

Chair
Ray Cobb
Planning Director
Tonya Caddle



Commissioners' Meeting Room
124 W Elm Street
Graham, NC 27253
May 12, 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) April 14, 2022
- IV. PUBLIC COMMENTS***
- V. BOARD/COMMISSIONER RESPONSES**
- VI. NEW BUSINESS**
 - 1) Variance Request - Tinn Top Trail Private Road Standards
- 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*



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Members Present

Ray Cobb
Rodney Cheek
Vaughn Willoughby
Eric McPherson
Sandy Ellington-Graves (virtually)
Arthur Hall
Stephen Dodson
Blake Cobb
Anthony Pierce
Debra Hyder

Members Absent

Ernest Bare
Blake Cobb
John Paisley

Staff Present

Tonya Caddle, *Planning Director*
Ian Shannon, *Planner I*
Patrick Scott (virtually), *Assistant County Attorney*

I. CALL TO ORDER

Called to order at 7:02 pm.

II. ROLL CALL

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

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

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Motion to approve all minutes with an amendment to the February 10 minutes to indicate Mr. Poe's absence by Mr. Cheek
Second: Mr. Hall
Vote: Unanimous

IV. PUBLIC COMMENTS*

Ed Priola: A candidate for state representative. Stated opposition to the proposed change to meeting procedures to eliminate public comment. Asked the board to reconsider eliminating public comment from meetings and to consider the importance of civic input.

Mike Owens: Thanked the planning board for their service and recognized Chairman Cobb and Mr. Poe and the integrity they had in speaking and working with him. Emphasized the need for public comment because not everyone has internet or email in the county. Proposed an idea to break public comment into differently timed segments.

Jane Majors: Reiterated the lack of access to the internet and email in the county and the importance of in-person public comment. Mentioned that the postal service was having issues with timing and that she had less confidence in sending comments via physical mail. Urged the board to keep public comment in meeting procedure.

Max Morgan: Spoke to the belief that removing public comment from meeting policy would inhibit the public's right to speak before the board. Stated that sometimes there could be some misconceptions with written comment as opposed to spoken comment. Proposed that the board could use the commissioners' rules for public comment.

Closed at 7:12

V. BOARD/COMMISSIONER RESPONSES

None at this time.

VI. NEW BUSINESS

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VII. OLD BUSINESS

1) Public Comment Policy

Mr. Scott gave an overview of the draft changes to the planning board meeting and public comment policies and noted how they were in line with state regulations. He noted that these changes to policy did not limit all public comment. Public comment would still be included in public hearings by the planning board. He also outlined the text amendments to the planning board ordinance to keep in line with current state law.

The planning board discussed at length the role they wanted public comment to have in general meetings. The consensus was that public comment should remain a part of general meetings and should be broad enough to encourage participation. The board did not wish to limit the subject matter of public comment, and an idea was proposed to include a discussion topic section to the public comment sign-in sheet. The board wanted some consideration on time limits and policy language to prohibit personal attacks. The board agreed with the draft public comment policy as it pertained to public hearings but asked Mr. Scott and planning staff to work on a revision and include public comment policy for general planning board meetings.

Motion to table this policy and have planning staff rework it by Mr. McPherson
Second: Mr. Poe
Vote: Unanimous

Motion to recommend the proposed changes to the planning board ordinance to the county commissioners by Mr. Pierce
Second: Mr. Poe
Vote: Unanimous

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AGENDA

VIII. ANNOUNCEMENTS/DISCUSSION

None at this time.

IX. ADJOURNMENT

Motion: Mr. Poe

Second: Mr. Pierce

Vote: Unanimous

Adjourned at 7:58 pm.

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WAIVER REQUEST – STAFF REPORT

TO: Alamance County Planning Board

FROM: Tonya Caddle, Planning and Inspections Director

DATE: May 4, 2022

Following you will find the staff report for the Amanda Grauer (GPIN 9718159652) private road variance request to be presented to the Planning Board on May 12, 2022. The application is attached at the end of the report.

Case Number: 2022SW0001

Case Summary

Location: 4220 E. Greensboro-Chapel Hill Road

PIN: 9718159652

Development Type: single family residential

Tract Size: 12.24 acres

Roads:

Watershed Overlay: N/A

School Districts: B. Everett Jordan Elementary, Hawfields Middle, Southern High School

Action Requested:

The applicant is requesting consideration for a waiver of the private road requirements established in Section 6.9.4.E of the Alamance County Unified Development Ordinance which set forth a minimum road travelway width of 10' for Class I Private Roads. The applicant is requesting this variance in order to subdivide two new lots from an existing parcel, both of which will be less than 10 acres in size.

