

**Chair**  
Ray Cobb

**Planning Director**  
Tonya Caddle



Commissioners' Meeting Room  
124 W Elm Street  
Graham, NC 27253  
April 14, 2022 at 7:00 PM

# **ALAMANCE COUNTY PLANNING BOARD**

## **AGENDA**

Virtual-

<https://www.youtube.com/channel/UC1QADkhkyUpac9rMs42imjA>

### **I. CALL TO ORDER**

### **II. ROLL CALL**

### **III. APPROVAL OF PLANNING BOARD MINUTES**

- 1) December 2, 2021
- 2) December 9, 2021
- 3) January 13, 2022
- 4) January 19, 2022
- 5) February 10, 2022
- 6) February 24, 2022
- 7) March 10, 2022
- 8) March 24, 2022

### **IV. PUBLIC COMMENTS\***

### **V. BOARD/COMMISSIONER RESPONSES**

### **VI. NEW BUSINESS**

### **VII. OLD BUSINESS**

- 1) Public Comment Policy

### **VIII. ANNOUNCEMENTS/DISCUSSION**

### **IX. ADJOURNMENT**

*\*Meeting Notes:*

1. *Those wishing to make public comments should sign-in prior to the meeting.*
2. *In order to be fair and ensure that all citizens wishing to speak may be heard, the Chair may place time limits on public comments.*
3. *Any further discussion by the public on a given agenda item is subject to the discretion of the Chair of the Planning Board*

Chair  
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Planning Director  
Tonya Caddle



Virtual -  
<https://www.youtube.com/channel/UCdav77c1nQtsM1tnx5rr0yQ>

124 W Elm Street  
Graham, NC 27253  
December 2, 2021 at 7:00 PM

## ALAMANCE COUNTY PLANNING BOARD AGENDA

### Members Present

Bill Poe  
John Paisley  
Vaughn Willoughby  
Eric McPherson (virtually)  
Lee Isley  
Sandy Ellington-Graves

### Members Absent

Danielle Walker  
Blake Cobb  
Debra Hyder  
Ray Cobb  
Rodney Cheek  
Arthur Hall  
Gene Brooks

### Staff Present

Tonya Caddle, *Planning Director*  
Taylor Perschau, *Planner II*  
Ian Shannon, *Planner I*  
Sherry Hook, *Assistant County Manager*  
Commissioner Carter  
Commissioner Thompson  
Commissioner Turner

### **I. CALL TO ORDER**

Chair Cobb called to order at 7:00pm

### **II. ROLL CALL**

Staff handled roll call through Zoom log in and in-person roster.

### **III. PUBLIC COMMENTS\***

#### **BOARD/COMMISSIONER RESPONSES**

#### **NEW BUSINESS**

Jake Petrowsky presented a PowerPoint presentation to the Board. The presentation included a discussion of the concerns that the Snow Camp zoning ordinance is written to help minimize land use conflicts, preserve the character of the area and mitigate conflicts between unlike uses. Mr. Petrowsky showed that the process has included a subcommittee, public meetings and now an informational session for Board members. It included the ordinance setting up four zoning districts for the Snow Camp area.

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124 W Elm Street  
Graham, NC 27253  
December 2, 2021 at 7:00 PM

## **ALAMANCE COUNTY PLANNING BOARD**

### **AGENDA**

The Board and Commissioners discussed implications of the zoning ordinance to land owners. The continued discussion of balance of growth, and that the document will need to be changed as things change in the County. The Boards continue discussion with the agricultural buffers for new developments and the Class III Heavy Industrial uses being disallowed in Snow Camp. The Board continued through the discussion of the moratorium on Heavy Industry and the schedule of this project.

#### **IV. OLD BUSINESS**

#### **V. ANNOUNCEMENTS/DISCUSSION**

#### **VI. ADJOURNMENT**

Adjourned at 8:47pm

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Virtual -  
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124 W Elm Street  
Graham, NC 27253  
December 9, 2021 at 7:00 PM

## **ALAMANCE COUNTY PLANNING BOARD AGENDA**

### **Members Present**

Ray Cobb  
Rodney Cheek  
Gene Brooks  
Bill Poe (virtually)  
John Paisley  
Vaughn Willoughby  
Eric McPherson  
Lee Isley (virtually)  
Sandy Ellington-Graves  
Debra Hyder  
Arthur Hall

### **Members Absent**

Danielle Walker  
Blake Cobb  
Debrah Hyder

### **Staff Present**

Tonya Caddle, *Planning Director*  
Taylor Perschau, *Planner II*  
Ian Shannon, *Planner I*  
Sherry Hook (virtually), *Assistant County Manager*  
Patrick Scott (virtually)

### **I. CALL TO ORDER**

Chair Cobb called to order at 7:01pm

### **II. ROLL CALL**

Staff handled roll call through Zoom log in and in-person roster.

### **III. APPROVAL OF PLANNING BOARD MINUTES**

#### **1. October 14, 2021**

Motion to accept: Vaughn Willoughby  
Second: Rodney Cheek  
Vote unanimous

#### **2. November 10, 2021**

Motion to accept: Eric McPherson  
Second: Vaughn Willoughby  
Vote unanimous

#### *\*Meeting Notes:*

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Chair  
Ray Cobb

Planning Director  
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Virtual -  
<https://www.youtube.com/channel/UCdav77c1nQtsM1tnx5rr0yQ>

124 W Elm Street  
Graham, NC 27253  
December 9, 2021 at 7:00 PM

## ALAMANCE COUNTY PLANNING BOARD AGENDA

### IV. PUBLIC COMMENTS\*

Max Morgan, Philip Morgan here about RV/MHP ordinances asking the Board to come up w workable ordinance. Develop projects

Ron Spinhoven asking when draft will be available, will public workshop be same date as Commissioners meeting; coal ash dumping considered part of mining?; starting a petition asking for those interested in removing class III heavy industrial from ordinance

### V. BOARD/COMMISSIONER RESPONSES

Comm. Paisley agrees good idea not to hold public meeting same day as BOC. Caddle clarifies Jan 5 public meeting, draft available next week to public. BOC and PB currently have draft ordinance

Chair Cobb responds to coal ash comment to acknowledge that their our state level regulations addressing air and water quality that are not suited to be addressed by a planning/zoning regulation at County level.

Commissioner Paisley also brings up estate dealing being exempt from subdivision ordinance in addressing Ms. Caddle's comments on family subdividing

### VI. NEW BUSINESS

### VII. OLD BUSINESS

1. Review of Unified Development Ordinance text amendment with updated section 6.7 Draft Manufactured Home and Recreational Vehicle/Travel Trailer Parks

The Board discussed concerns of the RV park land spacing and newly proposed tiered structure

Mr. Brooks moved to accept the amendments and consistency statement

Second: Ms. Ellington-Graves

Vote: unanimous

### VIII. ANNOUNCEMENTS/DISCUSSION

*\*Meeting Notes:*

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Ray Cobb

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Virtual -  
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124 W Elm Street  
Graham, NC 27253  
December 9, 2021 at 7:00 PM

## **ALAMANCE COUNTY PLANNING BOARD**

### **AGENDA**

End of year dinner 12/15, attendance and guests:

John Paisley (2)  
Ray Cobb (2)  
Gene Brooks (No)  
Vaughn Willoughby (2)  
Arthur Hall (2)  
Eric McPherson (2)  
Debra Hyder (2)  
Sandy Ellington-Graves (2)  
Lee Isley (No)  
Bill Poe (2)  
David (No)  
Danielle (No)

January public workshop, final draft at 1/13 PB meeting; discussing setup and location of public workshop Sylvan? 6:30-8:30pm; giving as much opportunity to get PB/BOC/public to attend accommodating for jobs

### **IX. ADJOURNMENT**

Motion: Mr. Brooks  
Second: Mr. Cheek  
Vote unanimous

Adjourned at 7:55pm

*\*Meeting Notes:*

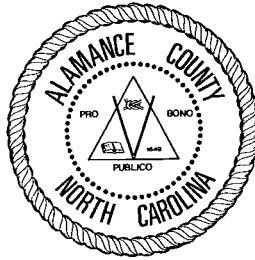
- 1. Those wishing to make public comments should sign-in prior to the meeting.*
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**Chair**

