

**Town of Elon
Town Council
Council Meeting**



AGENDA ITEMS

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

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Adoption of the Agenda**
- IV. Public Comments**
- V. Consent Agenda**
 - A. Minutes from the February 23, 2026 Council Meeting
- VI. Appointments**
 - A. Mayor's Appointments to the Comprehensive Plan Steering Committee
- VII. Ordinances and Resolutions**
 - A. Ordinance #26-944- Parking of Recreational Vehicles
- VIII. New Business**
 - A. Parks Master Plan Update
- IX. Discussion**
 - A. Special Events Ordinance and Policy
- X. Reports**
- XI. Closed Session**
- XII. Adjournment**

**TOWN OF ELON
TOWN COUNCIL AGENDA REPORT**

Item Type: Approval

SUBJECT: Minutes from the February 23, 2026 Council Meeting

DATE: March 10, 2026

TOWN COUNCIL ACTION REQUESTED ON: 2026-03-10

HISTORY:

FACTS AND ISSUES:

OPTIONS:

Option #1: Approve the items on the Consent Agenda as presented

Option #2: Approved 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 February 23 2026.pdf

**TOWN OF ELON
TOWN COUNCIL
COUNCIL MEETING MINUTES
February 23, 2026**

CALL TO ORDER

Mayor Pro Tem Allison called the meeting to order at 6PM.

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

Absent: Mayor Emily Sharpe

Staff: Richard Roedner, Town Manager, Kathleen Patterson, Town Clerk, Lori Oakley, Planning Director, Isabell Cooper, Planner

Public: Tomas Murawski, Alamance News, Elon University students, ENN, Patrick Noltemeyer, Elon University, Preston Mitchell, Members of the Boy Scout Troop 4051, Brad Moore, Elon University,

PLEDGE OF ALLEGIANCE

Mayor Pro Tem Allison and the Council led the group in the Pledge of Allegiance.

ADOPTION OF THE AGENDA

Mayor Pro Tem Allison asked for a motion to approve the agenda as presented.

Council Member Woods made the motion to approve the agenda as presented. Council Member Exum seconded the motion which passed unanimously.

PUBLIC COMMENTS

No public comments were offered.

CONSENT AGENDA

Ms. Patterson asked for approval of the items on the consent agenda, which were the minutes from the February 10, 2026 Council meeting and the changes made to the Council Polices and Rules of Procedure at the February 20th retreat.

Council Member Woods made the motion to approve as presented. Council Member Exum seconded the motion which passed unanimously.

PROCLAMATION(S)

Proclamation designating March as Women's History Month

Mayor Pro Tem Allison spoke to the resolution declaring March as Women's History Month and encouraged people to view the resolution online.

OLD BUSINESS

TA-2025-02 Elon University Text Amendment

Mayor Pro Tem Allison asked Ms. Cooper to discuss the memo to Council answering the question about adaptive reuse as a temporary use. She explained that the majority of localities they found it was usually a special use permit or conditional rezoning. She also explained the responses from the Planning listserv to respond to the question. Council Member Woods thanked them for the information. Mayor Pro Tem Allison asked about the other options they could have used. Ms. Cooper and Ms. Oakley explained the other options available to the applicant, which are the conditional rezoning and a variance.

Council Member Orwig made the motion to approve 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 offcampus 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.

Council Member Woods seconded the motion which passed with a vote of 4 - 1 with Mayor Pro Tem Allison voted in the negative.

ORDINANCES AND RESOLUTIONS

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

Ms. Cooper explained staff has no additions to the request. She refreshed the Council's memory on the changes to Chapter 13 Nuisances, which change the time frames on enforcement of the issues to match the Land Management Ordinance.

Council Member Orwig made the motion to adopt Ordinance #26-942 as presented. Council Member Woods seconded the motion which passed unanimously.

Ordinance #26-943 Budget Amendment #8 - Purchase of 112 Orange Street

Mr. Roedner shared information on Ordinance #26-943 Budget Amendment #8, which allocates money to complete the purchase of the property at 112 Orange Drive.

Council Member Orwig made the motion to adopt Ordinance #26-943 as presented. Council Member Woods seconded the motion which passed unanimously.

Resolution 26-03 Declaration of Intent to Reimburse Expenditures

Mr. Roedner explained Resolution 26-03, which allows the ability to finance the property at 112 Orange Drive after the purchase at a later date.

Council Member Woods made the motion to adopt Resolution 26-03 as presented. Council Member Exum seconded the motion which passed unanimously.

NEW BUSINESS

Approval of extended Audit Contract

Mr. Roedner explained the need to extend the contract with the auditors due to the delays caused by a disagreement between the Federal Government and the State. The extension goes into March to allow them to complete the process of submitting the Town's audit for the year to the State.

Council Member Woods made the motion to approve extended audit contract . Council Member Exum seconded the motion which passed unanimously.

REPORTS

Mr. Roedner shared that the flags are flying half-staff in recognition of the passing of Reverend Jesse Jackson.

Council Member Ray discussed the Skate Park committee met and will be reapplying for the PARTF grant. Small things will be added to the Park Plan to assist with the grant rating. He also reminded the group that early voting ends this week.

Council Member Exum discussed the Downtown Elon streetscape design which was presented by Alley Williams Carmen and King to the Board. Funding is the biggest issue for the process. He described the design and stressed that this project needs to move forward to get it complete. He thanked the staff and Rich for donating blood at the blood drive.

Council Member Woods shared that he received an email from the Diaper Bank of North Carolina, which he encouraged his employer to contribute to the effort.

Council Member Orwig was pleased with the presentation by the Sustainability Committee's work. They will follow up on what was provided by Mr. Exum. He will be attending PTRC as Elon's representative. The Styrofoam recycling trailer project continues and a location is being worked on. The Quilt Show is next week on March 5-7 2026 and the entry fee is canned goods.

Mayor Pro Tem Allision thanked the students and boy scouts that attended the meeting. He stated the retreat on Friday was great. He thanked Mr. Roedner and the staff that have worked on the Labcorp project for their work in accomplishing this goal. He congratulated the Elon University Track and Field team for their victory. He also expressed the hope that everyone had watched the Olympics and enjoyed them.

ADJOURNMENT

Council Member Orwig 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: Approval

SUBJECT: Mayor's Appointments to the Comprehensive Plan Steering Committee

DATE: March 10, 2026

TOWN COUNCIL ACTION REQUESTED ON: 2026-03-10

HISTORY:

FACTS AND ISSUES:

The town is starting the process to update the existing comprehensive land use plan - Envision Elon 2040. The committee will be temporary in nature and serve until the plan is adopted. Meeting dates and times have not not been determined yet. Polls will go out to committee members to determine the best availability for everyone. Mayor Pro Tempore Monti Allison will serve as the Town Council liaison for the committee.

The plan will serve as both a physical plan and policy guide for future growth and development in Elon in a way that preserves community character, reduces sprawl, maximizes existing infrastructure, enhances multimodal opportunities, considers environmental impacts and helps to improve the quality of life.

Staff requested a volunteer from each of the town's committees to serve on the Comprehensive Plan Steering Committee, along with a representative from Elon University. Staff also advertised that the town was seeking applicants for the committee on the town's webpage and social media. We received the following applications:

- Clark Bennett, representing the Planning Board and Downtown Advisory Committee
- Brian Kennedy, representing the Sustainability Committee
- Rachael Dimont, representing the Planning Board (as an ETJ member)
- Rose Cooper, previously on the Diversity, Equity and Belonging (DEB) Committee and town resident
- Brad Moore, representing Elon University
- Matthew Byrd, town resident
- Evan Small, town resident, who is employed by Elon University
- Michael Ratigan, town resident
- Don Nielsen, town resident
- Rachel Baldwin, town resident

Staff requested mayoral appointment of all ten individuals to the committee.

OPTIONS:

1. No Council action needed
-

TOWN MANAGER RECOMMENDED ACTION:

Prepared By: Lori Oakley , Planning

ATTACHMENTS:

Clark Bennett.pdf

Rose Cooper.pdf

Brad Moore.pdf

Matthew Byrd.pdf

Brian Kennedy Updated.pdf

Rachael Dimont Updated.pdf

Evan Small Updated.pdf

Michael Ratigan.pdf

Don Nielsen Updated.pdf

Rachel Baldwin.pdf

Lori Oakley

From: Kathleen Patterson
Sent: Wednesday, September 3, 2025 12:13 PM
To: Lori Oakley
Subject: FW: Volunteer Application

For comp plan committee

Kathleen Patterson, MPA

Town Clerk
O (336) 584-3601
Town of Elon
104 S. Williamson Ave. • P.O. Box 595 • Elon, NC 27244
townofelon.com



From: noreply@revize.com <noreply@revize.com>
Sent: Wednesday, September 3, 2025 11:47 AM
To: Kathleen Patterson <KPatterson@elon.gov>
Subject: Volunteer Application

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

First-Name = Clark
Last-Name = Bennett
Address = 500 N Williamson Ave
Mailing-Address-If-different =
City = Elon
Zip-Code = 27244
Phone = 3362148343
Email = cbennett1269@triad.rr.com
Location[] = Town Limits
Select-the-Boards-or-Committee-you-are-interested-in[] = Comprehensive Plan Committee
Are-you-a-citizen-of-the-United-States = Yes
Currently-serving = Yes
If-yes-name-of-boardcommission-and-dates-served = Planning Board (Vice Chair)
Downtown Development (Vice Chair)
Specific Qualifications = N/A
Why are you interested? =
Client IP = 68.227.3.239

Lori Oakley

From: Kathleen Patterson
Sent: Friday, September 26, 2025 2:33 PM
To: Lori Oakley
Subject: FW: Volunteer Application

Here is Rose's application.

Kathleen Patterson, MPA

Town Clerk
O (336) 584-3601
Town of Elon
104 S. Williamson Ave. • P.O. Box 595 • Elon, NC 27244
townofelon.com



From: noreply@revize.com <noreply@revize.com>
Sent: Tuesday, September 16, 2025 3:44 PM
To: Kathleen Patterson <KPatterson@elon.gov>
Subject: Volunteer Application

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

First-Name = Rose
Last-Name = Cooper
Address = 7004 Windsor Way
Mailing-Address-If-different = 7004 Windsor Way
City = Elon
Zip-Code = 27244
Phone = 3364020340
Email = rose.cooper5@gmail.com
Location[] = Town Limits
Select-the-Boards-or-Committee-you-are-interested-in[] = Comprehensive Plan Committee
Are-you-a-citizen-of-the-United-States = Yes
Currently-serving = Yes
If-yes-name-of-boardcommission-and-dates-served = Diversity Equity and Belonging
Specific Qualifications = 30 year resident of the area, as well as licensed Realtor
Why are you interested? = Would love to continue to serve the community however I can be helpful.
Client IP = 75.183.99.133

Lori Oakley

From: Kathleen Patterson
Sent: Wednesday, October 15, 2025 2:13 PM
To: Lori Oakley; Isabell Cooper
Subject: Fw: Volunteer Application

Comprehensive plan volunteer.

Have a great day.

Kathleen Patterson
Town Clerk
Town of Elon
336.584.3601

From: noreply@revize.com <noreply@revize.com>
Sent: Wednesday, October 15, 2025 1:53:29 PM
To: Kathleen Patterson <KPatterson@elon.gov>
Subject: Volunteer Application

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

First-Name = Brad
Last-Name = Moore
Address = 103 Forestview Drive
Mailing-Address-If-different =
City = Elon
Zip-Code = 27244
Phone = 336-675-8151
Email = bmoore6@elon.edu
Location[] = Town Limits
Select-the-Boards-or-Committee-you-are-interested-in[] = Comprehensive Plan Committee
Are-you-a-citizen-of-the-United-States = Yes
Currently-serving = Yes
If-yes-name-of-boardcommission-and-dates-served = LMO
Specific Qualifications = Master of Architecture
Master of City and Regional Planning
Licensed Architect
Master Planner for Elon University
Why are you interested? = personal - want the best for the town
professional - want to continue partnering with the Town to continue smart growth of the community
Client IP = 152.33.144.30

Lori Oakley

From: Kathleen Patterson
Sent: Monday, November 17, 2025 9:10 PM
To: Lori Oakley; Isabell Cooper
Subject: Fw: Volunteer Application

FYI - Matthew Byrd for Comp Plan

Kathleen Patterson
Town Clerk
Town of Elon
336.584.3601

From: noreply@revize.com <noreply@revize.com>
Sent: Monday, November 17, 2025 7:09:05 PM
To: Kathleen Patterson <KPatterson@elon.gov>
Subject: Volunteer Application

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

First-Name = Matthew
Last-Name = Byrd
Address = 220 Orange Dr
Mailing-Address-If-different =
City = Elon
Zip-Code = 27244
Phone = 3362605649
Email = spaceman724@gmail.com
Location[] = Town Limits
Select-the-Boards-or-Committee-you-are-interested-in[] = Comprehensive Plan Committee
Are-you-a-citizen-of-the-United-States = Yes
Currently-serving = No
If-yes-name-of-boardcommission-and-dates-served =
Specific Qualifications = See previous application.
Why are you interested? =
Client IP = 2a09:bac3:9e03:13e1::1fb:25

Lori Oakley

From: Kathleen Patterson
Sent: Friday, September 26, 2025 3:03 PM
To: Lori Oakley
Subject: FW: Volunteer Application
Attachments: Kennedy CV 2025-03-11.pdf

Lori:

Here is another one for the Comp Plan.

