

**PLANNING BOARD**  
**Minutes**  
**July 27, 2015**

Present: Darrell Jones, Sam Hayes, Gene Blount, Laura Johnson, Kenny Waldroup, Avon Privette, Larry Ray, Mark Hetrick-Planning, Julie Spriggs-Planning, Matt Watterson-Planning, Toby Hampson-Attorney, Lisa Markland-Clerk

The meeting was called to order by Darrell Jones at 7:00pm.

Lisa Markland swore in Kenny Waldroup.

Darrell Jones stated that they would be reviewing SU 2015-04 for Shepard's Park which was tabled at the last meeting.

Larry Ray made a motion, second by Laura Johnson to approve the agenda as presented. There was no discussion and the motion was passed unanimously.

**OLD BUSINESS**

*SU 2015-04—Special Use Permit amendment request by Black Orchid Equity for Shepard's Park Subdivision on Old Bunn Road*

Darrell Jones asked if staff had anything that they wanted to share with the Board. There were no additional comments from staff according to Mark Hetrick.

Darrell reminded the Board that they could only consider information that was presented at the public hearing on July 13, 2015. Anything that was not discussed or brought out at that meeting could not be brought forth or considered at this meeting.

Kenny Waldroup asked that they start with attachment 16 of the agenda packet and review each condition.

Mark Hetrick presented the original conditions and proposed changes via PowerPoint and the agenda packet. There were recommended changes by the developer and staff to the original conditions.

1 – Site plan review by the Zebulon Technical Review Committee.

No changes recommended

Planning Board agreed with staff's recommendations.

2 – All owners of developable lots shall immediately become members of a Homeowner's Association whose responsibility will include maintenance of all open space and improvements built therein.

Staff was recommending a technical change of correcting the word "improvement" to be "improvements".

Planning Board agreed with staff's recommendations.

Planning Board  
Minutes  
July 27, 2015

3 – Staff was recommending the following change: Homeowner’s Association, or if applicable a Homeowner’s Association management firm shall be in place to enforce and abate all community association covenants, conditions, and restrictions. Such enforcement may include, but is not limited to, tall grass, trash, debris and rubbish along with the removal of junked, abandoned, or nuisance automobiles as defined by the most recent adopted Town ordinances.

Planning Board agreed with staff’s recommendations.

4 – Staff was recommending the following change: All lands within areas required to be maintained as open space by the Homeowner’s Association shall be protected by a permanent conservation easement and restrictive covenant, prohibiting further development, and recorded upon final plat approval as “Open Space”.

Planning Board agreed with staff’s recommendation.

5 – No unauthorized disturbances of environmentally sensitive areas as defined by U.S. Army Corps of Engineers, NCDENR, Wake County Environmental Services and the Town of Zebulon Planning Department.

No changes were recommended.

Planning Board agreed with staff’s recommendation.

6 – No portion of any lot shall contain wetlands, riparian buffers, floodplain or floodway.

No changes were recommended.

Planning Board agreed with staff’s recommendation.

7 – Staff was recommending the following change: Greenways are required to be established, built and maintained in accordance with the most recent adopted Greenways Master Plan for the Town.

Planning Board agreed with staff’s recommendation.

8 – Staff was recommending the following change: Development must comply with Section 503 and Appendix D of the 2012 NC Fire Prevention Code or current edition adopted for use by the Town of Zebulon.

Planning Board agreed with staff’s recommendation.

9 – Staff was recommending the following change: A variable width Type “A” landscape buffer necessary to accommodate the proposed landscaping shall be installed along Shepard School Road and Old Bunn Road. An understory tree may be substituted for each canopy tree if the Land Use Administrator determines that there would be a conflict with overhead utility lines.

Planning Board agreed with staff’s recommendation.

10 – Staff was recommending the following change: Only one entry monument sign installed on Old Bunn Road will be allowed and shall be made of brick, stone, or masonry material that includes an identification sign not to exceed 32 square feet and must be set back at least 10’ from the public right-of-way.

Planning Board agreed with staff’s recommendation.

