Presentation' and includes a computer monitor icon and a button labeled 'Kickoff Presentation Slides'. The second box is titled 'Take the Community Survey Today!' and includes a survey icon and a button labeled 'Community Survey'.

 **40+**
ATTENDEES
Listening Sessions
February 2022

 **2,000+**
RESPONSES
Community Survey
March - April 2022

 **12**
MEETINGS
Regional Focus Groups
March 2022 - July 2023

 **9**
MEETINGS
Steering Committee
December 2021-Jan 2024

 **90+**
ATTENDEES
Public Drop-In Meetings
June - July 2022

 **250+**
PARTICIPANTS
Virtual Public Engagement
July 2022

 **200+**
ATTENDEES
Topic Area Forums
September - October 2022

290+
ATTENDEES
Draft Plan Public Meetings
January 2024

 **1,000+**
SUBSCRIBERS
Email Update List
Ongoing

 **7,200+**
REACHES
Project Website Hits
Ongoing

ENGAGEMENT MATERIALS / BRANDING

- Advertisements
- Key Chains
- Fridge Magnets
- Shirts, Hoodies, Hats
- Passport Card
- Etc.



WHY WORK WITH BENCHMARK?

- 40 years experience
- Creative engagement
- Consensus builders
- Best practices
- Realistic strategies
- Implementation focus
- Familiarity with Elon
- We love what we do!





Comprehensive Land Use Plan Update

BENCHMARK



Town of Elon Comprehensive Plan

MEET THE TEAM



Fred Lopez,
FAICP
Principal-in-Charge



Nate Baker,
AICP, CNU-A
Project Manager



Marty Boyd
Senior Project Advisor



Sam Schulte
Senior Planner



Cleo Cisneros
Planner



Hector
Designer

ABOUT LOI

COMPANY INFORMATION

Founded in 2003, LOI is a full-service, professional urban planning, civil engineering, and sustainability consulting firm. Our planners have decades of experience in comprehensive planning, community engagement, zoning assessments and rewrites, transportation planning, and capital improvement planning. LOI maintains a unique position to identify and develop multidisciplinary approaches to thoughtful, inclusive, and distinctive solutions.

In addition to our planning experience, LOI provides a broad spectrum of civil engineering services. Our team has experience in complex design projects related to transportation, stormwater infrastructure, park improvements, and residential, commercial, and industrial development.

- About LOI
- CEO/President: Bernardino Olague
- 62 staff working to meet the needs of our client communities
- Experience in effective land use solutions and code solutions
- Tailored Comprehensive plans

- **Founded 2003**
- **Headquartered in El Paso, Texas with office in Durham, NC**
- **Planners and Engineers**
- **North Carolina experience**