Thanks,
Kathleen

Kathleen Patterson, MPA

Town Clerk
O (336) 584-3601
Town of Elon
104 S. Williamson Ave. • P.O. Box 595 • Elon, NC 27244
townofelon.com



From: noreply@revize.com <noreply@revize.com>
Sent: Friday, September 26, 2025 2:38 PM
To: Kathleen Patterson <KPatterson@elon.gov>
Subject: Volunteer Application

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

First-Name = Brian
Last-Name = Kennedy
Address = 654 spanish Oak rd
Mailing-Address-If-different =
City = elon
Zip-Code = 27244
Phone = 706-540-2664
Email = Brian.rc.kennedy@gmail.com
Location[] = Extraterritorial Jurisdiction
Select-the-Boards-or-Committee-you-are-interested-in[] = Comprehensive Plan Committee
Are-you-a-citizen-of-the-United-States = Yes
Currently-serving = Yes
If-yes-name-of-boardcommission-and-dates-served = Currently on the sustainability committee

Specific Qualifications = Representative from the sustainability committee to the Comprehensive Plan Committee

Why are you interested? =

Client IP = 2607:9000:4000:33::e013

Lori Oakley

From: Kathleen Patterson
Sent: Wednesday, August 20, 2025 11:52 AM
To: Lori Oakley; Isabell Cooper
Subject: Fw: Volunteer Application
Attachments: Resume - M. Rachael Dimont.pdf

Good morning.
Rachel has put in for the Comp Plan.

Thanks,
Kathleen

Kathleen Patterson
Town Clerk
Town of Elon
336.584.3601

From: noreply@revize.com <noreply@revize.com>
Sent: Wednesday, August 20, 2025 11:26:35 AM
To: Kathleen Patterson <KPatterson@elon.gov>
Subject: Volunteer Application

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

First-Name = Rachael
Last-Name = Dimont
Address = 876 Elon Ossipee Rd
Mailing-Address-If-different =
City = ELON
Zip-Code = 27244-9715
Phone = 3362639538
Email = rachaeldimont@gmail.com
Location[] = Extraterritorial Jurisdiction
Select-the-Boards-or-Committee-you-are-interested-in[] = Comprehensive Plan Committee
Are-you-a-citizen-of-the-United-States = Yes
Currently-serving = Yes
If-yes-name-of-boardcommission-and-dates-served = Current planning board etj alternate.
Specific Qualifications = Licensed NC attorney, long-time Elon resident and property owner.
Why are you interested? = I am a long-time Elon resident and graduate of Elon University and I have a vested interest in the growth of this community.
Client IP = 45.36.105.106

Lori Oakley

From: Kathleen Patterson
Sent: Tuesday, August 26, 2025 10:10 PM
To: Lori Oakley
Subject: Fw: Volunteer Application
Attachments: Small_CV.pdf

Good evening.
Here is a volunteer for either Sustainability or Comp Plan.

Have a wonderful day!
Kathleen

Kathleen Patterson
Town Clerk
Town of Elon
336.584.3601

From: noreply@revize.com <noreply@revize.com>
Sent: Tuesday, August 26, 2025 9:21:10 PM
To: Kathleen Patterson <KPatterson@elon.gov>
Subject: Volunteer Application

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

First-Name = Evan
Last-Name = Small
Address = PO Box 353
Mailing-Address-If-different =
City = Elon
Zip-Code = 27244
Phone = 3362784673
Email = esmall@elon.edu
Location[] = Town Limits
Select-the-Boards-or-Committee-you-are-interested-in[] = Sustainability Committee
Select-the-Boards-or-Committee-you-are-interested-in[] = Comprehensive Plan Committee
Are-you-a-citizen-of-the-United-States = Yes
Currently-serving = Yes
If-yes-name-of-boardcommission-and-dates-served = I served on the Recreation and Parks Commission for the City of Burlington from 2017-2019.
Specific Qualifications = I am a faculty member at Elon and have lived in Alamance County for over a decade (and have lived in Elon for several years). I have experience on several other government and nonprofit boards and have worked with several groups on designing and implementing a strategic planning process.
Why are you interested? = I am a faculty member at Elon and have a deep involvement within Elon and

across Alamance County. I would be excited to join the comprehensive plan committee and help shape the future growth of the Town. I am particularly passionate about conservation efforts and working to establish a balance between the protection of natural environments and the need for economic development. I teach about sustainable development and outdoor education and believe that my academic and personal interests would enable me to be an asset on this committee.

Client IP = 152.33.144.2

Lori Oakley

From: Kathleen Patterson
Sent: Tuesday, February 17, 2026 11:27 AM
To: Lori Oakley
Subject: FW: Volunteer Application

Lori:

Good morning.
This application just came through for the Comp Plan.

Thanks,
Kathleen

Kathleen Patterson, MPA

Town Clerk
O (336) 584-3601
Town of Elon
104 S. Williamson Ave. • P.O. Box 595 • Elon, NC 27244
townofelon.com



From: noreply@revize.com <noreply@revize.com>
Sent: Tuesday, February 17, 2026 11:14 AM
To: Kathleen Patterson <KPatterson@elon.gov>
Subject: Volunteer Application

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

First-Name = Michael
Last-Name = Ratigan
Address = 8015 Windsor Way
Mailing-Address-If-different =
City = Elon
Zip-Code = 27244
Phone = 917-501-0688
Email = info@michaelratigan.com
Location[] = Town Limits
Select-the-Boards-or-Committee-you-are-interested-in[] = Comprehensive Plan Committee
Are-you-a-citizen-of-the-United-States = Yes
Currently-serving = No
If-yes-name-of-boardcommission-and-dates-served =

Specific Qualifications = Local Business Owner - 2nd generation family business in operations over 30 years

Why are you interested? = I deeply care about our town and community and want to be involved in

Client IP = 174.110.224.119

Lori Oakley

From: Kathleen Patterson
Sent: Thursday, February 12, 2026 10:39 AM
To: Lori Oakley
Subject: FW: Application question

Good morning.

Please find below the application for the Comprehensive Plan committee and Planning Board. Our online application was not working for him, so I asked that he submit the information below as his application.

He shared that Mayor Sharpe asked him to put in for the Comprehensive Plan Project specifically.

Thank you,
Kathleen

Kathleen Patterson, MPA

Town Clerk
O (336) 584-3601
Town of Elon
104 S. Williamson Ave. • P.O. Box 595 • Elon, NC 27244
townofelon.com



From: Don Nielsen <dpnielsen1@triad.rr.com>
Sent: Thursday, February 12, 2026 10:33 AM
To: Kathleen Patterson <KPatterson@elon.gov>
Subject: FW: Application question

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello again, thanks for talking with me. Following up:

Don Nielsen
2013 Muirfield Ct
Elon, NC 27244

336-749-7918
dpnielsen1@triad.rr.com

Interested in Planning Board or Comprehensive Plan update.

Not currently on any local government committees. Formerly Chair of the Forsyth County Historic Resources Commission (helped draft ordinance); Forsyth County Environmental Affairs Board; co-chair of Winston-Salem Forsyth

County 2000 Complete Count (Census) Committee); Winston-Salem Citizen Efficiency Review Board (transportation subcommittee); Winston-Salem Sykes Administrative Review Committee Chair (reviewing police handling of the murder of Deborah Sykes--Daryl Hunt wrongly convicted).

I will try to find a resume; will you want references? You can also check my LinkedIn profile. In the meantime, I'm a 1979 graduate of Hamilton College, 1981 M.A. in American History from UVA, 1990 J.D. from Duke;

1981-2 The New England Quarterly, Boston

1982-1987 The New England Historic Genealogical Society, Boston

1990-2002 Petree Stockton/Kilpatrick Stockton (now Kilpatrick Townsend), Winston-Salem

2002-2018 Bell, Davis & Pitt, Winston-Salem

2018-2023 Legal consulting on environmental and land use matters

2023 Retired

As an inactive attorney I can't give legal advice but have experience and participation in land use plans and representing clients before boards and commissions in many NC jurisdictions.

As a new citizen I'm interested in learning more about the Town, and participating is a way to do that. My past work and volunteer experiences may be useful to the Town. Since I no longer practice law, however, I do not keep up with all the latest laws and regulations!

Please let me know if you receive this and/or need other information.

Thank you

Don Nielsen

Lori Oakley

From: Kathleen Patterson
Sent: Thursday, February 19, 2026 5:28 AM
To: Lori Oakley
Subject: Fw: Volunteer Application

Lori:

Here is Rachel's application for the Comp Plan.

Thanks,
Kathleen

Kathleen Patterson
Town Clerk
Town of Elon
336.584.3601

From: noreply@revize.com <noreply@revize.com>
Sent: Wednesday, February 18, 2026 7:36:50 PM
To: Kathleen Patterson <KPatterson@elon.gov>
Subject: Volunteer Application

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

First-Name = Rachel
Last-Name = Baldwin
Address = 1232 Cricket St

Mailing-Address-If-different =
City = Elon
Zip-Code = 27244
Phone = 9198246097
Email = fitness_rachelb@yahoo.com
Location[] = Town Limits
Select-the-Boards-or-Committee-you-are-interested-in[] = Comprehensive Plan Committee
Are-you-a-citizen-of-the-United-States = Yes
Currently-serving = Yes
If-yes-name-of-boardcommission-and-dates-served = Alamance Chamber, Board 2023-current
Alamance County Service League 2018-2021
Specific Qualifications = Financial professional and board service
Why are you interested? = I'm excited about the current growth of the Town of Elon
Client IP = 2603:6083:2a40:b7:a5cc:c955:3d7e:9055

TOWN OF ELON TOWN COUNCIL AGENDA REPORT

Item Type: Ordinance

SUBJECT:

Ordinance #26-944- Parking of Recreational Vehicles

DATE: March 10, 2026

TOWN COUNCIL ACTION REQUESTED ON: 2026-03-23

HISTORY:

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 on recreational vehicles from the LMO. Prior to the adoption of the LMO, RVs were not included under the regulations of the previous Land Development Ordinance, and as of November 2025, several complaints were made to the Planning Staff and code enforcement regarding RVs, which are only allowed with the issuance of a zoning permit.

During the public hearing of the LMO Clean Up Text Amendment, the planning staff was directed to consult with the Town Attorney about either excluding the ETJ from being required to adhere to the recreational vehicle regulations or moving the language to the Town Code of Ordinances. To avoid the possibility of making zoning-based regulations and inviting scrutiny as to why recreational vehicle regulations are applied differently, the planning staff is proposing to add the current regulations of RVs, with some modifications to the Code of Ordinances as Article 11 to Chapter 24. The requested text amendment changes are included in the attachments, and will provide clear regulations for recreational vehicles in the town limits. A new section was added to include provisions for RVs being used as temporary disaster housing in the event of a natural disaster.

FACTS AND ISSUES:

The proposed text amendment change was a request to the Town Staff by the Town Council during the public hearing of petition TA-2025-01, which will add Article XI *Parking of Recreational Vehicles* to Chapter 24 *Traffic*, as outlined in the attachments.

Planning Staff Recommendation:

Planning staff recommends approval of the requested text amendment as the proposed text will create clear language regarding RVs within the Town Limits. If the Town Council is amenable to possible modifications, staff would recommend eliminating or adding a longer period for the temporary storage of an RV in a driveway.

OPTIONS:

Staff requests this item be adopted at the next Council meeting scheduled for March 23rd.

TOWN MANAGER RECOMMENDED ACTION:

Prepared By: Isabell Cooper, Planning

ATTACHMENTS:

RV Power Point.pdf

TA-2026-01 Staff Report RV - Town Council- Update .pdf

Ordinance 26-944-Chapter 24_ Article XI_Recreational Vehicles Ordinance_DRAFT_NT.pdf

Parking of Recreational Vehicles

TA-2026-01

Explanation of the Request

- ▶ Petition TA-2026-01 is a request by the Town of Elon Planning Department staff to amend the Town Code of Ordinances by adding Article XI *Parking of Recreational Vehicles* to Chapter 24 *Traffic*.