11 – Staff was recommending the following change: Completion of any roadway infrastructure and right-of-way widths for Phase I as shown on the Conceptual Plan as-built drawings for Shepard’s Park Subdivision dated June 2, 2015 needs to be completed as originally designed and as partially installed. Prior to acceptance and dedication by the Town, all improvements must be in accordance with the Town’s transportation engineer (Volkert, Inc.) findings detailed in a letter dated July 6, 2015. Engineer certification of the roadway must be provided by a licensed engineer with acceptable bonding information prior to the issuance of a final plat for the development.

Planning Board agreed with staff’s recommendation.

Planning Board  
Minutes  
July 27, 2015

12 – Staff was recommending the following change: Installation of five foot wide sidewalks along Old Bunn Road and Shepard School Road. Sidewalks along Shepard School Road shall be installed prior to the issuance of a certificate(s) of occupancy for the “Reserved Future Development” sites as shown on the Conceptual Plans for Shepard’s Park Subdivision dated June 2, 2015 or within five years of the special use permit’s approval, whichever comes first.

Planning Board agreed with staff’s recommendation.

13 – Staff was recommending the following change: Each street within the subdivision will be required to have five foot wide sidewalk on one side of the street.

Planning Board agreed with staff’s recommendation.

14 – Staff was recommending the following change: All residential uses shall be setback at least twenty-five (25’) from Old Bunn Road and shall be screened from Old Bunn Road as shown on the Conceptual Entrance Plan for Shepard’s Park Subdivision dated June 2, 2015.

Planning Board agreed with staff’s recommendation.

15 – Staff and developer were recommending changes: after discussion by the Planning Board the following condition is recommended: Installation and maintenance of any cemetery which would include a buffer around the cemetery that was a minimum of ten feet, a wrought iron fence and provide a pedestrian easement for public access. Homeowner’s Association, or if applicable a Homeowner’s Association management firm, shall be in place to maintain all cemetery improvements built therein.

16 – Staff was recommending the following change: Preservation as Open Space, any rock out cropping or rock formation that appears above the surface of the surrounding land.

Planning Board agreed with staff’s recommendation.

17 – Staff and developer were recommending changes and the following was the Planning Boards recommended change: All decorative street signage and street lights must be in accordance with the latest version of the Town of Zebulon Street and Storm Drainage Standards and Specifications Manual specifications. The developer is responsible for the coordination with Duke Energy on the lighting plan layout; however, the Town of Zebulon will be approving the lighting plan. The developer is responsible for paying the current Duke Energy fee pole to the Town of Zebulon prior to installation.

18 – Staff was recommending the following change: All curb and gutter installations throughout the subdivision and along all rights-of-way should be in accordance with the latest version of the Town of Zebulon Street and Storm Drainage Standards and Specifications Manual specifications.

Planning Board agreed with staff’s recommendation.

19 – Staff was recommending the following change: Installation of mailbox kiosk per United States Post Office standards. Access and parking for the mailbox kiosk site should be in accordance with the latest version of the Town of Zebulon Code of Ordinances and the Street and Storm Drainage Standards and Specifications Manual specifications.

Planning Board agreed with staff’s recommendation.

20 – Staff was recommending the following change: All driveways shall be concrete and able to accommodate at least two vehicles outside of the public right-of-way and should be in accordance with the latest version of the Town of Zebulon Street and Storm Drainage Standards and Specifications Manual specifications.

Planning Board agreed with staff’s recommendation.

21 – All homes within the subdivision will be required to have a garage.

No changes recommended.

Planning Board agreed with staff’s recommendation.

Planning Board  
Minutes  
July 27, 2015

22 – Exterior building materials will be brick, stone, vinyl or hardi-plank siding.

No changes recommended.

Planning Board agreed with staff's recommendation.

23 – Staff was recommending the following change: Foundations will be slab on grade, crawl space or basement as determined by the site grading and topography.

Planning Board agreed with staff's recommendation.

24 – Staff was recommending the following change: The minimum and average lot sizes will be as shown on the Conceptual Plans for Shepard's Park Subdivision dated June 2, 2015.

25 – The minimum heated square footage for each house will be no less than 1500 square feet.

No changes recommended.

Planning Board agreed with staff's recommendation.

26 – One deciduous shade tree to be planted in the front yard of each home with a minimum caliper of 2.5 inches.

No changes recommended.

Planning Board agreed with staff's recommendation.

27 – Staff was recommending the following change: Fifty percent of all homes must have a front façade comprised of brick or stone equal to a minimum of thirty-three percent overall coverage.

