

Minutes
Zebulon Technical Review Committee
August 31, 2010

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

Others Present: Lee Bunn

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

Chris Ray made a motion, second by Sidney Perry to adopt the minutes from April 27, 2010. There was no discussion and the motion passed unanimously.

NEW BUSINESS

Julie Wilkins stated that since Lee Bunn was present then they would hear that case first since no one was present from Hocutt's Daycare.

TRC 2011-02—Lee Bunn

Lee Bunn 4444 Laurel Hills Road Raleigh stated that the emergency egress ramp leading from the building were to be discussed. The property was located at 112 N. Church Street and was approximately .79 acres.

City of Raleigh

There were no comments.

Public Works

Chris Ray had the following comments:

1. Enclosed details need to be added to the plans. I have enclosed both DWG and PDF files.
2. Reminder:
 - o An executed agreement to encroach on ROW- agreement to include ownership and maintenance of ramp by owner.
 - o Agreement to be review and approved by TOZ attorney. Property is responsible for all cost incurred by TOZ attorney.
 - o A completion – Provide a ROW and Dedicated easement map to be recorded showing encroachment area and note if ramp is ever removed the entire ROW would convert back to TOZ.
 - o Building permit required
3. East end side needs to hug telephone pole then align with the curb line.
4. All sidewalk must be 5' unless narrow down to avoid utilities. Min. width shall be 4'.
5. Service doors entrance – sidewalk must be 6" thick.
6. Building Roof drains cannot sheet flow across sidewalk – 4" trench drains must be used. Please use poly drain or approved equal with *solid top*.(see attached)
7. Contractor/Owner is responsible for replacement of any broken or damaged curb and gutter.
8. Please add the following project notes:

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- Construction inspection will be provided by the Town of Zebulon. Please coordinate all work with Jason Brown. Jason can be reached at 795-5640.
 - Contractor must provide a min. of 72 hours notice to the town prior to construction on the ROW.
 - A preconstruction meeting with inspector is required before beginning any ROW work.
 - All materials and workmanship shall conform to the TOZ street and storm drainage specifications manual.
 - No lane of traffic shall be closed or restricted between the hours of 6:00 and 8:00 am and 4:30-6:30 pm Monday through Friday. Traffic shall be maintained at all times. All traffic control must conform to the latest edition of the manual of Uniformed Traffic Control Devices.
 - The contractor/property owner shall notify all adjacent property owners and business along 100 and 200 block of East Horton a minimum of 1 week prior to beginning work.
 - Excavated areas adjacent to the roadway shall not be left open overnight.
 - Excavated materials shall not be placed on Roadway at anytime. The contractor shall keep the roadway clean of dirt and debris at all times throughout the duration of the project.
 - It shall be the responsibility of the property owner/contractor to determine the location of other utilities within the project scope. The contractor/property owner shall provide protections and safeguards to prevent damage or interruptions to existing facilities and to maintain accessibility to existing utilities.
 - It is the responsibility of the contractor and property owner to maintain adequate stormwater control devices throughout the duration of the project to include silt fence, check dams, and other sediment control devices as needed.
9. At the completion of the project; property owners shall dedicate all ROW improvements (sidewalk and curb) to the Town of Zebulon.
 10. At the completion of the project; property owners shall provide the Town a one year warranty for all dedicated property.

Lee Bunn asked about the easement document and if it needed to be a specific form for the Town or could his attorney draw something up. It was explained that his attorney could draw something up and then our attorney would review and make the necessary recommendations.

Mr. Bunn asked for a form for dedication to the Town. Chris and Julie said that they would make sure that it was provided.

Fire

Sidney Perry had the following comments.

The only comment was that the ramp was west of the existing FDC and riser room door. According to the plans, it seemed there was sufficient space between the FDC and ramp.

Rick Hardin asked about the east end of the sidewalk and if it connected to existing sidewalk. Chris Ray said that it would connect to what was already there.

Stormwater

There were no comments.

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Police

There were no comments

Planning

Julie Wilkins had the following comments.

1. North Arrow and NTS note on vicinity map
2. Add note for flood plain
3. Add adjacent property information – parcel boundaries, PIN, zoning, owner information

TRC 2011-01—Hocutt's Daycare

No one was present from Hocutt's Daycare which was located at 148 E. Vance Street.

Public Works

Chris Ray had the following comments. Chris explained that they had met with them and that all of the information had been shared with them but unfortunately it did not show up in the plans for the site.

1. Provide engineered sealed photometric plan for the property with ISO foot candle curves. The photometric plan should provide ave. foot candles, maximum foot candle, minimum foot candles, and coefficient variation description. Engineered drawings for pole and fixture. Plan profile of pole and fixture.
2. Please label locations of handicap ramps on plans. Qty -3.
3. Please include 30" curb and guttering along Vance Street entrances per detail 2.8-2. Please remove line reflecting existing landscape bed on construction drawings.
4. Please provide on eastern side of property 30" curb and gutter with depressed ramp. All new curb and gutter on ROW must have a min. of 6" of compacted ABC stone under curb line.
5. Roadway improvements requirement: Remove/saw cut along existing driveway pavement along roadway (approx. 20' by 85'). Install new roadway with 6" of binder material (B25.0B) and 2" surface course of SF9.5B the entire length of the property. Sub-grade shall have a compaction of 98% standard density. Third party testing shall be provided by the property owner/contractor. Roadway and curb and gutter shall provide positive drainage for area. Form and grades lines can be field set. All grade lines and forms must be approved by construction inspector prior to installation.
6. Roadway striping and crosswalk shall comply with NCDOT *Standard Specifications for Roadways and Structures, NC Department of Transportation. –Thermoplastic Material required.*
7. Label size of parking stall along roadway.
8. Provide Note: Contractor/owner required to keep clear a 10 by 70 foot site triangle for roadway connection to Vance Street. Delete Detail # 2.7.
9. Please remove City of Raleigh Detail W-2 Standard Asphalt Detail.- If utility cut are required use detail 2.6.

Fire

No comments at this time.

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City of Raleigh

Patrick Paine submitted the following comments which were read by Julie Wilkins.

1. Add CORPUD signature block to sheets 1, 2, 4 & 5.
2. New water service tap & relocation of meter to ROW is not required. However, existing meter cannot be located in a traffic bearing area. The meter can be shifted toward the sidewalk if necessary to remain entirely in the yard area. A shift in this direction also prevents the need for any fittings on the waterline between the tap & meter
3. Draft existing water / sewer services & specify both line sizes if known. Is there an existing cleanout at or near the ROW? Cast iron valve box & lid may be required if cleanouts are located in traffic bearing areas
4. Change proposed BFP model # to Watts 909M1QT or equivalent

CORPUD details

5. W-2, W-23, W-25, S-30 & S-34 may remain on plan. However W-4rev, W-5rev, W-17, W-18, W-34rev & S-38 are no longer applicable & should be removed. Instead of W-2 the Town of Zebulon detail of 2.6 should be on the plan instead.

Rick Hardin asked if the new playground would be asphalt or if the asphalt would be removed. Julie Wilkins stated that the asphalt would not be removed.

Police

Tim Hayworth said that there were problems with U-turns being done in front of the post office and on Poplar Street and think that area needed to be looked at to prohibit them.

Stormwater

There were no comments.

Planning

Julie Wilkins stated that they did not have any comments since they had been working with the applicant for several weeks to bring the site into compliance.

The meeting was adjourned at 10:21am.

Date

Mark Hetrick—Planning Director

SEAL

Lisa M. Markland, CMC—Town Clerk