Requested Changes

Chapter 24 *Traffic* Article XI - *Parking of Recreational Vehicles*

Section 24.110 - Purpose

The purpose of this article is to ensure public health, safety, and welfare by regulating the long-term residential use and parking of recreational vehicles. This article is adopted pursuant to the Town's general police power and is not intended to regulate land use or development under the Town's Land Management Ordinance or Chapter 160D of the North Carolina General Statutes.

Section 24.111 - Definitions

Recreational Vehicles - A vehicular type unit primarily designed as temporary living quarters for recreational, camping, or travel use that either has its own motive power or is mounted on, or towed by, another vehicle. The basic entities are camping trailer, fifth-wheel travel trailer, motor home, travel trailer, and truck camper. This term shall not include a manufactured home as defined in G.S. 143-143.9(6). The basic entities are defined as follows:

- a. **Camping trailer.** - A vehicular portable unit mounted on wheels and constructed with collapsible partial side walls that fold for towing by another vehicle and unfold at the campsite to provide temporary living quarters for recreational, camping, or travel use.
- b. **Fifth-wheel trailer.** - A vehicular unit mounted on wheels designed to provide temporary living quarters for recreational, camping, or travel use, of a size and weight that does not require a special highway movement permit and designed to be towed by a motorized vehicle that contains a towing mechanism that is mounted above or forward of the tow vehicle's rear axle.
- c. **Motor home.** - As defined in G.S. 20-4.01(27)k.
- d. **Travel trailer.** - A vehicular unit mounted on wheels, designed to provide temporary living quarters for recreational, camping, or travel use, and of a size or weight that does not require a special highway movement permit when towed by a motorized vehicle.
- e. **Truck camper.** - A portable unit that is constructed to provide temporary living quarters for recreational, camping, or travel use, consisting of a roof, floor, and sides and is designed to be loaded onto and unloaded from the bed of a pickup truck.

Requested Changes

Section 24.111 Storage at Primary Residence

Recreational Vehicles used 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:

- a. Recreational vehicles shall be in a garage or other enclosed accessory building or in a side or rear yard and fully screened from off-site views; and
- b. Such vehicles shall not be used as a permanent residence; and
- c. 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.
- d. All structures must comply with the Town of Elon Land Management Ordinance.

Section 24.112 Temporary Disaster Housing

A property owner may be issued a temporary use permit for a recreational vehicle provided by the Federal Emergency Management Agency (FEMA), or other governmental agency to be placed temporarily on a lot with an existing detached dwelling unit, provided that the recreational vehicle is occupied by residents of the on-site house which is under repair. The recreational vehicle may not be occupied until an electrical inspection has taken place.

Requested Changes

Section 24.113 Violations

(a) It shall be unlawful for any person to violate any of the provisions of this article. Violations of this article shall be punished as civil offenses pursuant to N.C.G.S. § 160A-175, not criminal infractions or misdemeanors pursuant to N.C.G.S. § 14-4.

(b) A violation of this article shall subject the violator(s) to a civil penalty in the amount of \$100 for the first offense. In the event there is more than one offense for the same continuing violation within a one-year period, then the civil penalty shall be increased for each additional offense within that year, as follows:

(1) Second offense within one year: \$250; and

(2) Third offense and any subsequent offense within one year: \$500.

Once the one-year period has run from the "first offense," the next violation shall be considered to be a first offense for the purposes of establishing a new one-year period. Each calendar day on which a continuing violation occurs shall constitute a separate and distinct offense. Any duly authorized Town official is authorized to issue this civil penalty, and the violator shall pay or appeal the penalty to the Town within ten (10) days of receipt of the violation notice.

Requested Changes

Section 24.113 Violations

(c) Any person issued a civil penalty under this article may appeal by filing an appeal in writing with the Town Manager's Office within ten (10) calendar days after the civil penalty is issued. The written appeal shall state all reasons that the civil penalty was wrongly applied and shall include all supporting materials that the appellant contends supports the appeal. The Town Manager or the Manager's designee will obtain materials from the Town officials involved in issuing the civil penalty, consider all materials, and issue a final decision. A timely written appeal, stays the civil penalty being appealed pending the Manager's or the designee's decision.

(d) The failure of a violator to pay or appeal the civil penalty issued under this article within the specified time shall subject to a late payment penalty of twenty-five dollars (\$25.00).

(e) In addition to other remedies, this article may be enforced by any one, all, or a combination of the remedies set out herein or in N.C.G.S. § 160A-175, including the institution of a civil action by the Town Attorney in the nature of debt to collect unpaid civil penalties or the ordering of appropriate equitable relief, including orders of abatement and injunctions.

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,” which will remove the regulations on recreational vehicles from the LMO.
 - ▶ Prior to the adoption of the LMO, RVs were not included under the regulations of the previous Land Development Ordinance.
- ▶ During the public hearing of the LMO Clean Up Text Amendment, the planning staff was directed to consult with the Town Attorney about either excluding the ETJ from being required to adhere to the recreational vehicle regulations or moving the language to the Town Code of Ordinances.

Planning Staff Recommendation

- ▶ Planning staff recommends approval of the requested text amendment as the proposed text will create clear language regarding RVs within the Town Limits. If the Town Council is amenable to possible modifications, staff would recommend eliminating or adding a longer period for the temporary storage of an RV in a driveway.

Questions

**Code of Ordinances
Text Amendment TA-2026-01
Recreation Vehicles Text Amendment**

EXPLANATION OF THE REQUEST

Petition TA-2026-01 is a request by the Town of Elon Planning Department staff to amend the Town Code of Ordinances by adding Article XI *Parking of Recreational Vehicles* to Chapter 24 *Traffic*.

REQUESTED ORDINANCE CHANGES

The proposed text amendment change was a request to the Town Staff by the Town Council during the public hearing of petition TA-2025-01, which will add Article XI *Parking of Recreational Vehicles* to Chapter 24 *Traffic*, as outlined below.

Chapter 24 *Traffic* Article XI – *Parking of Recreational Vehicles*

Section 24.110 – Purpose

The purpose of this article is to ensure public health, safety, and welfare by regulating the long-term residential use and parking of recreational vehicles. This article is adopted pursuant to the Town’s general police power and is not intended to regulate land use or development under the Town’s Land Management Ordinance or Chapter 160D of the North Carolina General Statutes.

Section 24.111 – Definitions

Recreational Vehicles. A vehicular type unit primarily designed as temporary living quarters for recreational, camping, or travel use that either has its own motive power or is mounted on, or towed by, another vehicle. The basic entities are camping trailer, fifth-wheel travel trailer, motor home, travel trailer, and truck camper. This term shall not include a manufactured home as defined in G.S. 143-143.9(6). The basic entities are defined as follows:

- (a) *Camping trailer.* A vehicular portable unit mounted on wheels and constructed with collapsible partial side walls that fold for towing by another vehicle and unfold at the campsite to provide temporary living quarters for recreational, camping, or travel use.
- (b) *Fifth-wheel trailer.* A vehicular unit mounted on wheels designed to provide temporary living quarters for recreational, camping, or travel use, of a size and weight that does not require a special highway movement permit and designed to be towed by a motorized vehicle that contains a towing mechanism that is mounted above or forward of the tow vehicle's rear axle.
- (c) *Motor home.* As defined in G.S. 20-4.01(27)k.
- (d) *Travel trailer.* A vehicular unit mounted on wheels, designed to provide temporary living quarters for recreational, camping, or travel use, and of a size or weight that does not require a special highway movement permit when towed by a motorized vehicle.
- (e) *Truck camper.* A portable unit that is constructed to provide temporary living quarters for recreational, camping, or travel use, consisting of a roof, floor, and sides and is designed to be loaded onto and unloaded from the bed of a pickup truck.

Section 24.111 Storage at Primary Residence

Recreational Vehicles used 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:

- (a) Recreational vehicles shall be in a garage or other enclosed accessory building or in a side or rear yard and fully screened from off-site views; and
- (b) Such vehicles shall not be used as a permanent residence; and
- (c) 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; and
- (d) All structures must comply with the Town of Elon Land Management Ordinance.

Section 24.112 Temporary Disaster Housing

A property owner may be issued a temporary use permit for a recreational vehicle provided by the Federal Emergency Management Agency (FEMA), or other governmental agency to be placed temporarily on a lot with an existing detached dwelling unit, provided that the recreational vehicle is occupied by residents of the on-site house which is under repair. The recreational vehicle may not be occupied until an electrical inspection has taken place.

Section 24.113 Violation

(a) It shall be unlawful for any person to violate any of the provisions of this article. Violations of this article shall be punished as civil offenses pursuant to N.C.G.S. § 160A-175, not criminal infractions or misdemeanors pursuant to N.C.G.S. § 14-4.

(b) A violation of this article shall subject the violator(s) to a civil penalty in the amount of \$100 for the first offense. In the event there is more than one offense for the same continuing violation within a one-year period, then the civil penalty shall be increased for each additional offense within that year, as follows:

- (1) Second offense within one year: \$250; and
- (2) Third offense and any subsequent offense within one year: \$500.

Once the one-year period has run from the "first offense," the next violation shall be considered to be a first offense for the purposes of establishing a new one-year period. Each calendar day on which a continuing violation occurs shall constitute a separate and distinct offense. Any duly authorized Town official is authorized to issue this civil penalty, and the violator shall pay or appeal the penalty to the Town within ten (10) days of receipt of the violation notice.

(c) Any person issued a civil penalty under this article may appeal by filing an appeal in writing with the Town Manager's Office within ten (10) calendar days after the civil penalty is issued. The written appeal shall state all reasons that the civil penalty was wrongly applied and shall include all supporting materials that the appellant contends supports the appeal. The Town Manager or the Manager's designee will obtain materials from the Town officials involved in issuing the civil penalty, consider all materials, and issue a final decision. A timely written appeal, stays the civil penalty being appealed pending the Manager's or the designee's decision.

(d) The failure of a violator to pay or appeal the civil penalty issued under this article within the specified time shall subject to a late payment penalty of twenty-five dollars (\$25.00).

(e) In addition to other remedies, this article may be enforced by any one, all, or a combination of the remedies set out herein or in N.C.G.S. § 160A-175, including the institution of a civil action by the Town Attorney in the nature of debt to collect unpaid civil penalties or the ordering of appropriate equitable relief, including orders of abatement and injunctions.

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 on recreational vehicles from the LMO. Prior to the adoption of the LMO, RVs were not included under the regulations of the previous Land Development Ordinance, and as of November 2025, several complaints were made to the Planning Staff and code enforcement regarding RVs, which are only allowed with the issuance of a zoning permit.

During the public hearing of the LMO Clean Up Text Amendment, the planning staff was directed to consult with the Town Attorney about either excluding the ETJ from being required to adhere to the recreational vehicle regulations or moving the language to the Town Code of Ordinances. To avoid the possibility of making zoning-based regulations and inviting scrutiny as to why recreational vehicle regulations are applied differently, the planning staff is proposing to add the current regulations of RVs, with some modifications to the Code of Ordinances as Article 11 to Chapter 24. The requested text amendment changes are included in the attachments, and will provide clear regulations for recreational vehicles in the town limits. A new section was added to include provisions for RVs being used as temporary disaster housing in the event of a natural disaster.

PLANNING STAFF RECOMMENDATION

Planning staff recommends approval of the requested text amendment as the proposed text will create clear language regarding RVs within the Town Limits. If the Town Council is amenable to possible modifications, staff would recommend eliminating or adding a longer period for the temporary storage of an RV in a driveway.

Submitted by: Isabell Cooper, Planner



ORDINANCE TO AMEND THE TOWN OF ELON CODE OF ORDINANCES

Whereas, the Town Council adopted Ordinance #18-760 on July 10, 2018, which recodified the Code of Ordinances for the Town, effective August 14, 2018; and

Whereas, N.C.G.S. § 160A-174 authorizes the Town Council to adopt an ordinance to define, prohibit, regulate, or abate acts, omissions, or conditions, detrimental to the health, safety, or welfare of its citizens and the peace and dignity of the Town; and

Whereas, N.C.G.S. § 160A-175 authorizes the Town to enforce its Code of Ordinances and make violations thereof punishable by a civil penalty; and

Whereas, in order to ensure the health, safety, and welfare of its citizens, the Town of Elon Town Council desires to add *Article XI - Parking of Recreational Vehicles* to Chapter 24 of the Code of Ordinances to regulate the long-term residential use and parking of recreational vehicles.

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

Section 1. Chapter 24 of the Town of Elon Code of Ordinances is hereby amended to add *Article XI - Parking of Recreational Vehicles* as follows:

ARTICLE XI - PARKING OF RECREATIONAL VEHICLES

Section 24.110. - Purpose.

