

**Minutes**  
**Zebulon Technical Review Committee**  
**May 25, 2016**

Present: Mark Hetrick-Planning, Julie Spriggs-Planning, Chris Perry-Fire, Tim Hayworth-Police, Chris Ray-Public Works, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Debra Tanner-Stormwater, Raleigh-Declined to attend  
Others Present: Applicant not present

Julie Spriggs called the meeting to order at 10:00am.

Mark Hetrick made a motion, second by Tim Hayworth to approve the minutes of March 30, 2016. There was no discussion and the motion passed unanimously.

**NEW BUSINESS**

*TRC-2016-04—ZTown Properties*

Julie Spriggs stated that they would be reviewing the site plan for ZTown Properties that would like to renovate an existing building as well as build a 2000sf addition to be used as a commercial building at 713 N. Arendell Avenue.

City of Raleigh

Julie Spriggs read their comments as prepared by Patrick Paine into the record which are as follows:

1. Add Attention Contractor Note from latest handbook revision PU Handbook Appendix D to the cover and utility sheet.
2. Add Standard Utility Notes to Utility Plan Sheet PU Handbook Appendix D.
3. List make, model and location of RPZ.
4. What will this business be, will it require grease traps?
5. No fences are allowed in the COR sanitary sewer easement.

Environmental Services

Debbie Tanner had the following comments. Following items must be addressed prior to pre-submittal plan approval.

1. One copy of the Municipal Stormwater Tool (Site Data Sheet, Drainage Area Sheets, Site Summary Sheet, BMP Sheets, and BMP Summary sheet). The design tool is located at: <http://www.wakegov.com/water/stormwater/management/program/Pages/default.aspx>
2. Drainage Area Maps with stormwater discharge points (existing/post construction/post BMP)
3. Location and type of all proposed stormwater management structures (grass swale, wet/dry detention basin, filtering/infiltration basin, bioretention, etc.)
4. Proposed easement access lanes and sediment disposal areas for future maintenance of stormwater management facilities. (maintenance easement around proposed stormwater device)

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5. Stormwater Review Required - All residential subdivision development must submit a plan to comply with Chapter 151. Office, institutional, commercial or industrial development that disturbs greater than 20,000 square feet is required to comply with the stormwater management regulations of Chapter 151. Development and redevelopment that disturb less than 20,000 square feet are not exempt if such activities are part of a larger common plan of development or sale, even though multiple, separate or distinct activities take place at different times on different schedules. [Chapter 151.05(B)(1-3)]
6. Stormwater Permit – is required for all development and redevelopment unless exempt pursuant to the Code of Ordinances. A permit may only be issued subsequent to a properly submitted, reviewed and approved stormwater management plan and permit application. [Chapter 151] Note: A permit may not be required if there are no post-construction requirements (i.e. BMPs).
7. BMPs - For projects requiring stormwater treatment for quality and/or quantity control, the applicant must comply with the NC BMP Manual, as well as [Chapter 151.50 – 151.56] Completion of Improvements and Maintenance, prior to issuance of a certificate of compliance or occupancy.
8. Standards Based on Project Density- Projects are identified as Ultra Low-Density (15% or less Built-Upon Area, referred to as BUA, and less than one dwelling unit per acre), Low-Density (more than 15% BUA and no more than 24% BUA), and High-Density (24% or more BUA). [Chapter 151.35]
9. Standards for High-Density Projects:
  - a. Measures shall control and treat runoff from the first inch of rain. Runoff volume drawdown time shall be a minimum of 48 hours, but not more than 120 hours.
  - b. Structural measures shall be designed to have a minimum of 85 % average annual removal for Total Suspended Solids (TSS)
  - c. Permanent on-site BMPs shall be provided to lower the nitrogen export amounts and are to be designed in accordance with and as specified in the Design Manual.
  - d. No net increase in peak flow leaving the site from the pre -development conditions for the 1 yr- 24hr storm. Runoff volume drawdown time shall be a minimum of 48 hours, but not more than 120 hours.
  - e. Location of development and redevelopment outside Riparian Buffer and Flood Protection Zones
10. Although a sediment control plan submittal and grading permit are not required for this project, I recommend adding a construction detail for drop inlet protection to the proposed sediment control plan for the site.

