

Minutes
Zebulon Technical Review Committee
March 30, 2010

Present: Mark Hetrick-Planning, Tim Hayworth-Police, Sidney Perry-Fire, Rick Hardin-Manager, Chris Ray-Public Works, Julie Wilkins-Planning, Lisa Markland-Town Clerk

Others Present: Brenda Taylor, Carol Ellis, Williams-Pearce & Associates.

Mark Hetrick called the meeting to order at 10:00am.

The minutes from November 24, 2009 were adopted by consent.

Mark Hetrick stated that they were going to review a proposed community center for the House of Joy located at 108 W. North Street.

Public Works

Chris Ray gave the following comments:

1. He would like to see details added to the plans for curb and gutter 2.2 and 2.13 for the handicapped ramp (if a ramp should be needed).
2. If the entrances are asphalt then the crosswalks needed to be striped. If the sidewalk continues in concrete across the entrances then no striping is needed.
3. At completion of project, before C.O. issued the project; the contractor/developer needs to dedicate the new curb and sidewalk with construction values to the Town of Zebulon. The contractor will also need to provide a one year warranty for all work dedicated to the Town of Zebulon.
4. Construction Inspector for the project will be Jason Brown. Please schedule all inspections at least 24 hours in advance with Jason who can be reached at 795-5640.

Fire

Sidney Perry had the following comments:

I have no comments since it is an existing structure and the house is within 150 feet of the street right of way, which eliminates the requirement for a fire apparatus roadway.

They would require fire extinguishers, six-inch street address numbers, proper door widths, and several other things to be done which could be discussed later in the process.

Mark Hetrick stated that since there was a change in use from a single family home to a community center they would need to talk with the building inspector.

Rick Hardin did not have any comments.

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Police

Tim Hayworth asked if they would have people spending the night at the facility and would they be court ordered rehabilitation type people. Carol Ellis stated that they would not be doing that but that there may be people who stated occasionally.

Planning

Mark Hetrick had the following comments:

1. Vicinity Map – Please provide Street Directions (N, S, E, W)
2. Vicinity Map – Please provide a North Arrow
3. Site Data Block – Please include acreage of property
4. Site Data Block – Please state whether inside or outside floodplain/ FW and provide FIRM map number and date.
5. Please include a detail of the berm to be used for landscaping.
6. Provide another tree and five bushes north of the existing storage building located at the north east property line where it joins Suzanne Smith's property.
7. Extend 20' landscaping along Smith property line.
8. Provide another tree and five bushes at the south east property line for streetscaping.
9. Extend proposed curb and gutter beyond sidewalk.
10. Show existing water and sewer service lines, meters, backflows, mains and label with material and sizes.
11. Please provide updated letter from the Zebulon Baptist Church on the agreement for off-site parking.
12. 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.
13. 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.

Conditional Use Permit 2009-03 Conditions of Approval:

1. Comply with the Zebulon Technical Review Committee (TRC) review.
2. The Conditional Use Permit, CU 2009-03, will expire if the property is sold to a party other than Mrs. Carol Ellis.
3. Hours of operation shall be Monday through Saturday, 8 a.m. to 9 p.m., Sunday, 8 a.m. to 10 p.m.
4. Adequate parking is maintained on-site within 400 feet.
5. No retail sales would be allowed.
6. While operating as a Community Center, the house will not be rented or sublet as an apartment or dwelling.

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City of Raleigh

Julie Wilkins read the comments for Raleigh.

1. Please show all existing water and sewer mains with size and material
2. Please show all existing and proposed services with size and material.
3. Please submit test report on backflow assembly.

Carol Ellis thanked Mark and staff for all their help and looked forward to being a park of the community.

The meeting was adjourned at 10:15am.

Date

Mark Hetrick—Planning Director

SEAL

Lisa M. Markland, CMC—Town Clerk