

Minutes
Zebulon Technical Review Committee
August 26, 2014

Present: Julie Spriggs-Planning, Mark Hetrick-Planning, Tim Hayworth-Police, Lisa Markland-Town Clerk, Chris Ray-Public Works, Rick Hardin-Town Manager
Absent: Chris Perry-Fire, Patrick Paine-Raleigh, Debra Ryals-Stormwater

Others Present: Steve with Baldwin Design

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

Chris Ray made a motion, second by Tim Hayworth to approve the minutes of July 29, 2014. There was no discussion and the motion passed unanimously.

NEW BUSINESS

TRC-2015-01—Wilco Hess

Julie Spriggs stated that they would be reviewing the site plan for a proposed WilcoHess/Wendy's which would be a gas station and fast food restaurant located on N. Arendell Avenue. Julie explained that there were currently several addresses that were trying to be combined into one address for each business—meaning one for WilcoHess and one for Wendy's.

City of Raleigh

The City of Raleigh was not present and no written comments were prepared so that they could be entered into the minutes of the meeting.

Environmental Services

Debbie Ryals was not present but her comments were read and were as follows:

Sediment control plan review comments (emailed to engineer in a disapproval letter 8/14/14):

Reasons for Disapproval:

1. During the initial land disturbing activity and until the storm drainage system is in place, temporary diversions are needed to direct runoff to the basin. Clarification is needed regarding how storm runoff is going to be directed into the temporary basin. What is preventing the flow from continuing to the 30" FES at the bioretention stilling basin? The invert at CB#19 is higher than the invert at CB#18 (18"RCP) so the flow is not going toward the sediment control basin. How is the temporary 15" RCP going to tie in (need detail) and how will this work?
2. Detailed construction sequencing is needed to address these and other issues. The sequence should address initial installation of sediment control devices and then contacting the watershed manager for a compliance inspection once perimeter measures are installed; how

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diverting runoff to the basin will be continued during installation of the storm drainage system; sequencing for construction of the bioretention pond (how is it to be protected from sediment contamination until the site is fully stabilized?); and calling for a final inspection before removing the basin and other temporary measures. Also, please remove note #14 from the sequence and only reference #15 for the NPDES stabilization guidelines.

3. A skimmer basin is required for drainage areas over an acre. Please remove the custom basin detail and replace with a skimmer basin detail. Design the skimmer and orifice size and provide a detail of the structure. Indicate on the drawings the location of the skimmer device and barrel pipe. Please note: A minimum C value of .5 (for bare soils) is required in determining the Q10. The volume design for a skimmer basin is 1800 cf per acre of drainage area (for Wake County). This will reduce the required volume.
4. Please provide the following construction details: "Under Construction Pipe Inlet Protection" and "Silt Fence Outlet"- It appears a silt fence outlet may be needed at the east corner near the SECU entrance until the drop inlet is installed.
5. Is there a temporary stockpile as referred to in the project description?

Stormwater management plan review comments (emailed to engineer 8/14/14):

1. The bioretention cell supplement form indicates that IWS (internal water storage zone) is being used in this bmp. It is not required for nitrogen removal but if proposed for this project, please show a detail on the drawings (elevation of the top of the upturned elbow?). Is the proposed soil media depth adequate? The state bmp manual calls for a minimum depth of at least 3 feet and the cross-section shows 2' - 6" depth.
2. Please note: The cistern and increased buffer proposed to meet LID are no longer required by the Zebulon Stormwater Ordinance. How will the additional runoff from the building and canopy roofs affect the design of the bioretention pond if the cistern is not installed?
3. Please add a note to the construction plans that the bioretention cell must be sodded.

Fire

Chris Perry was not present due to an inspection of the entire department. Julie Spriggs read the following into the record.

The fire department has no recommendations at this point. Due to the nature of these two establishments (a restaurant and a gas station), there will be extensive review for compliance with the fire code at the time of building permit application. Should any questions arise prior to that time, the applicant is welcome to get in contact with us.

Police

Police Chief Tim Hayworth had the following comments.

Tim Hayworth stated that he really did not have any comments but asked whether the facility would be open 24 hours and also asked about the surveillance equipment. Chief Hayworth stated that there needed to be good recording equipment both inside and out so if it was ever needed for a case that it would be usable.

Steve with Baldwin design stated that it would be very good surveillance equipment with multiple cameras and screens.

Public Works

Chris Ray had the following comments.