The following details the Unified Development Ordinance language that speaks to this consideration.

1. Private Road Standards: the subdivision of two new lots from Parcel 157313 requires that the existing 60' private easement be established as a Class I Private Road with a minimum 10' wide travelway.

6.9.4 MINIMUM DESIGN STANDARDS (FOR SUBDIVISIONS)

E. Private Roads

i. Private Roads. Private roads may be allowed in any development in which a tract of land is divided into no more than fourteen (14) parcels along the private road and each parcel shall not be less than one (1) acre in size, provided the following conditions are met:

e) Private Roads shall be constructed in accordance with the standards set forth in Appendix-L.

ii. Classes of Private Roads. The standards and specifications for private roads depends on the number of lots served by the road as follows:

Class of Road	Number of Lots Served
I	1-4
II	5-14

APPENDIX L STANDARDS FOR PRIVATE ROADS

SPECIFIC PROVISIONS FOR PRIVATE ROADS:

A. Minimum Road Standards for Class I Private Road:

Type	Distance
Width	50'
Travelway (minimum)	10'

Subdivision review procedure provides for the Planning Administrator to seek guidance from the Office of the Fire Marshal in evaluating emergency services accessibility for roads. Per North Carolina Fire Code Chapter 5 Section 503.2.1 “fire apparatus access roads shall have an unobstructed width of not less than twenty feet.” Upon inspection, the Fire Marshal determined that existing conditions would be acceptable with the understanding that travelway width is to be continually maintained for year-round emergency service access.

1.6 TECHNICAL REVIEW COMMITTEE

1.6.1 MEMBERSHIP

Other agencies and specialists as deemed necessary by the Administrator to properly implement the provisions and intent of this Ordinance may be included from time to time.

- Subdivision Waivers and Amendment Procedure allows for consideration of existing site conditions that prevent a subdivision from meeting the standards of the ordinance. The topography found along the travelway of Tinn Top Trail does present an unusual and unnecessary hardship to the proposed subdivision.