The purpose of this article is to ensure public health, safety, and welfare by regulating the long-term residential use and parking of recreational vehicles. This article is adopted pursuant to the Town's general police power and is not intended to regulate land use or development under the Town's Land Management Ordinance or Chapter 160D of the North Carolina General Statutes.

Section 24.111. - Definitions

Recreational Vehicle (G.S. 20-4.01(32b)). A vehicular type unit primarily designed as temporary living quarters for recreational, camping, or travel use that either has its own motive power or is mounted on, or towed by, another vehicle. The basic entities are camping trailer, fifth-wheel travel trailer, motor home, travel trailer, and truck camper. This term shall not include a manufactured home as defined in G.S. 143-143.9(6). The basic entities are defined as follows:

- (a) *Camping trailer*. A vehicular portable unit mounted on wheels and constructed with collapsible partial side walls that fold for towing by another

- vehicle and unfold at the campsite to provide temporary living quarters for recreational, camping, or travel use.
- (b) *Fifth-wheel trailer.* A vehicular unit mounted on wheels designed to provide temporary living quarters for recreational, camping, or travel use, of a size and weight that does not require a special highway movement permit and designed to be towed by a motorized vehicle that contains a towing mechanism that is mounted above or forward of the tow vehicle's rear axle.
 - (c) *Motor home.* As defined in N.C.G.S. § 20-4.01(27)k.
 - (d) *Travel trailer.* A vehicular unit mounted on wheels, designed to provide temporary living quarters for recreational, camping, or travel use, and of a size or weight that does not require a special highway movement permit when towed by a motorized vehicle.
 - (e) *Truck camper.* A portable unit that is constructed to provide temporary living quarters for recreational, camping, or travel use, consisting of a roof, floor, and sides and is designed to be loaded onto and unloaded from the bed of a pickup truck.

Section 24.112 - Storage at Primary Residence

Recreational vehicles may be stored or parked on the lot or tract of the principal residence only in accordance with all of the following standards:

- (a) Recreational vehicles shall be in a garage or other enclosed accessory building, or in a side or rear yard and fully screened from off-site views.
- (b) Recreational vehicles shall not be used as a permanent residence.
- (c) Nothing shall limit the temporary parking of recreational vehicles on driveways during transport, cleaning, service, or on a temporary basis not to exceed seven (7) days within any 12-month period or in accordance with a temporary use permit as provided in Section 24.112 of this Code.
- (d) All recreational vehicles and appurtenant structures must comply with the Town of Elon Land Management Ordinance.

Section 24.112. - Temporary Disaster Housing

A property owner may be issued a temporary use permit for a recreational vehicle provided by the Federal Emergency Management Agency (FEMA), or other governmental agency, to be placed temporarily on a lot with an existing detached dwelling unit, provided that the recreational vehicle is occupied by residents of the dwelling unit that is under repair. The recreational vehicle may not be occupied until an electrical inspection has taken place.

Section 24.113. - Violation

- (a) It shall be unlawful for any person to violate any of the provisions of this article. Violations of this article shall be punished as civil offenses pursuant to N.C.G.S. § 160A-175, not criminal infractions or misdemeanors pursuant to N.C.G.S. § 14-4.
- (b) A violation of this article shall subject the violator(s) to a civil penalty in the amount of \$100 for the first offense. In the event there is more than one offense for the same continuing violation within a one-year period, then

the civil penalty shall be increased for each additional offense within that year, as follows:

- (1) Second offense within one year: \$250; and
- (2) Third offense and any subsequent offense within one year: \$500.

Once the one-year period has run from the "first offense," the next violation shall be considered to be a first offense for the purposes of establishing a new one-year period. Each calendar day on which a continuing violation occurs shall constitute a separate and distinct offense. Any duly authorized Town official is authorized to issue this civil penalty, and the violator shall pay or appeal the penalty to the Town within ten (10) days of receipt of the violation notice.

- (c) Any person issued a civil penalty under this article may appeal by filing an appeal in writing with the Town Manager's Office within ten (10) calendar days after the civil penalty is issued. The written appeal shall state all reasons that the civil penalty was wrongly applied and shall include all supporting materials that the appellant contends supports the appeal. The Town Manager or the Manager's designee will obtain materials from the Town officials involved in issuing the civil penalty, consider all materials, and issue a final decision. A timely written appeal, stays the civil penalty being appealed pending the Manager's or the designee's decision.
- (d) The failure of a violator to pay or appeal the civil penalty issued under this article within the specified time shall subject to a late payment penalty of twenty-five dollars (\$25.00).
- (e) In addition to other remedies, this article may be enforced by any one, all, or a combination of the remedies set out herein or in N.C.G.S. § 160A-175, including the institution of a civil action by the Town Attorney in the nature of debt to collect unpaid civil penalties or the ordering of appropriate equitable relief, including orders of abatement and injunctions.

Section 2. Any revisions to this text amendment 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 3. That all ordinances or parts of ordinances inconsistent or in conflict with this ordinance are hereby repealed.

Section 4. That this ordinance shall take effect upon adoption.

Adopted by the Town Council of the Town of Elon on this 23rd day of March 2026.

Emily Sharpe, Mayor

ATTEST: _____
Kathleen Patterson, Town Clerk

TOWN OF ELON TOWN COUNCIL AGENDA REPORT

Item Type: Adopt

SUBJECT: Parks Master Plan Update

DATE: March 10, 2026

TOWN COUNCIL ACTION REQUESTED ON: 2026-03-10

HISTORY:

- The previous PARTF grant application supplied necessary changes to improve our opportunity of success in the future.
 - Updating the Master Plan to include the Skate Park as a priority project was one of the suggestions.
 - The Skate Park project was adopted in 2021 for location at Beth Schmidt Park.
 - The Elon Skate Park Committee has been highly energized to see this project come about with approximately 25 volunteer members.
-

FACTS AND ISSUES:

- The update provides the necessary language highlighting the Skate Park project as a priority in our Parks Master Plan.
 - Attached is the proposed language for the update, which Council would need to adopt to change the plan.
-

OPTIONS:

Option #1: Adopt the addition of the Skate Park project to the Parks Master Plan

Option #2: Adopt the Skate Park project with amendments

Option #3: Council's choice

TOWN MANAGER RECOMMENDED ACTION:

Prepared By: Kim Brown, Recreation

ATTACHMENTS:

Elon Skate Park Project Insert to Master Plan.pdf

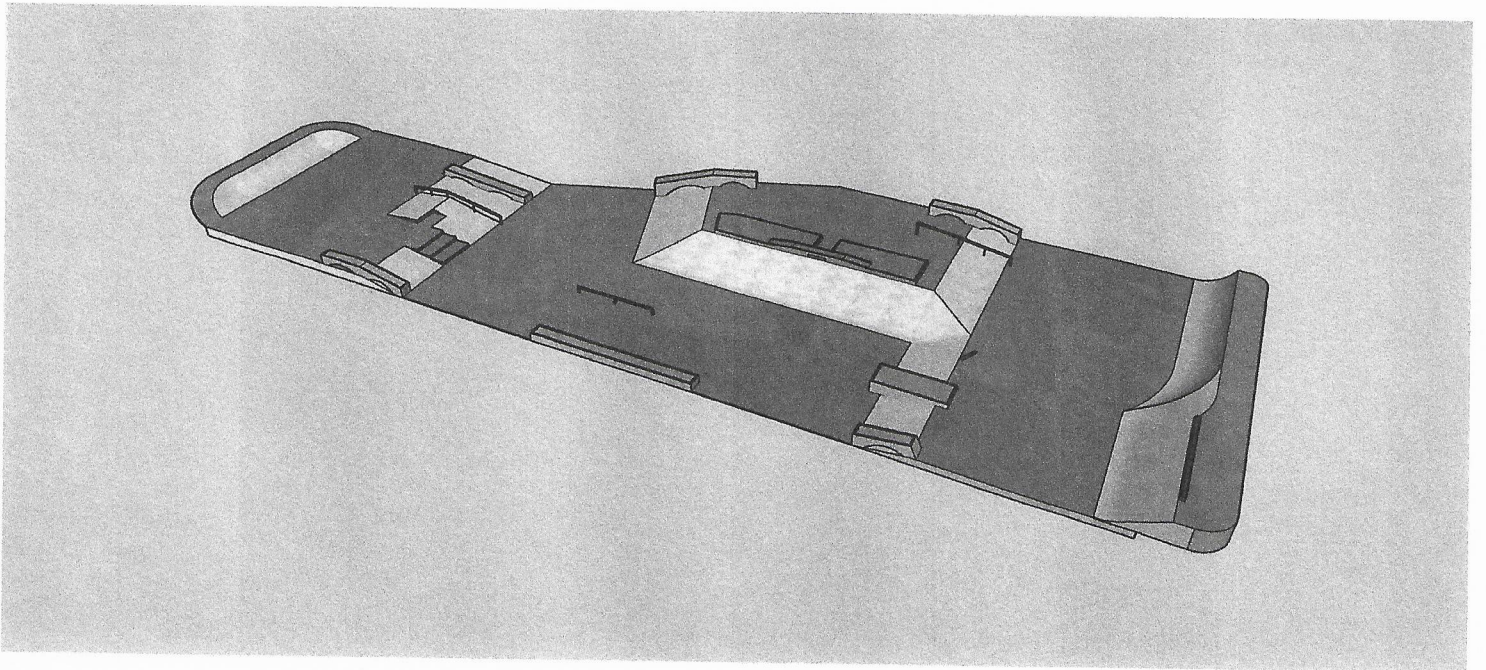
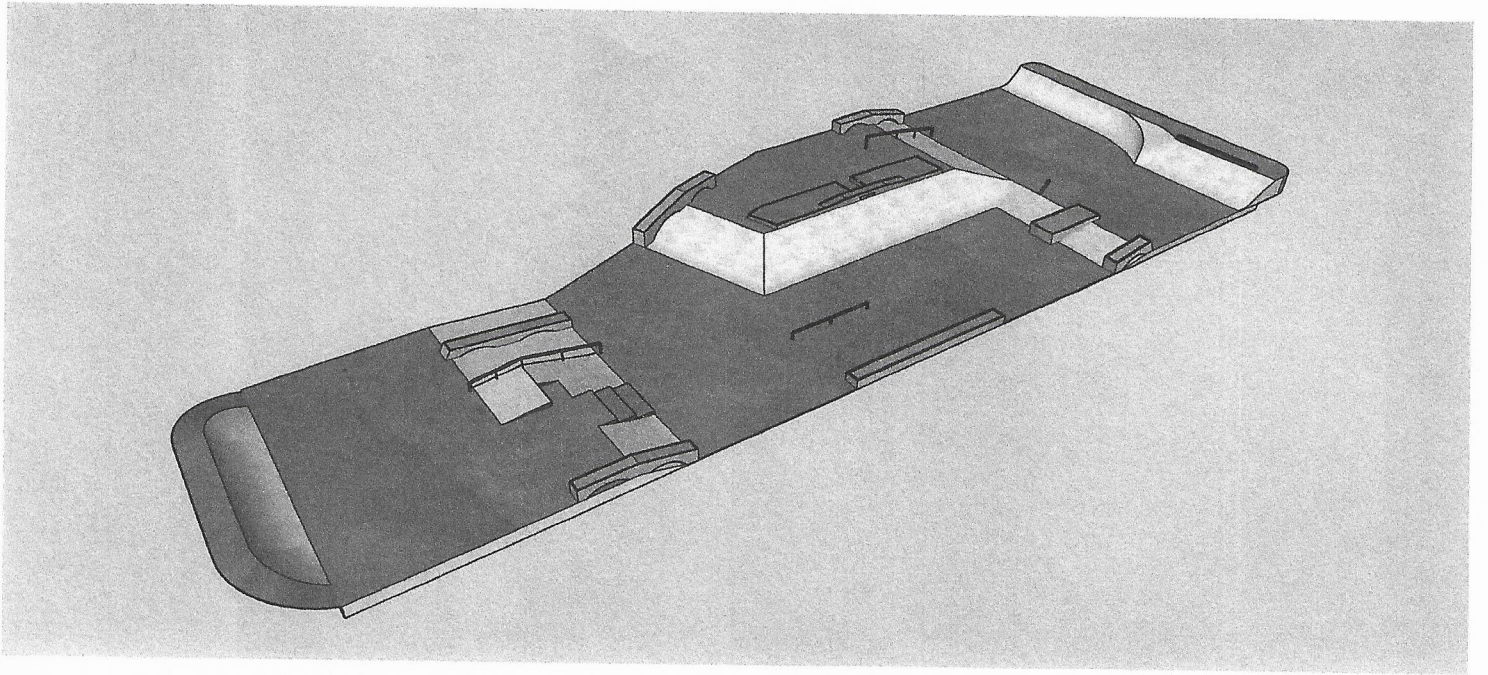
Elon Skate Park Design 2026.pdf

Elon Skate Park Project

This project has grasped the heart of our community leading to its inclusion in our Parks Master Plan. The Skate Park will cover approximately 3.5 acres of property along University Drive in Elon. Its location makes it ideally suited for visitors from town and out of town to access it.

