

Minutes
Zebulon Technical Review Committee
October 28, 2014

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

Absent: Patrick Paine-Raleigh,

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

Chris Ray made a motion, second by Chris Perry to approve the minutes of September 30, 2014. There was no discussion and the motion passed unanimously.

NEW BUSINESS

TRC-2015-03—Sanchez Brothers Concrete and Masonry

Julie Spriggs stated that they would be reviewing the site plan proposed by Mr. Sanchez to open a concrete and masonry storage business at 102 S. Wakefield Street. The property was zoned heavy business. Neither Mr. Sanchez nor Mr. Clark, his representative, was present at the meeting.

City of Raleigh

The City of Raleigh was not present and Julie Spriggs stated that they only had one comment which was amended to read that the applicant needed to show water and sewer services on the site plan prior to submitting for a building permit.

Fire

Chris Perry stated that the project appeared to be enclosed by a chain link fence. Section 503.6 of the N.C. Fire Prevention Code requires that all security gates have an approved means of emergency operation. This can be accomplished by a variety of means, depending on the type of gate and arrangement. The means of emergency operation must be approved by the Fire Department prior to installation.

Police

Police Chief Tim Hayworth had no comments.

Public Works

Chris Ray had the following comments.

1. Please note on the plans - SR2349 for Wakefield Street. (NCDOT Maintain Roadway)
2. Please provide lighting plan detail as outline in Section 3 of specifications.
3. Please provide note on plans: Any damage to curb and gutter or sidewalk during the construction process or installation of utilities must be repaired to NCDOT and Town of Zebulon Standards and Specifications.

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4. Driveway Paving Requirement
5. Existing concrete and asphalt paving (impervious) on site that is not noted on plans as existing conditions – is this going to be removed?
6. Limits of disturbance – little concern regarding scope creep and exceeding amount of impervious surface- especially since the entire property is going to be fenced.
7. Location and size of new water and sewer services?
8. Existing utility services and fire lines on site – are they being abandoned? The 6” fire line use to serve old facility on site- see water valve at entrance. Use to be old house on site at front near railroad track – possible water and sewer service?

Chris also stated on the SW portion of the property there use to be an old house with water and sewer service and could be investigated for possible use. There was also a six inch sprinkler line that use to go to the veneer plant that was cut off due to an emergency but not sure if it was cut off at the street or at the valve near the utility pole.

Environmental Services

Debbie Ryals comments were as follows:

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

Reasons for Disapproval:

As submitted, the site plan would not require the submittal of a sediment control plan to Wake County for review and would not require a Land Disturbance (Grading) Permit. This determination is based on the proposed total disturbance of .836 acres. However, temporary sediment control measures should be installed where appropriate to prevent off-site sediment loss during construction.

Regarding stormwater management, the Zebulon, NC Code of Ordinances (Chapter 151: Stormwater) states: "(B) Exemptions (1) Development that cumulatively disturbs less than 20,000 square feet and is not part of a larger common plan of development or sale is exempt from the provisions of this chapter. This exemption does not relieve any development from Neuse Buffer Rules or other applicable federal, state or local laws." The proposed disturbance is 36,416 square feet which would trigger a stormwater review. The proposed impervious is less than 20,000 square feet, however, the stormwater requirements are based on the land-disturbing activity proposed.

Chris Ray asked if Debbie had walked the site and said that there was a tremendous amount of old concrete that was not shown on the plan. There were old building slabs and foundations which would clearly affect the impervious service area stated. Julie said that 75 to 80 percent of the site was old concrete.

Debbie said that might help them to look to have an engineer look at the stormwater since that would be pre-development and not post development so it may not make a difference but it would need to be looked at. If they were planning on doing any expanding it would need to be looked at from an entire tract stand point.

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Town Manager

Rick Hardin had no comments at the current time.

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. 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.
3. Provide a separate sheet showing the existing conditions
 - a. Show concrete pads – not natural undergrowth
4. Chain Link Fence to cross parcel at limit of disturbance not back of lot
5. The driveway leading from Wakefield Street to the parking spaces must be paved with concrete or asphalt. Please show on the plans where the pavement on driveway stops and the gravel drive begins for the storage bins
6. Show setbacks for parcel
 - a. Front 50', side 20', rear 25'
 - b. Storage bins must maintain a ten foot (10') setback from the property line and meet the requirements of an accessory structure.
7. Add landscaping table to show tree and shrub count
8. Show shrubs between trees on landscaping
 - a. 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.
 - b. In lieu of planting a large shade tree along Wakefield Street, please plant crepe myrtles since there is an overhead power line. At time of planting, the crepe myrtles need to be a minimum of eight feet (8') tall.
9. Will the office be using the Town's trash collection or dumpster service? No dumpster pad shown on plans.
10. NCDOT driveway permit required
11. Adhere to §152.226 of the Lighting Requirements. No lighting plan was provided. Please consult with Bruce Hinton, Progress Energy, for any connections and loops.
 - a. Provide sufficient illumination to ensure the security of the property without excessive or unnecessary illumination to any other lot.

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12. Show all proposed and existing utilities - water and sewer - with sizes and materials. Any services not in use or associated with the development will need to be abandoned per the City of Raleigh Public Utilities standards.
13. Will you be removing the existing concrete pads, blocks, structures on site?
14. Parking spaces for office should be 9'x19'. Provide a sign detail for the van accessible handicap parking being proposed. Is a handicap ramp being proposed? If so, please show the location of the ramp.
15. Provide a copy of the office building elevations which illustrates:
The brick material used for this development's exterior features,
 - a. Colors used in the façade features, and
 - b. Any signage to be displayed on the building or at the site.

There were no further comments from anyone present.

Chris Ray made a motion, second by Rick Hardin to adjourn the meeting. There was no discussion and the meeting adjourned at 10:12am.

Date

Lisa M. Markland—Town Clerk

SEAL