1. Sewer Cleanout located on the south side of Hendricks Drive is an active sewer service to Eddins Oil Company. Please coordinate sewer service with City of Raleigh and construction of new sewer main.
2. It shall be the responsibility of the Developer/Contractor to determine the location of other utilities within the Hendricks Drive area. The Developer/Contractor shall be responsible for notifying other utility owners and providing protection and safeguards to prevent damage or interruption to existing facilities and to maintain accessibility to existing utilities.
3. Prior to construction on Hendricks Drive at pre-construction meeting will be held with construction inspector Jason Brown. Jason can be reached at 919-795-5640.
4. Sidewalk Easement on Hendricks Drive is acceptable option. Please provide draft easement language and map for Town Attorney Review and approval. At completion of the project, all sidewalk and handicap ramps on Hendricks easement and Arendell Ave ROW shall be dedicated to the Town of Zebulon and include a one year warranty. Please include depressed curbs at the new State Employees Credit Union driveway entrance for future handicap ramps and sidewalk.
5. Please include crosswalk striping at all handicap ramp locations. All final pavement markings shall be thermoplastic.
6. All materials and construction on Hendricks Drive shall be in accordance with Town of Zebulon Standards and Specifications.
7. Please include the following construction details for construction of Hendricks drive on the plans.
 - Detail #3 - curb and gutter
 - Detail # 8 – street curb cut for entrances
 - Detail # 13 – Typical sidewalk detail
 - Detail # 14 – Sidewalk detail at entrance
 - Detail #20 – Handicap ramp details
 - Detail # 33 – Std. Curb and gutter with hood pgs. 1-4
 - Detail # 36 – Std Trench installation for concrete pipe pgs.1-5
8. Please provide turning path/turning radii diagrams for delivery vehicles for Wilco Hess and Eddins to ensure handicap ramps or curbs don't get destroyed after construction.

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9. Hendricks Drive Roadway Construction Shall be:
 - 10" CABC or 5' B25.0B – Base Layer
 - 4" I19.0B – Intermediate Layer
 - 3" SF9.5B – Overlay Layer
10. Developer will provide third party Geo-technical Testing Services (NCDOT certified) for Roadway Construction. Roadway Sub-grade and Roadway stone bases must pass proof roll test and 98% compaction requirements. Asphalt compaction requirements are as follows:
 - SF9.5B – 92%
 - I19.0B – 92%
 - B25.0B- 92%
 - Road way cores are required to be taken per Town of Zebulon specification manual.
11. Please provide add'l 50' driveway entrance access for Eddins Oil Company in lieu of curb and gutter. The driveway access should be approximately 10' feet from the rear property line west.
12. Please provide data that the curb inlets are sufficiently spaced to prevent spread of the flow in the street to 7' or less from the back of curb. Gutter spread shall be calculated based on a 4" per hour rainfall intensity. Confirm water will be collected in basins and not flow into Arendell Ave. Confirm that the grade/fill line on the collection pipes will not cause water to flow out of the boxes. Is any of the water collected on Hendricks Drive being channeled through the driveway entrance on to the two sites?
13. Hendricks Drive Street Lighting – Please provide street lighting design by Progress Energy to provide a .5 candle foot average along Hendricks Drive for approval. The developer is responsible for paying for the \$536.63 per poles charge to the Town of Zebulon prior to authorization by the Town to progress to install.
14. Please have the lighting consultant to provide a revised photometric plan with the submittal to help better understand the light bleed off the site. The maximum illumination at the edge of the property line is 5 foot candles. Please also provide the pole heights, type, color and footing installation detail. Colors must be black, bronze, brown or green. Max height is 30'.
15. All flagging operations within Town of Zebulon Right of Way require qualified and trained Work Zone flaggers.
16. The Developer/Contractor is responsible for any claim for damages brought by any property owner by reason of the installation.
17. The Developer/Contractor shall notify the public, including all adjacent property owners and businesses, a minimum of 2 weeks prior to beginning work.
18. The developer/contractor shall comply with all applicable local, state and federal environmental regulations, and shall obtain all necessary state and federal environmental permits, including but not limited to, those related to sediment control, stormwater, wetland, streams, endangered species, and historical sites.
19. The Developer/contractor shall provide traffic control devices, lane closures, road closures, positive protection and/or any other warning or positive protection devices necessary for the safety of road users during construction and any subsequent maintenance. This shall be performed in conformance with the latest Manual on Uniform Traffic Control Devices for Streets and Highways and Amendments or Supplements thereto. No work shall be

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performed in the Right of Way unless this requirement is satisfied. Town of Zebulon reserves the right to require a written traffic control plan for encroachment operations.

20. Ingress and egress shall be maintained to all businesses at all times. At the end of each working day, equipment shall be parked outside of the clear recovery zone in order to avoid any obstruction to the travelling public. This clear recovery zone is measured from the edge of the nearest travel lane.
21. The developer/contractor shall keep the roadway (Arendell Ave) clean of dirt and debris at all times throughout the duration of the project.
22. Trenching, bore pits and/or other excavations shall not be left open or unsafe overnight. The Contractor shall comply with all OSHA requirements and provide a competent person on site to supervise excavation at all times.
23. When the project has been completed for a period of one year, upon written request by the developer/contractor to the Director of Public Works, a final inspection and review will be conducted by Town of Zebulon Public Works Department.