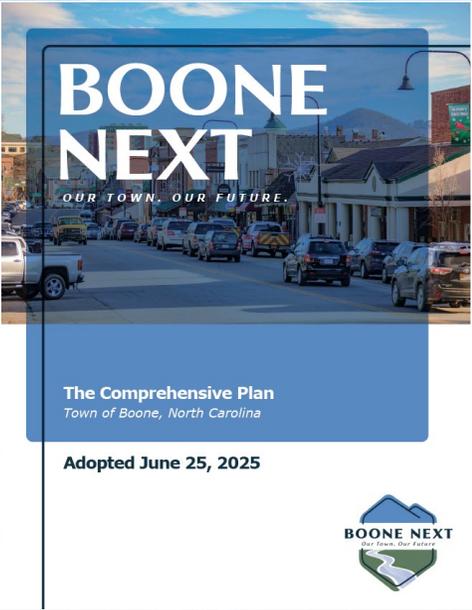
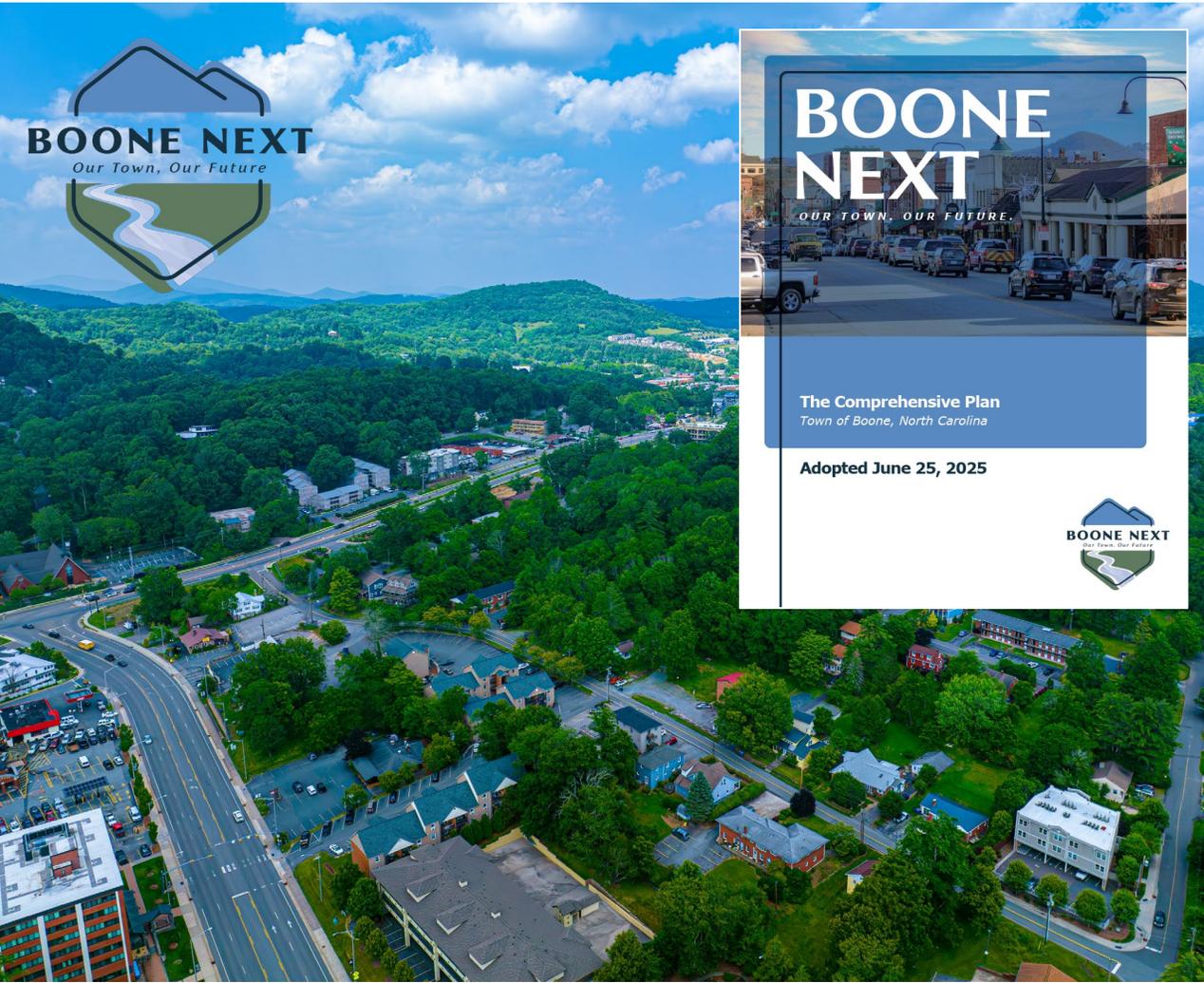


PROJECT TEAM

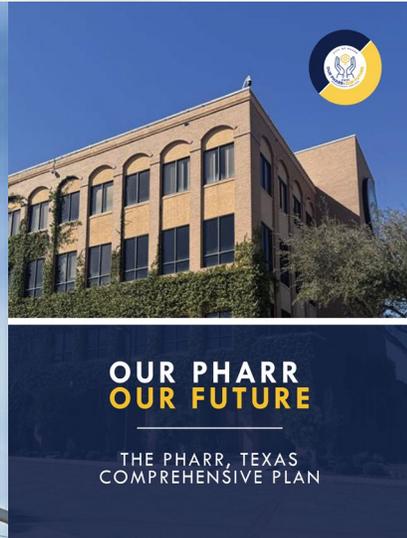
- ✓ Focus on client service
- ✓ Innovative engagement
- ✓ Multidisciplinary team with planning and engineering experience
- ✓ Award-winning planning leaders
- ✓ Experts in comprehensive plan alignment with CIP and Strategic Planning processes



BOONE, NC



PHARR, TX



WE KNOW COLLEGE TOWNS

- **Boone, NC Comprehensive Plan** – Appalachian State University
- **Davidson, NC Comprehensive Plan** – Davidson College
- **Greenville, NC Comprehensive Plan** – East Carolina University
- **Columbia, SC Comprehensive Plan (Housing)** – University of South Carolina
- **State College, PA Zoning Regulations** – Penn State University
- **Tuscaloosa, AL Zoning Regulations** – University of Alabama, Stillman College
- **Las Cruces, NM Capital Improvement Program** – New Mexico State University
- **Las Vegas, NM Comprehensive Plan** – New Mexico Highlands University
- **Woodfin, NC Comprehensive Plan** – Abutting UNC Asheville
- **Alpine, TX Transportation Plan** – Sul Ross State University