TBD

**Planning Director**

Tonya Caddle



Commissioner's Meeting Room

124 W. Elm Street

Graham, NC 27253

January 13, 2022 at 7:00 PM

# ALAMANCE COUNTY PLANNING BOARD

## AGENDA

Virtual- <https://www.youtube.com/channel/UC1QADkhkyUpac9rMs42imjA>

### Members Present

Ray Cobb  
Rodney Cheek  
Gene Brooks  
Bill Poe  
Vaughn Willoughby  
Eric McPherson  
Sandy Ellington-Graves  
(virtually)  
Debra Hyder (virtually)  
Arthur Hall  
Ernest Bare  
Stephen Dodson (virtually)  
Anthony Pierce  
John Paisley

### Members Absent

### Staff Present

Tonya Caddle, *Planning Director*  
Ian Shannon, *Planner I*  
Sherry Hook, *Assistant County Manager*  
Mr. Patrick Scott, *Assistant County Attorney*  
Commissioner Carter  
Commissioner Thompson

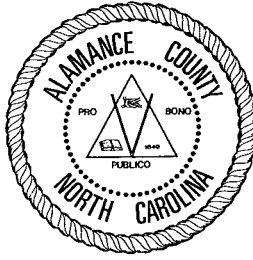
- I. **CALL TO ORDER** (Planning Director)  
Called to order by Ms. Caddle at 7:00
- II. **ROLL CALL**  
Staff handled roll call through Zoom log in and in-person roster
- III. **ELECTION OF OFFICERS**
  1. Chair (Planning Director)  
Nomination Mr. Willoughby for Mr. Cobb  
Second: Mr. Poe  
Vote: unanimous
  2. Vice-Chair (Chair)  
Nomination Mr. McPherson for Mr. Cheek  
Second: Mr. Brooks  
Vote: unanimous
- IV. **APPROVAL OF PLANNING BOARD MINUTES**  
No minutes presented

*\*Meeting Notes:*

1. *Those wishing to make public comments should submit comments prior to the meeting.*

Chair  
TBD

Planning Director  
Tonya Caddle



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## ALAMANCE COUNTY PLANNING BOARD AGENDA

### V. PUBLIC COMMENTS\*

Mike Owens: Expressed concern for how zoning would impede small businesses from being successful.

Fritz Hessenthaw: Talked about how his family moved to the area because of the quality of life, wants to protect the right to decide what to do with his land.

Philip and Max Morgan: Expressed concerns over the RV park ordinance, how new restrictions would drive them out of business and make it much harder to run a park.

Gene Brooks: What is the status of that ordinance?

Tonya Caddle: It hasn't been taken up for a vote by commissioners yet, there will be a public meeting for comment next week.

Gary Ulicny: Discussed the need to protect personal property rights and rural culture from intrusive land uses like heavy industry.

Ron Spinhoven: Raised concerns over coal ash dumping sites in Chatham County and brought up a change.org petition he had started calling for a ban on all class 3 heavy industry in snow camp.

Jay Doss: Asked if some parts of the ordinance like cluster development could be adopted into the UDO with more regulation on class 3 heavy industry.

John Campbell: Spoke for the need for zoning to create a balance of rights and responsibilities for property owners and developers, to ensure there are good neighbors in the county.

Roger Owens: Commented on how county commissioners were elected to protect property rights. Spoke against any restrictions on what he could or could not do on his land, said he was against more government and more government regulation.

Tod Schafer: Argued the need to protect the quality of life in Snow Camp from intense class 3 heavy industry.

Comments closed at 7:45

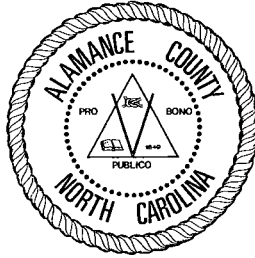
### \*Meeting Notes:

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Chair  
TBD

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## ALAMANCE COUNTY PLANNING BOARD AGENDA

### VI. BOARD/COMMISSIONER RESPONSES

There was discussion on being able to know about future large projects. Public commented about not being able to contact board members. Discussion returned to acknowledging the growing pressure on Snow Camp from other parts of the county and from the coming Toyota plant. There was discussion on how the board and planning staff were trying to remain flexible with small and home-based businesses while trying to create more transparency and responsibility for heavy industry.

Some discussion on the efforts of planning staff to reach out for public participation and comment. For the January 5 workshop, 3,500 invitations were sent out, and 60 or so showed up. Mr. Cobb spoke on how the board members and commissioners do their work for no pay, that they serve the people of the county. Commissioner Steve Carter spoke on how difficult it is for the boards to balance protecting people with personal property rights and freedom.

### VII. NEW BUSINESS

1. PB Calendar 2022  
Motion to approve Mr. Cheek  
Second: Mr. Willoughby  
Vote unanimous
2. Draft UDO Text Amendment- Article 5 Snow Camp Zoning Ordinance

Mr. Petrosky with Stewart gave a presentation with an overview of the project so far and some changes that had been made to the draft ordinance based on comments from the January 5, 2022 public workshop.

Ms. Caddle asked the board for recommendations on changes and next steps. There was some discussion on how this ordinance would work with the UDO and the intent to protect the rural character of the area. There was also some discussion on bona fide farm status and the intent of this ordinance to allow bona fide farms exemption from zoning requirements.

Motion to scrap the zoning ordinance and not recommend it to the board of commissioners by Mr. Brooks.  
Seconded by Mr. McPherson.

Discussion:

Board members discussed the time and effort put into the ordinance so far and that it would be a waste of those resources to just throw it away and that they could still work toward the

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Chair  
TBD

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## ALAMANCE COUNTY PLANNING BOARD AGENDA

goal that they have set up. Discussion included the somewhat limited capacity of the Snow Camp Zoning Ordinance to protect the whole county and that there could be more issues with the pressure on Snow Camp if the zoning ordinance went away.

County Commissioners attended and also expressed if the ordinance was voted down tonight, could it be brought up again.

A 5-minute recess is called.

The County legal department answered Commissioners' questions, saying that the ordinance could indeed be brought back up.

There was some discussion over home-based businesses, how this ordinance would impact future businesses and parking requirements for current businesses. It is brought up that without zoning there is no definite way to say no to heavy industrial developments.

Questions about the moratorium on the heavy industry were raised: Could it be extended under the statute for a reasonable period of time? What standing would we have to extend? Assistant County attorney Mr. Scott answered that he could look into the issue.

Roll call vote on Mr. Brooks's motion to scrap the ordinance and not recommend it to the Board of Commissioners

Mr. Brooks- aye  
Vice Chair Cheek- nay  
Mr. McPherson-aye  
Mrs. Ellington-Graves-aye  
Mr. Hall-aye  
Mr. Willoughby-nay  
Mr. Poe-nay  
Mr. Bare- nay  
Mr. Dodson- aye  
Ms. Hyder- not in attendance for vote  
Mr. Anthony Pierce- nay  
Chair Cobb: nay

The motion fails.

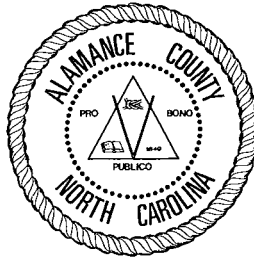
Board discussion continued on the need to now have more conversation between board and staff, to work on this ordinance and come to an agreeable solution before there is too much pressure on Snow Camp.

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**Chair**  
TBD

**Planning Director**  
Tonya Caddle



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January 13, 2022 at 7:00 PM

## **ALAMANCE COUNTY PLANNING BOARD**

### **AGENDA**

There was a comment by Commissioner Paisley to recommend an extension of the moratorium. The Assistant County Attorney, Mr. Scott suggested that three months would be a reasonable extension.

