

Minutes
Zebulon Technical Review Committee
March 29, 2011

Present: Mark Hetrick-Planning, Tim Hayworth-Police, Sidney Perry-Fire, Lisa Markland-Town Clerk, Chris Ray-Public Works, Debra Greene-Stormwater

Others Present: Tommy Perry

Mark Hetrick called the meeting to order at 10:07am.

The minutes from January 25, 2011 were adopted by consensus.

NEW BUSINESS

TRC-2011-07—Coventry House—1205 W. Gannon Avenue

Mark Hetrick stated that they would be reviewing the site plan for the expansion to Coventry House.

Stormwater

Debra Greene—Stormwater had the following comments.

1. Sediment Control

Because the land disturbance associated with this expansion project exceeds one acre, a sediment and erosion control plan must be submitted to Wake County for review and approval. A grading permit is required for the activity. If there is any government funds involved with this project, the grading permit must be secured through the state, NCDENR – Land Resources. Detailed review for sediment control will be completed upon construction plan submittal.

2. Stormwater

For this initial review of the preliminary plan, it appears that the requirements of the stormwater ordinance have been met. However, a more thorough, detailed review of all design calculations will be performed once construction plans are submitted.

Police

The Police Department had no comments at this time.

Fire

Sidney Perry stated that there were no comments currently until construction drawings were submitted for review.

Technical Review Committee

Minutes

March 29, 2011

Public Works

Chris Ray had the following comments.

1. Zebulon Assisted Living LLC expansion project must comply with the 2001 TOZ Multi-modal transportation plan for Gannon Ave roadway widths and curb and gutter requirements. Since other developments are not projected in the area; staff recommends that they provide a bond for the roadway improvements until a fee and lieu can be adopted by the Board of Commissioners later this year. Please have engineer provide sealed construction estimate for completion of the following scope.
 - a. Eleven foot roadway with 3' with bike lane – 14'. Requires an additional 1.5 ' roadway widening
 - b. 30" Curb and gutter –
 - c. Storm drainage
 - d. Utility Relocation issues – (Telephone, cable, fiber, water/sewer, gas and etc)
 - e. Survey and const. staking
 - f. Construction inspection
 - g. Engineering Design
 - h. Geo-technical services
 - i. 15% project contingency
 - j. 110% Bond Amount

You can obtain a copy of the 2001 Transportation Plan from the Public Works office. All construction must comply with the NCDOT Standards.

2. Please provide lighting plan data for existing and relocated lighting to review for compliance with Town Specifications – standards can be obtained from the Public Works office.

Planning Department

Mark Hetrick stated that their comments would be provided at a later date. Below are those comments.

1. Sheet #1 - North arrow for the vicinity map
2. Refer to Chris Ray, Public Works Director, comments regarding the Hwy 97 roadway improvements per the 2001 Multi-Modal Transportation Plan requirements
3. If additional signage is requested, it will need to be submitted to the town for review and approval. Sign installation may be included with the appropriate building permit for the site, but a separate sign permit will need to be filled out with the town. All signage must be located 20' outside of any right-of-way
4. Fees will be calculated once building permit is dropped off, and all fees will need to be paid at the time the building permit is picked up

Raleigh

The City of Raleigh had no comments.

Technical Review Committee

Minutes

March 29, 2011

TRC 2011-08—Tommy Perry at 1500 N. Arendell Avenue – to locate an ice cream shop

Stormwater

Debra Greene had the following comments.

1. Stormwater

As submitted, this project is exempt from both the stormwater requirements and sediment control/grading permit requirements. Because the proposed disturbance is 19,986 square feet (just under the 20,000 square foot threshold for triggering a stormwater plan/permit), the concern exists that the grading activity will potentially exceed the disturbance limits. If this occurs, the site will be in violation of the stormwater ordinance and a permit will be required. The remaining area where nothing was proposed to be located needed to remain an undisturbed vegetative open state. There is also concern that the “ditch to daylight” depicted on the northern property line will contribute additional runoff to an existing problem with standing water behind the ABC store. Need to think about the sending of additional water that way and the issue needed to be resolved.

2. Sediment Control

Although a grading permit is not required by Wake County for this project, a sediment control plan should be provided as part of the construction plans. The plan should clearly delineate the limits of construction (including any staging areas and off-site road improvements) and include sediment control devices appropriate to effectively prevent off-site sediment loss.

Police

There were no comments at the current time.

Fire

There were no comments at the current time.

Public Works

Chris Ray had the following comments.

1. N. Arendell Roadway Improvements must comply with the 2001 TOZ Multi-model transportation plan for roadway widths, sidewalk, curb and gutter, and landscape median. Currently, the Town of Zebulon in progress of Development the N. Arendell Access Mgt plan and drawings. Until these plans are completed or fee in lieu adopted by the BOC, please have the engineer provide sealed estimates for the necessary site improvements for site improvements bond. Bonds are typically held for one year or until fee in lieu is adopted. Enclosed is copy of the 2001 Transportation plan. Estimates should include the following items:
 - a) Two lane roadway with bike lane – 25’ – NCDOT Standards
 - b) 9’ Landscape Median – grass with landscape
 - c) Curb and gutter
 - d) Storm drainage

Technical Review Committee

Minutes

March 29, 2011

- e) Sidewalks -5'
 - f) Utility Relocation issues -)Telephone, cable, fiber, water/sewer, gas and etc)
 - g) Survey and const. staking
 - h) Construction inspection
 - i) Engineering Design
 - j) Geo-technical services
 - k) 15% project contingency
 - l) 110% Bond Amount
2. Please provide lighting plan in accordance with TOZ lighting standards – see attached
 3. Reminder regarding – NCDOT encroachment agreement requirement
 4. Please note driveway proposed as privately maintained.

Planning

Mark Hetrick stated that they would be emailing their comments later in the day. Their comments were as follows.

1. Landscaping
 - a. Crepe Myrtles
 - i. Minimum 10'-12' at time of installation
 - ii. Spacing no more than 35' apart with 5 bushes (minimum 3 gallon; 18" in height) in between
 - b. All trees must be a minimum of 2½" caliper at time of installation
 - c. Sheet #3; Landscape Calculations box – last note *Buffers Between Adjoining Properties* the word “existing” is misspelled
2. Minor subdivision plat approval required per §152.055
3. Screening of mechanical equipment required per §152.235(H)
4. Hwy 96 roadway improvements
 - a. Minimum 5' sidewalk
 - b. Bike lane, landscaped median, curb and gutter, and roadway widths per 2001 Multi-Modal Transportation Plan
 - c. Bond or LOC amounts will be required for the outstanding roadway improvements.
 - d. Bond or LOC will be reviewed and approved by Chris Ray, Public Works Director.
5. Signage is not approved and will need to be submitted to the town. Sign installation may be included with the appropriate building permit for the site, but a separate sign permit will need to be filled out with the town. All signage must be located 20' outside of any right-of-way.
6. Fees will be calculated once building permit is dropped off, and all fees will need to be paid at the time the building permit is picked up.

Raleigh

The City of Raleigh had no comments.

Technical Review Committee

Minutes

March 29, 2011

Sidney Perry asked if the roadway was going to be gravel or paved. Chris Ray stated that it would be paved.

There were no further comments and the meeting was adjourned at 10:20am.

Date

Mark Hetrick—Planning Director

SEAL

Lisa M. Markland, CMC—Town Clerk