WHAT WE'LL EXPLORE



Quality of life is a resident priority. **What tools does Elon need to stimulate and manage growth, leverage investment, and improve quality of life for all its residents?**



Elon has new plans and regulations. **How can the town build off the work and momentum from those initiatives?**



Elon is a beautiful place with its own unique identity. **What placemaking initiatives does the town wish to pursue to protect, build on, evolve, and enhance its character?**

PROJECT TIMELINE

	2026										
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
I. Research & Analysis	■										
II. Envision Elon			■								
III. Draft Plan						■					
IV. Final Comprehensive Plan & Land Use Map								■			
Project Management Calls	★	★	★	★	★	★	★	★	★	★	★
Steering Committee Meetings		SC	SC		SC		SC	SC			
Community Outreach Engagement		I	IE	PW, IE				POH		AH	AH

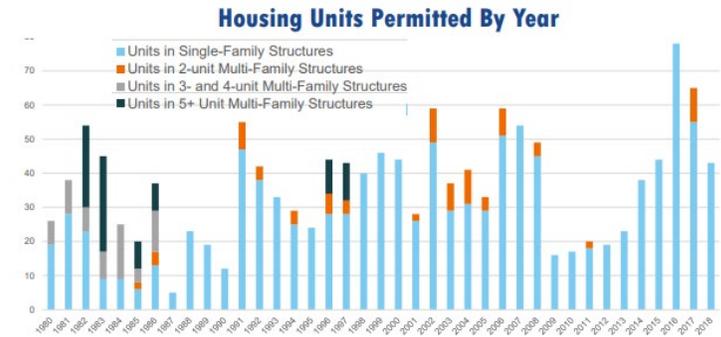
- I Interviews
- IE Public Intercept Events
- PW Public Workshop
- SC Steering Committee
- POH Public Open House
- AH Adoption Hearing
- ★ Project Management Calls

LAY A STRONG FOUNDATION

- Staff kickoff meeting & context mapping exercises
- Project Management Plan & Public Engagement Strategy – detailed & dynamic schedule
- In-depth one-on-one and small group interviews
- Assessment & synthesis of plans and policies
- Planning influences tell the town’s story

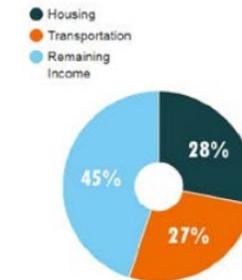
2 After 1997, all newly constructed housing units were single family houses or duplexes.

Why it Matters
The limited housing types produced in Black Mountain over the past two decades have somewhat restricted the housing options available to Black Mountain residents. With growing housing prices, this may be a trend worth further investigation.



3 On average, Black Mountain households currently spend over 50% of their income on housing and transportation.

Why it Matters
Many residents face higher costs of living, without receiving a proportional increase in income. Due to a variety of factors, including automobile-dependent built patterns and limited transportation and housing options, housing + transportation costs now make up 55% of average Black Mountain household expenditures.



