

**Minutes**  
**Zebulon Technical Review Committee**  
**July 29, 2014**

Present: Julie Spriggs-Planning, Tim Hayworth-Police, Milton Bryant-Fire, Lisa Markland-Town Clerk, Jason Brown-Public Works, Rick Hardin-Town Manager, Debra Ryals-Stormwater, Keith Tew-City of Raleigh

Others Present: Blair Pittman, Joe Faulkner

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

Tim Hayworth made a motion, second by Keith Tew to approve the minutes of April 29, 2014. There was no discussion and the motion passed unanimously.

**NEW BUSINESS**

*TRC-2014-05—Triangle East Business Park*

Julie Spriggs stated that they would be reviewing the site plan for Triangle East Business Park.

City of Raleigh

Keith Tew stated that there were no comments from Patrick Paine and the City of Raleigh.

Environmental Services

Debbie Ryals said that after the comments for the project were submitted she received a set of plans for review.

The following comments are based on construction plans as submitted. There may be additional comments once plans are submitted to Wake County for formal review (review fee, construction plan application, Financial Responsibility Form, etc. is required)

Sediment control plan:

- 1) Documentation must be provided for the off-site temporary construction easement.
- 2) Provide clarification of whether the skimmer is to be attached to the spillway riser or to a temporary PVC pipe through the embankment. A typical skimmer basin construction detail was provided.
- 3) Please replace the block and gravel inlet protection detail with the Wake County standard gravel yard inlet detail. This is a preference, not a requirement based on field observation that the metal posts, hardware wire and gravel protection functions more effectively and with less maintenance problems than the block and gravel.

## Technical Review Committee

### Minutes

July 29, 2014

- 4) Please specify a liner for the channel on the south side of the site or provide supporting calculations that a liner is not needed. NOTE: this needed to be called out on the plans so that they were more prominent.

#### Stormwater management plan:

- 1) Provide documentation of the depth to seasonal high groundwater table.
- 2) For a dry detention pond, the depth must be at least 2 feet below the bottom of the basin. The bmp is located adjacent to the 100 year FEMA floodplain so there is potentially a high water table.
- 3) Please clarify the Tc used in the stormwater design spreadsheet (page was not included). Also, provide the drainage area maps, Tc flow paths, and show the location of the pre/post analysis point.

Blair Pittman stated that previous requirements for that area were that they should do “the best that you can” and essentially there were no limitations on the flow and nitrogen requirements. Debbie stated for nitrogen there was not. Blair said that he did not anticipate that there would be two feet of difference between the seasonal high water table and the bottom of the pond. However, there did have a detention requirement. Debbie said that she would discuss it with them and check into it further.

#### Town Manager

Rick Hardin had no comments.

#### Fire

Milton Bryant had the following comments.

Based upon the submitted drawings, we have no required changes to the proposed project at this point; however, we would like to make a couple of comments:

- 1) Plan review for a shell building is very difficult, not knowing the expected occupancy and the possible hazards associated with them. Based upon the final occupancy for each area or space, additional requirements will likely apply as the spaces are fit up. Permits must be acquired for all tenant space fit-ups and applicable fire prevention code requirements will be determined at that time.
- 2) Tenant address numbers must be posted on both the front and rear doors of each space, regardless of the tenant. Our recommendation is that these numbers be installed in clearly visible locations and in compliance with the N.C. Fire Prevention Code (Sections 505.1 and 408.11.2) as soon as possible.

#### Police

Police Chief Tim Hayworth had the following comments.

## Technical Review Committee

### Minutes

July 29, 2014

He stated that he really did not have any comments now but said that security access after and while it was being built might need to be addressed.

### Public Works

Jason Brown had the following comments.

1. Lighting plan is approved as submitted by Duke Progress Energy with the condition that the building plans incorporate a additional LED sconce to the south side of the building to provide lighting to sidewalk.
2. Reminder that a NCDOT Driveway permit will be needed.
3. Comment Only: the existing sidewalk proposed is a great idea to interconnect the campus and site. Reminder that the sidewalks will be owned and maintained by the property owner, since they are on private property. Sidewalks are only required on one side of a local street per the Town of Zebulon Street Standard and specification manual and the west side of Industrial Drive has been designated the construction side since it joins the school property. ie. Potential most pedestrian traffic. No construction inspection for private sidewalks will be required.

### Planning

Julie Spriggs 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. 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.
3. 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 along the entire street frontage.
4. §152.235 (H) - All mechanical equipment shall be completely screened from the ground level of any adjacent property with architectural materials that are consistent with those used on the primary building.

