



Town of Zebulon

Planning Department

1003 N. Arendell Avenue, Zebulon, NC 27597
Phone: (919) 823-1810 Fax: (919) 887-2824
www.townofzebulon.org

INSTRUCTION PACKET AND AFFIDAVIT FOR NEIGHBORHOOD MEETINGS

GENERAL INFORMATION:

In accordance with Section 2.3.4 of the Unified Development Ordinance, the purpose of the neighborhood meeting is to inform landowners and occupants of nearby lands about a development application that is going to be reviewed under this Ordinance, and to provide the applicant an opportunity to hear comments and concerns about the development proposal prior to the public hearing process. The neighborhood meeting is proposed as a means of resolving potential conflicts and outstanding issues with nearby landowners, where possible, in a more informal context.

WHEN IS A NEIGHBORHOOD MEETING REQUIRED?

- Conditional Rezoning
- Planned Developments
- Site Plans in the Downtown Core or Downtown Periphery Zoning Districts
- Special Use Permits; or
- Zoning Map Amendments that establish a more dense or intense zoning district.

INSTRUCTIONS

Prior to submitting an application for the applications listed above the applicant must conduct at least one (1) Neighborhood Meeting. The applicant shall submit all forms included in this packet with the initial application submittal in accordance with Section 2.3.4 of the Town of Zebulon Unified Development Ordinance.

The Neighborhood Meeting must be held in accordance with the following rules:

- These groups and individuals must be invited to the meeting:
- The applicant is required to notify the Planning Department, all property owners within 750 feet of the subject property, and any neighborhood association that represents citizens in the area via first class mail a minimum of 10 days in advance of the neighborhood meeting, not including the day of mailing. The applicant shall use their own return address on the envelopes as the meeting is a private meeting between the applicant and the neighbors.

The applicant shall include with the meeting notice a vicinity map in addition to either the existing zoning map of the area or preliminary plans of the proposed development (see Handout requirements below).

- The meeting must be held within specific timeframes and meet certain requirements:
- The meeting must be held for a minimum of two (2) hours, Monday through Thursday, during the 5:00 p.m. - 9:00 p.m. time period. The meeting cannot be held on a Town recognized holiday (which coincide with the State of North Carolina recognized holidays).
- The meeting shall be held at a place that is generally accessible to neighbors that reside in close proximity to the land subject to the application.
- A sign-in sheet must be used in order to verify attendance. Ensure each attendee signs in. Please note if any person(s) refuses to sign in. Note if no one attended.



INFORMATION PACKET FOR NEIGHBORHOOD MEETINGS

HANDOUT REQUIREMENTS:

For any process requiring a legislative or quasi-judicial hearing, preliminary plans of the proposed development must be available at the meeting to help facilitate discussion. Neighbors may request emailed/mailed copies of the maps or plans from the applicant by checking the “send plans” box on the sign-in sheet; applicant shall provide reduced copies upon request.

Printed copies must equal the number of notices required to be sent.

Contact information for the applicant’s representative must be provided on the attached “Project Contact Information” form.

“Common Construction Issues & Who to Call” sheet (attached) must be included as part of the handout.

A copy of the handout must be included as part of the Neighborhood Meeting report.

The agenda of the meeting shall include:

Explanation of all processes the meeting is being held for (rezoning, subdivision, etc.).

Explanation of future meetings (additional neighborhood meetings, Planning Board, Board of Commissioners, etc.).

Explanation of development proposal – uses and conditions for rezonings, layout for subdivision and site plans, and builder/end user if known/public knowledge.

Questions or concerns by attendees, and responses by the applicant, if any, must be noted. Provide blank comment sheets or notecards for neighbors to submit written comments. The applicant shall also include any questions and concerns received via written correspondence (such as email) or phone call along with responses provided by the applicant.

The applicant shall be responsible for notifying any neighbors who check the “Send Plans & Updates” box on the sign-in sheet of any additional neighborhood meetings and the actual submittal date to the Town with a link to the Town of Zebulon’s Interactive Development Map.