Motion to recommend to the board of commissioners to extend the moratorium until May 31<sup>st</sup> by Mr. Cheek  
Second : Mr. Poe  
Vote: unanimous

Motion to suspend the meeting until Wednesday the 19<sup>th</sup> at 7:00 pm by Mr. Cheek  
Second: Mr. Willoughby  
Vote: unanimous

#### **VIII. OLD BUSINESS**

No old business was discussed.

#### **IX. ANNOUNCEMENTS/DISCUSSION**

No additional announcements or discussion were had.

#### **X. ADJOURNMENT**

Meeting adjourned at 9:59 pm

*\*Meeting Notes:*

- 1. Those wishing to make public comments should submit comments prior to the meeting.*

**Chair**  
Ray Cobb

**Planning Director**  
Tonya Caddle



Commissioner's Meeting Room  
124 W. Elm Street  
Graham, NC 27253  
January 19, 2022 at 7:00 PM

# ALAMANCE COUNTY PLANNING BOARD

## AGENDA

Virtual- <https://www.youtube.com/channel/UC1QADkhkyUpac9rMs42imjA>

### **Members Present**

Ray Cobb  
Rodney Cheek  
Gene Brooks  
Bill Poe  
Vaughn Willoughby  
Eric McPherson  
Sandy Ellington-Graves  
Arthur Hall  
Stephen Dodson (virtually)  
Anthony Pierce  
John Paisley

### **Members Absent**

Blake Cobb  
Ernest Bare  
Debra Hyder

### **Staff Present**

Tonya Caddle, *Planning Director*  
Ian Shannon, *Planner I*  
Sherry Hook, *Assistant County Manager*

### **I. CALL TO ORDER**

Called to order at 7:07

### **II. ROLL CALL**

Staff handled roll call through Zoom log in and in-person roster.

### **III. PUBLIC COMMENTS\***

Linda Lee: Read some quotes from a Change.org survey from residents concerned about class 3 industry.

Mike Owens: Talked on how restrictive the zoning ordinance seemed.

Jane Majors: Expressed concern over family subdivision restrictions and restrictions on mobile home communities.

Gary Ulicny: Called on the planning board to address heavy industry with the ordinance.

Charles Cheek: Stated his position against the zoning ordinance.

Roger Owens: Talked on not wanting anyone or the government controlling his land and asked the planning board to get rid of the zoning ordinance.

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## **ALAMANCE COUNTY PLANNING BOARD AGENDA**

Joe Thompson: Didn't agree with the zoning ordinance but asked the board to control heavy industry.

Ron Spinhoven: Mentioned a petition to restrict class 3 industry that he had started. Expressed the need for the board, staff, and community to continue working on the ordinance to find some common ground over how to protect Snow Camp.

Jerry Wall: Spoke in opposition to the zoning ordinance and stated there was a reliance on gravel and stone for things like roads and stores for the county's economy.

David Hunley and Jeff Morrison: Also didn't want zoning but wanted more to be done for heavy industry.

John Campbell: Expressed concern for a potential lack of control over what would happen to Snow Camp without some kind of restrictive ordinance.

Philip Morgan: Talked about the current mobile home park ordinance and how the proposed changes to it would be more restrictive. Recommended using the RV park regulations in the zoning ordinance instead of the new proposed mobile home park regulations.

Ike Holt: Argued that heavy industry could be looked at with a tougher HIDO, not a zoning ordinance that would take away personal property rights.

Eric Henry: Expressed the need for this ordinance as a way for the board to make choices for Snow Camp before those changes are made for them by heavy industry developers.

Kenny Owens: Expressed opposition to any form of zoning.

Comments closed at 7:54

#### **IV. BOARD/COMMISSIONER RESPONSES**

Comm. Paisley announced his presence as liaison to the Board of Commissioners and wanted to make it known that the commissioners care about making the right choice.

#### **V. NEW BUSINESS**

#### **VI. OLD BUSINESS**

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January 19, 2022 at 7:00 PM

## **ALAMANCE COUNTY PLANNING BOARD AGENDA**

### **1. Draft UDO Text Amendment- Article 5 Snow Camp Zoning Ordinance**

Board members discussed specific questions and points of contention they had with the proposed zoning ordinance: they didn't think the specific requirements on accessory dwellings, garage sales, landscaping were necessary. There were concerns of specific mention of gazebos. Contention with accessory structures being unable to be taller than twelve feet, microbreweries requiring special use permits, and impervious surface for parking being at 40%. Pg. 31, ATM screening requirements. Pg. 32, gas station within 300 feet of an intersection. Streamers not being allowed where you sell utility buildings. Pg. 51 and 52, landscape design elements. Addressing parking requirements, painting gravel isn't going to work well. One canopy tree per residential lot and parking lot landscaping were additional concerns along with Bradford pears, pines, and crepe myrtles being exempted from landscape buffering was also brought up.

There was some discussion and both Mrs. Caddle and Mr. Scott clarified the proposed rules and regulations for family subdivisions.

There was question and discussion over how necessary zoning itself was, and if the HIDO could be strengthened to deal with these problems. There was consensus that the public wanted to deal with class 3 heavy industry but was split on zoning. Mrs. Caddle spoke to the decision-making process that zoning would establish and that it would be the best way to limit class 3 industry.

There was discussion to make a subcommittee of 5 board members and one alternate to take a further look at this and revise before the next planning board meeting.

**Motion: Mr. Cheek**

The members would include: Bill Poe, Eric McPherson, Ernest Bare, Anthony Pierce, Rodney Cheek. Sandy Ellington-Graves as an alternate

**Second: Mr. Willoughby**

There was some discussion on the purpose of the proposed subcommittee, that it would provide medium ground on which to tackle heavy industrial development while trying to protect personal property rights. The subcommittee would report back to the Planning Board with their findings on the feasibility of rewriting the HIDO to better restrict heavy industry.

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## **ALAMANCE COUNTY PLANNING BOARD AGENDA**

Roll Call Vote:

Mr. Dodson: Yay

Mr. Cobb: Yay

Mr. Cheek: Yay

Ms. Ellington-Graves: Yay

Mr. Poe: Yay

Mr. Willoughby: Yay

Mr. McPherson: Yay

Mr. Hall: Yay

Mr. Pierce: Yay

Mr. Brooks: Nay

The consensus on that board was that the public didn't seem to want zoning but all wanted to look at restricting heavy industry. The board expressed a wish to not impede on any property rights while figuring out how to protect residents.

### **VII. ANNOUNCEMENTS/DISCUSSION**

### **VIII. ADJOURNMENT**

Motion: Mr. Brooks

Second: Mr. Poe

Vote: unanimous

Adjourned at 8:32.

**Chair**  
Ray Cobb

**Planning Director**  
Tonya Caddle



Historic Courthouse  
1 SE Court Sq.  
Graham, NC 27253  
February 10, 2022 at 7:00 PM

# ALAMANCE COUNTY PLANNING BOARD

## AGENDA

Virtual-

<https://www.youtube.com/AlamanceCountyNC>

### Members Present

Ray Cobb  
Rodney Cheek  
Gene Brooks  
Vaughn Willoughby  
Eric McPherson  
Sandy Ellington-Graves  
Arthur Hall  
Stephen Dodson  
Blake Cobb  
Ernest Bare  
Anthony Pierce  
Debra Hyder  
John Paisley

### Members Absent

Bill Poe

### Staff Present

Tonya Caddle, *Planning Director*  
Ian Shannon, *Planner I*  
Bryan Hagood, *County Manager*  
Sherry Hook, *Assistant County Manager*

### **I. CALL TO ORDER**

Called to order at 7:00.

### **II. ROLL CALL**

Staff handled roll call in person.

### **III. APPROVAL OF PLANNING BOARD MINUTES**

### **IV. PUBLIC COMMENTS\***

A reminder was made that each speaker would be limited to 3 minutes.

Max Morgan and Philip Morgan: Expressed concern that the new requirements in the RV park ordinance would regulate them out of business and impact affordable housing in the county by making it harder to develop mobile home parks.

Jeff Allred: Had contentions with increases to lot size requirements. Wanted the board to look at changing current ordinances instead of establishing zoning.

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Historic Courthouse  
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February 10, 2022 at 7:00 PM

## **ALAMANCE COUNTY PLANNING BOARD AGENDA**

Laura Corin: Showed support for the subcommittee to look at heavy industry specifically.

