

**Zebulon Board of Commissioners**  
**Work Session**  
**Minutes**  
**January 19, 2011**

Present: Robert S. Matheny-Mayor, Curtis Strickland, Roy Collins, Beverly Clark, Dale Beck, Don Bumgarner, Rick Hardin-Town Manager, Lisa Markland-Town Clerk, Mark Hetrick-Planning, Emily Lucas-Finance, Chris Ray-Public Works, Greg Johnson-Parks & Recreation, Eric Vernon-Attorney

Others Present: Ken Atkins, Bill McNabb

Mayor Matheny called the meeting to order at 7:00pm.

**APPROVAL OF AGENDA**

Commissioner Clark made a motion, second by Commissioner Collins to approve the agenda. There was no discussion and the motion passed unanimously.

**OLD BUSINESS**

Planning

*Permitted Use Table*

Mark Hetrick gave a PowerPoint presentation and reviewed all the various aspects of proposed changes that the Planning Department was recommending.

The format of the chart, as well as, the designations were changing.

The Planning Board voted 7-2 to recommend approval of the proposed permitted uses table. Two voted against it because of the designation for public buildings.

Commissioner Strickland stated that he still had issues with boarding houses and the conditions that those homes were in for the occupants. He continued by saying that staff needed to address the issue.

Mark Hetrick explained that Wendell was looking a rental and certification program and he would look at what they were thinking. The Town of Zebulon treats boarding houses as minimum housing standards when investigating. The Town has no way of regulating people that are renting rooms out at their home.

Mayor Matheny asked about only allowing a specific number of people unrelated could live together in any dwelling. Mark Hetrick said that Raleigh had a plan and they are revamping the plan and trying to figure out how to make it work. Commissioner Strickland said that it was something that needed to be addressed, and all the cars parked in the yard and so on. The Mayor agreed with those comments.

Commissioner Bumgarner asked why adult daycare centers were in four different zones and he wanted to know how they were differentiated between them and hospitals. The adult daycares could potentially cause a traffic problem in the areas that they were located. Mark Hetrick said

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that if it was a new facility a traffic impact analysis reports could be required to make sure that they did not adversely impact the area without making road improvements when necessary.

Mayor Matheny asked what the difference was between an adult daycare center and an adult daycare home. Mark explained the home could have no more than six so it was based on the number of individuals.

## **NEW BUSINESS**

### General

#### *Legislative Agenda*

Mayor Matheny stated that legislative agenda for the Mayor's Association was attached and items 10 and 11 were approved by the Board previously. He stated that he needed to know if the Board agreed with the other topics and could bring an endorsement forward.

Commissioner Bumgarner made a motion, second by Commissioner Clark to endorse the attached Legislative Agenda for the Wake County Mayor's Association. There was no discussion and the motion passed unanimously.

### Finance

#### *Ordinance 2011-24—Funding for the additional salt and snow removal supplies*

Emily Lucas explained that the budget amendment would appropriate Powell Bill funds to cover the cost of the snow and ice removal in December 2010.

Commissioner Beck made a motion, second by Commissioner Bumgarner to adopt ordinance 2011-24. There was no discussion and the motion passed unanimously.

#### *Budget Update*

Emily Lucas presented the mid-year budget update that showed the Board how the year was shaping up and allowed the Board to review the items that were put on hold until now.

Emily reviewed the revenues and expenditures to date and the projections for the rest of the year and stated that it appeared that revenues would exceed expenditures so staff was recommending that the projects that were put on hold be released to be completed.

There was considerable discussion about how the proceeds from the sale of the Parks & Recreation building would be used or if it would be use. Some thought it should go back into fund balance to offset the money that was used when the municipal complex funds were borrowed. Others thought that since it was not anticipated to be sold but torn down staff thought it should be used for capital projects. It was suggested that it be used as a payment as well.

Commissioner Beck asked if there were any capital projects totaling \$65,000 that could be held and not completed at this time. Staff did not have any recommendations to do that at the current time. Mayor Matheny said that since the projects were not prioritized it could come back to the February board meeting.

Commissioner Bumgarner recommended that those items be brought back to the February meeting for a decision to be made.

### Planning

#### *Transportation Fee*

Mark Hetrick presented a PowerPoint presentation to determine if the Board would be in favor of transportation fees. They would be paid prior to the issuance of the CO, building plat approval or the approval of a change in use.

One option could be a fee in lieu, which would be something that could be accepted in lieu of the developer making some type of transportation improvement. It could be because the improvements were not yet needed or delayed for some reason. The fees would have to be used toward making the required improvements at a later date. These fees would normally be limited to onsite improvements.

A second option could be an impact fee, which would be a charge on new development that would help fund and pay for expansion of offsite road improvements to lessen the economic burden on the Town.

There were discussions about what the Town would require and what the NCDOT would require and how the Town and DOT could work together to not cause additional financial burdens on the applicants. Mark Hetrick also reviewed some of the projects that were coming up and what the Town's transportation plan would require for those projects.

Mark reviewed the various fees from other municipalities and what it would cost a particular project. There was a very wide spread in the costs associated.

There was discussion about how to make sure that there was sufficient funds when accepting a fee in lieu. Chris Ray explained the process and how the numbers were figured.

Mayor Matheny stated that he thought they needed to think about and review the material and then staff would bring it back to the work session or retreat.

There was considerable discussion about the fees and how they would be determined. Mayor Matheny said that there were many things that needed to be reviewed when determining the fees that would be charged.

Mayor Matheny asked if staff was sure that the Town of Zebulon had legislative authority to charge the transportation fee. Mark Hetrick said that the Town was awarded the authority in 1987 or 1989 and it was only for new construction if he was remembering correctly.

### **MANAGERS REPORT**

Rick Hardin stated that the ETJ request had been granted without the three parcels; Arbor Day would be celebrated on November 18, 2010 at 10:00am; Town offices would be closed on November 25 & 26 for Thanksgiving and the Zebulon Christmas Parade would be Sunday, December 5<sup>th</sup> at 2:00pm.

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The Town of Zebulon website had gone live and everyone needed to visit the site.

Mayor Matheny asked Eric Vernon to present what was going on with the Little River Park case.

Eric explained that after considerable research the Town of Zebulon was the official owner of the property and had contacted the Wake County Tax Office to make the change to the tax records. They did the research and came up with the same conclusion and made the necessary changes to their records.

The Currin's had also been notified of the change as well.

Commissioner Bumgarner made a motion, second by Commissioner Collins to adjourn. There was no discussion and the motion passed unanimously.

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Date

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Robert S. Matheny—Mayor

SEAL

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Lisa M. Markland, CMC—Town Clerk