6.9 SUBDIVISION STANDARDS

6.9.2 GENERAL PROVISIONS

E. Waivers and Amendment Procedure

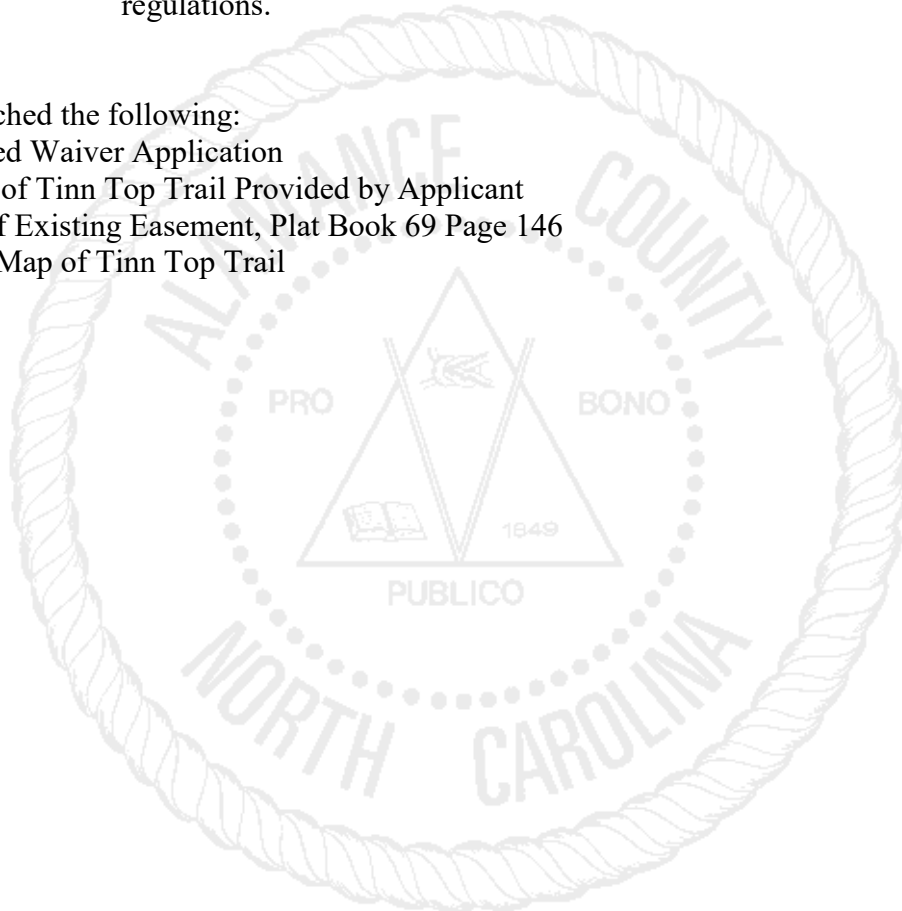
Alamance County

PLANNING DEPARTMENT
201 W. ELM ST
GRAHAM, NC 27253
Tel. (336) 570-4053
WAIVER REQUEST REPORT

ii. Site Conditions. Where, because of natural features or other existing physical conditions peculiar to the site, compliance with the standards and requirements of this section would cause an unusual and unnecessary hardship to the subdivider, waivers may be permitted, provided that such waivers will not have the effect of nullifying the purpose of these regulations.

Please also find attached the following:

- a. Completed Waiver Application
- b. Drawing of Tinn Top Trail Provided by Applicant
- c. Survey of Existing Easement, Plat Book 69 Page 146
- d. Contour Map of Tinn Top Trail



PLANNING DEPARTMENT



Alamance County
NORTH CAROLINA

Case # 2022-SW-0001
Date Submitted: 03/18/2022

SUBDIVISION ORDINANCE WAIVER APPLICATION

A. APPLICANT INFORMATION

1. Applicant: Amanda F. Grauer (Prince)
4220 E. Greensboro-
Address: Chapel Hill Rd. City: Graham State: NC Zip Code: 27253
Telephone number (w) 336-392-8107 (h) 910-305-2196 (e-mail) amanda-fordprince@gmail.com
2. Will an attorney, consultant or other person represent the applicant in this matter?

Representative: N/A
Address: N/A City: _____ State: _____ Zip Code: _____
Telephone number (w) N/A (h) _____ (e-mail) _____

B. PROPERTY LOCATION & DISCRIPTION

Township: Newlin Tax Parcel ID: 157313
Road/Street Name: Tinn Top Trail (Public, State Road #): _____ or (Private):

C. EFFECTED ORDINANCE SECTIONS

1. SECTION & STANDARD(S):

[Please list all sections that you are seeking relief from and any specific standards that affect your request(s).]