Ruth Rogers: Wanted the board to look at the zoning ordinance and make it more appropriate for the Snow Camp area. Had a specific concern with the limits to RV parks, but had more general concerns that Snow Camp could end up with out a plan while other areas of the county got land-use plans.

William Newton: Shared testament to his management of mobile home parks and how they were safe and clean. Had concerns with how the new rules and regulations were trying to get rid of mobile home parks.

Jane Lea Hicks: Urged the subcommittee to continue working on the ordinance to create more of a review process for heavy industry than a checklist before approval.

Stephanie Thurman: Spoke on activity from the quarry, blasting and trucks driving to and from it throughout the day.

Mike Owens: Expressed grievances with Tonya Caddle and the county for approving the zoning ordinance to be started. Alleged that Caddle just wanted to get zoning put in place in the county and didn't care for any public input to the process.

Allen Rowland: Raised some questions as to her perceptions on the RV and mobile home park ordinances being lumped together and impacting current mobile home park owners and operators.

Ron Spinhoven: Spoke in favor of having zoning as a means of being able to say no to intensive heavy industry.

Linda Justice: Raised some questions about perceived new regulations on mobile home parks out of worry her parks would be considered non-compliant under new ordinance.

Robert Tucker: Expressed some concerns with potential neighboring RV/mobile home parks devaluing his property and creating traffic.

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Tonya Caddle



Historic Courthouse  
1 SE Court Sq.  
Graham, NC 27253  
February 10, 2022 at 7:00 PM

## **ALAMANCE COUNTY PLANNING BOARD AGENDA**

Jane Majors: Had concerns with the regulations put on family subdivisions, questioned the ability to subdivide every 2 years. Asked the planning board not to pass the zoning ordinance and keep Snow Camp unrestricted.

Justin Pickett: Questioned the necessity of zoning to say no to heavy industry in snow camp. Stated that he didn't serve for 24 years to come back to somewhere just like Orange County.

Jerry Wall: Stated his opposition to zoning and the ordinance for Snow Camp.

Ike Holt: Urged the planning board to move forward by looking at ordinance instead of zoning, to listen to those speaking, and understand that zoning isn't wanted. Called for a public vote.

Robert Smith: Stated opposition to zoning or selective zoning anywhere in the county, and called for a subcommittee to research what was actually happening in Snow Camp.

Jimmy Collins: Expressed grievance with the change of minimum lot size from 3 to 5 acres.

Roger Owens: Called on the planning board to kill the zoning ordinance.

Amanda Hodiery: Stated that they were a lawyer representing Philip Morgan, and urged the planning board to send the RV ordinance to a steering committee or subcommittee to look at how much of an impact it has on the public.

Joe Rice: Expressed strong opposition to the zoning ordinance, calling it a waste of money and discrimination because it only applied to Snow Camp.

Charles Whitman: Asked the planning board to consider the impact the new ordinance would have on current mobile home park residents.

Cletus Dodson: Commented that current mobile home park regulations were already very strict in comparison to other counties.

Jim Dickerson: Expressed concern over a potential mobile home park neighborhood being developed next to the subdivision he lives in. Concerns over safety and traffic.

Public comment closed at 8:07 pm.

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**Chair**  
Ray Cobb

**Planning Director**  
Tonya Caddle



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## **ALAMANCE COUNTY PLANNING BOARD AGENDA**

10-minute recess was called.

### **V. BOARD/COMMISSIONER RESPONSES**

### **VI. NEW BUSINESS**

#### **1. Discussion - UDO Text Amendment - Article 6 Section 6.7 Manufactured Home Parks**

There was some clarification between Ms. Caddle and the planning board over the scope of the ordinance amendment. It was clarified that mobile home parks would remain as is but there would be regulations written in to apply to RV parks separately. There was some clarification on the verbiage concerning nonconforming parks but it was confirmed that the regulations concerning mobile home parks were not changing and present mobile home parks would be unaffected by this amendment. The option of forming a subcommittee was discussed.

Motion to form a subcommittee for this amendment from Mr. McPherson

Second by Mr. Cheek

There was discussion on handling this amendment as the planning board instead of forming a subcommittee since the board will be meeting twice a month and there is already a subcommittee looking at the HIDO.

Motion to handle the amendment at the planning board level instead by Mr. Cheek

Second by Mr. Brooks

Vote: unanimous

Amanda Hodiére called out a point of order and asked if these planning board meetings would be public hearings. It was discussed that these would be regular planning board meetings where public comment would be available.

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Ray Cobb  
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February 10, 2022 at 7:00 PM

## **ALAMANCE COUNTY PLANNING BOARD AGENDA**

### **VII. OLD BUSINESS,**

1. Subcommittee Update-Draft UDO Text Amendment- Article 5 Snow Camp Zoning Ordinance

Motion to leave the subcommittee in place to review class 3 heavy industrial work in the HIDO and not recommend zoning to the commissioners by Mr. Cheek  
Second by Mr. Brooks  
Motion carries with an opposition vote by Mr. Poe

### **VIII. ANNOUNCEMENTS/DISCUSSION**

Mr. Scott spoke on the legality of mandating coal ash. The county cannot have any ordinance that controls coal ash. That power lies with the state.

### **IX. ADJOURNMENT**

Motion by Mr. Brooks  
Second by Mr. Cheek  
Vote: unanimous  
Meeting adjourned at 9:19 pm

#### *\*Meeting Notes:*

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**Chair**  
Ray Cobb

**Planning Director**  
Tonya Caddle



Commissioner's Meeting Room  
124 W. Elm Street  
Graham, NC 27253  
February 24, 2022 at 7:00 PM

# ALAMANCE COUNTY PLANNING BOARD

## Special Called Meeting

### AGENDA

Virtual- <https://www.youtube.com/channel/UC1QADkhkyUpac9rMs42imjA>

#### **Members Present**

Ray Cobb  
Rodney Cheek  
Gene Brooks (virtually)  
Bill Poe  
Vaughn Willoughby  
Eric McPherson  
Sandy Ellington-Graves  
(virtually)  
Arthur Hall  
Stephen Dodson  
Anthony Pierce  
John Paisley

#### **Members Absent**

Ernest Bare

#### **Staff Present**

Tonya Caddle, *Planning Director*  
Ian Shannon, *Planner I*  
Sherry Hook, *Assistant County Manager*

#### **I. CALL TO ORDER**

Called to order 7:01

#### **II. ROLL CALL**

Staff handled roll call through Zoom log in and in-person roster.

#### **III. PUBLIC COMMENTS\***

John Campbell: Asked the planning board to recommend to the county commissioners an extension on the moratorium for heavy industrial development.

Ron Spinhoven: Expressed that just making the public aware of what is happening isn't necessarily a good thing. Talked about the alleged operations of the quarry which hadn't filed for an operations permit.

Mike Owens: Commented on how odd it was to him that the county appeared to be wanting to turn away businesses with this restrictive zoning ordinance.

Closed at 7:10

**Chair**  
Ray Cobb  
**Planning Director**  
Tonya Caddle



Commissioner's Meeting Room  
124 W. Elm Street  
Graham, NC 27253  
February 24, 2022 at 7:00 PM

# **ALAMANCE COUNTY PLANNING BOARD**

## **Special Called Meeting**

### **AGENDA**

#### **IV. BOARD/COMMISSIONER RESPONSES**

There was discussion on the role of the planning board in balancing how to protect people from negative impacts while still protecting personal property rights. The issue of the quarry operating was brought up and it was the board's understanding that the quarry had not applied for an operating permit and could not legally operate without such permit.

#### **V. NEW BUSINESS**

##### **1. 2021WIR001- Wireless Communication Facility- 6359 Bishop Rd., Snow Camp, NC 27349- GPIN 8759551879 - Communication tower Group, LLC**

Tom Johnson, the attorney representing Communications Tower Group gave a brief presentation outlining their application process, location selection process, and construction. He answered some questions from the planning board concerning residential setbacks, wind speed loading, spacing, and trees present on the current lot that could interfere with road access.

