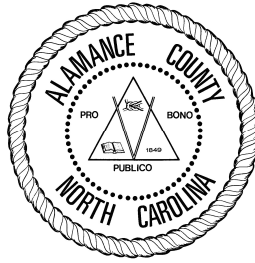


Board Chair:

Rodney Cheek

Planning Director:

Matthew Hoagland



Commissioners' Meeting Room

124 W Elm Street

Graham, NC 27253

June 12, 2025 at 7:00 PM

ALAMANCE COUNTY PLANNING BOARD AGENDA

Livestream: <https://tinyurl.com/22kb3exe>

I. CALL TO ORDER

Called to order at 7:00 p.m.

II. ROLL CALL

Members Present:

- Chairman Rodney Cheek
- Vice Chair Lee Isley
- Ernest Bare
- Henry Vines Jr
- Mac Jordan
- Tom King
- Henry Chandler

Members Absent:

- Stephen Dobson
- Amie Perkins

Staff Present:

- Matthew Hoagland: *Planning Director*
- Brian Baker: *Assistant County Manager*
- Michelle Horn: *Assistant County Attorney*
- Keyshawn Haith: *Planner I*
- Rob Snow: *Environmental Health Program Specialist*
- Ryan Langley: *Environmental Health Program Specialist*
-

III. APPROVAL OF PLANNING BOARD MINUTES

1. May 8, 2025, Regular Meeting

IV. PUBLIC COMMENTS*

V. BOARD/COMMISSIONER RESPONSES

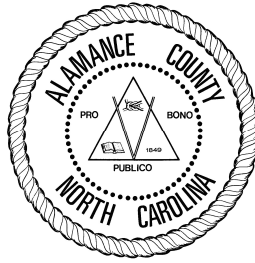
VI. OLD BUSINESS

1. Draft Subdivision Ordinance Amendments Review

Mr. Hoagland walked the Board through the updated sections of the Subdivision Ordinance, noting changes and summarizing adjustments one section at a time. He explained that the

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section on presale of lots (Section 6.9.8) had been removed, and other sections shifted accordingly. Sections 6.9.1 through 6.9.7 had no substantial changes. He highlighted that new language on numbering lots was added under 6.9.3.3. Environmental protections were moved up to 6.9.9. Public and private roads were reorganized in 6.9.10, including clarification on unpaved roads, removing proof rolling for Class 1 roads, and clarifying how many lots could be subdivided from nonconforming roads. Surveyors would have to note nonconforming roads on plats.

Mr. Bare asked, “Back here in the diagram, what’s their measurement from edge of pavement to right-of-way?” Mr. Hoagland asked which one he meant. Mr. Bare clarified, “any of them. What’s the measurement for those 26 feet?” Mr. Hoagland said it referred to the travel way width and is based on the NC Fire Code.

Mr. Hoagland continued by discussing Section 6.9.11. He said we brought in the area of lots table from the land use ordinance, corrected a math issue for multi-family units, lowered road frontage to 50 feet, and added a new 100-foot width at the building site. We also simplified buffer requirements for major subdivisions near non-residential uses—basically, a 50-foot buffer if you're next to commercial, none if it's residential or vacant.

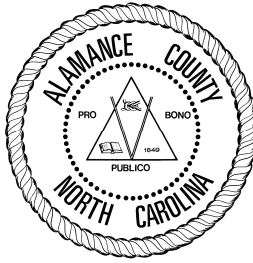
On cluster subdivisions (Section 6.9.13), Mr. Hoagland noted the addition of a 15,000 sq ft minimum lot size for agricultural districts and a 50% cap on impervious surfaces in open space. Mr. Jordan asked, “Can you speak to the impervious surface thing again?” Mr. Hoagland explained the goal was to limit paving like basketball courts in open space. Mrs. Perkins had brought it up in the May meeting, and we thought 50% was a good compromise to allow some features like sidewalks or courts, while keeping green space.

Mr. Baker asked about the conservation easement language, pointing to page 42. He said, “It seems to say you must have a conservation easement, but we don’t say who holds it, and most land trusts wouldn’t want that responsibility.” Mr. Hoagland said the idea was to prevent future development and have someone responsible for maintenance. Mr. Baker suggested splitting the sentence to clarify protection from development and allowing a conservation easement only at the discretion of the Planning Department or Board. Mr. King added that the term might be misleading, and they all agreed on rewording it to something more practical, like a permanent easement or regulatory restriction.

Mr. Langley brought up language on page 44 regarding Environmental Health’s review, pointing out it said lots must be evaluated when the current procedure doesn’t always require

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that. Mr. Hoagland agreed it was outdated and said they'd revise it to say Environmental Health should be given the opportunity to review instead of mandating it.

VII. NEW BUSINESS

1. Preparation for Final Staff Recommendation

Chairman Cheek asked if everyone was clear on what they were looking at. Mr. Hoagland said the plan for the July meeting is to present the full ordinance package—subdivision, land use, maps, definitions, the whole thing—as a staff recommendation. It's not a formal UDO amendment yet, just everything they've worked on in one package. The idea is to get a thumbs-up or down from the Board at that time, with tweaks if needed, and then send that staff recommendation on to the commissioners for them to decide what's next.

Henry Vines asked, “When do you think we'd get it?” Mr. Hoagland said they'd make final edits and send the packet out soon, hopefully earlier than usual. Mr. Bare asked if this would be the recommendation for the ordinance, and Mr. Hoagland confirmed it would be for the subdivision and land use ordinance, as well as the map and definitions.

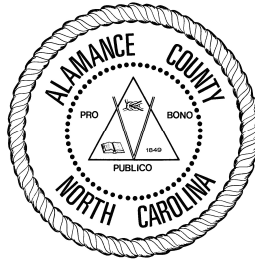
Chairman Cheek confirmed the meeting would be July 10. Mr. Baker then asked, “If we bring this as a staff recommendation, the Commissioners can't just say, ‘OK, we're doing it,’ right?” Mr. Hoagland explained that they'd still need a formal vote to amend the ordinance. If the Commissioners like the staff recommendation, it would come back to the Planning Board for an official review recommendation before going to public hearing and then the commissioners could enact it.

Vice Chair Isley asked, “So it comes to us in July, then if the Commissioners want to proceed, it comes back again?” Mr. Hoagland confirmed that is correct. Mr. Baker added, “If we voted on it before, would it need to come back?” Mr. Hoagland said no, not if there were no major changes, but it still needs a public hearing before adoption.

VIII. ANNOUNCEMENTS/DISCUSSION

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Mr. Hoagland shared that the planning department is now fully staffed and took a moment to express his appreciation for the team's hard work and effectiveness.

Mr. Baker informed the Board about the newly renovated building that will be shared by the Planning, Inspections, and Environmental Health departments beginning in January 2026. Eventually, that will be where the Planning Board holds their meetings.

IX. ADJOURNMENT

Meeting was adjourned at 7:35 p.m.