6.9 Subdivision Standards : Section 6.9.4.E :
Private Roads

(Add additional sheets if needed)

2. BRIEFLY EXPLAIN THE PURPOSE & INTENT OF THIS PROPOSED WAIVER (i.e. what is to be accomplished by granting this waiver and why your property is unable to comply with the ordinance requirements.)

I desire to bequeath lots to my children so they can build themselves a home. I will maintain a 10 acre tract where my current home is located. I am requesting a variance to this ordinance such that the current

(Add additional sheets if needed)

3. PLEASE LIST ANY HARDSHIPS RELATED TO YOUR PROPERTY

(Add additional sheets if needed)

D. SUPPLEMENTAL INFORMATION

1. Alamance County does not produce a verbatim transcript of the Planning Board and County Commissioner hearing proceedings. If a verbatim transcript is required, the applicant or party requesting said transcript shall be responsible for arranging, producing and payment of all expenses for the production of said transcript. Alamance County shall in no manner be responsible for providing a verbatim transcript of public hearings. Signing this application indicates the applicant's understanding and acceptance of this policy.
2. Application Withdrawal:
 - a) This application may be withdrawn by written request from the applicant, if such request is received prior to submission of the Planning Board public hearing notice to the newspaper. In this case, any filing fee will be refunded.
 - b) After submission of public hearing notice to the newspaper, an application may only be withdrawn by action of the Planning Board or County Commissioners at the public hearing pursuant to the applicants written or in-person request. After submission of the public hearing notice to the newspaper, the application fee will not be refunded.