Planning Board agreed with staff's recommendation.

28 – Staff recommended deleting this condition due to it being handled in a new condition.

Planning Board agreed with staff's recommendation to delete.

29 – Staff was recommending the following change: A secondary entrance shall be constructed along Old Bunn Road as part of Phase I and as shown on the Conceptual Plans for Shepard's Park Subdivision dated June 2, 2015. Any additional road connections on Shepard School Road for the parcels shown as Future Development will be reviewed and approved by the Town of Zebulon and the North Carolina Department of Transportation during the appropriate site plan approval process.

Planning Board agreed with staff's recommendation.

30 – Staff and developer were recommending changes and after discussion the following was the Planning Boards recommendation: Along the main thoroughfare from the entrance to the second roundabout, a 15' landscape easement will be provided for aesthetics and screening purposes. Street trees will be planted every one hundred feet (100') on each side of the road with alternating spacing and shall be planted within the 15' landscape easement. Trees shall be deciduous and shall be a minimum size of 3" caliper at time of planting. Tree varieties shall be approved by the Technical Review Committee.

31 – Staff was recommending the following change as recommended by the engineer: In accordance with the Town's transportation engineer (Volkert, Inc.) findings detailed in a letter dated July 6, 2015, 'individual driveways to the main road should not be allowed for lots 38 through 42. Additionally, no driveways to individual lots should be located within the circulating roadway of any internal roundabouts and should be located as far away from the entrance to the circulating roadway as practical. Finally for the southern entrance, no driveways should be allowed within 100 feet of Old Bunn Road'.

Planning Board agreed with the recommendation.

32 – A pre-blast survey shall be required when blasting will occur within 1000 feet or less of a structure.

No changes were recommended.

Planning Board  
Minutes  
July 27, 2015

Planning Board agreed with staff's recommendation.

33 – The applicant requesting approval to blast shall provide a bond or submit a certificate of insurance in the minimum principal sum of \$100,000.

No changes were recommended.

Planning Board agreed with staff's recommendation.

34 – Staff was recommending the following change at the request of the Fire Chief: Blasting operations shall be conducted in accordance with the provisions of NFPA 495 and section 3307 of the NC Fire Prevention Code.

Planning Board agreed with staff's recommendation.

35 – Staff and developer recommended changes and the following was the Planning Boards recommendation: All residents and businesses within 1000 feet of the blast shall be notified a minimum of 48 hours prior to the actual blast. This shall be accomplished by personal contact and if the resident is not home at that time a letter is to be sent by certified, return receipt mail. A log of all people contacted will be kept by the blasting company and available to town officials.

Planning Board agreed with staff's recommendation.

36 – Staff and developer recommended changes and the following was the Planning Boards recommendation: All recreation amenities need to be detailed on a site plan and recreation master plan to show the location and proposed use of parks, open space, and passive recreation areas. This plan will be reviewed and approved by the Zebulon Technical Review Committee. Permits for the construction of the cabana with restrooms and pool shall be picked up prior to the issuance of the 30<sup>th</sup> Certificate of Occupancy for homes within the development. A Certificate of Occupancy must be issued for the cabana with restrooms and pool prior to the issuance of the 60<sup>th</sup> Certificate of Occupancy for homes within the development or within 36 months following the issuance of the final plat for Phase I of the property, whichever comes first.

Planning Board agreed with staff's recommendation.

The following are the proposed new conditions from staff.

1 – Homeowner's Association, or if applicable a Homeowner's Association management firm, shall be responsible for the maintenance and upkeep of all provided landscaped center islands, roadway medians, or roundabouts located throughout the development.

Planning Board agreed with staff's recommendation.

2 – The buffer width requirement was reduced from 30' to 10'; however, the landscaping requirement within the buffer will remain as that of a Type "A" buffer.

Planning Board agreed with staff's recommendation.

3 – Certification of the storm drainage infrastructure must be provided by a licensed engineer. Certification must be confirmed through video documentation provided to the Town. Certification must be provided and approved prior to the issuance of a final plat for the development.

Planning Board agreed with staff's recommendation.