Town Manager:

Joe Moore stated that his comments were covered by Chris Ray in Public Works under item 7.

Fire

Chris Perry stated that they did not have any comments.

Police

Police Chief Tim Hayworth had no comments.

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Public Works

Chris Ray had the following comments.

Chris asked about Debbie's comments said that what they had done internally to address those properties under 20,000 was to require that they do calculations for the dissipater pads, such as the pre and post to make sure that they are not creating any additional surging of runoff downstream. Staff was looking for a way to slow the water down and let it release over time.

Departmental Comments

1. Eliminate the pull in parking along street right-of way as this parking creates a hazard with traffic leaving the bank drive-through.

Joe Moore asked for a clarification for exactly where the parking was that was being referenced. Chris stated it was the parking located along W. Franklin Street.

Mark Hetrick said that they had spoken with Reid Elmore with DOT and stated that NCDOT was not in favor of that type of parking either. Reid said that it could pose a safety issue on Arendell with the turn movements coming onto W. Franklin Street.

Tim Hayworth said that it could create the same type of issue that they had with the Zebulon Animal Hospital.

2. Please include curb and gutter along West Franklin Street for the length of the property. Due to the difficulty in compacting the curb and gutter base in the small areas, please include a 4" concrete base as part of the curb and gutter installation instead of installing the CABC base material. Pour the curb and gutter and base as one pour.
3. Please include 1' roadway widening the length of the property. Due the difficulty in compacting such a small roadway widening - please use the following pavement structure design
  - a. 5" of B25.0B
  - b. 2" of I19.0B
  - c. 2" of SF 9.5B
4. Please add 5' sidewalk along West Franklin Street with Handicap ramps at driveway entrance.
5. Please provide 5' clear wide crosswalk striping across driveway.
6. Please include stop bars and stop signs at driveway exit.
7. Please include stop sign at driveway exits
8. Please include lighting plan for the property per section 3 of the Street and Storm Drainage Specifications Manual. See attached.
9. Please note the 30" CMP under West Franklin is actually 30" by 36" elliptical pipe. Since elliptical pipe has slightly greater capacity than round pipe –treat as 36" diameter pipe. Therefore, the (2) 30" diameter pipe will be needed to handle existing and new flows amounts. Note: 1.6 30" diameter pipe equal (2) 1.6 30.inches diameter HDPE pipes. All storm drainage improvements outside of the right-of-ways will be the

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responsibility of the developer/owner to maintain at completion of project.....this should be added to the plans.

10. Please include the following notes on the plan:

- a. All roadway work will be in accordance to the latest version of Town of Zebulon Street and Storm drainage specifications manual.
- b. Construction inspection will be provided by Jason Brown or third party Engineer. Jason Brown can be reached at 919-795-5640. Contractor shall provide a minimum of 72 hours of notice to the Town prior to beginning construction. A pre-construction meeting shall be held with inspector prior to beginning construction.
- c. The contractor is responsible for submitting a traffic control plan to the Town of Zebulon Construction Inspector Jason Brown for approval. The goal is not to restrict traffic during peak business hours of 6:00am and until 8:00 am and 4:30pm to 6:30 pm Monday through Friday. All traffic control must comply with the latest edition of the Manual on Uniform Traffic Control devices.
- d. The Town shall not be responsible for ensuring proper grades and alignment of Roadway and Curb and Gutter. If the alignment and grades are incorrect; it will be the responsibility of the contractor/developer/owner to make corrective repairs at their own expense.
- e. At the completion of the project, the Developer shall dedicate all ROW improvements (sidewalk, curb and gutter and roadway).
- f. At the completion of the project, the Developer shall provide the Town of Zebulon with a one-year warranty for all dedicated improvements.
- g. The contractor shall notify all the adjacent property owners a minimum of **one week prior to the beginning of the roadway and sidewalk construction.**
- h. All flagging operations within TOZ Right of Way require qualified and trained Work Zone Flaggers. The contractor shall provide all barricades, signs, etc. to protect and secure the construction area, equipment and materials from the public.
- i. It shall be the responsibility of the contractor to determine the location of other utilities within the project scope. The contractor shall be responsible for notifying other utilities owners and providing protection and safeguards to prevent damage or interruption to existing facilities and to maintain accessibility to existing utilities.
- j. Any existing roadways, driveways, curb and gutter, sidewalk, signage or drainage structures that are damaged during the construction shall be repaired to their original condition. The contractor shall keep the roadway clean of dirt and debris at all times throughout the duration of the project. Excavated materials shall not be placed on the roadway at any time. Excavations shall not be left open or unsafe during overnight hours.
- k. At the end of each working day, equipment shall be parked a minimum of 15' from the back of the curb to ensure safety of vehicle traffic.
- l. Stop bars shall be twelve (12) inches wide and crosswalks shall be (4) inches wide consisting of thermoplastic material. Both shall meet the requirements of Section 1087 of the NCDOT "Standard Specifications for Roads and Structures."