Steve said that Hendricks Drive was going into the site and it had been separated at the entrance of Arendell Ave. and the drainage would be channeled to the catch basin.

Chris Ray stated that the street lighting at Hendricks drive was a town street and would need to be approved by the Town but also note that the pole charge would be the responsibility of the developer as noted in the Town's fee schedule. The developer would need to coordinate the utilities.

Town Manager

Rick Hardin had no comments at the current time.

Planning

Mark Hetrick had the following comments.

1. 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. Setbacks for signage shall be adequate to protect the clear site triangle and are to be a minimum of 10 feet from the public right-of-way and 5 feet from any property line. For a complete copy of Zebulon's sign ordinance, please refer to *Article XI: Signs* of the Code of Ordinances.
2. Building elevations showing compliance with §152.235 *Design Requirements to be Similar to Surrounding Built Environment* shall be provided and, at a minimum, should illustrate:
 - a. The material used for this development's exterior features
 - b. Colors used in the façade features
 - c. Any signage to be displayed on the building or at the site
 - d. Dumpster and mechanical equipment screening

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placement does not conflict with any utilities, other site related improvements, or future improvements.

11. Coordinate with the Town on the placement of Willow Oak(s) at the corner of Arendell Avenue and Hendricks Drive for future signalization of the intersection.
12. Add a minimum of 5 bushes (minimum 3 gallon, 18 inches in height) for each planting island tree shown in the parking lot landscaped islands.
13. A fee estimate has been calculated based on plan submittal.
 - a. Currently, two water meters are shown. Are the water meters shown both domestic, or is one of the services for an irrigation meter? No irrigation plan has been submitted. If one service is irrigation, discussion will need to take place on placement of irrigation meter and service due to future reuse availability.
 - b. Fee estimates relating to the Transportation Impact Fee (TIF) have been calculated for the proposed development based on the dual uses. However, a dollar-per-dollar credit will be given on the TIF for any improvements that match the overall Transportation Plan improvements. Based on the amount of transportation improvements proposed and shown, the TIF will likely receive full credit with no payment required. However, a cost estimate for the Hwy 96 roadway improvements will need to be provided.
 - c. 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.
14. Title block on each page states "Zebulon Township" will need to be changed to "Little River Township".
15. There is a list of PINs on the corner of the title block starting on Sheet 3. Which properties are these PINs representing?
16. Provide a crosswalk with stripping, ADA ramps and appropriate signage, from Wendy's parking lot sidewalk, across the drive-thru exit, and connecting to the store front sidewalk.
17. Striping for the bike lane on Arendell Avenue will not be required at this time.
18. The Transportation Plan calls for a minimum back of curb to back of curb measurement of 73 feet. Some of the curb in front of the proposed site and the existing SECU site appear to only be 71-72 feet back of curb to back of curb. Please ensure, at a minimum, the 73 foot back of curb to back of curb measurement is maintained along Arendell Avenue.
19. Provide appropriate pedestrian crosswalks on each driveway connection to Arendell Avenue and Hendricks Drive.
20. Submit a site lighting plan which provides, at a minimum, a 1.0 candle foot horizontal average along all streets, sidewalks and parking lots.
21. Provide a turning radius plan showing curb clearances onto Arendell Avenue and Hendricks Drive.

Steve asked if the Town wanted color renderings and Mark stated that would be nice.

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Steve inquired about the preliminary plat and what level of detail did the Town want. Mark Hetrick said that what was need was to make it clear about curb and easement. The combination of the lots into one parcel, establishment of the right of way for Hendricks Drive, location of water meters, crosswalks, adjoining pins among other things were what was need to be included.

Steve explained that there would be two meters; one for each entity but there would also be an irrigation meter on site as well. Mark Hetrick explained that the Town was thinking long term for reclaimed water for an easy switch over which would have to be designed to come off of Hwy 96.

Rick asked about DOT comments. Julie said that DOT would do a review when they submitted for the driveway permit and encroachment agreements. Mark Hetrick stated that the transition of the curb line at Hendricks Drive needed to be smoothed out and may need to be pulled back some.

Julie Spriggs stated that any additional information could be done at any time and a comment address sheet might be easier. The turnaround time was approximately two weeks once the comments were addressed on the plans. After final review they would be allowed to submit for permits, however they may want to submit for driveway permits since that was a much longer approval process and if they had changes they could be incorporated prior to final review.

There were no further comments and the meeting was adjourned at 10:49am.

Date

Lisa M. Markland—Town Clerk

SEAL