4 – Installation and dedication of a minimum twenty foot (20') public greenway trail easement along Beaverdam Creek is required to be constructed with a minimum pavement width of ten feet (10') and a minimum 6.25 ton load capacity for any necessary bridges or boardwalks. Greenway trail to be in accordance with the latest version of the Town of Zebulon Street and Storm Drainage Standards and Specifications Manual specifications. Upon dedication and

Planning Board  
 Minutes  
 July 27, 2015

acceptance, all maintenance of the Beaverdam Creek public greenway trail will be the responsibility of the Town. Approved engineer drawings of the proposed Beaverdam Creek public greenway trail will be required prior to Phase 2 final plat approval with installation complete prior to Phase 3 final plat approval.

Planning Board agreed with staff’s recommendation.

5 – Installation and dedication of a minimum twenty foot (20’) public greenway trail easement must be provided for a connection to be made at each cul-de-sac that backs up to Beaverdam Creek and the public greenway trail. Greenway trail connection is required to be constructed with a minimum pavement width of ten feet (10’) and a minimum 6.25 ton load capacity for any necessary bridges or boardwalks. Trailhead connections should be in accordance with the latest version of the Town of Zebulon Street and Storm Drainage Standards and Specifications Manual specifications and must be provided where the sidewalk meets each greenway trail extension. Upon dedication and acceptance, all maintenance of the Beaverdam Creek public greenway trail or trailhead connections will be the responsibility of the Town. Trail and trailhead connection improvements to the Beaverdam Creek public greenway must be complete prior to final plat approval for Phases 4 and 5.

Planning Board agreed with staff’s recommendation.

6 – A traffic impact analysis (TIA) must be provided for the entire development in accordance with the Town of Zebulon Code of Ordinances and adopted Transportation Plan. The TIA will be reviewed and approved during the Zebulon Technical Review Committee by the Town of Zebulon and North Carolina Department of Transportation.

Planning Board agreed with staff’s recommendation.

7 – Any areas listed as “Reserved Future Development” and developed as single-family detached dwellings will be subject to the conditions stated within this special use permit. Plat approvals will be reviewed and approved per the Zebulon Code of Ordinances and adopted Plans. Uses other than single-family detached dwellings will be issued a permit in compliance with the adopted permitted uses table.

Planning Board agreed with staff’s recommendation.

8 – Mailbox kiosk should be constructed to match the cabana’s building elevation in addition to providing a minimum 6’ covered area to protect homeowners from the elements.

Planning Board agreed with staff’s recommendation.

9 – The following is the recommendation of the Planning Board after discussion. Payment of a fee for the Beaverdam Creek Sewer Outfall project (currently approximated to be \$1,167.31 per house) will be required to be paid prior to the building permit issuance for each lot. Listed below is the method of calculation for each lot’s proportional share to the Beaverdam Creek Sewer Outfall project:

<b>Title</b>	<b>Calculation Method</b>	<b>Value</b>
Flow capacity for the Beaverdam Creek Sewer Outfall project	1,107,301 gallons per day (GPD)	1,107,301 GPD
Average household wastewater flow per day	250 gallons per day (GPD)	250 GPD
Total project cost (estimated)	<ul style="list-style-type: none"> <li>\$4,700,000 – based on City of Raleigh Public Utilities capital improvements</li> </ul>	\$5,170,000

Planning Board  
 Minutes  
 July 27, 2015

	project estimate <ul style="list-style-type: none"> <li>• 10% contingency added</li> <li>• \$4,700,000 x 1.10 = \$5,170,000</li> </ul>	
Number of total homes in Shepard's Park (all phases)	302 homes	302 homes
Total number of homes served by the Beaverdam Creek Sewer Outfall project	1,107,301 outfall capacity / 250 GPD per home = 4,429 homes served	4,429 homes
Total cost per home	\$5,170,000 project cost / 4,429 homes served = \$1,167.31 cost per home	\$1,167.31 cost per home
Shepard's Park homes that will need to contribute to the Beaverdam Creek Sewer Outfall project	302 homes in Shepard's Park will need to contribute to the Beaverdam Creek Sewer Outfall project	302 homes
Total amount Shepard's Park subdivision will need to contribute to the Beaverdam Creek Sewer Outfall project	\$1,167.31 cost per home x 302 homes = \$352,527.62 amount needed to contribute toward the Beaverdam Creek Sewer Outfall project	\$352,527.62

The Town will review during its annual budget process the annual estimates or actual construction costs and will adjust its fee accordingly to ensure the Town is receiving full cost reimbursement and the developer is treated reasonably in respect to the cost.