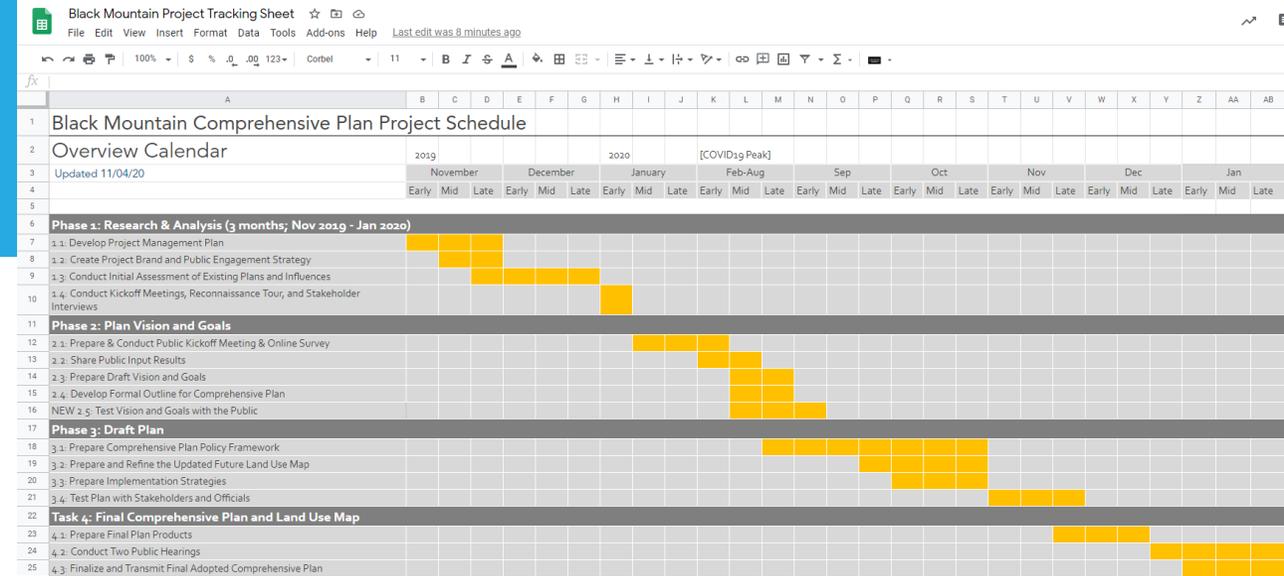
\$11,865
Annual Transportation Costs

1.64
Autos Per Household

1234
Average Household VMT

PROJECT MANAGEMENT

- Experience managing complex projects
- Collaborative team with breadth of specialties
- Plan for duration of project
- Focus on phased increments
- Adjust to address unknowns
- Regular communication

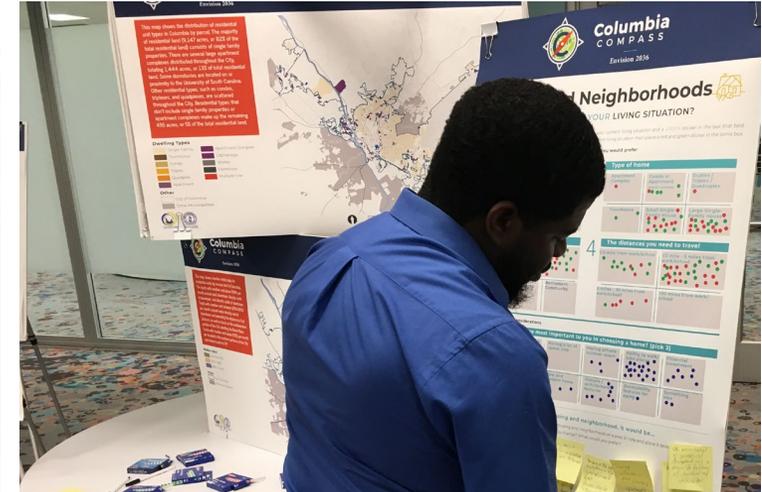


Black Mountain Project Tracking Sheet

TASK	ACTIVITE(S)	LEAD	GENERAL TIMING	PM DISCUSSION	STAFF DRAFT	STAFF COMMENTS	FINAL DOCUMENT
Phase 1: Research & Analysis (Nov-Jan)							
1.1	Develop Project Management Plan	Clarion	Nov. 2019				
	Develop Project Management Plan	Clarion	Nov. 2019	Nov. 18	Nov. 18-22	Nov. 18-22	Nov. 18-22
1.2	Create Project Brand and Public Engagement Strategy	Clarion	Nov.-Dec. 2019				
	Create Project Brand	Clarion	Nov. 2019	TBD	Dec. 2-6	TBD	TBD
	Create Draft Public Engagement Strategy	Chipley	Dec. 2019	12/2/2019	11/27/2019	TBD	TBD
1.3	Conduct Initial Assessment of Existing Plans and Influences	Clarion	Nov.-Dec. 2019				
	Create and Complete Data/Document Request	Clarion	Nov.-Dec. 2019	11/18/2019	11/19/2019	11/21/2019	11/21/2019
	Create and Complete Staff Questionnaire	Clarion	Nov.-Dec. 2019	12/16/2019	TBD	TBD	TBD
	Establish Planning Influences Assessment Topics	Clarion	Dec. 2019	12/2/2019	11/27/2019	TBD	-
	Develop Planning Influences Assessment	Clarion	Dec. 2019	12/16/2019	TBD	TBD	TBD
1.4	Conduct Kickoff Meetings, Reconnaissance Tour, and Stakeholder Interviews	Clarion	Dec. 2019 or Jan 2020				
	Create General Trip Itinerary	Clarion	Jan. 2019	12/16/2019	11/19/2019	TBD	TBD
	Organize 2-day trip for work session, tour, and interviews	Black Mountain	Dec. 2019	12/16/2019	-	-	-
	Establish interview questions	Clarion	Dec. 2019	12/16/2019	12/13/2019	TBD	TBD
	Establish materials & printing list	Clarion	Dec. 2019	12/16/2019	12/13/2019	TBD	TBD
	Conduct Kickoff Meetings, Reconnaissance Tour, and Stakeholder Interviews	Clarion/BM/Chipley	Jan. 2020			January 6-7 2020	
Phase 2: Plan Vision and Goals (Jan-Feb 2020)							
2.1	Prepare & Conduct Public Kickoff Meeting & Online Survey	Chipley	Dec.-Jan				
	Prepare Boards	Chipley/Clarion	Dec.-Jan	1/13/2020	1/17/2020	1/20/2020	1/22/2020
	Prepare advertising content, press release, email, soc. media, etc.	Chipley/BM	Dec. 2019	TBD	TBD	TBD	TBD
	Conduct outreach	Black Mountain	Dec.-Jan	Ongoing - See Public Engagement Strategy			
	Prepare polling questions		Dec.-Jan				
	Prepare Public Meeting Ppt	Chipley/Clarion	Jan. 2020	1/13/2020	1/20/2020	1/22/2020	1/24/2020