Motion to recommend to commissioners by Mr. Poe  
Second by Mr. Cobb  
Vote: unanimous

This will be on the agenda for March 21<sup>st</sup>

##### **2. Public Comment Policy – Discussion**

There was discussion on general planning board tradition with public comment. Mr. Pierce posed some ideas about opening up public comment to make it more of a conversation. Mr. Cheek spoke on how the board would just call on people for additional comments in the past. Questions about limiting the number of speakers on a particular subject were talked about.

Discussion for planning board members to generate personal comments/recommendations and discuss at next planning board meeting.

Motion: Mr. Cheek  
Second: Mr. Bare  
Vote: unanimous

**Chair**  
Ray Cobb

**Planning Director**  
Tonya Caddle



Commissioner's Meeting Room  
124 W. Elm Street  
Graham, NC 27253  
February 24, 2022 at 7:00 PM

# **ALAMANCE COUNTY PLANNING BOARD**

## **Special Called Meeting**

### **AGENDA**

#### **VI. OLD BUSINESS**

#### **VII. ANNOUNCEMENTS/DISCUSSION**

#### **VIII. ADJOURNMENT**

Motion: Mr. Cheek  
Second: Mr. Cobb  
Vote: unanimous  
Adjourned 8:09pm

**Chair**  
Ray Cobb

**Planning Director**  
Tonya Caddle



Commissioners' Meeting Room  
124 W Elm Street  
Graham, NC 27253  
March 10, 2022 at 7:00 PM

# ALAMANCE COUNTY PLANNING BOARD

## AGENDA

Virtual-

<https://www.youtube.com/channel/UC1QADkhkyUpac9rMs42imjA>

### Members Present

Rodney Cheek  
Gene Brooks  
Bill Poe  
Vaughn Willoughby  
Eric McPherson  
Sandy Ellington-Graves  
Arthur Hall  
Stephen Dodson  
Anthony Pierce  
Ernest Bare (virtually)

### Members Absent

Ray Cobb  
Debra Hyder  
Blake Cobb  
John Paisley

### Staff Present

Tonya Caddle, *Planning Director*  
Ian Shannon, *Planner I*  
Sherry Hook, *Assistant County Manager*  
Marlena Isley, *GIS Director*  
Emily Jones, *GIS Specialist*  
Natalia Isenberg, *Attorney*

## I. CALL TO ORDER

Called to order at 7:04 pm.

Condolences to ray cobb and his father who just passed away  
reminder about 3 minutes on public comment, would like to hear different points

## II. ROLL CALL

Staff handled roll call through Zoom log in and in-person roster.

## III. PUBLIC COMMENTS\*

Phillip Morgan: Expressed dissatisfaction with the proposed land spacing rules and how they would place more limits on the parks he manages and make it harder for his residents to live where they want to.

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**Chair**  
Ray Cobb

**Planning Director**  
Tonya Caddle



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## **ALAMANCE COUNTY PLANNING BOARD AGENDA**

Thomas Mills: A retired vet living in the Clover Creek park. Expressed concern over the proposed land spacing rules and how they might impact the ability of mobile home parks to provide affordable housing.

Gary Story: Told the planning board about how he relocated from central Pennsylvania to Mebane to look for peace, quiet, and affordable housing. Asked the planning board to consider how the proposed ordinance would impact the quality of life.

Linda Lee: Reported more trucks going to/coming from the quarry and urged the planning board to consider public input for approval of an operations permit.

Max Morgan: Inquired about section 6.7.4 of the ordinance and why it had changed, insinuated that planning staff was lying and making changes that were inconsistent with what was presented to the planning board.

Billy Phillips: Asked the planning board if these kinds of ordinance restrictions/regulations would apply to tract developments around Mebane since those seemed less safe than mobile home parks.

Ryan Moffitt: From the Vernon law firm representing Cranmoor Meadows. Asked the board to consider creating some kind of subcommittee for this ordinance to include some kind of public participation.

Jane Majors: Asked the planning board to consider the burden these ordinance changes might place on homeowners and those living in mobile home parks.

Public comment closed at 7:28

#### **IV. BOARD/COMMISSIONER RESPONSES**

No response was given at this time.

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**Chair**  
Ray Cobb

**Planning Director**  
Tonya Caddle



Commissioners' Meeting Room  
124 W Elm Street  
Graham, NC 27253  
March 10, 2022 at 7:00 PM

## **ALAMANCE COUNTY PLANNING BOARD AGENDA**

### **V. NEW BUSINESS**

1. Discussion - UDO Text Amendment – RV Parks
  - a) Planning Department Presentation

Mrs. Caddle gave a presentation outlining the history of the mobile home park ordinance and how it went from Environmental Health as two separate ordinances for RV and mobile home parks to Planning as a single ordinance within the UDO. She clarified language on non-conforming use under section 3.2.3 of the UDO and outlined recommended changes to the present mobile home park ordinance as well as the recommendation to create a new section of the UDO to address RV parks as a separate entity.

Mr. Cheek recommended lowering the square footage requirement on RV spaces to allow for better park development.

There was some discussion on the proposed land spacing and landscaping requirements for RV parks. The necessity of having both a setback buffer and a landscape buffer along with a land spacing was questioned, especially with the example of a larger park requiring 1,000 feet of land spacing. An idea was proposed to combine the setback and landscape buffers and to reduce land spacing requirements as they would limit the kinds of RV parks that could be developed within the county. The planning board asked staff to produce a few diagrams to show the proposed buffer and spacing requirements so that they could be discussed during the next meeting.

There was discussion on section 3.2 of the UDO and the language surrounding nonconforming use. It was suggested that more language and definitions would be needed to clarify what this meant for RV/mobile home parks in terms of expansion, improvement, or refurbishment. The planning board wanted that language to be clear so park owners wouldn't lose their ability to develop lots or replace/maintain units. There were also some questions surrounding the definition of light-duty truck and how that might limit RV parks. It was brought up that a definition already exists in the UDO, but the planning board discussed potentially changing this definition.

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**Chair**  
Ray Cobb

**Planning Director**  
Tonya Caddle



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## **ALAMANCE COUNTY PLANNING BOARD AGENDA**

### **VI. OLD BUSINESS**

#### **1. Public Comment Policy Discussion**

There were various questions raised by planning board members in regards to how closely they should follow the current public comment policy used by the board of commissioners. Ms. Isenberg commented that she could not provide legal counsel at this time but recommended that public comment during board meetings should be fair and relevant to the agenda. She noted that she would look into the matter and state requirements more in-depth. There were some proposals on speaker and time limits. Mr. Pierce suggested an overall time limit to public comment and asked if there were ways to make public comment more of a discussion between the board and the public. The consensus of the board was that an overall time limit to public comment felt too limiting, and Ms. Ellington-Graves suggested setting a minimum time limit instead. The board agreed to consider some changes they would like to see for public comment policy and discuss them in two weeks during a special meeting on the 24<sup>th</sup>.

### **VII. ANNOUNCEMENTS/DISCUSSION**

### **VIII. ADJOURNMENT**

Motion: Mr. Brooks  
Second: Ms. Ellington-Graves  
Vote: Unanimous  
Adjourned at 9:03 pm

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**Chair**  
Ray Cobb

**Planning Director**  
Tonya Caddle



Commissioners' Meeting Room  
124 W Elm Street  
Graham, NC 27253  
March 24, 2022 at 7:00 PM

# ALAMANCE COUNTY PLANNING BOARD

## AGENDA

Virtual-

<https://www.youtube.com/channel/UC1QADkhkyUpac9rMs42imjA>

### Members Present

Ray Cobb  
Rodney Cheek  
Bill Poe  
Vaughn Willoughby  
Eric McPherson  
Sandy Ellington-Graves  
Arthur Hall  
Stephen Dodson  
Debra Hyder  
Anthony Pierce (initially via  
Zoom, later in-person)

### Members Absent

Blake Cobb  
Ernest Bare  
Gene Brooks  
John Paisley

### Staff Present

Tonya Caddle, *Planning Director*  
Ian Shannon, *Planner I*  
Sherry Hook, *Assistant County Manager*  
Marlena Isley, *GIS Director*  
Emily Jones, *GIS Specialist*  
Natalia Isenberg, *Attorney*

## **I. CALL TO ORDER**

Called to order at 7:03 pm.