10 – After discussion the Planning Board made the following recommendation: Developer is responsible for posting a bond for final roadway, sidewalk or amenities improvements for each phase prior to the issuance of the first building permit. Developer is fully responsible for all necessary roadway repairs of dedicated streets prior to final overlay and striping. Regardless of residential construction progress the final overlay of dedicated streets shall be over-laid within 24 months of the original roadway acceptance date. Prior to acceptance and dedication by the Town, all improvements must be in accordance with the Town's transportation engineer (Volkert, Inc.) findings detailed in a letter dated July 6, 2015.

11 – Installation and dedication of any roadway infrastructure, improvements, or right-of-way widths for Phase 2 and any subsequent phases as shown on the Conceptual Plans for Shepard's Park Subdivision dated June 2, 2015 to be in accordance with the latest version of the Town of Zebulon Street and Storm Drainage Standards and Specifications Manual specifications. Prior to acceptance and dedication by the Town, all improvements must be in accordance with the Town's transportation engineer (Volkert, Inc.) findings detailed in a letter dated July 6, 2015. Engineer certification of the roadway must be provided by a licensed engineer with acceptable bonding information prior to the issuance of a final plat for the development.

Planning Board agreed with staff's recommendation.

Planning Board  
Minutes  
July 27, 2015

12 – All water, sewer, and pump station improvements will be reviewed and approved by the City of Raleigh Public Utilities during the Zebulon Technical Review Committee site plan review process. The utility improvements must be in accordance with the City of Raleigh adopted plans, policies, ordinances, and handbook requirements in addition to the agreed upon conditions as executed by both parties and provided in the letter dated May 19, 2015, between the developer and City of Raleigh.

Planning Board agreed with staff's recommendation.

There was discussion where Kenny Waldroup wanted the Board to know that he worked for the City of Raleigh and wanted to make sure that was not considered a conflict of interest. Toby Hampson stated that was not a problem.

The findings of fact were reviewed and Kenny Waldroup was asked if he listened to the public hearing recording and he stated that he had. Avon Privette stated that he was not able to listen to the public hearing tape and therefore would not be eligible to vote.

Lisa Markland asked for clarification that if the Board did not officially say that they were ok with the conditions then the Board was inferring that they were indeed in agreement with the condition proposed by staff. The Board stated that was correct.

Sam Hayes made a motion, second by Laura Johnson to recommend approval of SU 2015-04 to the Board of Commissioners with the following conditions.

- 1 – Site plan review by the Zebulon Technical Review Committee.
- 2 – All owners of developable lots shall immediately become members of a Homeowner's Association whose responsibility will include maintenance of all open space and improvements built therein.
- 3 – Homeowner's Association, or if applicable a Homeowner's Association management firm shall be in place to enforce and abate all community association covenants, conditions, and restrictions. Such enforcement may include, but is not limited to, tall grass, trash, debris and rubbish along with the removal of junked, abandoned, or nuisance automobiles as defined by the most recent adopted Town ordinances.
- 4 – All lands within areas required to be maintained as open space by the Homeowner's Association shall be protected by a permanent conservation easement and restrictive covenant, prohibiting further development, and recorded upon final plat approval as "Open Space".
- 5 – No unauthorized disturbances of environmentally sensitive areas as defined by U.S. Army Corps of Engineers, NCDENR, Wake County Environmental Services and the Town of Zebulon Planning Department.
- 6 – No portion of any lot shall contain wetlands, riparian buffers, floodplain or floodway.
- 7 – Greenways are required to be established, built and maintained in accordance with the most recent adopted Greenways Master Plan for the Town.
- 8 – Development must comply with Section 503 and Appendix D of the 2012 NC Fire Prevention Code or current edition adopted for use by the Town of Zebulon.
- 9 – A variable width Type "A" landscape buffer necessary to accommodate the proposed landscaping shall be installed along Shepard School Road and Old Bunn Road. An understory



Planning Board  
Minutes  
July 27, 2015

tree may be substituted for each canopy tree if the Land Use Administrator determines that there would be a conflict with overhead utility lines.