IMPACTFUL PUBLIC ENGAGEMENT

- Public Meetings
- Open House
- Advisory Committees
- Lunch Forums
- Workshops
- Store Front
- Online Surveys
- Walking Tours
- Site Tours
- Charrettes
- Stakeholder Interviews
- Public Hearings
- Council/Board Sessions
- Adoption Meetings
- Passport for Door Prizes
- Community Events



LAND USE POLICY & MAPPING

Vision, Goals, Policies, Growth Criteria

GOAL 2.2

A NETWORK OF NATURAL AREAS AND OPEN SPACE

Recognizing the importance of the natural environment, Davidson will create and protect an integrated network of green corridors, parks, and open spaces, along with meaningful rural and agricultural uses.

Policy 2.2.1: Protect Ecologically Valuable Areas and Corridors

Through regulations and development decisions, protect, restore, and connect ecologically valuable areas such as critical watersheds, stream buffers, wetlands, wildlife habitat, and hardwood forests. Additionally, prioritize conservation of similar lands adjacent to these areas.

Policy 2.2.2: Integrate Green Space Throughout the Built Environment

Being cognizant of the importance of green space to human health, continue to thread green space throughout the built environment by growing, enhancing, and protecting the urban tree canopy, and providing natural green public spaces, neighborhood gardens, and greenways. To the extent possible, encourage native landscaping.

Policy 2.2.3: Protect Active Farmland

Protect and support active farmland, recognizing the economic, environmental, and social importance of farmland protection and local foods production.

Policy 2.2.4: Promote Environmental Education

Promote environmental stewardship through educational outreach programs that enhance knowledge and understanding of environmental systems. Outreach may take the form of classes, signage, or public art, among other methods.

Policy 2.2.5: Protect Valued Rural Viewsheds

Recognizing Davidson's rural history, as well as the present-day importance of rural viewsheds, protect those viewsheds deemed most important by the Davidson community.

Policy 2.2.6: Expand Use of Low Impact Development Techniques

Use low impact development systems and practices that use or mimic natural processes to protect water quality and associated aquatic habitat and reduce the impact of built areas. Examples may include, but are not limited to, rain gardens and bioswales that result in the infiltration, evapotranspiration or use of stormwater.



Local governments may use Purchase of Development Rights (PDR) programs as one tool to preserve farmland and open space. PDR programs pay willing landowners for not developing their land, placing protected land in a conservation easement while still affording landowners a range of specified uses and flexibility in stewarding their property. To learn more, see Purchase of Development Rights: Preserving Farmland and Open Space, Planning Commissioners Journal (2004).

Land Use Policies

Downtown

DESCRIPTION

Downtown is the historic, cultural, and civic heart of Black Mountain. Development includes historic buildings, as well as buildings from the past several decades, and supports a mix of retail, restaurants, employment, and some residential. Buildings are located up to the sidewalk, are short in width, and include ample windows and doors along first floors.