The design will incorporate elements fit for everyone from beginners to intermediate and advanced skateboarders. With such elements as stairs, ramps and elevation changes, this project will increase the draw to Beth Schmidt Park and the Town of Elon. We anticipate approximately 1,000 - 2,000 visitors the first year upon completion with continued visitation as more programs and competitions are added to the park.

This project has become the first priority of the Parks Master Plan with an anticipated completion by Fall of 2027.



TOWN OF ELON TOWN COUNCIL AGENDA REPORT

Item Type: Discussion

SUBJECT: Special Events Ordinance and Policy

DATE: March 10, 2026

TOWN COUNCIL ACTION REQUESTED ON: 2026-03-10

HISTORY:

- The current special events ordinance was adopted in 2018.
 - The method of approval was an email sent to each department requesting concerns or feedback and then a permit was issued.
 - No confirmation of a certificate of insurance limiting liability by the Town was received until this was taken over by the police department after the assigned staff member retired.
 - For the last year, the staff have instituted a Special Events Review Committee that looks at each application and determines whether there is additional information or safety planning needed and what that looks like for the organizer.
 - There is no policy to help outside agencies understand or provide the necessary information to the Town.
-

FACTS AND ISSUES:

Town staff have reviewed the current ordinance over the last two years identifying concerns and issues.

With the position of Fire Marshal being a part of town staff has allowed for a deeper understanding of what liability the Town takes on by issuing a permit for special events. The attached ordinance and policy aim to ensure the permitted events meet the NC Fire Code requirements, limit the impact to public services, and allows for events to occur in a safe manner.

OPTIONS:

This is for discussion only. No action is requested at this meeting.

TOWN MANAGER RECOMMENDED ACTION:

Prepared By: Kathleen Patterson, Clerk Office

ATTACHMENTS:

CHAPTER_16__PARADES_AND_SPECIAL_EVENTS_DRAFT.pdf

Elon Special Event Policy_DRAFT_January 15 2026.pdf

CHAPTER 16 PARADES AND SPECIAL EVENTS

ARTICLE I. IN GENERAL

Sec. 16.1. Definitions.

~~As used in this article:~~

As used in this article:

Building means any temporary or permanent structure as defined by the Elon Land Management Ordinance or any structure built for support, shelter, or enclosure of persons, animals, chattels, or property of any kind.

Commercial Special Event means any special event organized and conducted by any person or entity that does not qualify as a tax-exempt non-profit organization.

Demonstration means any formation, procession or assembly of people which for the purposes of expressive activity, is:

(1) To assemble or travel in unison on any street in a manner that does not comply with normal or usual traffic regulations or controls; or

(2) To gather at a public park or other public places

Event Organizer means any person who conducts, manages, promotes, organizes, aids, or solicits attendance at a commercial or non-commercial special event.

Expressive activity includes conduct, the sole or principal object of which is the expression, dissemination or communication by verbal, visual, literary, or auditory means of opinion, views or ideas and for which no fee or donation is charged or required as a condition of participation in or attendance at such activity. It includes public oratory and distribution of literature, and picketing.

Festival means a thematic, organized, site-specific celebration, performance, exhibition, or competition occurring upon public or private property, or a combination of private and public property, during which commerce occurs, for a defined period of time, advertised and promoted outside the Town of Elon, that will have an impact on town resources, due to the anticipated congregation of people in such numbers or in such location as identified.

Filming means an organized activity involving film and/or still photography production that requires the use of a public right-of-way, Town park, or other Town property.

General Events means an organized activity that has a stationary footprint in an identifiable location for a special duration of time, often involving amplified noise, food, beverage, merchandise, and/or other forms of entertainment. Examples include festivals, performances, rallies, markets, parties, tournaments, and other similar events. General Events will be further defined in the Special Event Policy.

Goods means wares, personal property, merchandise, or any other similar item or object than is generally sold.

Gross Revenues means the sum of all revenues received by an event organizer for a special event, including, but not limited to, cash receipts, licensing, sponsorship, television, advertising, and similar revenues, and concessions.

Non-commercial event means any special event organized and conducted by a person or entity that qualifies as a tax-exempt non-profit organization.

Parade means any march, race, presentation, ceremony, pageant or procession of any persons and conveyances of any sort moving upon any public street or sidewalk of the town, which does not comply with normal traffic regulations.

Road Races and Parades means organized activity involving running, biking, walking, or other means of transportation involving three or more participants and utilizing a fixed course that involves the use or obstruction of town streets, rights-of-way, sidewalks, and greenways.

Sidewalk means any portion of a street, other than the roadway, set apart by curbs, barriers, markings, or other delineation for pedestrian travel.

Signage means any sign, pennant, flag, banner, inflatable display, or other attention-seeking device or sign as defined in the Land Management Ordinance.

Special Event can mean:

_____ Any organized formation, parade, procession or assembly consisting of persons, and which may include animals, vehicles, or any combination thereof, which is to assemble or travel in unison on any street which does not comply with normal or usual traffic regulations or controls; or

_____ Any organized assemblage of persons at any private or public property which is to gather for a common purpose under the direction and control of a person; or

_____ Any other organized activity conducted by a person or group for a common or collective use, purpose or benefit which involves the use of, or has an impact on, other public property or facilities and the provision of town emergency services in response there to.

Special Event Permit means a permit issued under this article.

Special Event Task Force means the application review committee consisting of the Police Chief or designee, Planning Director, Public Works Director, Fire Marshal, and the Town Clerk.

Special Event Venue means that defined area on a submitted site plan approved by the Special Events Task Force, for which a special event permit has been issued.

Street means a public right-of-way, or way, or place of whatever nature, publicly maintained and open to use of the general public for purposes of vehicular or pedestrian travel. Street includes streets, highways, alleyways, sidewalks, and any other public area that accommodates vehicular or pedestrian traffic.

Tax-Exempt Non-Profit Organization means an organization that is exempted from payment of income taxes by federal or state law and which has been in existence for a minimum of six (6) months preceding the date of application for a special event permit.

Vendor means any person who sells or offers to sell, any goods, food, or beverages within a special event venue, including the event organizer or any person who contracts with the event organizer for space within the special event venue in order to vend goods.

~~Administrator. The staff member designated by the Town Manager to issue a special events permit. The Administrator works with a special event permit committee comprised of representatives of all affected departments to coordinate the special events process and to render a decision on whether a special event permit will be issued.~~

~~Event organizer. Any person who conducts, manages, promotes, organizes, aids or solicits attendance at a commercial or non-commercial special event.~~

~~Goods. Wares, personal property, merchandise or any other similar item or object than is generally sold.~~

~~Gross revenues. The sum of all revenues received by an event organizer for a special event, including, but not limited to, cash receipts, licensing, sponsorship, television, advertising and similar revenues, and concessions.~~

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(Supp. No. 4)

Festival. A thematic, organized, site-specific celebration, performance, exhibition or competition that uses public property and rights-of-way within the Town for staging outdoor special events or that uses facilities or services within the town to conduct events that occupy, impact or consume public resources as a result of the congregation of people.

Parade. A march, race, presentation, ceremony, pageant or procession of any persons and conveyances of any sort moving upon any public street or sidewalk in the town that does not comply with normal traffic regulations. A parade shall be considered a special event. A funeral procession is not a parade.

Sidewalk. That portion of a street or highway, other than the roadway, set apart by curbs, barriers, markings or other delineation for pedestrian travel.

Special event.

- (1) Any organized formation, parade, procession or assembly consisting of persons, and which may include animals, vehicles or any combination thereof, which is to assemble or travel in unison on any street which does not comply with normal or usual traffic regulations or controls;
- (2) Any organized assemblage, not meeting the criteria for a facilities use permit, of persons at any private or public property which is to gather for a common purpose under the direction and control of a person; or
- (3) Any other organized activity conducted by a person or group for a common or collective use, purpose or benefit which involves the use of, or has an impact on, other public property or facilities and the provision of town public safety services in response thereto.

Examples of special events include but are not limited to:

- ▲ Filming
- ▲ Concerts
- ▲ Parades
- ▲ Fairs
- ▲ Festivals
- ▲ Block parties
- ▲ Community events
- ▲ Mass participation
- ▲ Sporting competition such as, marathons and running events, bicycle races or tours

Special event permit committee. A staff committee, composed of representatives of affected town departments that works in conjunction with the Administrator to review special event applications.

Special event permit. A permit issued under this article.

Special event venue. That defined area identified on a submitted site plan approved by Administrator for which a special event permit has been issued.

Street. A public right-of-way, or way or place of whatever nature, publicly maintained and open to use of the public for purposes of vehicular or pedestrian travel.

(2018 recodification)

Sec. 16.2—16.4. Reserved.

ARTICLE II. PARADES

Sec. 16.5. Special event requirements apply.

Parades are considered special events and shall be subject to regulations applicable to special events and to the special event application and permit process requirements of article III of this chapter.

(2018 recodification)

Sec. 16.6. Notice to certain officials.

Immediately upon the issuance of a special events permit for a parade, the Administrator shall send a copy of the permit to the following:

- (a) The Town Manager.
- (b) The Postmaster.

Sec. 16.7. Interference.

No person shall unreasonably hamper, obstruct or impede, or interfere with any parade, procession or parade assembly or with any person, vehicle or animal participating or used in a parade.

Sec. 16.8. Driving through parades.

No driver of a vehicle shall drive between the vehicles or persons comprising a parade or procession when such vehicles or persons are in motion and are conspicuously designated as a parade.

Sec. 16.9. Parking on route.

The Chief of Police shall have the authority, when reasonably necessary, to prohibit or restrict the parking of vehicles along a highway or part thereof constituting a part of the route of a parade or procession. The Chief of Police shall post signs to such effect, and it shall be unlawful for any person to park or leave unattended any vehicle in violation thereof. No person shall be liable for parking on a street unposted in violation of this section.

Sec. 16.10. Funeral processions.

- (a) A funeral procession is not a parade and does not require a permit.
- (b) No vehicle shall be driven through a funeral procession, except fire department vehicles, police patrols and ambulances, when the same are responding to calls.
- (c) A funeral procession must be identified by each vehicle burning its headlights.
- (d) Any driver in a funeral procession shall drive as near to the right-hand side of the road as possible and follow the vehicle ahead as nearly as possible and safe. Upon the immediate approach of a funeral procession, drivers of other vehicles must yield the right-of-way to funeral vehicles, except as otherwise directed in subsection (a).

Sec. 16.11. Penalty.

Violation of article II Parades provisions related to operation of a motor vehicle shall be punishable as an infraction and shall be required to pay a penalty of \$50.00.

(Ord. 19-778; Ord. No. 22-844, § 9, 3-15-2022)

Secs. 16.12—16.14. Reserved.

ARTICLE III. SPECIAL EVENTS

Sec. 16.15. Purpose; scope and intent.

- (a) Recognizing that special events enhance the quality of life for residents and visitors alike, it is the purpose of this chapter to establish a structured process for permitting special events that may require the following:
 - ~~the use of public property and rights-of-way for the staging of outdoor special events to~~
 - ~~the use of streets, or roads, or sidewalks~~
 - ~~facilities or services within the town, or to conduct events that occupy, impact or consume the use of~~ public resources as a result of the congregation of people.
- (b) Given the close proximity of residential and commercial areas within the Town, the Board of Aldermen Town Council must balance the quiet enjoyment of one's residence in relationship to the commercial purposes that sustain and promote our tourist economy; cover all municipal costs associated with supporting such an event, such as: ~~and recover costs related to the event, such costs include, but are not limited to:~~ personnel, equipment and supplies, sanitation (litter, debris and human wastes), wastewater, and utilities; ~~park maintenance and restoration including long term degradation and park monitoring.~~
- (c) It is the intent of the board to recognize the rights of all citizens to engage in protected free speech expression activities and yet allow for the least restrictive and reasonable, time, place and manner regulation of those activities within the overall context of rationally regulating commercial special events that have an impact upon public facilities and services. Persons failing to secure such a permit under this article, however, will not be entitled to the benefits provided by this article, including but not limited to, the right to erect stages, barricades, utility poles, booths, tents, or other temporary structures, or the use of amplified devices, parked vehicles or of permanent structures, or to the assistance of town personnel in carrying out their event, ~~or their exclusive or reserved use of the facility~~ unless otherwise authorized by some other ordinance or law.

