

**Minutes**  
**Zebulon Technical Review Committee**  
**December 28, 2010**

Present: Mark Hetrick-Planning, Tim Hayworth-Police, Rick Hardin-Manager, Lisa Markland-Town Clerk, Chris Ray-Public Works, Others Present: Danny Williams

Mark Hetrick called the meeting to order at 10:00am.

**NEW BUSINESS**

Mark Hetrick stated that the only case before the group was Hocutt's Salvage.

*TRC-2011-05—Hocutt Salvage*

Rick Hardin said that any comments from the Fire Department and the City of Raleigh would be incorporated once received.

Rick Hardin stated that the only comment he had was that the pavement of the alleyway had to be extended to include the entrance to the back lot. The minutes approved by the Board of Commissioners stated that the alleyway had to be paved past the entrance.

Chris Ray said that clarification of the entryway was needed. He wanted to know was it the entrance to the storage area or the loading dock etc. Rick Hardin stated it was the gate that went into the back lot so that when pulling into that lot they were still driving on the pavement.

Police

Tim Hayworth asked what kind of materials would be on the lot. Would they be pulling anything like copper that was of high value. Danny Williams stated that he was the surveyor but he did not know if they would have any items like that. Tim stated that if there were any items like catalytic converters which were very valuable he wanted to make sure that there was appropriate security for the building.

Public Works

Chris Ray had the following comments.

1. Please delete Town of Zebulon General Notes – 1,2,3,5,6,7,10 (as you work from the top to the bottom) – Page 1
2. Revise Note # 9 – to read: The Town of Zebulon will accept for dedication alley pavement improvements(20' X 180') previously completed by property owner for Maintenance and upkeep by the Town of Zebulon if the following conditions are met:
  - a) All materials and workmanship comply with Town of Zebulon Standards.
  - b) Roadway construction is 8 inches of CABC with 2" of Asphalt or equivalent ratio of CABC and asphalt.
  - c) At owner cost, Owner completes via third party testing firm asphalt cores to ensure depths of materials (asphalt and stone) and density requirements comply with Town of Zebulon Standards.

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- d) Provide one year warranty for all work associated with the alley improvements.
3. Please Delete Detail 2.13 – as it is not needed for ROW or Alley improvements
4. Parking Striping must comply with TOZ ordinance – 9’ wide and 18’ long
5. Town has met with property owner and electrical contractor regarding lighting requirements and proposed locations. Staff will inspect lighting at the CO process for compliance with TOZ standards.
6. No sidewalk or curb and gutter improvements were needed. Existing is in good shape.
7. Please remove wooden box labeled “Free Wood” from proposed parking area.

Chris Ray stated that the pavement for the alleyway would be 20 x whatever the actual length was since it would have to be extended.

Mark Hetrick corrected that the parking spaces had to be 9’ x 19’ and not the 9’ x 18’ that was stated in number four above.

Planning

Mark Hetrick had the following comments.

1. Add adjoining property owners, PIN, and zoning.
2. Provide the development address – 109 S. Arendell Avenue.
3. Indicate dumpster location. Screening of the dumpster is required on three sides.
4. Site lighting – none provided.
5. Indicate vehicle loading and unloading outside of all public rights-of-way.
6. Building permit will be required for the 8’ opaque fence. Provide a detail of the fence.
7. Remove the “free wood” box left by a previous tenant.
8. Crepe myrtles must be a minimum of 8-10’ in height at time of installation. Japanese holly must be a minimum of 3 gallon, 18 inches in height at time of installation.
9. 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.
10. 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.
11. Signed copy of the approved special use permit.

There were no further comments and the meeting was adjourned at 10:36am.

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Date

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Mark Hetrick—Planning Director

SEAL

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Lisa M. Markland, CMC—Town Clerk