OPPORTUNITIES

- » Retain historic character through preservation and adaptive reuse of buildings
- » Ensure new development is contextually compatible, high quality architecture
- » Enhance streetscapes with street trees, wider sidewalks, pedestrian amenities, and burying overhead wires
- » Economic development through events and placemaking



PRIMARY USES

- » Commercial/Mixed Use
- » Office
- » Civic

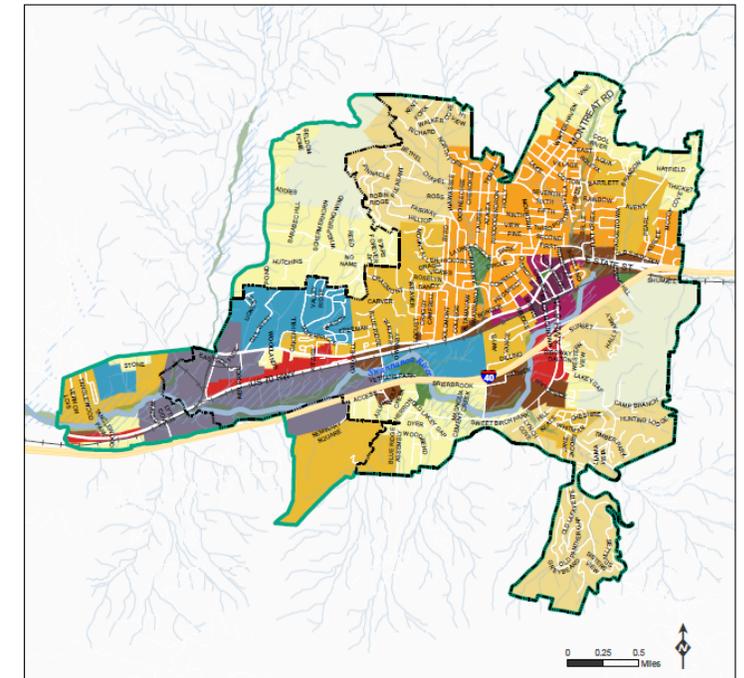
SECONDARY USES

- » Mixed Use Residential



DESIRED CHARACTERISTICS

Building Height	2 stories (up to 3 with incentives)
Building Setback	0-10 ft
Lot Width	15-75 ft
Block Length	300-500 ft
Parking	Shared parking behind buildings, on-street parking



Activity and Employment

- Downtown
- Downtown Edge
- Commercial
- Walkable Mixed Use
- Heavy Industry and Warehousing
- Institutional Campus

Neighborhoods

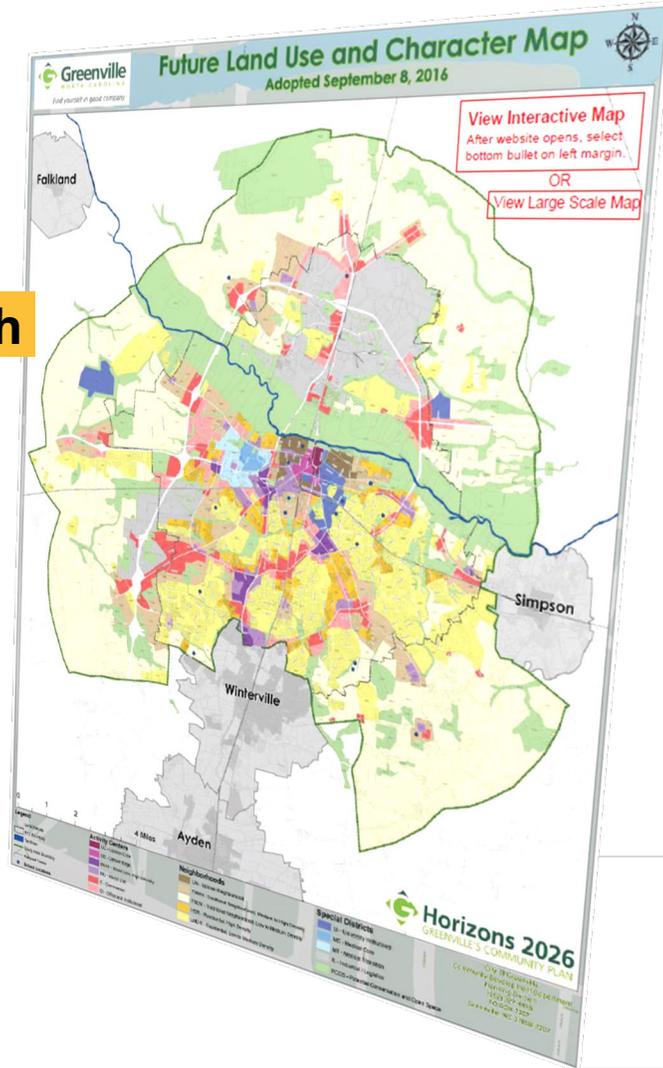
- Core Neighborhood
- Complete Neighborhood
- Mountain Residential
- Valley Residential
- Conservation Residential