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(2018 recodification)

~~Secs. 16.16~~

16.16—16.19. Reserved.

Sec. 16.20. Special event permit.

- (a) A special event permit issued by the ~~Administrator~~ Town Manager or designee shall be required, except as provided in this article, for any person to conduct, promote, manage, aid, or solicit attendance at a special event on public property or on private property, or on a combination of private and public property, at any

(Supp. No. 4)

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event of such magnitude so as to impact public safety, traffic, or the health, safety and welfare of the residents or the invitees. Such permit shall be based upon a complete application detailing the particulars of the event ~~and receipt of all additional required information.~~

- (b) The ~~Administrator~~ Special Events Task Force shall consider all special event ~~permits~~ applications for events occurring within the town limits pursuant to the procedures established in this article ~~and the Elon Special Event Policy~~. The ~~Administrator~~ Special Events Task Force shall approve the special event venue, set reasonable boundaries, balancing the special event requirements and public health, safety, ~~and welfare,~~ and compliance with the NC Fire Code.
- (c) ~~The Administrator shall coordinate the issuance of a special event permit with other public agencies through whose jurisdiction or property the event or portion thereof occurs and~~ When an event involves other governmental entities, the Event Organizer must obtain approval for their event from all entities impacted by their event (i.e. NCDOT, City of Burlington) and provide those approvals to the Town of Elon when they submit their special event application. The Town Manager or designee may issue a special event permit only upon the documented concurrence of other public agencies involved.

(2018 recodification)

Sec. 16.21. Exceptions to special event permit requirement.

- (a) A special event permit is not required for food trucks or pushcart sales as provided for in chapter 17, Peddlers, itinerant merchants, panhandlers and ~~push cart~~ pushcart sales and any future iterations of Chapter 17.
- (b) The following activities are exempt from the special event permit requirement:
 - (1) Funeral services and processions;
 - (2) Activities solely conducted by the Town of Elon;
 - (3) Lawful public assemblies and picketing as provided ~~in~~ for in chapter 19;
 - (4) Public assemblies or demonstrations that do not involve the use of vehicles, animals, fireworks, pyrotechnics or equipment (other than sound equipment), provided that:
 - a. No fee or donation is charged or required as a condition of participation in or attendance at such demonstration; and
 - b. The ~~Administrator~~ Police Chief is notified at least 48 hours in advance of the commencement of a public assembly or demonstration as provided in chapter 19, Parades, public assemblies and picketing.

(2018 recodification)

Sec. 16.22. Issuance of a special event permit does not obligate Town services.

Issuance of a special event permit does not obligate or require the town to provide Town services, equipment, or personnel in support of an event.

(2018 recodification)

Sec. 16.23. Use of Town seal or name.

The issuance of a permit shall not be considered an endorsement of a special event by the Town of Elon. It shall be unlawful for any person to represent, hold out, promote or publish to another that the town name or town seal ~~is as~~ an endorsement of the event without specific ~~town Board of Aldermen-Town Council~~ action authorizing such endorsement.

(2018 recodification)

Sec. 16.24. Deadline for filing an application.

An application for a special event permit shall be filed with the Administrator not less than 60 calendar days, ~~or 30 days for a residential street closing~~ before the time when it is proposed to conduct the special event. ~~The Administrator shall request and receive review and comment from department heads whose services may be affected by the proposed event. Applications received in less than 60 days but more than 30 days before the event may be reviewed for an additional fee. No application will be accepted less than 30 days before the event date.~~

(2018 recodification)

Sec. 16.25. Application for a special event permit.

~~The An~~ application for a special event permit shall ~~be required.~~ ~~the following information from the applicant:~~

- ~~(1) The name, address, telephone number and signature of the applicant;~~
- ~~(2) Proposed date, assembly area, starting and end time;~~
- ~~(3) A certification that the applicant will be financially responsible for any town fees or costs that may be imposed for the event;~~
- ~~(4) The name, address and telephone number of the event organizer, if any, and the chief officer of the event organizer, if any;~~
- ~~(5) If the special event is designed to be held by, on behalf of, or for any organization other than the applicant, the applicant for the special event permit shall file a written communication from such organization:
 - ~~a. Authorizing the applicant to apply for the special event permit on its behalf; and~~
 - ~~b. Certifying that the applicant will be financially responsible for any costs or fees that may be imposed for the event;~~~~
- ~~(6) A copy of the tax exemption letter issued for any applicant claiming to be a tax exempt non profit organization;~~
- ~~(7) A statement of the purpose of the special event;~~
- ~~(8) The proposed signage, boundaries, location, map, dates, times, routes, alternative routes, staging areas, reviewing, parking, or disbanding stands or areas;~~
- ~~(9) A site plan including street and sidewalk areas to be occupied by the event and participants/observers;~~
- ~~(10) ——— An incident action plan (IAP) shall be included in the public safety plan which will be provided by the event holder. Also, trained crowd managers shall be provided for facilities or events where more than 1,000 persons congregate. The minimum number of crowd managers shall be established at a ratio of one crowd manager to every 250 persons. Where approved by the Fire Code Official, the ratio of crowd managers shall be~~

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permitted to be reduced where the facility is equipped throughout with an approved automatic sprinkler system OR based upon the event;

~~(11) The approximate number of persons and kinds and number of animals or vehicles that will participate in the special event, and the parking plan for the vehicles;~~

~~(12) The number of bands or other musical units and the nature of any equipment to be used to produce sounds or noise;~~

~~(13) Evidence that the applicant has notified abutting property owners of the proposed time and place of the special event;~~

~~(14) Description of proposed café/beer garden, if applicable and ALE permit, attached;~~

~~(15) The number and location of portable sanitation facilities;~~

~~(16) Location of temporary structures or tents;~~

~~(17) The number of persons proposed or required to monitor or facilitate the special event and provide spectator or participant control and direction for events using town streets, sidewalks, or facilities;~~

~~(18) Insurance and surety bond information;~~

~~(19) Relevant information on the location, number and names of vendors, and the types of goods or services being intended to be marketed within the boundaries of the special event;~~

~~(20) Copies of all approvals from NCDOT if the special event involves closing of a state road (see NCDOT Special Event Guidelines);~~

~~(21) Notation on the application, if applicable, of the date of adoption of a resolution by the Board of Aldermen authorizing closing of a municipal street; and~~

~~(22) Any other information required by the Administrator.~~

(2018 recodification)

Sec. 16.26. Application fee.

A application fee shall be set annually by the Board of Aldermen Town Council and shall be charged when a special event permit application is submitted.

(2018 recodification)

Sec. 16.27. Provision of services to support the event.

~~Before notification that the application is complete, the Administrator shall inform the applicant of the Town's requirements for adequate provision of services to support the event. As conditions for the issuance of a permit, the applicant shall consent in writing to Town requirements and provide proof of services being used. When contracting for Town Services, the applicant shall pay the invoice presented by the Town for the cost of services to support the event. Services provided or arranged by the Town shall include but not be limited to: and services and shall pay the invoice presented by the Town for the estimated cost of services to support the event. Services provided or arranged by the Town shall include but not be limited to:~~

- (1) Trash removal and recycling;
- (2) Emergency medical services based on event risk factors;
- (3) Additional on-duty or off-duty police services, ~~as needed;~~

(Supp. No. 4)

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- (4) Traffic controllers, barricades, and other necessary equipment furnished by the Town; and
 - (5) Special requirements, equipment or services that may be necessary by virtue of the proposed event in order to conduct the event with due regard for participant and public health and safety.

(2018 recodification)

Sec. 16.28. When application is deemed complete.

An application for a special event permit is deemed complete when the applicant has provided all of the information required in the Town's application ~~(section 16.25)~~, consented in writing to Town requirements for services required, provided information on the services being used by section 16.27, and submitted any additional information required by the ~~Administrator~~Special Events Task Force.

~~The Administrator shall notify the applicant when an application is complete and shall notify the applicant if the application is incomplete.~~

(2018 recodification)

Sec. 16.29. Adherence to NCDOT requirements for special events on state roads.

~~When an event involves a street, lane, or shoulder closing under the jurisdiction of the North Carolina Department of Transportation, before issuing a special event permit, the Town Event Organizer shall apply for and receive approval from the verify that all North Carolina Department of Transportation to utilize or close a state maintained street, road, lane or shoulder for their event. If NCDOT denies the request or fails to respond to the applicant, the special events application to the Town will be denied. Documentation of the approval of the request must be provided with the Elon special events application. Special Event Guidelines have been complied with when the special event involves a street, lane or shoulder closing under the jurisdiction of the North Carolina Department of Transportation.~~

(2018 recodification)

Sec. 16.30. ~~Action by Administrator~~Approval or Denial .

The ~~Administrator~~Town Manager or designee shall approve or deny a completed application for a special event permit as soon as practicable after consultation with the Special Events Task Force, ~~but no later than 15 working days from the receipt of a complete application.~~

- (a) ~~Approval. The Administrator may approve a completed application when all of the following conditions are met:~~A completed application may be approved if the following criteria and any additional requirements from the Special Events Task force are met:
 - (1) The event will not substantially interrupt vehicular and pedestrian traffic in the area of its route, including specifically the displacement of vehicular parking into adjacent or neighboring commercial areas not part of the venue, or into adjacent or neighboring residential areas; or, if applicable, all NCDOT Guidelines ~~been~~have been complied with regarding road closure.
 - (2) The event will not cause a conflict with construction or development in the public right-of-way or at a public facility.
 - (3) The event will not require the diversion of a great number of police employees from their normal duties, thereby preventing reasonable police protection to the remainder of the Town.

(Supp. No. 4)

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- (4) The concentration of persons, animals or vehicles will not unduly interfere with the movement of police, fire, ambulance, and other emergency vehicles on the streets.
- (5) The event will move from its assembly location to its disbanding location expeditiously and without stopping en route.
- (6) The event will not substantially interfere with any other special event or demonstration for which a permit has already been granted or with the provision of town services in support of other scheduled events or unscheduled governmental functions such as visits ~~of~~by Chiefs of State.
- (7) The event will not have unmitigable adverse impact upon residential or business access and traffic circulation in the same general venue.
- (8) If the event is a biking, running, or triathlon, it will not occur within 30 calendar days of another biking, running, or triathlon style event.

(9) The event will be in compliance with the NC Fire Code.

~~To make the determination under this subsection, the Administrator shall consider pedestrian and traffic circulation and parking, traffic volume and population density, time of year, and neighboring or adjacent zoning uses.~~

(b) ~~Denial. The Administrator may deny~~ a special event ~~permit~~application may be denied to an applicant who has not provided the following items or additional information identified by the Special Events Task Force:

- (1) Provided a sufficient traffic plan or for sufficient traffic controls by persons appropriately trained, certified or appointed pursuant to state law which enables the control of traffic;
- (2) Provided for an adequate parking plan that does not displace vehicle into neighboring or adjacent non-participating commercial or residential areas;
- (3) Provided sufficient monitors, crowd control managers, an Emergency Plan, Event Communications Plan, and a ~~s~~Security plan for crowd control and safety;
- (4) Provided sufficient off-site parking or shuttle service, or both, when required to minimize any substantial adverse impacts on general parking and traffic circulation in the vicinity of the event;
- (5) Provided sufficient signage information upon which approval can be granted;
- (6) Met all of the requirements for submitting an application for a special event permit;
- (7) Provided the notice required ~~under section 16.34 in the Special Events Policy;~~
- (8) ~~On its own or in conjunction with the Town of~~Obtained NCDOT permission, where applicable, for road closings;
- (9) Due to the inadequate internal security or deficient security plan of the event organizer given the projected attendance, or the time, place or manner of conducting the event, the event will create the possibility of violent disorderly conduct likely to endanger public safety or to result in significant property damage;
- (10) The event may violate public health or safety laws;
- (11) The event fails to conform to the requirements of any law;
- (12) The applicant demonstrates an inability or unwillingness to conduct an event pursuant to the terms and conditions of this article;
- (13) The applicant has failed to conduct a previously authorized or exempted special event in any jurisdiction in accordance with law or the terms of a permit, or both;

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- (14) The applicant has not obtained the approval of any other public agency within whose jurisdiction the special event or portion thereof will occur;
 - (15) The applicant has failed to provide an adequate first aid or emergency medical services plan based on event risk factors; or
 - (16) The applicant has failed to comply with any term of this article, or with any condition of a special event permit previously issued to the applicant.

(2018 recodification)

Sec. 16.31. Appeal in the case of denial.

