

**Minutes**  
**Zebulon Technical Review Committee**  
**September 30, 2014**

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

Others Present: Todd Beedle, Danny Williams

Julie Spriggs called the meeting to order at 10:03am.

Rick Hardin made a motion, second by Tim Hayworth to approve the minutes of August 26, 2014. There was no discussion and the motion passed unanimously.

**NEW BUSINESS**

*TRC-2015-02—Todd Beedle—East Wake Chiropractic*

Julie Spriggs stated that they would be reviewing the site plan for the proposed East Wake Chiropractic to be located at 705 N. Arendell Avenue. The site was owned by Todd Beedle and was approximately .35 acres.

City of Raleigh

The City of Raleigh was not present but their comments were read Julie Spriggs and were as follows:

1. Show all mains with size and material.
2. Are these services existing or proposed?
3. Remove details # W-34, W-38.
4. Put proper Attention Contractor Note for merger towns

Please do not hesitate to contact me at (919) 996-4540 or [patrick.paine@raleighnc.gov](mailto:patrick.paine@raleighnc.gov) should you have questions, concerns or need additional clarification on any of the above items.

Environmental Services

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

As proposed, the expansion project for Todd Beedle East Wake Chiropractic will not require a Land Disturbance (Grading) Permit or a Stormwater Permit. The site plan should include appropriate temporary sediment control devices as needed to prevent any loss of sediment during construction.

Town Manager

Rick Hardin did not have any comments or questions.

Fire

Chris Perry stated that they did not have questions at this time but when the change of use came in it would be looked at when received.

Police

Police Chief Tim Hayworth did not have any comments at that time.

Public Works

Chris Ray had the following comments.

1. Driveway entrance improvements must comply with NCDOT standards since Arendell Ave is owned and maintained by NCDOT. Please remove TOZ details and replace with NCDOT details.
2. Driveway permit from NCDOT will be required.
3. Recommend the installation of a 6" pop up drain emitter on the cut 6" line that dumps into the dissipater pad.
4. 5" roof drain line may be able to be abandon – rear gutter is not connected to drain. May want to investigate further.
5. Lighting plan does not comply with TOZ standards for a 1 candle foot average across the parking and driveways. Recommend the removal of existing rear flood lights and small pole light ( 60' from SW corner) and install the following lights:
  - Installation of three(3) evenly spaced 100 watt metal halide wall packs with adjustable cutoff on the rear of the building.
  - Installation of one (1) 70 watt metal halide wall with adjustable cutoff on the drive way side of the building – middle way of building.
  - All new lights shall be controlled by photo cell or electronic timer
  - Note: driveway entrance light will be supplemented by the existing street lighting
  - See attached recommend style of lights with cutoffs.

If you have any questions, please do not hesitate to call me.

Planning

Julie Spriggs 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. Vicinity Map – include appropriate scale or Not to Scale (NTS) note.
3. A fee estimate has been calculated based on plan submittal.
  - a. 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.
4. Add a note stating site will use Town's trash collection services.

Technical Review Committee

Minutes

September 30, 2014

5. Add a note stating planting materials.
6. Detail #23 from Street and Storm Design Specifications Manual.
7. Building permit will be required for any work inside office.
8. Try to preserve as many trees as possible.
9. NCDOT will need to be contacted for tree removals near N. Arendell Avenue if temporary lane closures will be needed.

Julie Spriggs said that fees would be due when the building permit was picked up but staff could do a fee estimate according to the plan submitted. The actual fees would be calculated and charged when the permit was picked up. After the plans were updated according to the comments provided it would be approximately a two week turn around to get any additional comments back to the applicant. The Department of Transportation would have to be contacted for the driveway permit and currently they were saying it was a three month turn around for comments/approval. They could get a temporary approval so as to not hold up the project.

There were no questions from the applicant.

There were no further comments and the meeting was adjourned at 10:17am.

\_\_\_\_\_  
Date

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

SEAL