10 – Only one entry monument sign installed on Old Bunn Road will be allowed and shall be made of brick, stone, or masonry material that includes an identification sign not to exceed 32 square feet and must be set back at least 10' from the public right-of-way.

11 – Completion of any roadway infrastructure and right-of-way widths for Phase I as shown on the Conceptual Plan as-built drawings for Shepard's Park Subdivision dated June 2, 2015 needs to be completed as originally designed and as partially installed. Prior to acceptance and dedication by the Town, all improvements must be in accordance with the Town's transportation engineer (Volkert, Inc.) findings detailed in a letter dated July 6, 2015. Engineer certification of the roadway must be provided by a licensed engineer with acceptable bonding information prior to the issuance of a final plat for the development.

12 – Installation of five foot wide sidewalks along Old Bunn Road and Shepard School Road. Sidewalks along Shepard School Road shall be installed prior to the issuance of a certificate(s) of occupancy for the "Reserved Future Development" sites as shown on the Conceptual Plans for Shepard's Park Subdivision dated June 2, 2015 or within five years of the special use permit's approval, whichever comes first.

13 – Each street within the subdivision will be required to have five foot wide sidewalk on one side of the street.

14 – All residential uses shall be setback at least twenty-five (25') from Old Bunn Road and shall be screened from Old Bunn Road as shown on the Conceptual Entrance Plan for Shepard's Park Subdivision dated June 2, 2015.

15 – Installation and maintenance of any cemetery which would include a buffer around the cemetery that was a minimum of ten feet, a wrought iron fence and provide a pedestrian easement for public access. Homeowner's Association, or if applicable a Homeowner's Association management firm, shall be in place to maintain all cemetery improvements built therein.

16 – Preservation as Open Space, any rock out cropping or rock formation that appears above the surface of the surrounding land.

17 – All decorative street signage and street lights must be in accordance with the latest version of the Town of Zebulon Street and Storm Drainage Standards and Specifications Manual specifications. The developer is responsible for the coordination with Duke Energy on the lighting plan layout; however, the Town of Zebulon will be approving the lighting plan. The developer is responsible for paying the current Duke Energy fee pole to the Town of Zebulon prior to installation.

18 – All curb and gutter installations throughout the subdivision and along all rights-of-way should be in accordance with the latest version of the Town of Zebulon Street and Storm Drainage Standards and Specifications Manual specifications.

19 – Installation of mailbox kiosk per United States Post Office standards. Access and parking for the mailbox kiosk site should be in accordance with the latest version of the Town of Zebulon Code of Ordinances and the Street and Storm Drainage Standards and Specifications Manual specifications.

20 – All driveways shall be concrete and able to accommodate at least two vehicles outside of the public right-of-way and should be in accordance with the latest version of the Town of Zebulon Street and Storm Drainage Standards and Specifications Manual specifications.

21 – All homes within the subdivision will be required to have a garage.