## **II. ROLL CALL**

Staff handled roll call through zoom and in-person roster.

Motion by Mr. Cheek to change the order of the agenda: public comment policy would be discussed first, text amendments to section 6.5 second, text amendments to section 6.7 third, and the amendment of section 6.14 last

Second: Mr. Dodson

Vote: Unanimous

## **III. PUBLIC COMMENTS\***

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March 24, 2022 at 7:00 PM

## **ALAMANCE COUNTY PLANNING BOARD AGENDA**

Linda Lee: Member of the Snow Camp Community Action Network. Stated support for increasing HIDO setback from 1,200ft to 2,000ft. Commented on the impacts to the school the quarry had and asked the planning board to consider these.

Max Morgan: Asked about the history of changes to the mobile home park ordinance, specifically surrounding the language detailing nonconforming use. Wanted clarification on when each change was made to the UDO concerning mobile home parks and who those changes were made by. Gave some handouts to Mrs. Caddle which showed the ordinance changes he took record of.

Philip Morgan: Suggested that the board take out land spacing requirements for RV parks since they do not differ much from mobile home parks. Also suggested letting existing vegetation be counted towards the landscaping buffer and reducing the 26ft wide travel surface requirement.

Ron Spinhoven: Stated support for a 1,500ft HIDO land spacing requirement that the subcommittee had discussed prior to the planning board meeting. Asked about the permit status for the quarry and what the proper procedure would be for submitting complaints.

Ms. Rogers: Stated that a lot of people were confused and concerned over the quarry operating without a permit and outside of their business hours. Stated that she had contacted the sheriff but did not know who complaints should go to and who would be responsible for enforcement of the quarry's permits and operating hours.

Closed at 7:19 pm.

### **IV. BOARD/COMMISSIONER RESPONSES**

No responses were given at this time.

### **V. NEW BUSINESS**

### **VI. OLD BUSINESS**

1) Public Comment Policy

#### *\*Meeting Notes:*

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## **ALAMANCE COUNTY PLANNING BOARD**

### **AGENDA**

Ms. Isenberg gave a presentation on state law regarding public comment policy and the responsibilities of the boards. It is not required by law for the planning board to have public comment. Commissioners do have to have public comment once a month. Ms. Isenberg gave her legal recommendation to have a process for receiving written comments and information before the meeting so the board can consider and discuss before responding during the meeting itself. This would require an amendment to the bylaws.

#### 2) UDO Text Amendment - Section 6.5 Heavy Industrial Development Ordinance a) Planning Department Presentation

Ms. Isenberg also proposed changes to the HIDO, removing the word “operations” from the definition of construction activities and adding a separate definition for operations. For permitting procedures under 6.5.4, the recommendation was to remove “quasi-judicial” so that these meetings can be open to public comment. Ms. Isenberg reminded the board that the moratorium on heavy industry was expiring at the end of April, which made it more important to consider these changes.

There was discussion on the removal of “quasi-judicial” and the intent of having these meetings open to public comment. Under that change, for new intent to construct permits the planning board would first hold a public hearing and then make a recommendation to the board of commissioners. In order to have these changes made before the moratorium expires the planning board would have to vote and make recommendations on those text amendments during this meeting.

Motion to change the class 3 heavy industrial development land spacing under section 6.5.3 from 1200 to 1500 feet by Mr. Cheek

Second: Mr. Poe  
Vote: Unanimous

Motion to add amended variance procedure language from 6.13.7 to section 6.5 in reference to land spacing by Mr. Cheek

Second: Mr. Willoughby  
Vote: Unanimous

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## **ALAMANCE COUNTY PLANNING BOARD AGENDA**

Motion to amend the definition of sawmills in the UDO by Mr. Cheek  
Second: Mr. Willoughby  
Vote: Unanimous

Motion to amend the definition changes for construction activities and operations as well as the text amendment to section 6.5.4 as recommended by Mrs. Isenberg by Mr. Cheek  
Second: Mr. Willoughby  
Vote: Unanimous

### **3) UDO Text Amendment - Section 6.7 Manufactured Home Park a) Planning Department Presentation**

Ms. Caddle gave an overview of the proposed text amendment. Following that the planning board discussed what state the last home in a mobile home park would have to be in to grant continued non-conforming use, and if a home had to be occupied or not to count a park as non-conforming. There was the question of adding additional language to require the last home be habitable, and then adding a definition for habitable dwelling or using the building code definition.

Motion to accept the amended text for section 6.7.5 with added language requiring the last unit in a mobile home park to be habitable by Mr. Cheek  
Second: Mr. Poe  
Vote: Unanimous

### **4) UDO Text Amendment - Section 6.14 Recreational Vehicle, RV, Travel Trailer Park b) Planning Department Presentation**

Ms. Caddle gave a presentation covering new recommendations. This would be a new section of the UDO for RV parks specifically. Based on planning board comment and request, the minimum lot size was changed, the language regarding landscape buffers was changed, and diagrams were added to demonstrate buffers and land spacing. The use of the word "may" in the landscaping section raised some concern but Ms. Caddle suggested

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## **ALAMANCE COUNTY PLANNING BOARD**

### **AGENDA**

that that could be re-worded. Some aerial graphics showing the buffers and land spacing were also presented to give more of a visual aid.

Other recommendations to this amendment were added definitions for RV, RV park, and RV space as well as a change to the definition for light-duty truck. Mr. Pierce had recommended a set of US standards to serve as a definition. Planning staff had written in DMV standards for the recommendation. After some discussion, there was a suggestion to remove the definition of light-duty truck from the UDO altogether and leave the issue to RV park owners and operators. There was more discussion on the land spacing, landscaping, and setback buffer requirements. Mr. Willoughby brought up adding the language that allows existing vegetation as a part of screening to the landscaping buffer section of the ordinance. It was reiterated that the intention of these buffers was to protect the development from future uses.

Motion to remove the definition of light-duty truck from the UDO by Mr. Cheek  
Second: Mr. Willoughby  
Vote: Unanimous

Motion to remove "light duty truck" from the definition of "Recreational Vehicle, RV, Travel Trailer by Mr. Cheek  
Second: Mr. Poe  
Vote: Unanimous

Motion to add the word "not" as proposed on page 149 by Mr. Cheek  
Second: Mr. Poe  
Vote: Unanimous

The discussion returned to land spacing. Mr. Dodson raised some questions on how these land spacing zones could impact property values. He suggested a sliding buffer value based on neighboring uses, citing that developments are generally constrained to the inside of their property lines, not the outside. Mrs. Caddle clarified some of the questions the board had about how land spacing would interact with future developments and subdivisions. A suggestion was made that land spacing stops at rights of way. There were some discussions on the language concerning converting language and converting mobile

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**Chair**  
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## **ALAMANCE COUNTY PLANNING BOARD**

### **AGENDA**

home parks to RV parks. A suggestion was made to take the land spacing language out of the ordinance or to look at other options besides land spacing.

Motion to add the additional language as amended for landscape buffers, and to move the natural vegetation language from screening to landscape buffers by Mr. Cheek

There was a question on what portion of the property line would need to be buffered. Ms. Caddle clarified that it would be the viewshed from the home, etc. towards the park.

Second: Mr. Willoughby  
Vote: Unanimous

Motion to change the minimum space size from 2,500 square feet to 2,400 square feet under section 6.14.1 by Mr. Cheek  
Second: Mr. Poe  
Vote: Unanimous

There were some questions and more discussion on the land spacing language and what changes should be made.