All of the items required by this application must be turned in to the Planning Department, FULLY COMPLETED, by 5:00 p.m. of the prescribed deadline. Incomplete applications will not be accepted. Applications submitted after the deadline will be held until the next deadline for processing.

road maintains its Private Road-
Class One status. The portion of
land I wish to gift my children
does have 60 sq. ft. of road frontage
and meets the minimum lot size
requirements. The Deputy Fire Marshall
has inspected the road (Tinn Top
Trail) and determined that said
road is in satisfactory condition
to be able to support emergency
vehicles in its current state. He
stated that he would pass the
road as long as the following is
completed: maintain cul-de-sac and
have it compaction tested and
install no parking signs.

Thank you for your consideration
and I look forward to hearing
from you to describe my next steps.

E. SIGNATURES

Signature of Applicant:

I/we the undersigned, do hereby certify that all information given above is true, complete and accurate to the best of my/our knowledge, and do hereby request the Alamance County Board of County Commissioners to take action as sought by this application.

Amanda Prince
(Applicant Print Name)

Amanda Prince
(Applicant Signature)

03/17/2022
(Date)

(Applicant Print Name)

(Applicant Signature)

(Date)

OFFICIAL USE ONLY –DO NOT WRITE BELOW THIS LINE.

Background and Justification (Staff Comments):

Received By Staff: _____
(Staff Signature)

(Date)

1. BACKGROUND AND JUSTIFICATION

(Add additional sheets if needed)

2. SITE CONDITIONS

(Add additional sheets if needed)

3. CASE HISTORY

(Add additional sheets if needed)

4. STAFF RECOMMENDATION

(Add additional sheets if needed)

5. PLANNING BOARD RECOMMENDATION

(Add additional sheets if needed)

Chairman, Planning Board:

Print: _____ Sign: _____ Date: _____

Planning Board Date: _____ Commissioners Date: _____

Planning Board Recommendation: Approval: _____ Denial: _____

Publishing Date for Public Hearing: _____ Posted Date: _____

Date of Written Notice to Applicant & Surrounding Property Owners: _____

By action of the Board of County Commissioners for Alamance County this Waiver request has been: Approved ___ Denied ___

Chairman, Board of County Commissioners:

Print: _____ Sign: _____ Date: _____

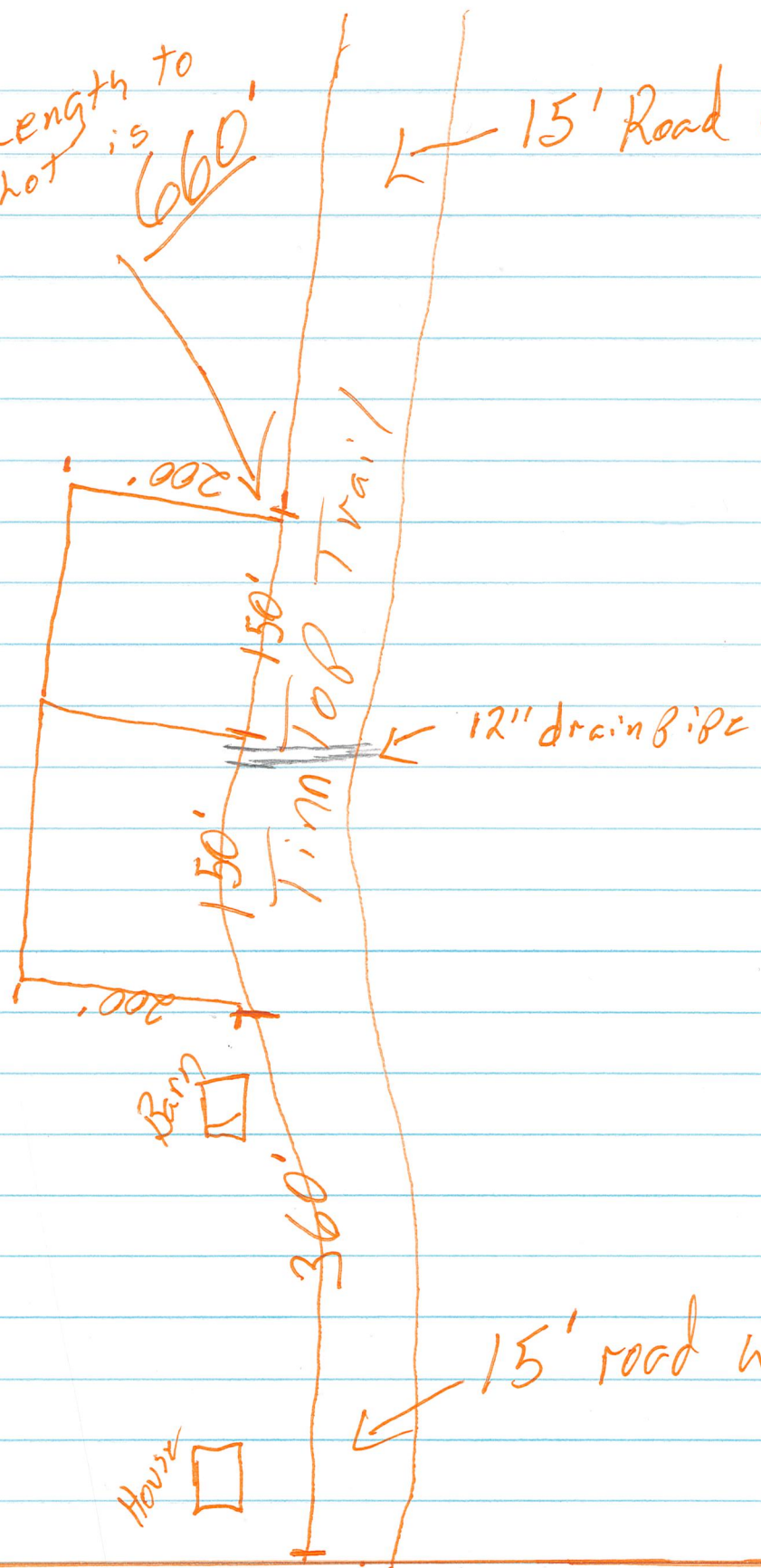
Subdivision Administrator:

Print: _____ Sign: _____ Date: _____

Total Length to
end of Second lot is 660'

15' Road width

Amanda
Grauer (Prince)
4220 E.
Greensboro-
Chapel Hill Rd.



15' road width

Greensboro Chapel Hill rd

I, William G. Joyner, Jr., Professional Land Surveyor, certify that this plat was drawn from an actual field land survey made under my supervision (deed description recorded in deed book 839, page 18); that the boundaries not surveyed by me are shown as broken lines plotted from deed descriptions recorded in deed books as shown; that the ratio of precision as calculated is 1:26,252; that this plat was prepared in accordance with G. S. 47-30 as amended.

WITNESS my original signature, registration number and seal this 15th day of October, AD., 2004.

William G. Joyner Jr.
 Professional Land Surveyor (L-4433)



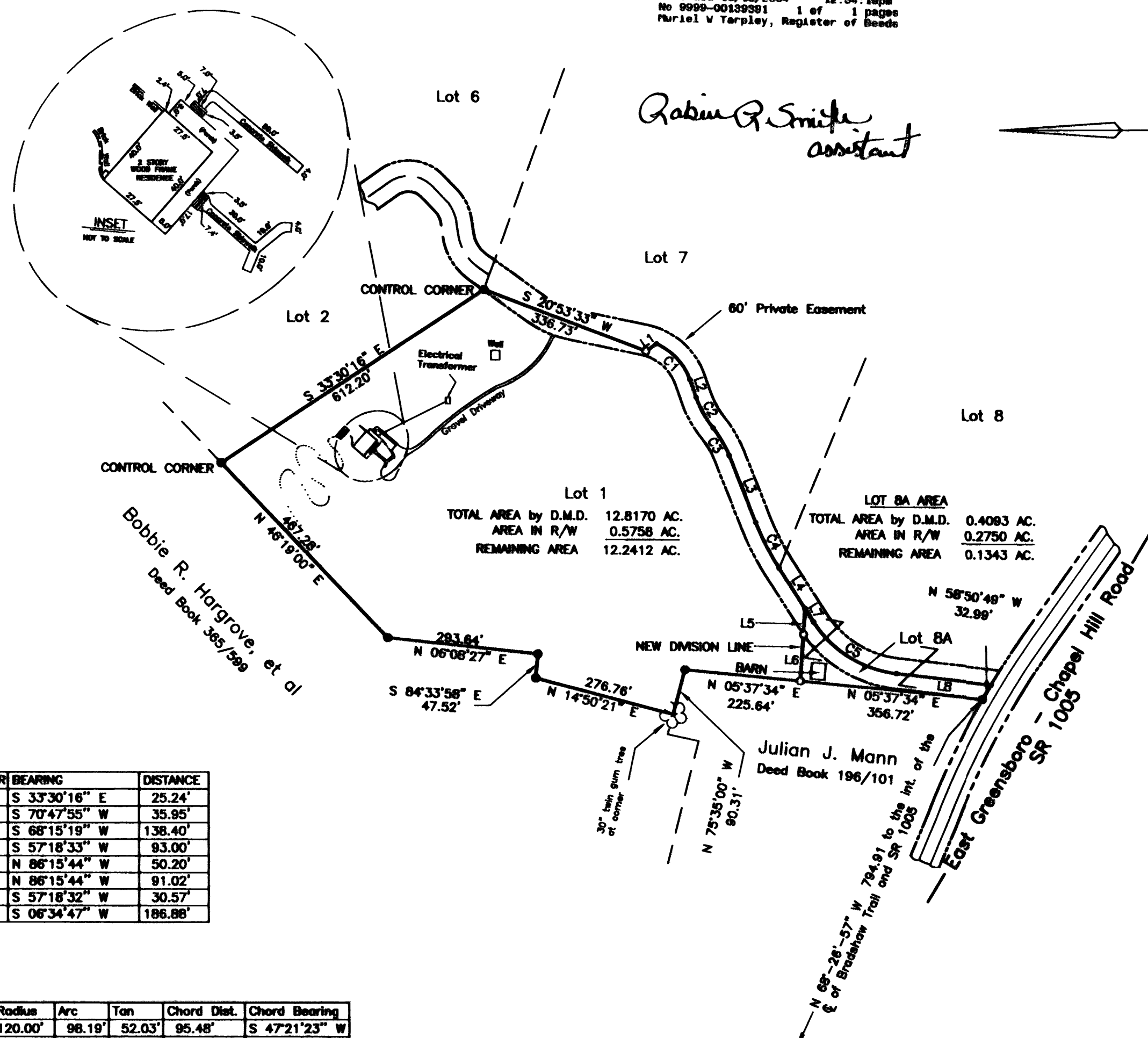
I, William G. Joyner, Jr., Professional Land Surveyor, certify that this survey is of another category, such as the recombination of existing parcels, a court ordered survey, or other exception to the definition of subdivision.

William G. Joyner Jr.
 Professional Land Surveyor (L-4433)

STATE OF NORTH CAROLINA

J. Daniel Staffor, Review Officer of Alamance County certify that the map or plat to which this certification is affixed meets all requirements for recording.

Date 10/15/04
 Review Officer



NUMBER	BEARING	DISTANCE
L1	S 33°30'16" E	25.24'
L2	S 70°47'55" W	35.95'
L3	S 68°15'19" W	138.40'
L4	S 57°18'33" W	93.00'
L5	N 86°15'44" W	50.20'
L6	N 86°15'44" W	91.02'
L7	S 57°18'32" W	30.57'
L8	S 06°34'47" W	186.88'

NUMBER	Delta	Radius	Arc	Tan	Chord Dist.	Chord Bearing
C1	46°53'02"	120.00'	98.19'	52.03'	95.48'	S 47°21'23" W
C2	19°27'22"	202.40'	68.73'	34.70'	68.40'	S 61°04'11" W
C3	16°54'50"	211.86'	62.54'	31.50'	62.32'	S 59°47'54" W
C4	10°56'47"	521.83'	99.70'	50.00'	99.54'	S 62°46'56" W
C5	50°43'38"	221.48'	196.08'	104.99'	189.75'	S 31°56'40" W