11. Please add the attached detail to the plans.

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Planning

Mark Hetrick had the following comments:

1. 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.
2. Final zoning approval will not be given until all approved permits from other agencies are on file with the Town (DWQ, NCDOT, etc.)
3. Signage is not approved with site plan. A separate building and zoning permit are required for all signage.
4. Per §152.311, provide a large shade tree every 35' with at least 5 bushes minimum 3-gallon container and 18" in height must be planted 3' apart. A complete list of large shade trees can be found at §152.315. Streetscaping will be for Franklin and Arendell as this is a corner lot. If large shade tree and shrubs cannot fit in space on west side of parking lot entrance on Franklin, can move large shade tree to southeast corner of parking lot to help meet parking tree requirements.
5. §152.312 - Vehicle Accommodation Area Tree Requirements
  - a. 1 to 50 parking spaces → 1 tree for every 8 spaces
6. Provide a copy of the building elevations which illustrates:
  - a. The brick material used for this development's exterior features,
  - b. Colors used in the façade features, and
  - c. Any signage to be displayed on the building or at the site.
7. Add a note stating that the property is either inside or outside the floodplain and floodway. Reference the FIRM (Flood Insurance Rate Map) map number and effective date of the map.
8. §152.234 Sites for and Screening of Dumpsters
  - a. If a private dumpster is going to be used, please show location of dumpster and screen on three sides.
  - b. If there is no dumpster, add note detailing plans for trash collection.
9. Parking calculation should be 1:200 SF not 1:400 SF. 15 spaces shown on site plan behind building as proposed can stay. Remove 9 pull-in/back-out spaces from Franklin Street. Use 1:400 for existing 2300SF – 6 spaces and 1:200 for new office space - 10 spaces.

Joe Moore said that his understanding was that six spaces were due for the existing 2300sf and 10 spaces would be required for the addition being planned which would be 16 total spaces. There were only 15 on the plans. Mark explained that his calculations were for the 1:200sf and they qualified for the 1:400sf based on the proposed offices for the building which would be a total of 11 parking spaces.

10. Owner information on some of the pages is incorrect
11. Remove some of the existing conditions on proposed site plan details unless existing improvements are remaining; note existing improvements to be removed
12. Provide wheel stops for all parking spaces unless curb and gutter is being provided internally
13. Add graphic scale text (1" = 20')

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14. On vicinity map and site plan – add the appropriate North, South, East, West notations for all streets
15. §152.162(B)(1)(d) – Multi-frontage lots - Provide a 30’ setback on Franklin Street
16. Provide building elevations for the future new building addition (Phase 2)
17. §152.271(A) – General Design Requirements – “vehicle accommodation areas shall be designed so that, without resort to extraordinary movements, vehicles may exit such areas without backing onto a public street”
18. §152.309 Types of Buffers – Provide Type B buffer; minimum 6’ privacy fence will need to be added

Joe asked if the privacy fence was a means to satisfy the buffer requirements. Mark Hetrick stated that was correct. Joe said that they could come back with something else and Mark stated that was correct.