Motion by Mr. Willoughby to change the land spacing requirements to the following: the land spacing for parks of 3-7 units and 8-12 units would remain the same as proposed, requiring 25 feet and 50 feet of land spacing respectively, and any park with 13 or more units would be required to have 150 feet of land spacing  
Second: Mr. Pierce  
Vote: Unanimous

Motion to add section 6.14 into the UDO as amended with the provided consistency statement by Mr. Cheek  
Second: Mr. Poe  
Vote: Unanimous

Motion to recommend to the board of commissioners to adopt the text amendments for section 6.5 to the UDO as amended by the planning board by Mr. Cheek

*\*Meeting Notes:*

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## **ALAMANCE COUNTY PLANNING BOARD AGENDA**

Second: Mr. Poe  
Vote: Unanimous

Motion to recommend to the board of commissioners to adopt the text amendments for section 6.7.5 of the UDO as amended by the planning board by Mr. Cheek

Second: Mr. Willoughby  
Vote: Unanimous

Motion to recommend to the board of commissioners to adopt the text amendments for section 6.14 of the UDO as amended by the planning board by Mr. Cheek

Second: Mr. Pierce  
Vote: Unanimous

### **VII. ANNOUNCEMENTS/DISCUSSION**

### **VIII. ADJOURNMENT**

Motion: Mr. Cheek  
Second: Mr. Willoughby  
Adjourned at 9:24 pm.

*\*Meeting Notes:*

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# DRAFT

## PUBLIC HEARING AND PUBLIC COMMENT POLICY ALAMANCE COUNTY PLANNING BOARD

The Alamance County Planning Board (“Planning Board”) is committed to allowing members of the public an opportunity to offer input during statutorily required public hearings (“hearing”). All references in this policy related to speakers refer to public comment received during public hearings.

The Planning Board will consider written comments and suggestions from the public received prior to Planning Board meetings related to Planning Board matters.

All comments addressed to the Planning Board are subject to the following:

### A. Comments Received During Public Hearings

1. During required statutory hearings, speaker comments must be limited to the topic for which the hearing is required.
2. Each person desiring to speak during a public hearing has up to three (3) minutes to make remarks.
3. Speakers will be acknowledged by the Chair. Speakers must address the Board from the lectern at the front of the room and begin remarks by stating their name and address. Speakers who require accommodation for a disability should contact the office of the County Clerk or the Alamance County Planning Department not less than twenty-four (24) hours prior to the meeting.
4. The Planning Board is not required to answer questions during a public hearing. Speakers should address comments to the Planning Board as a whole and not to individual Board members. Discussions between speakers and members of the audience are not allowed.
5. Order and decorum are required for all hearings. This requires speakers to refrain from vulgar language, profanity, inappropriate gestures, insults, personal attacks, and accusations, and for speakers to be courteous and respectful during their comment time. Failure to abide by this requirement may result in forfeiture of the speaker's right to speak.
6. Speakers who have prepared written remarks or supporting documents are encouraged to leave a copy of such remarks and documents with the Planning Board Clerk.

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## B. Comments Prior to Planning Board Meetings

1. Comments and suggestions from the public may be submitted via e-mail, mail, or hand delivery to the Planning Board. As long as comments are submitted at least 24 hours prior to a meeting, all Planning Board members will be given a copy. **NOTE** Any comments submitted are public record pursuant to North Carolina General Statutes Chapter 132.
2. Planning Board members' email addresses are available on the Planning Board website with the following disclaimer: "NOTE: Pursuant to the North Carolina General Statutes Chapter 132, Public Records, electronic mail messages and any attachments hereto submitted to the Planning Board, as well as any electronic mail message(s) sent in response to it may be considered public record and as such subject to request and review by anyone at any time."

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## *Alamance County Planning Board ~~By Laws and~~ Meeting Procedures*

### Article I Meetings

#### Section 1.1 Annual Meetings

The annual meeting of the Alamance County Planning Board shall generally be the in the month of January of each year. At the annual meeting of each year, the Board shall elect members to the office of Chair and Vice-Chair. The Board shall also adopt a meeting schedule for the entire year; including the meeting date of the annual meeting for the next calendar year.

#### Section 1.2 Regular Meetings

Regular meetings of the Alamance County Planning Board shall take place on the second Thursday of each month. Meetings will be held at 7:00 PM at the Alamance County Commissioners Room, 124. W. Elm St., Graham, NC 27253.

#### Section 1.3 Special Meetings, Change of Meeting Date, Time, or Location.

In the event that a special meeting of the Alamance County Planning Board is necessary, Planning Board members shall be notified, either verbally or in writing, no less than forty-eight (48) hours prior to the time of the meeting. Notification of any change in meeting date, time, or location shall be done in accordance with applicable North Carolina General Statutes which regulate such notification. While not required by Statute, reasonable efforts should be made to post such changes on the County website.

#### Section 1.6 Order of Proceedings

All Planning Board meetings shall follow, in general, the following order of proceedings:

1. Call to Order
2. Roll Call
3. Approval of Minutes
- ~~4. Public Comments~~
5. Board Responses
6. New Business
7. Old Business
8. Announcements
9. Adjournment

The Chair of the Planning Board may, at their discretion, make changes to the order the agenda to accommodate the public.

#### ~~Section 1.7 Public Comments~~

~~Anybody that attends a Planning Board meeting shall have the opportunity to make public comments on any agenda item. Prior to speaking, each person shall give their name and address~~

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~~for the minutes of the meeting. Time limitations may be placed on speakers, at the discretion of the Chair, based upon the number of those wishing to address the Board.~~

## Section 1.8 Disruptions

Disruptions or disruptive behavior during a Planning Board meeting shall not be tolerated. All disruptive behavior shall be enforced pursuant to N.C.G.S. 143-318.17 which states: *“A person who willfully interrupts, disturbs, or disrupts an official meeting and who, upon being directed to leave the meeting by the presiding officer, willfully refuses to leave the meeting is guilty of a Class 2 misdemeanor.”*

## Section 1.9 General Rules of Procedure

All meetings shall follow the general guidelines for procedure:

1. All Planning Board members shall be recognized by the Chair prior to asking questions of Staff or citizens.
2. Staff shall direct all comments to the Chair and request recognition before addressing the Board on any issue.
- ~~3. Prior to opening the floor for discussion among the members of the Board, the Chair may, at their discretion, solicit comments from the public.~~
4. Prior to taking any motions, the Chair shall open the floor for discussion among the members of the Board.
5. No vote may be taken without a motion and a second. In the event that a motion fails to garner a second, the motion shall be considered dead and reported as such in the minutes of the meeting.
6. All votes shall require a simple majority to carry.

## Article II Officers

### Section 2.1 Officers

The officers of the Alamance County Planning Board shall consist of a Chair and a Vice Chair, each of whom shall serve for a term of one year.

### Section 2.2 Election of Officers

The officers of the Planning Board shall be elected for the ensuing year at the annual meeting of the Planning Board. Elections will be determined by a simple majority.

### Section 2.3 Duties of Officers

The duties and powers of the officers of the Planning Board shall be as follows:

- a. Chair:
  1. To preside over the Board at all meetings,
  2. To call special meetings in accordance with these By-Laws,
  3. To sign all official documents of the Planning Board

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b. Vice Chair:

1. During the absence, disability or disqualification of the Chair, the Vice Chair shall exercise or perform all the duties and be subject to all the responsibilities of the Chair.

## Section 2.4 Clerk to the Planning Board

The Planning Director or designee shall serve as the Clerk to the Planning Board. The Clerk shall be responsible for the following:

1. Preparing all agenda packets for the Planning Board.
2. Ensuring that accurate minutes of the meeting are taken and reported.
3. Maintaining an archive of agendas and minutes for public review.

## Article III Voting and Conflicts of Interest

### Section 3.1 Voting

Each Planning Board member that counts toward the quorum of a meeting may cast one vote on any given item. A simple majority is necessary for any motion to carry.

### Section 3.2 Conflicts of Interest

No Planning Board member may deliberate or vote on any matter in which they have a direct financial interest or may benefit from. In the event that a Planning Board member does have a conflict of interest, the Board member shall request recusal from the Chair. Recusal must occur before deliberation of an agenda item begins. Once recused, the member may not take part in any discussion regarding the issue being considered.