CERTIFICATION EXCEPTION

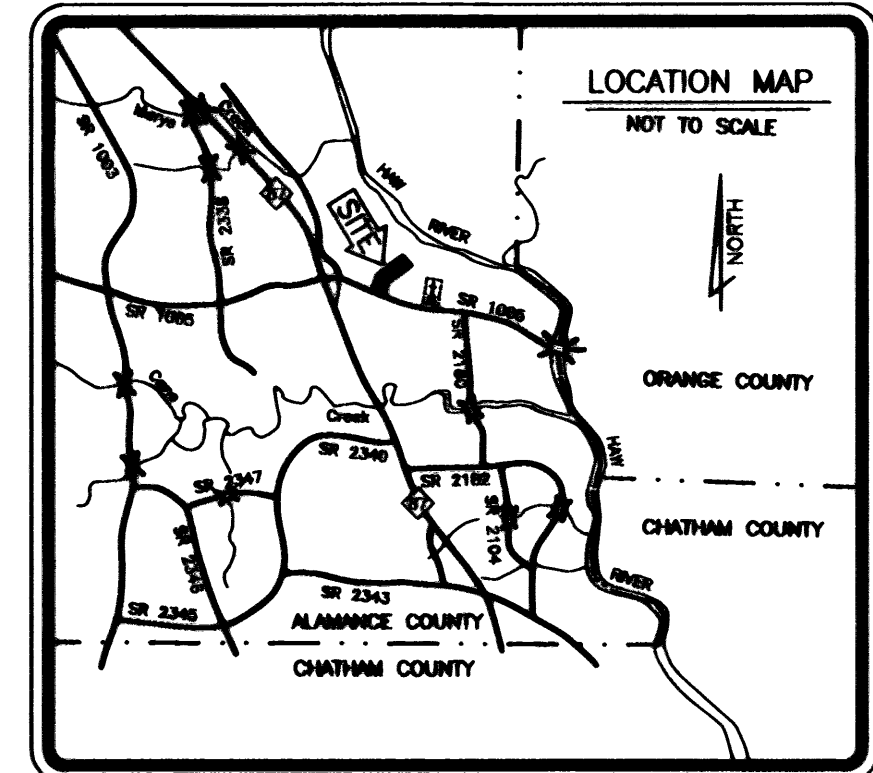
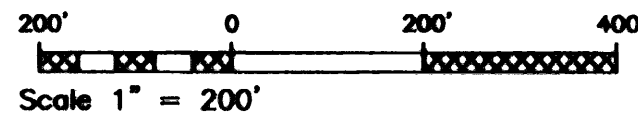
I (We) hereby certify that I am (We are) the Owner(s) of the property shown and described hereon, which was conveyed to me (us) by deed recorded in Book 839, Page 18, and that the subdivision of the property shown on this plat is an exception to the Subdivision Ordinance of Alamance County, North Carolina under Section 32.1.

Bernard F. Grauer 10/15/04
 Owner Date
Amanda F. Grauer 10/15/04
 Owner Date
Jh 10/15/04
 Subdivision Administrator Date
 Alamance County

NOTE:
 1) LOT 8A TO BE COMBINED WITH LOT 8.
 2) NO NCGS MOUNDMENT FOUND WITHIN 2000' OF PROPERTY.

LEGEND

- Computed Point
- Existing Iron Pipe
- New Iron Pipe
- Property Lines
- Road Right-of-Way
- - - - - Adjoining Property



Tinn Top Trail with Contours

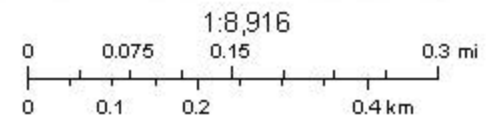


May 6, 2022

Streets

- Roads
- Preliminary Roads

- Tinn Top Trail
- Parcel Lines



Alamance County GIS
Alamance County Tax Department

**PUBLIC COMMENT POLICY
ALAMANCE COUNTY PLANNING BOARD**

The Alamance County Planning Board is committed to allowing members of the public an opportunity to offer comments and suggestions for the efficient and effective administration of government during statutorily required public hearings and public comment periods during regular meetings (collectively referred to in this policy as “comment periods”). All references in this policy related to speakers refer individual comments during comment periods.

All comments and suggestions addressed to the Planning Board shall be subject to the following procedures, rules, and regulations:

1. During public comment periods, speaker comments may be limited to topics within the jurisdiction of the Planning Board. The public comment period shall be limited to a maximum of thirty (30) minutes. Statutorily required public hearings are limited to the topic for which the hearing is required and generally do not have time limitations unless otherwise required by the North Carolina General Statutes.
2. Each person desiring to speak during comment periods has three (3) minutes to make remarks. Multiple speakers wanting to speak on the same matter with the same position are encouraged to have a single person speak for all.
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 comment period. 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 comment periods. This requires speakers to refrain from vulgar language, profanity, inappropriate gestures, insults, personal attacks, and accusations, and for speakers to be courteous and respectful. 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.
7. 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 records pursuant to North Carolina General Statutes Chapter 132.
8. 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.”