The applicant may appeal denial of an application for a special event permit to the Town Manager in writing within ~~30~~10 days of an adverse decision.

(2018 recodification)

Sec. 16.32. Costs and payment.

- (a) As required in section 16.26, the applicant shall pay a non-refundable fee set by the Board of AldermenTown Council upon submission of an application for a special event permit.
- (b) ~~Before the Town issues a special event permit, t~~The Town shall identify the costs of services necessary to support the event as provided in section 16.27 and shall invoice the applicant-event organizer. ~~Upon payment of the invoice and approval of the application, a permit shall be issued.~~
- (c) Costs for services provided by the town for events sponsored or co-sponsored by the town, or for a non-commercial event, may be waived, if the waiver is approved by the Board of AldermenTown Council upon a finding that a public purpose will be served. A public purpose is served if all four of the following conditions are met:
 - (1) The event is organized and conducted by a tax-exempt non-profit organization which operates from or provides services within the Town of ~~Elon~~Alamance County;
 - (2) The event provides an identified benefit to the general public;
 - (3) The event includes participation by the general public (notwithstanding an admission or participation fee); and
 - (4) Provision of town services will result in improved crowd or event control and general public safety and does not diminish or detract from the normal level of service for its citizens, based upon the evaluation, advice and approval of the ~~Administrator~~Town Manager or designee in consultation with the Special Events Task Force.
- (d) If the event organizer failed to comply with a previously issued special event permit, the event organizer shall deposit adequate surety in the form of cash, cashier's check, or credit card.

(2018 recodification)

Sec. 16.33. Issuance of permit; date of special event confirmed.

The ~~Administrator~~Town Manager or designee shall issue a special event permit on a form designed by the Town upon approval of an completed and reviewed application ~~as provided for in section 16.11 and payment of~~

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~~the invoice for cost of services provided as provided for in section 16.17.~~ The date of the event is not confirmed until issuance of the permit.

(2018 recodification)

~~Sec. 16.34. Notice to certain officials.~~

~~Immediately upon the issuance of a special event permit, the Administrator shall send a copy of the permit to the following:~~

~~(a) The Town Manager~~

~~(b) The Postmaster~~

~~(2018 recodification)~~

Sec. 16.3534. Display of special event permit required.

A copy of the special event permit shall be on location or in the special event venue in the method prescribed by the ~~Administrator~~Town Manager or designee. It shall be available for review upon demand ~~of by the Town Manager, Fire Marshal, Fire Chief, Police Officer or other designated any~~ Town officials.

(2018 recodification)

Sec. 16.36. Sale of beer and/or wine.

Special outdoor café/beer garden areas where beer and/or wine may be dispensed and consumed shall be permitted only within the delineated boundaries of a special event subject to the following conditions:

- (1) The event organizer has obtained the appropriate ALE permit for the event.
- (2) The producer of a special event shall have the discretion to provide special outdoor cafe areas where beer and/or wine may be served within the delineated boundaries of the event.
- (3) The producer of the special event shall provide, at his/her own expense, at least one security officer, approved by the Chief of Police, or his designee, at each location approved for the consumption of beer and/or wine.
- (4) Every area where beer and/or wine is consumed shall be conspicuously posted at all times at each point of entrance/exit with signs stating the following: "The possession of alcoholic beverages beyond this point is prohibited." The letters of such signs shall not be less than three inches in height and one-half inch in width and shall be in black letters on a contrasting light background.
- (5) It shall be unlawful for patrons of any area(s) of a special event in which beer and/or wine is permitted to bring into or take outside the designated area(s) any alcoholic beverage or to furnish any alcoholic beverage to any person outside the designated area where beer and/or wine is permitted.
- (6) The application for a special event at which beer and/or wine is permitted shall include, in addition to the map identifying the outermost boundaries of the event, a map no smaller than 8½ X 11 inches in size, clearly identifying the area(s), including all public streets and sidewalks within and adjacent to the area(s), where the consumption of beer and/or wine is proposed.
- (7) Notwithstanding the provisions of this section, any person dispensing and/or consuming beer and/or wine in accordance with this section shall comply with all other laws and ordinances pertaining to the

sale, possession and consumption of alcoholic beverages. See NCGS 18B, Regulation of Alcoholic Beverages, and the ABC Commission for direction on obtaining permits.

Sec. 16.37. Glass containers prohibited.

The use of glass containers within the area of any special event shall be prohibited.

Sec. 16.38. Insurance required to conduct special event; hold harmless.

- (a) The event organizer of a special event must possess or obtain comprehensive general liability insurance from no less than an A-rated company licensed to do business in North Carolina to protect against loss from liability imposed by law for damages on account of bodily injury and property damage arising from the event. Insurance coverage must be maintained for the duration of the event. Notice of cancellation shall be provided immediately to the town. When applicable, the town may require proof of workers compensation and auto liability insurance.
- (b) Except as provided in section 16.38(c) below, comprehensive general liability insurance coverage required by section 16.38(a) shall be in a combined single limit of at least \$~~45~~,000,000.
- (c) The insurance required by section 16.38(a) shall encompass all liability insurance requirements imposed for other permits required under other sections of this Code and is to be provided for the benefit of the public and not as a duty, express or implied, to provide insurance protection for spectators or participants. The event organizer's current effective insurance policy, or copy, along with necessary endorsements, shall be filed with the ~~Administrator-Town Manager or designee~~ at least ~~30-60~~ calendar days before the event, ~~unless the Administrator for good cause modifies the filing requirements.~~
- (d) No permit ~~is valid~~ shall be issued until the applicant ~~shall~~ provides adequate insurance as required by this section.

Sec. 16.39. Revocation of special event permit.

- (a) Any special event permit may be revoked by the Town Manager, the Police Chief, ~~or~~ the Fire Chief, ~~the Fire Marshal,~~ or their designees if there is a violation of state law or local ordinance. In case of an emergency, notification of the permit holder or the responsible party on-site may be done verbally and compliance shall be immediate.
- (b) Should a permit be revoked, a written notice setting forth the reasons for the revocation shall be delivered to the holder of the permit within 10 days of the revocation.

(2018 recodification)

Secs. 16.40—16.44. Reserved.

Sec. 16.45. Authorized special event vendors.

Vendors selling food and/or goods only during the time and location of a special event are not required to get a separate permit from the Town. Food trucks must be permitted through Alamance County and inspected by the Elon Fire Marshal.

(2018 recodification)

Sec. 16.46. Unlawful to conduct or promote attendance at special event without permit.

- (a) It is unlawful for any person to conduct a special event without a special event permit as required pursuant to this article.
- (b) It is unlawful for any person to conduct, promote or manage any special event for which a special event permit has not been issued or has been revoked.

(2018 recodification)

Sec. 16.47. Unlawful selling of tickets to special event within special event venue.

It is unlawful for any person to sell for profit, or offer to sell for profit, any ticket of admission to a special event within a special event venue, except:

- (1) From any ticket office, booth, or other similar place established and maintained for the purpose of selling tickets; and
- (2) With the express authorization of the ~~Administrator~~ Town Manager or designee pursuant to a special event permit.

(2018 recodification)

Sec. 16.48. Unlawful to display signs in special event venue except as permitted.

It is unlawful for any person to place, post, paint, erect, display, secure, or maintain any sign or banner pertaining to the special event unless pre-approved by the ~~Administrator~~ Special Events Task Force based upon the application and ~~permitting Land Management Ordinance requirements process~~. The number of signs, sign-face size, height, location, and duration of display shall be addressed in the application. ~~No sign shall obstruct a sight triangle or be placed within ten feet of the boundary line of the property serving as the venue~~ Signs must be authorized for the special event and comply with the Land Management Ordinance of the Town of Elon.

(2018 recodification)

Sec. 16.49. Participants and spectators subject to applicable laws.

Participants in and spectators at a parade shall be subject to all applicable local, state and federal laws including, but not limited to G.S. 14-277.2, weapons at parade and public assemblies.

(2018 recodification)


Sec. 16.50. Penalty.

Any person violating any provision of this article shall be subject to a civil penalty in the amount of two hundred fifty dollars (\$250) for the first violation and an additional fifty dollars (\$50) for each day the violation is not corrected. Penalties under this article are considered restorative; intended to provide the town with compensation for costs associated with the town's program to monitor, control, prosecute, cure and/or correct the violation. Violations of any other section of the Elon Code of Ordinances, state or local fire code, state or local building code, or any other rule or regulation may result in the imposition of additional restorative penalties. Any citizen or organization subjected to such penalty shall have the right to appeal to an independent hearing officer by procedures established by the special events administrator.

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~~Any person who violates this article shall pay a civil penalty of \$50. Any duly authorized town official is authorized to issue this civil citation and the violator shall pay the penalty to the town administration department within ten days of receipt. The failure of such violator to pay the civil penalty within the specified time shall subject the violator to a civil action to collect all penalties and costs for such violation. Any civil penalty that has not been paid when delinquent notice was sent shall carry an additional late payment penalty of \$25.~~

(2018 recodification; Ord. 19-778)

	Policy and Procedure: Special Event Policy	Pages: 8
	Effective Date:	Revision Date:
	Policy Number: SPE-01	
	Approved by: Elon Town Council	Responsible Parties: Fire Marshal Police Department Town Clerk

Objective: To regulate the use of streets, sidewalks, and greenways in the Town for all organized special events, with the purpose of protecting the health and public safety of citizens, limiting the inconvenience to residents, businesses, places of worship and learning, and other regular users of these facilities, establishing a straightforward and accountable process for event organizers, and enabling public agencies to manage these events in a cost-effective and well-coordinated way.

Table of Contents

1. Special Event Definitions
 - A. General Events
 - i. General Event Tier I
 - ii. General Event Tier II
 - iii. General Event Tier III
 - B. Road Races and Parades
 - C. Filming
2. Management Responsibilities
 - A. Events Task Force (ETF)
 - B. Communication
3. Application and Permitting Process
 - A. Submittal Timeframe
 - i. Road Races and Parades
 - ii. General Events
 - iii. Filming
 - B. Fees
 - i. Reimbursement policy
 - C. Reservation of Dates
 - i. Town Council-approved economic development events
 - D. Performance Evaluation
 - E. Notification Policy
 - i. Notification Components
 - ii. Road Races and Parades
 - iii. General Events
 - iv. Filming

4. Limitations on Events within the Town
 - A. Road Races and Parades
 - i. Overall limitation on annual events
 - a. Moratorium on High-Impact Areas
 - ii. Limitations on events using same/similar routes
 - iii. Limitations on number of events on any given weekend
 - iv. Limitation on use of public greenways
 - v. Limitations on events that are not in the best interest of the town
 - vi. Grandfathering of existing events
 - B. General Events, Neighborhood Block Parties and Filming
 - i. Overall limitations
 - ii. Limitations on events that are not in the best interest of the town
5. Annual Policy Review

1. Special Event Definitions:

For the purpose of this policy, a special event is defined as an organized activity that utilizes or impedes public right-of-way for entertainment, commercial, or social purposes. Filming in public spaces throughout the Town is also included in this policy. Special events include but are not limited to the following:

- A. General Events: Organized activity that has a stationary footprint in an identifiable location for a specific duration of time, often involving amplified noise, food, beverage, merchandise, and/or other forms of entertainment. Examples include festivals, performances, rallies, markets, parties, tournaments and other similar events.

General Events fall into three tiers based on impact and size:

- i. General Event Tier I: Greater impact on the community, which may involve the closure of multiple Town blocks; closure that inconveniences numerous residents or establishments; excessive noise; attendance of 500 or more people; and significant event infrastructure that requires inspection and permitting by the Elon Fire Department's Fire Marshal.
- ii. General Event Tier II: Low-impact events that close only one Town block and/or an off-street venue; have fewer than 500 total attendees; affect a minimal number of residents or establishments; and have no significant event infrastructure.

Event cannot include or require any of the following:

- Event attendance of more than 500 people
- Tents over 800 square feet or inflatable structures over 400 square feet
- Fireworks, pyrotechnics, open flame performances, or bonfires
- Special amusement buildings or rides
- Amplified sounds beyond the use of small speakers
- Closure of more than one Town block
- Full closure of Town Plaza (use of the off-street portions of the Plaza only is permissible under Tier II)

- iii. General Event Tier III: Minimal-impact events that take place in off-street venues and do not close roads; have fewer than 200 total attendees; affect a minimal number of residents or establishments; and have no significant event infrastructure.