## Article IV Board Membership

### Section 4.1 General

All Planning Board members shall be appointed by the Alamance County Board of Commissioners in accordance with the Alamance County Planning Ordinance. The membership of the Planning Board shall be composed of thirteen (13) citizens of Alamance County and a member of the Board of Commissioners shall be named as an ex officio (without vote) member of the Board in order to provide liaison between the Planning Board and the Board of Commissioners.

### Section 4.2 Recruitment

The Alamance County Planning Board may utilize a number of means to recruit for new members to fill positions of members whose terms are set to expire. Such means should include advertisement on the County website and, if necessary, in the local newspaper. Interested parties will be required to fill out an application and any additional information required by the Planning Board. Applications will be kept on file in the Planning Department for a period of two (2) years.

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## Section 4.3 Review of Applications

Applications for the Planning Board will be reviewed by the Planning Director to determine basic eligibility based on Township representation and residency. After eligible applicants have been determined by the Planning Director, applications will be given to the Planning Board for review at a regular Planning Board meeting. The Planning Board will then make a formal recommendation of appointment to the Board of Commissioners.

## Section 4.4 Review of Applications for Reappointment

Applications for Planning Board members wishing to be reappointed will be reviewed by the Planning Director to verify basic eligibility based on Township and residency. After eligible members have been determined by the Planning Director, member applications will be given to the Planning Board for consideration prior to their term ending at the Board's regularly scheduled November meeting. The Planning Board will then make a formal recommendation of reappointment to the Board of Commissioners.

## Section 4.5 Meeting Attendance

All Planning Board members are expected to regularly attend Planning Board meetings. If a member has more than two (2) consecutive unexcused absences, the Chair of the Planning Board may request that the member be removed from the Board. Anticipated absences will be considered excused if reported more than 24 hours in advance to the Chair, Vice Chair or Clerk. Any and all removals must be approved by the Alamance County Board of Commissioners.

## Section 4.6 Vacancies Due to Resignation, Death, Disability, etc.

In the event that a Planning Board vacancy occurs due to resignation, death, disability, relocation out of the County, or any other reason other than normal expiration of a term; the Planning Director shall immediately make the Clerk to the Board Commissioners aware of the vacancy. Attempts to fill the position shall begin with applications that are kept on file by the Clerk to the Planning Board. If a replacement cannot be found in applications that are kept on file, active recruitment shall begin pursuant to these By-Laws. Should such a vacancy be the office of Chair, the Vice-Chair will become the Chair and a new Vice-Chair will be elected at the next regular meeting.

## Article V Miscellaneous

### Section 5.1 Communication to the Board

All communications to the Board, including applications, petitions, emails, (when specifically directed to the board or appropriate for the Board's information, at the reasonable discretion of staff) or other referrals, shall be directed to the Planning Department and shall thereafter be provided to the Board.

### Section 5.2 Board Requests

All requests for information (maps, ordinances, etc.) from the Planning Staff by a Planning Board member shall be directed to the Planning Director. Any response by the Planning Director shall be directed to the Planning Board as a whole.



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## Section 5.3 Amendments

The Planning Board may recommend adoption, amendment, repeal, or alteration; in whole or in part, these by-laws by a majority vote at any regular meeting; provided that any change requested has been placed on the Board's regular meeting agenda.

Adopted by the Alamance County Planning Board on this the 14<sup>th</sup> day of February 2022.

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Chair

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Attest, Clerk

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## PLANNING ORDINANCE FOR ALAMANCE COUNTY

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS FOR THE COUNTY OF ALAMANCE AS FOLLOWS:

WHEREAS, ~~Article 18, Part 1, Chapter 153A~~ 160D of the General Statutes of North Carolina, grants to counties the authority to designate planning agencies and to assign powers and duties to such agencies, and,

WHEREAS, Alamance County has heretofore established a Planning Board and a Planning Department to carry out some of the functions prescribed by said Statute, ordinance for which was adopted August 1, 1966 and again confirmed on September 7, 1971 and is recorded in the Ordinance Book beginning at Page 16, however, in the judgment of the Board of Commissioners, the planning function and the need therefor has been altered sufficiently to require a reconsideration and a rewriting of the Planning Ordinance;

NOW, THEREFORE, BE IT HEREBY ORDAINED, THAT THE Board of Commissioners for the County of Alamance does hereby designate the Alamance County Planning Department and its staff as the planning agency authorized by G.S. ~~153A-321~~ 160D for Alamance County to perform the following duties described in said Statute:

1. Make studies of the county and surrounding areas;
2. Recommend to the Board of Commissioners objectives to be sought in the development of the study area;
3. Prepare and present to the Board of Commissioners plans for achieving these objectives;
4. Develop and recommend policies, ordinances, administrative procedures, and other means for carrying out plans in a coordinated and efficient manner;
5. Perform any other related duties that the Board of Commissioners may direct.

BE IT FURTHER HEREBY ORDAINED that the Alamance County planning agency is hereby granted the supplemental powers set forth in G. S. ~~153A-322~~ 160D, to be exercised in the manner set forth in that Statute, and

BE IT FURTHER HEREBY ORDAINED that the Alamance County Planning Department is hereby specifically charged with responsibility, under the direction and subject to final approval of the Board of Commissioners for the following:

1. Developing and proposing a community development plan;
2. Carrying out responsibilities as the County's lead agency for transportation planning;
3. Carrying out responsibilities as the County's lead agency for land development planning;
4. Administration of County Ordinances as assigned;

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5. Such other responsibilities as the Board of Commissioners may from time to time specifically assign to the Alamance County Planning Department.

BE IT FURTHER HEREBY ORDAINED that there is hereby created an Alamance County Planning Board, which said Board shall:

1. Serve as advisory body to the Alamance County Planning Department;
2. Study and suggest policies to the Planning Department, the County Manager, and the Board of Commissioners;
3. From time to time make recommendations for the establishment and implementation on the functions of the Planning Department in addition to those set forth in this ordinance; and
4. Set up a program of public meetings with respect to the role of planning for the County and the functions of the Planning Department in order to encourage public participation and expression and a better understanding of the needs of the County.

BE IT FURTHER ORDAINED that the membership of the Planning Board shall be composed of thirteen (13) citizens of Alamance County and:

1. Terms for members of the Planning Board shall last for three (3) years with a two (2) term limit. After two full consecutive terms, outgoing members shall be ineligible for reappointment for a period of one (1) year.
2. The Planning Board may offer a recommendation to the Board of Commissioners for board candidates, but such recommendation shall not be mandatory for appointment.
3. Members of the Planning Board must reside full-time in Alamance County. Failure to be a full-time resident of Alamance County shall be grounds for removal from the Planning Board, upon a vote of the Board of Commissioners.
4. In order to achieve participation from all areas of the County, no more than two members of the Planning Board should reside in a single township. Residency will be based on Members' primary place of residence. Any change of residence must be reported to the Clerk to the Planning Board within ninety (90) days.
5. Any vote shall be carried by a simple majority present at the meeting.
6. A member of the Board of Commissioners shall be named as an ex officio (without vote) member of the Board in order to provide liaison between the Planning Board and the Board of Commissioners.

BE IT FURTHER ORDAINED that meetings of the Planning Board shall be held at least quarterly. At the first meeting in each calendar year, the Planning Board shall elect a Chair, Vice Chair, and the Planner-in Charge or designate shall serve as the Clerk to the Planning Board. Additionally at the first meeting in each calendar year, the Planning Board shall adopt an annual meeting schedule which shall be properly posted outside of the meeting room and registered with the Clerk to the Board of County Commissioners.

BE IT FURTHER ORDAINED that any ordinances or parts of ordinances in conflict with this resolution and ordinance hereby repealed, and this ordinance shall be in full force and effect as

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an ordinance of Alamance County from and after the date of its adoption by the Board of County Commissioners; and should any section, paragraph, sentence, clause, or phrase of this ordinance be declared unconstitutional or invalid for any reason, the remainder of the ordinance shall not be affected thereby.

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The foregoing Ordinance shall become effective immediately and shall rescind all previous versions of the Planning Ordinance for Alamance County.

Adopted this the 14<sup>th</sup> day of April, 2022.

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Chairman

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Vice-Chairman

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Commissioner

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Commissioner

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Commissioner