

**Minutes**  
**Zebulon Technical Review Committee**  
**August 30, 2011**

Present: Scott Finch-Police, Sidney Perry-Fire, Lisa Markland-Town Clerk, Chris Ray-Public Works, Julie Wilkins-Planning, Rick Hardin-Manager

Others Present: Taylor Blakely

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

Chris Ray made a motion, second by Sidney Perry to approve the minutes of March 29, 2011. There was no discussion and the motion passed unanimously.

**NEW BUSINESS**

*TRC-2012-01—Five County Mini Storage*

Julie Wilkins stated that they would be reviewing the site plan for the expansion to Five County Mini Storage to add an additional row of storage units.

Julie stated that the City of Raleigh had no comments and neither did Debbie Greene for storm water.

Police

The Police Department had no comments at this time.

Manager

Rick Hardin had no comments at this time.

Fire

Sidney Perry stated that there would need to be additional fire extinguishers attached to the building within 75' of travel distance.

Public Works

Chris Ray had the following comments.

1. Roadway Improvements to HWY 264 Alternate per the adopted 2001 Zebulon Multi-model Transportation Plan. The plan requires the installation of 12' roadway widening to accommodate a center turn lane. A copy of the Transportation Plan has been included with this comment.
2. All construction must comply with the latest version on NCDOT standards and specifications. An NCDOT Encroachment agreement will be required for the project.
3. Currently, the Town is in the process of working toward the development of a fee-in-lieu policy – since this policy has not been adopted; the developer may decide to post a bond for the roadway way improvements until the policy is developed. Typically, the bond will be good for one year and converted into a fee paid by the property owner/developer.
4. Engineer Sealed Estimates for Bond need to reflect the following cost:

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- 12' Roadway widening to accommodate a center turn lane
  - Roadway striping
  - Utility Relocation issues – such as telephone, cable, fiber optic, water, reclaimed and etc
  - NCDOT construction standards and specifications
  - Engineering Design
  - Surveying and Construction Staking
  - Geotechnical Services
  - 15% project Contingency
  - 110% Bond Amount
5. Please provide lighting fixture type and lamp wattage for new proposed wall packs – Metal Halide/High Pressure Sodium
  6. There are two existing lighting poles that do not have fixtures – please replace them to original condition and working order. Also, between building 3 and 4 the plans note that this fixture is not working – please repair. If these repairs are made the facility will be compliance with the Town Lighting Standards.

Taylor Blakely came in at 10:05 and Julie reviewed the comments already presented and Chris Ray read his comments again.

Taylor Blakely asked if the road improvements would have to be for the entire road frontage for the property. Chris Ray stated that was correct. Mr. Blakely stated that would kill the project since all he was doing was putting up one single building. Chris explained that he understood that but the Town ordinances state that would be the requirement and should have been done last year when the previous upgrade was done.

Chris Ray said that the applicant may go to the Board to look at the policy and make changes to it. Mr. Blakely said that he would explain it to the applicant.

Planning Department

Julie Wilkins stated 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. All signage must be located 20' outside of any right-of-way.
2. 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.

There were no further comments and the meeting was adjourned at 10:20am.

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Date

SEAL

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Mark Hetrick—Planning Director

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Lisa M. Markland, CMC—Town Clerk