Event cannot include or require any of the following:

- Closure of the public right-of-way
- Event attendance of more than 200 people
- Tents over 800 square feet or inflatable structures over 400 square feet
- Fireworks, pyrotechnics, open flame performances, or bonfires
- Special amusement buildings or rides
- Amplified sounds beyond the use of small speakers
- Full closure of Town Plaza (use of the off-street portions of the Plaza only is permissible under Tier III)

- B. Road Races and Parades: Organized activity involving running, biking, walking or other means of transportation, involving three or more participants and utilizing a fixed course that involves the use or obstruction of Town street right-of-way, Town sidewalks, and greenways.
- C. Filming: Organized activity involving film and/or still photography production that requires the use of a public right-of-way, Town park, or other Town property.
- D. High Impact Area: For road races and parades, high impact areas include University Drive, Williamson Avenue, and Haggard Avenue.

Use of Town parks and greenways is additionally subject to any existing policies and procedures of the Recreation & Parks Department.

2. **Management Responsibility:**

The Town of Elon Clerk's Office serves as a liaison between Town departments, event producers, and members of the community as it oversees organized events through the coordination of enterprise-wide functions. All special event production within the Town requires the issuance of a permit through the Clerk's Office. The Clerk's Office will be the primary point of contact for all events covered in this policy and will review each event for compliance with this policy. The Clerk's Office shall either approve an event permit or may place conditions upon, reschedule, relocate, or deny any requested event that does not meet this policy.

- A. Events Task Force (ETF). The Town of Elon will maintain an Events Task Force (ETF) for coordination, notification, and collaborative purposes that will include representatives from groups including but not limited to: Administration, Fire, Police, Public Works, and Planning as well as external agencies or organizations necessary to the coordination of specific events or with existing event knowledge that could prove beneficial to the group. The Clerk's Office will facilitate meetings approximately once per month to hear feedback and recommendations regarding current and future special events.
- B. Communication. Town staff will maintain a website that allows community members to view the master events calendar, which will provide specific event details. Staff will also publish a weekly email digest of upcoming special events,

and will maintain a feedback form that members of the community can access to provide comments regarding special events and their impacts.

3. Application and Permitting Process:

The Clerk's Office will establish an special event application and a user's guide that will outline specifically the process, deadlines, application materials, checklists, notification requirements and additional information necessary to allow event organizers to submit proposed events for approval and have a more predictable timeframe for approval, with the additional goal of allowing agencies to effectively anticipate the impact of an event and plan accordingly.

A. Submittal Timeframe. Event applications must be submitted according to the deadlines for each specific event type as outlined below, and will be accepted no more than one year prior to the date of the event. Submission of an application does not guarantee the issuance of a permit. Applications are not considered submitted until the application fee has been received.

- i. Road Races and Parades*. Applications must be received at least 60 days prior to the proposed date of the event. Processing and approving a race, parade, or walk route is a complex process that requires coordination with numerous Town departments and/or other entities. Under extreme extenuating circumstances, the Clerk's Office may consider late applications no later than 30 days prior to the event and will charge an additional late application fee. The Town will not review applications submitted less than 30 days before the event.
- ii. General Events. Applications for general events must be received by no later than 60 days prior to the event unless an expedited permit is required, which is no later than 30 days prior to the event date.
- iii. Filming. Processing time for film applications is determined by the extent of the request, ranging from approximately 15 to 90 days. It is recommended that applications for extensive filming spanning multiple days or locations be submitted at least 60 days in advance. Low- impact productions can often be processed within 30 days. The Clerk's Office will attempt to accommodate requests within reason but cannot guarantee an application will be reviewed if it is not submitted at least 30 days prior to the shoot date.

B. Fees. *Application* fees are due when the application is submitted. Applications will not be reviewed until the application fee is received. Upon payment of these fees, the application will be reviewed at the monthly Event Task Force Team meeting. Payment of the application fee is nonrefundable and does not guarantee event approval; however, event organizers will have the option to modify dates and locations at no additional cost if they are denied approval due to a scheduling conflict. Upon application approval, the associated *permit* fees will be required to be paid prior to the issuance of the Special Event Permit. The event organizer shall be responsible for producing the permit upon request of any Town official throughout the duration of the event. The Town reserves the right to bill event organizers after the event for any extraordinary costs imposed on the Town for such things as on-site structure repair, dropping cones for emergency vehicle access, trash pickup, or damage to streets or sidewalks due to the event. All bills must be paid within 15 days of receipt.

- i. Reimbursement Policy. There is no reimbursement of application fees or expedited application fees. Permit fees will be fully reimbursed if an event is cancelled at least 15 days prior to the event date. There is no reimbursement of permit fees if an event is cancelled within 15 days of the event date. Fees may be transferable towards future event applications/permits if event is cancelled due to inclement weather or other emergency situations, which will be determined at the discretion of the Town Manager.

- C. Reservation of dates. Dates for events will be reserved on the event calendar based on a first-come, first-serve basis, and are subject to the policy restrictions noted in this document. Recurring events will be given first priority to reserve the same day of the same week of the following calendar year (e.g., the second Saturday of February) or to reserve the same exact date of the following calendar year (e.g. February 14th). Conflicts that arise due to these two different reservation methods (e.g., February 14th falls on the second Saturday of February) will be handled by Clerk's Office on a case-by-case basis. Determining first priority for date reservation between conflicting events will be at the discretion of the Clerk's Office. All recurring annual events will need to receive an acceptable performance evaluation (see section 3.D) to retain first priority rights. Once an event organizer receives their performance evaluation, they will have two weeks to submit a letter of intent stating their desire to hold the event with the same date and location the following year. This letter will serve as a reservation but will not replace an official application, which will still need to be submitted by the corresponding deadline (see section 3.A).
 - i. Town Council-approved economic development events. From time to time, it may be necessary for the Town Council to approve special events of town-wide importance that conflict with previously scheduled events that have reserved dates and/or routes under this policy. In this case the Town will attempt to give a minimum of 12-month notice to any event organizer whose scheduled event will be superseded by such a Council-approved special event, but advanced notice cannot be guaranteed.

- D. Performance Evaluation. The Clerk's Office will utilize a performance evaluation that will measure the success of event organizers in conforming to all policies and permitted activities with the assistance of the Events Task Force Team. This performance evaluation will help event organizers improve events from year to year, reduce the impact on public agencies to respond to events, and will provide the approving agencies with a means to establish priority for the reservation of dates in the approval process as noted above. Events with a subpar evaluation risk losing the preferred date, having additional fees imposed, or cancellation of all future events.

- E. Notification Policy. In an effort to improve communications and keep citizens, businesses, and other establishments fully informed of all events that will potentially impact their area, the Town of Elon requires the following notification procedures to occur once a special event permit has been issued. Failure to comply with these requirements will result in unfavorable feedback on the event evaluation and may affect an event organizer's ability to host events in the future. Notification requirements are done at the expense of the event organizer. The Event Task Force may approve and/or require additional or different notification requirements, which will vary based on the impact of an event.
 - i. Notification Components. Information to include on all notifications is listed below. For postcards and flyers, you are required to use black ink on brightly colored yellow paper. The goal of the postcard/flyer requirements is to build a notification pattern

that is consistent, highly visible, and recognizable to the public.

- a. Name of Event
- b. Sponsoring Organization(s)
- c. Date and time of event
- d. Description of road closures (locations and times)
- e. Description of event
- f. Noise impacts, such as music or fireworks, including timeframe
- g. Name, email address, and phone number of event organizer
- h. Website associated with event
- i. Event feedback form QR code or link

- ii. Road Races and Parades. At least four weeks prior to the event date, organizers must notify all affected community members, including businesses, residents, places of worship, and places of learning, located either directly on the event route or on a side street that will be blocked or heavily inconvenienced by the road closures associated with the route, to let them know of the event and its impacts. Organizers must notify either a manager or owner of the establishment. When possible, any affected Home Owner Associations should also be notified.

In the event of a large apartment or business complex with one main lobby, it is acceptable to hang (with the building owner/manager's permission) a flyer notification in a highly visible main area. If there is not a main lobby entrance, or if the organizer is not permitted to hang a flyer, the organizer must distribute the notification to all apartment residencies or businesses, or reach out to the building owner/manager to determine another appropriate method of information distribution.

An explanation of the event notification plan, including postcard or flyer/email template, must be submitted to the Clerk's Office for approval with the event permit application.

Approved forms of notification include standardized postcards mailed to all impacted individuals, flyers distributed by hand, or individualized notifications such as in-person conversations, phone calls, and email exchanges that have been thoroughly documented and submitted to the Clerk's Office.

- iii. General Events. By no later than 30 days, organizers must notify all affected community members, including businesses, residents, places of worship, and places of learning, located either directly within the event road closure or on a side street that will be blocked or heavily inconvenienced by the road closures associated with the event, to let them know of the event and its impacts. Organizers must notify either a manager or owner of the establishment. When possible, any affected Home Owner Associations should also be notified.

In the event of a large apartment or business complex with one main lobby, it is acceptable to hang (with the building owner/manager's permission) a flyer notification in a highly visible main area. If there is not a main lobby entrance, or if the organizer is not permitted to hang a flyer, the organizer must distribute the notification to all apartment residencies or businesses, or reach out to the building owner/manager to determine another appropriate method of information distribution.

An explanation of the event notification plan, including postcard or flyer/email template,

must be submitted to the Special Events Office with the event permit application.

- iv. Filming. Event organizers must notify every resident, business, and places of learning and worship located within the area of the road closure or in close enough proximity that they will be inconvenienced by the road closures and/or noise impacts associated with the activities. The organizer can use any form of communication, provided that the notification covers all required components (see section 3.E.i), and must notify all establishments and residents at least 15 days prior to the event.

4. Limitation on Events within the Town:

In order to continue to cost-effectively support these events with public staff, to protect the interests of community members who are regular users of streets, sidewalks, and greenways from undue inconvenience, and to continue to support these events that are positive for the health, recreation and well-being of participants and for the economic development of the Town, the following restrictions shall be considered by the Event task Force in the application process.

A. Road Races and Parades.

- i. Overall limitation on annual events. Per the Elon Code of Ordinances, no more than 12 races, walks, or parades that involve street, sidewalk and/or greenway closings will be scheduled within the Town in any calendar year.
 - a. Moratorium on High-Impact Areas. No events may apply to host a road race in a high-impact area. Furthermore, existing races may not change locations to another high-impact area to attain compliance with the Special Event Policy or for any other reason. Extenuating circumstances may be considered at the discretion of the Event Task Force and be based on the totality of the application.
- ii. Limitation on events using the same or similar routes. Events using the same or similar routes, including the same general geographic area, particularly involving heavily used thoroughfares, should not be scheduled on the same day, subsequent days, or on subsequent weekends within the year. Events that request use of certain high-impact areas are subject to additional limitations as determined at the discretion of the Event Task Force Team. Though this section does not apply to street festivals, block parties, etc., the Event Task Force Team will consider the impact of such events when scheduling road races and parades and may require alternate dates or routes if a proposed event falls on the same or a subsequent weekend to any other special event.
- iii. Limitation on number of events on any given weekend. No more than one road race or parade event covered under this section shall be scheduled in any one weekend. No more than one of these events, road races or parades, can be major events that either involve a run of 10K or more in distance or the closure of the event route for more than three hours.
- iv. Limitation on events that are not in the best interest of the Town. The Clerk's Office after review with the Town Manager and Police Department has the discretion to disallow any event that is not in the best interest of the Town of Elon. This can include events that have unfavorable reviews from other cities as well as any event that otherwise is not in the best interest of the Town.

B. General Events and Filming.

- i. Overall limitation on events. While there is no cap on the number of general events or film production, the Clerk's Office after review with the Town Manager, Police Department, and Fire Marshal has the discretion to disallow any event if it will create an undue burden on a particular geographic area or the Town as a whole.
- ii. Limitation on events that are not in the best interest of the Town. The Clerk's Office, after review with the Town Manager, Police Department, and Fire Marshal has the discretion to disallow any event that is not in the best interest of the Town of Elon. This can include events that have unfavorable reviews from other cities as well as any event that otherwise is not in the best interest of the Town.

5. Penalty for Violating a Special Events Permit:

Per the Elon Code of Ordinances, any person violating any provision of this article shall be subject to a civil penalty in the amount of two hundred fifty dollars (\$250) for the first violation and an additional fifty dollars (\$50) for each day the violation is not corrected. Penalties under this article are considered restorative; intended to provide the town with compensation for costs associated with the town's program to monitor, control, prosecute, cure and/or correct the violation. Violations of any other section of the Elon Code of Ordinances, state or local fire code, state or local building code, or any other rule or regulation may result in the imposition of additional restorative penalties. Any citizen or organization subjected to such penalty shall have the right to appeal to an independent hearing officer by procedures established by the special events administrator.

6. Annual Policy Review:

Each year the Event Task Force will review the Special Event Policy in the light of the prior years' experience and solicit the input of stakeholders. Suggested changes, if any, will be forwarded to Town Council for approval.