Planning Board  
Minutes  
July 27, 2015

- 22 – Exterior building materials will be brick, stone, vinyl or hardi-plank siding.
- 23 – Foundations will be slab on grade, crawl space or basement as determined by the site grading and topography.
- 24 – The minimum and average lot sizes will be as shown on the Conceptual Plans for Shepard's Park Subdivision dated June 2, 2015.
- 25 – The minimum heated square footage for each house will be no less than 1500 square feet.
- 26 – One deciduous shade tree to be planted in the front yard of each home with a minimum caliper of 2.5 inches.
- 27 – Fifty percent of all homes must have a front façade comprised of brick or stone equal to a minimum of thirty-three percent overall coverage.
- 28 – A secondary entrance shall be constructed along Old Bunn Road as part of Phase I and as shown on the Conceptual Plans for Shepard's Park Subdivision dated June 2, 2015. Any additional road connections on Shepard School Road for the parcels shown as Future Development will be reviewed and approved by the Town of Zebulon and the North Carolina Department of Transportation during the appropriate site plan approval process.
- 29 – Along the main thoroughfare from the entrance to the second roundabout, a 15' landscape easement will be provided for aesthetics and screening purposes. Street trees will be planted every one hundred feet (100') on each side of the road with alternating spacing and shall be planted within the 15' landscape easement. Trees shall be deciduous and shall be a minimum size of 3" caliper at time of planting. Tree varieties shall be approved by the Technical Review Committee.
- 30 – In accordance with the Town's transportation engineer (Volkert, Inc.) findings detailed in a letter dated July 6, 2015, 'individual driveways to the main road should not be allowed for lots 38 through 42. Additionally, no driveways to individual lots should be located within the circulating roadway of any internal roundabouts and should be located as far away from the entrance to the circulating roadway as practical. Finally for the southern entrance, no driveways should be allowed within 100 feet of Old Bunn Road'.
- 31 – A pre-blast survey shall be required when blasting will occur within 1000 feet or less of a structure.
- 32 – The applicant requesting approval to blast shall provide a bond or submit a certificate of insurance in the minimum principal sum of \$100,000.
- 33 – Blasting operations shall be conducted in accordance with the provisions of NFPA 495 and section 3307 of the NC Fire Prevention Code.
- 34 – All residents and businesses within 1000 feet of the blast shall be notified a minimum of 48 hours prior to the actual blast. This shall be accomplished by personal contact and if the resident is not home at that time a letter is to be sent by certified, return receipt mail. A log of all people contacted will be kept by the blasting company and available to town officials.
- 35 – All recreation amenities need to be detailed on a site plan and recreation master plan to show the location and proposed use of parks, open space, and passive recreation areas. This plan will be reviewed and approved by the Zebulon Technical Review Committee. Permits for the construction of the cabana with restrooms and pool shall be picked up prior to the issuance of the 30<sup>th</sup> Certificate of Occupancy for homes within the development. A Certificate of Occupancy must be issued for the cabana with restrooms and pool prior to the issuance of the 60<sup>th</sup> Certificate of Occupancy for homes within the development or within 36 months following the issuance of the final plat for Phase I of the property, whichever comes first.

Planning Board  
Minutes  
July 27, 2015

36 – Homeowner’s Association, or if applicable a Homeowner’s Association management firm, shall be responsible for the maintenance and upkeep of all provided landscaped center islands, roadway medians, or roundabouts located throughout the development.

37 – The buffer width requirement was reduced from 30’ to 10’; however, the landscaping requirement within the buffer will remain as that of a Type “A” buffer.

38 – Certification of the storm drainage infrastructure must be provided by a licensed engineer. Certification must be confirmed through video documentation provided to the Town. Certification must be provided and approved prior to the issuance of a final plat for the development.

39 – Installation and dedication of a minimum twenty foot (20’) public greenway trail easement along Beaverdam Creek is required to be constructed with a minimum pavement width of ten feet (10’) and a minimum 6.25 ton load capacity for any necessary bridges or boardwalks. Greenway trail to be in accordance with the latest version of the Town of Zebulon Street and Storm Drainage Standards and Specifications Manual specifications. Upon dedication and acceptance, all maintenance of the Beaverdam Creek public greenway trail will be the responsibility of the Town. Approved engineer drawings of the proposed Beaverdam Creek public greenway trail will be required prior to Phase 2 final plat approval with installation complete prior to Phase 3 final plat approval.

40 – Installation and dedication of a minimum twenty foot (20’) public greenway trail easement must be provided for a connection to be made at each cul-de-sac that backs up to Beaverdam Creek and the public greenway trail. Greenway trail connection is required to be constructed with a minimum pavement width of ten feet (10’) and a minimum 6.25 ton load capacity for any necessary bridges or boardwalks. Trailhead connections should be in accordance with the latest version of the Town of Zebulon Street and Storm Drainage Standards and Specifications Manual specifications and must be provided where the sidewalk meets each greenway trail extension. Upon dedication and acceptance, all maintenance of the Beaverdam Creek public greenway trail or trailhead connections will be the responsibility of the Town. Trail and trailhead connection improvements to the Beaverdam Creek public greenway must be complete prior to final plat approval for Phases 4 and 5.

41 – A traffic impact analysis (TIA) must be provided for the entire development in accordance with the Town of Zebulon Code of Ordinances and adopted Transportation Plan. The TIA will be reviewed and approved during the Zebulon Technical Review Committee by the Town of Zebulon and North Carolina Department of Transportation.

42 – Any areas listed as “Reserved Future Development” and developed as single-family detached dwellings will be subject to the conditions stated within this special use permit. Plat approvals will be reviewed and approved per the Zebulon Code of Ordinances and adopted Plans. Uses other than single-family detached dwellings will be issued a permit in compliance with the adopted permitted uses table.