Blair Pittman asked for clarification on the trees. He walked forward and pointed out an area to Julie that was not discernable to the Clerk or the others at the meeting.

Technical Review Committee

Minutes

July 29, 2014

*TRC 2014-06—East Wake Academy Middle School*

City of Raleigh

Keith Tew had the following comments:

1. Remove public sewer and water blocks this site will not require CDs.
2. Add newest standard utility notes from 2014 handbook.
3. Move 2” meter to waterline easement and run service to building from there.

Keith explained that he had not specifically reviewed the plans but was filling in for Patrick Paine that was out sick. Keith continued that he would be happy to sit down and discuss anything they had questions on after the meeting, if necessary.

There was discussion about the eight inch fire line and the permitting that would be required and the fact that one would be moved. Joe Faulkner said that they were hoping to pull the domestic service off the fire line. Keith said that he needed to look at the utility plan and then have a discussion after that and could answer his questions better.

Keith Tew stated that the meter would have to be just inside the right of way behind the sidewalk.

Environmental Services

Debbie Ryals had the following comments.

The stormwater management plan and sediment control plan have been submitted to Wake County for review. Attached is the disapproval letter with comments emailed to the engineer. Additional information is needed.

The stormwater plan is approvable as submitted unless revisions as a result of the TRC process affect the stormwater management plan. The existing dry detention pond will require maintenance as part of the approval of this expansion. There is erosion occurring below the pipe outfalls within the pond.

Debbie had a question for Julie Spriggs asking if the Town wanted to keep the dry detention under their jurisdiction and if there were ongoing yearly monitoring and maintenance for those. Julie Spriggs said that she would have to talk with Public Works to see if they did inspections of those. Debbie stated that the school needed to be aware that they needed to do ongoing monitoring and maintenance for the detention pond especially since it was being used as part of the stormwater plan for the expansion. Work would need to be done.

Town Manager

Rick Hardin did not have any comments.

## Technical Review Committee

### Minutes

July 29, 2014

#### Fire

Milton Bryant read the following comments.

Based upon the submitted drawings, we have no required changes to the proposed project at this point; however, we would like to make a couple of comments:

- 1) The drawings indicate an emergency access lane for maintaining building access during carpool and other high traffic volume times. This lane must be identified in an approved manner to limit the amount of parking and/or obstructions in this area. Section D103.6 of the N.C. Fire Prevention Code offers guidance for fire lane marking. As an alternative, certain pavement marking would be allowed in lieu of or in addition to signage. Proposed marking must be submitted and approved prior to final acceptance.
- 2) The location of the building's fire department connection is not specified; however, it is envisioned that the location will be within tolerances due to the proximity to the building's sprinkler riser room. Final fire department connection location must be approved prior to suppression system installation permit issuance.

#### Police Department

Tim Hayworth asked about access points in the school for security and the traffic flow.

Joe Faulkner said that they would need to meet to discuss the traffic flow pattern during construction and to mitigate the stacking onto Cemetery Road due to the fact that they needed to close down the way that car pool was currently being done during that time frame.

#### Public Works

Jason Brown read the following comments,

1. Provide lighting plan to comply with TOZ requirements for project.
  - a. Requirements along roadway north/roadway stacking lanes/emergency access lane must meet minimum of .5 candles foot average
  - b. Parking lot and sidewalk must provide 1.0 candle foot horizontal average
    - i. Submittal Requirements:
    - ii. Photometric Plan for property.
    - iii. ISO Foot-candle curves
    - iv. Photometric plan should provide the average foot-candle, maximum foot-candle, minimum foot-candle, coefficient variation
    - v. Luminaire Schedule should provide fixture type, quantities, label, lamp, arrangement, lumis, and pole description
    - vi. Drawings for installation requirements
    - vii. Plan profile of Pole and Fixture.

Technical Review Committee

Minutes

July 29, 2014

Planning

Julie Spriggs read their 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. 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.
3. §152.235 (H) - All mechanical equipment shall be completely screened from the ground level of any adjacent property with architectural materials that are consistent with those used on the primary building.
4. 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.
5. Add the Parcel Identification Numbers (PINs) and zoning classifications for all adjoining property owners.
6. §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.
7. Parking spaces are 9' x 19' typically, not 18'. There is an option for 20% of the spaces to be compact parking with proper signage. Please refer to §152.269.
8. Parking isle width needed to be 24' as well.

Julie stated that Joe Futrell with NCDOT was looking at the plan and attendance numbers would be needed so he could finish his review and he may or may not have comments after that.

There were no further comments and the meeting was adjourned at 10:32am.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lisa M. Markland—Town Clerk

SEAL