Boundaries

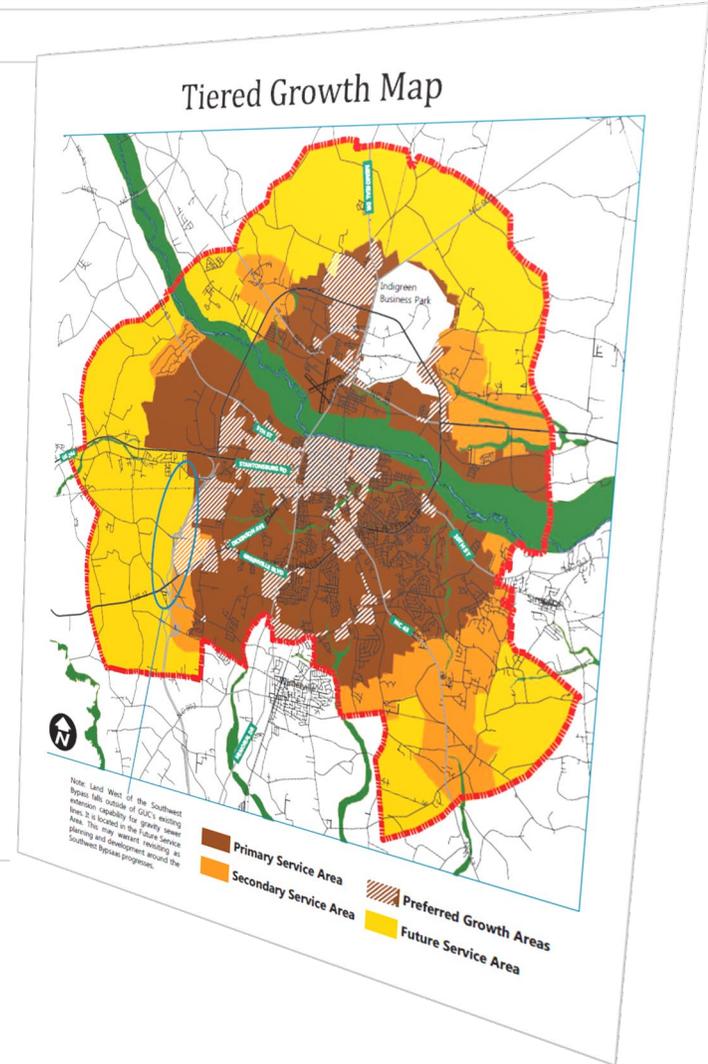
- Black Mountain Town Boundary
- Planning Area

CREATING LAND USE CERTAINTY

How & How much to grow



When & Where to grow



IMPLEMENTATION BLUEPRINT



Walkable and Livable

Black Mountain is a distinct mountain town that is affordable, livable, human-scale, and grounded in its historic character.



Vibrant Economy

The Town's vibrant, innovative, and diverse economy provides dignified jobs with living wages.

ACTIONS

A.2.1 Conduct a Comprehensive Rewrite of the LUC

- To implement the recommendations of this comprehensive plan, the town's land use code (LUC) should be rewritten. Key elements to adjust include:
 - » Establish infill and redevelopment context sensitive standards that allow flexibility and enhance character
 - » Update form and design standards to reinforce walkable, compact development objectives
 - » Modernize zoning districts to align with the vision for new nodes of activity; consider form-based zones
 - » Revise block length and connectivity standards to be consistent with this plan
 - » Establish a UDO with conditional zoning; improve multifamily housing provisions
 - » Consider requiring centrally-located dedication of park or civic spaces in master planned communities
 - » Consider ways of incorporating public art into new projects
 - » Create incentives (including but not limited to height and density) for green and sustainable building practices; consider sustainable building standards for certain types of development
 - » Consider formalizing the Utility and Annexation Criteria
 - » Revise parking requirements to include a maximum parking allowance, and location in the rear of the building in areas intended for more walkable mixed use development
 - » Remove barriers, create incentives, and streamline development review for infill development
 - » Consider initiating zoning map changes to targeted areas in Black Mountain