43 – Mailbox kiosk should be constructed to match the cabana’s building elevation in addition to providing a minimum 6’ covered area to protect homeowners from the elements.

44 – The following is the recommendation of the Planning Board after discussion.

Payment of a fee for the Beaverdam Creek Sewer Outfall project (currently approximated to be \$1,167.31 per house) will be required to be paid prior to the building permit issuance for each lot. Listed below is the method of calculation for each lot’s proportional share to the Beaverdam Creek Sewer Outfall project:

Planning Board  
 Minutes  
 July 27, 2015

<b>Title</b>	<b>Calculation Method</b>	<b>Value</b>
Flow capacity for the Beaverdam Creek Sewer Outfall project	1,107,301 gallons per day (GPD)	1,107,301 GPD
Average household wastewater flow per day	250 gallons per day (GPD)	250 GPD
Total project cost (estimated)	<ul style="list-style-type: none"> <li>• \$4,700,000 – based on City of Raleigh Public Utilities capital improvements project estimate</li> <li>• 10% contingency added</li> <li>• \$4,700,000 x 1.10 = \$5,170,000</li> </ul>	\$5,170,000
Number of total homes in Shepard’s Park (all phases)	302 homes	302 homes
Total number of homes served by the Beaverdam Creek Sewer Outfall project	1,107,301 outfall capacity / 250 GPD per home = 4,429 homes served	4,429 homes
Total cost per home	\$5,170,000 project cost / 4,429 homes served = \$1,167.31 cost per home	\$1,167.31 cost per home
Shepard’s Park homes that will need to contribute to the Beaverdam Creek Sewer Outfall project	302 homes in Shepard’s Park will need to contribute to the Beaverdam Creek Sewer Outfall project	302 homes
Total amount Shepard’s Park subdivision will need to contribute to the Beaverdam Creek Sewer Outfall project	\$1,167.31 cost per home x 302 homes = \$352,527.62 amount needed to contribute toward the Beaverdam Creek Sewer Outfall project	\$352,527.62

The Town will review during its annual budget process the annual estimates or actual construction costs and will adjust its fee accordingly to ensure the Town is receiving full cost reimbursement and the developer is treated reasonably in respect to the cost.

45 – After discussion the Planning Board made the following recommendation: Developer is responsible for posting a bond for final roadway, sidewalk or amenities improvements for each phase prior to the issuance of the first building permit. Developer is fully responsible for all necessary roadway repairs of dedicated streets prior to final overlay and striping. Regardless of residential construction progress the final overlay of dedicated streets shall be over-laid within 24 months of the original roadway acceptance date. Prior to acceptance and dedication by the Town, all improvements must be in accordance with the Town’s transportation engineer (Volkert, Inc.) findings detailed in a letter dated July 6, 2015.

46 – Installation and dedication of any roadway infrastructure, improvements, or right-of-way widths for Phase 2 and any subsequent phases as shown on the Conceptual Plans for Shepard’s

Planning Board  
Minutes  
July 27, 2015

Park Subdivision dated June 2, 2015 to be in accordance with the latest version of the Town of Zebulon Street and Storm Drainage Standards and Specifications Manual specifications. Prior to acceptance and dedication by the Town, all improvements must be in accordance with the Town's transportation engineer (Volkert, Inc.) findings detailed in a letter dated July 6, 2015. Engineer certification of the roadway must be provided by a licensed engineer with acceptable bonding information prior to the issuance of a final plat for the development.

47 – All water, sewer, and pump station improvements will be reviewed and approved by the City of Raleigh Public Utilities during the Zebulon Technical Review Committee site plan review process. The utility improvements must be in accordance with the City of Raleigh adopted plans, policies, ordinances, and handbook requirements in addition to the agreed upon conditions as executed by both parties and provided in the letter dated May 19, 2015, between the developer and City of Raleigh.

There was no discussion by the Planning Board and the motion passed unanimously.

Larry Ray made a motion, second by Kenny Waldroup to adjourn the meeting. There was no discussion and the motion passed unanimously.

Meeting adjourned at 8:40pm.

---

Date

---

Darrell Jones—Chairman

SEAL

---

Lisa M. Markland, CMC—Town Clerk