19. §152.235(C)(1) - “All buildings or additions to any building that is visible from any street, right-of-way, alley or proposed right-of-way shall be comprised of brick or stone, but may contain accent elements of glass or other masonry exterior architectural features.”
20. General Notes:
  - a. Please maintain lawn

Joe asked if any notice had been given to the property owner about the violation and Mark stated he did not think so but he would have to check with Matt to know for sure.

- b. Landscaping over sewer service lateral may need to be reconsidered due to future root issues

Debbie Tanner asked Chris Ray about the discharge point on the parking lot at the bottom left corner and what the downstream condition looked like. Chris Ray stated it was basically a drainage swell and a ditch. Debbie said her concern was that if they were evaluating for stormwater and receiving offsite going through that area and then adding the parking lot and post peak would be increased. Chris said that it needed to be looked at closer and that was why they were being asked to look at the dissipater pad and other calculations.

Debbie said that the interpretation of what would be exempt within the stormwater ordinance and she read “...anything office, institution or commercial that disturbed greater than 20,000sf had to comply; development and redevelopment that disturbed less than 20,000sf are non-exempt if the activity is part of a larger common plan of development...even though multiple, separate, distinctive activities take place at different times on different schedules.” Debbie said if there was an existing building and they were doing an expansion but not open for future expansion; however, if they were doing more now and planned to do more later then it clearly would be under the ordinance.

Debbie said that it was the Town of Zebulon’s call if they were going to say it was exempt and there would not be future larger plans of development. Mark Hetrick said that would be the

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question as to if and when the future improvements were required would it be at the phase 2 of the addition behind the existing structure. Debbie asked if phase one was the parking lot.

Chris Ray said that it was his understanding that since it was drawn on the plan that the developer was including the phase 2 immediately. Chris asked if it was noted on the plan that it was future. Debbie Tanner said from a practically standpoint she did not see how they could comply. Chris said he agreed with her. Mark Hetrick said that on the plan it stated "add new building at phase 2".

Chris Ray asked if their calculations for impervious surface included the future development. He said that it would need to be scaled off and looked at specifically. It was assumed that the 11,500sf of impervious surface included that building in the future phase 2. Mark said that they would need to ask for clarification and that it be broken down further so that it could be reviewed.

Debbie Tanner said that it would be a judgement call for the Town.

A second question from Debbie Tanner was whether the area for the proposed parking was currently open land. Chris Ray said it was a lawn currently. Debbie said that it would have helped if it previously had been impervious surface.

Debbie stated that they stated the existing impervious area was 2,500sf and it was actually over 3,000sf and then adding 11,000sf and does that number include the additional 2,000sf for the building. Chris said the next review would allow for obtaining additional information to make a better decision. Debbie said her main concern was downstream.

Chris Ray said that there was no easement downstream and the Town did some maintenance since they were an adjoining property owner at one location. It was basically a private drainage easement.

Julie Spriggs stated that they would be removing nine parking spaces so it would be less than depicted on the plans and the calculations would have to change. Chris said at that time they would need to clarify existing, parking and new building to see what the number would be to determine the requirements. Debbie Tanner explained that there was potential for underground detention but it would be very expensive.

Julie stated that there would not be a meeting on June 29, 2016 and the next meeting would be July 27, 2016.

Since there were no utilities, stormwater or building for the Cypress Creek Renewables it would be an in house review.

Plans for Taryn Lakes would be due by June 1, 2016 for the July TRC on July 27, 2016.

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Zebulon Commons had a conditional final approval until the NCDOT encroachment agreement was received. When it was received it would have a final approval.

There were no further comments from anyone present.

Mark Hetrick made a motion, second by Joe Moore to adjourn the meeting. There was no discussion and the motion passed unanimously.

The meeting was adjourned at 10:34am.

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Date

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Lisa M. Markland—Town Clerk

SEAL