Responsible Department	Priority (H, M, L)	Time Horizon	Status
Planning	H	2 Yrs	Awaiting Action

A.2.2 Prioritize and conduct small area, corridor, and neighborhood plans

- » Use the Opportunity Areas Map to identify key small area, corridor, and neighborhood planning projects
- » In downtown, consider strategies for creating a four-sided outdoor room of the Black Mountain Town Square. If public safety were to be relocated, retain ownership and consider active uses within an iconic building
- » In downtown, consider strategies for burying of overhead wires, widening of sidewalks, and planting of street trees
- » Consider new development standards along Broadway Avenue that create a mixed-use walkable corridor and gateway into downtown
- » Ensure large sites accommodate small walkable blocks and civic space

Responsible Department	Priority (H, M, L)	Time Horizon	Status
Planning	H	1.5 Yrs Each	Awaiting Action

A.2.3 Create a Community Design Handbook

- » Create a community design handbook that considers Black Mountain's cherished built pattern for new development and redevelopment
- » Incorporate design criteria into the LUC

Responsible Department	Priority (H, M, L)	Time Horizon	Status
Planning	M	2 Yrs	Awaiting Action

A.2.4 Implement the Blue Ridge Road Small Area Plan

- » Evaluate and track progress on the plan implementation

Responsible Department	Priority (H, M, L)	Time Horizon	Status
Planning	H	10 Yrs	Started

A.2.5 Conduct a housing plan

- » Partner with Buncombe County to conduct a housing study and plan
- » Prioritize strategies for building and permanently protecting low income housing
- » Consider adopting an affordable housing ordinance, similar to Davidson, NC
- » Consider an affordable/workforce housing nexus study
- » Consider support for a community land trust and a housing trust fund
- » Evaluate the LUC and zoning map for ways to diversify the town's housing types while maintaining town character; ensure there are no barriers to construction of affordable housing
- » Study impacts of short-term rentals and opportunities to adopt modern regulations to address them
- » Conduct build-out analysis

Responsible Department	Priority (H, M, L)	Time Horizon	Status
Planning	H	2 Yrs	Awaiting Action

ACTIONS

A.4.1 Create a downtown business strategy

- » Consider a variety of financial investments and assessments to finance improvements, like special taxing districts, special assessments, bonds, or other strategies, in the downtown district and other commercial districts

Responsible Department	Priority (H, M, L)	Time Horizon	Status
Planning	H	4 Yrs	Awaiting Action

A.4.2 Develop an economic development strategic plan

- » Consider opportunities to build on and find synergies between Black Mountain's current assets: outdoor economy, art and culture, food, small-scale manufacturing
- » Expand the town's professional staff for economic development, such as hiring an economic programs coordinator
- » Develop programs to support small business owners through capacity building and promotion activities
- » Consider expanding and diversifying grocery store and market options
- » Find strategies to fund workforce housing; consider conducting a housing nexus study
- » Find more opportunities to hold events that draw spending from throughout the region; consider artist night outs
- » Find opportunities to enhance connection to high quality, affordable internet
- » Consider overhauling or updating Black Mountain's branding, to make it more consistent with the town's green, active, and inclusive values
- » Ensure sustainable balance between housing and jobs; protect and design space for employment uses

Responsible Department	Priority (H, M, L)	Time Horizon	Status
Planning	M	3 Yrs	Awaiting Action

A.4.3 Establish an incubation and cooperative working space

- » Consider development of incubation spaces to help seed homegrown business development

Responsible Department	Priority (H, M, L)	Time Horizon	Status
Planning	M	5 Yrs	Awaiting Action

THE PLANNING CONTINUUM

- Systems based planning considers interconnections between topics
- Policy direction defined by community vision, easy to interpret, and translates to action
- Strategic implementation approach
- Implementation plan that can align with annual budget and CIP processes



- **We are experienced in town comprehensive planning**
- **We know North Carolina & college communities**
- **We are passionate about placemaking**
- **We innovate for robust community engagement**
- **We deliver impactful and implementable planning tools**
- **We are excited about the opportunity to work with you!**

**TOWN OF ELON
TOWN COUNCIL AGENDA REPORT**

Item Type: Closed Session

SUBJECT: Closed Session Pursuant to NCGS 143.318(a)
(5) Acquisition of Property

DATE: February 10, 2026

TOWN COUNCIL ACTION REQUESTED ON: 2026-02-10

HISTORY:

FACTS AND ISSUES:

OPTIONS:

TOWN MANAGER RECOMMENDED ACTION:

Prepared By: Richard Roedner, Administration