For accountability purposes, please submit the following with your application:

- A copy of the letter mailed to neighbors and neighborhood organizations (use attached invitation template);
- A list of those persons and neighborhood organizations invited to the meeting;
- A copy of the sign-in sheet (use attached sign-in sheet template);
- A summary of the meeting and a list of any changes made to the project as a result of the neighborhood comments (use attached meeting summary template);
- The affidavit, signed, dated, and notarized (use attached affidavit template); and
- One reduced copy of the maps and/or plans presented to the neighbors at the Neighborhood Meeting.



NOTICE OF NEIGHBORHOOD MEETING

This document is a public record under the North Carolina Public Records Act and may be published on the Town’s website or disclosed to third parties.

Dear Neighbor:

You are invited to a neighborhood meeting to review and discuss the development proposal at:

(Address) _____ (Pin Numbers) _____

in accordance with the Town of Zebulon Neighborhood Meeting procedures. This meeting is intended to be a way for the applicant to discuss the project and review the proposed plans with adjacent neighbors and neighborhood organizations before the submittal of an application to the Town. This provides neighbors an opportunity to raise questions and discuss any concerns about the impacts of the project before it is officially submitted. Once an application has been submitted to the Town, it may be tracked using the Interactive Development Map located on the Town of Zebulon website at https://www.townofzebulon.org/services/planning.

A Neighborhood Meeting is requested because this project will include:

- Conditional Rezoning
Planned Unit Development
Site Plan within the Downtown Core or Downtown Periphery Zoning Districts
Zoning Map Amendment (results in more intensive uses or increased density)
Special Use Permit (Quasi-Judicial Hearing)
*Quasi-Judicial Hearing: The Board of Commissioners cannot discuss the project prior to the public hearing.

The following is a description of the proposed (also see attached map(s) and/or plan sheet(s)):

Estimated Submittal Date: _____

MEETING INFORMATION:

Property Owner(s) Name(s) _____

Applicant(s) _____

Contact Information (e-mail/phone) _____

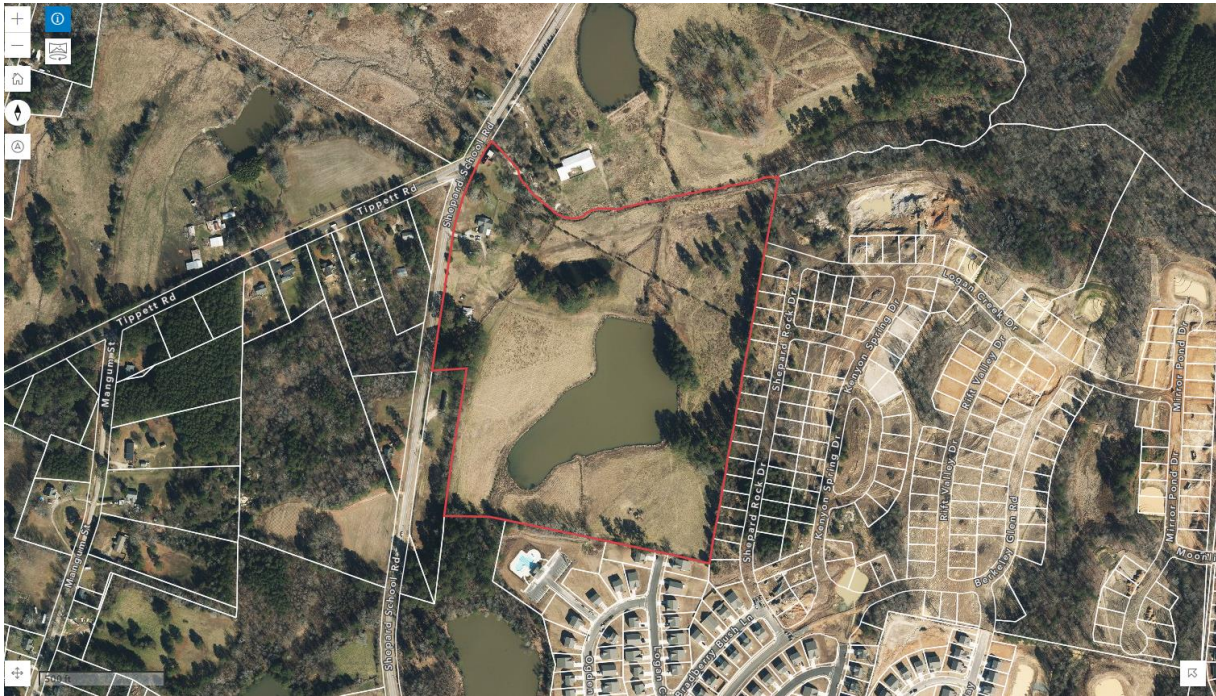
Meeting Address: _____

Date of Meeting: _____

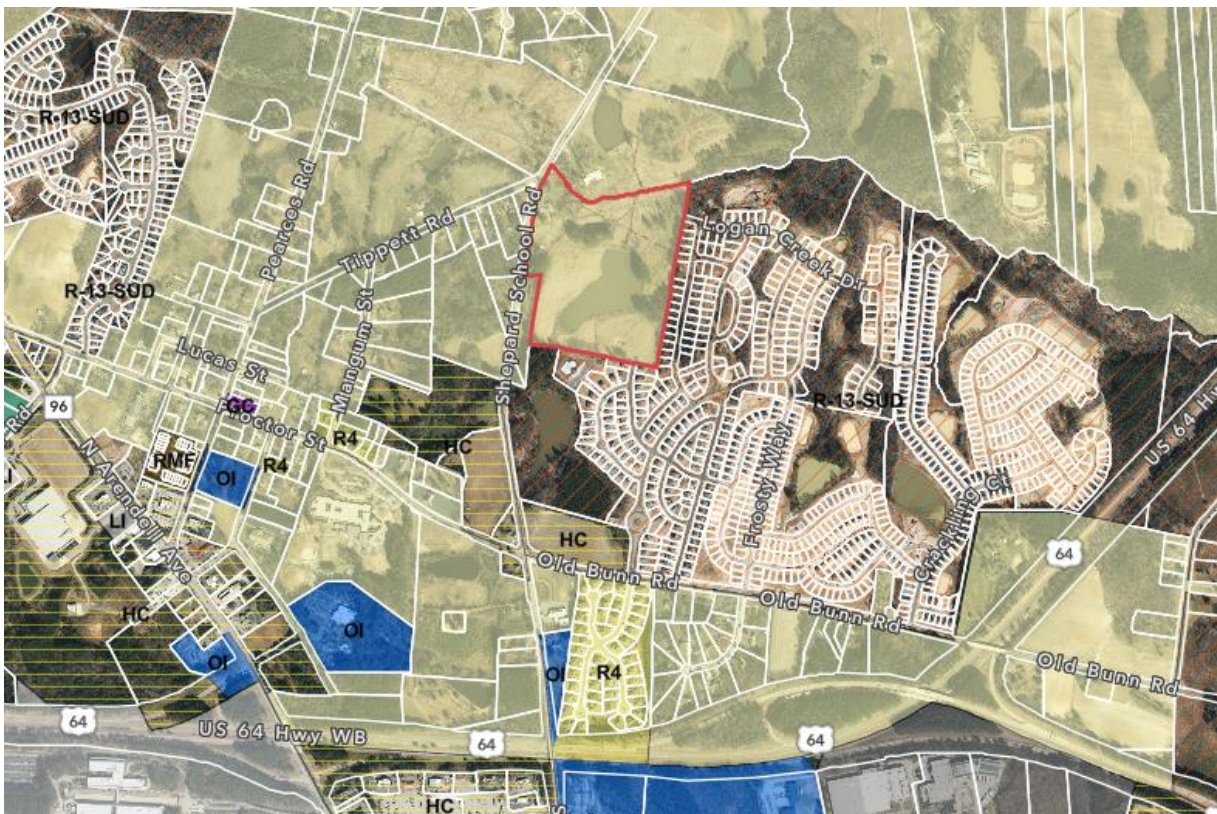
Time of Meeting: _____

**Meetings shall occur between 5:00 p.m.-9:00 p.m. on a Monday through Thursday (excluding Town recognized holidays). If you have questions about the general process for this application, please contact the Planning Department at 919-823-1809. You may also find information about the Zebulon Planning Department and on-going planning efforts at https://www.townofzebulon.org/services/planning

VICINITY MAP



ZONING MAP





PROJECT CONTACT INFORMATION

This document is a public record under the North Carolina Public Records Act and may be published on the Town’s website or disclosed to third parties.

Development Contacts:		
Project Name:		Zoning:
Location:		
Property PIN(s):		Acreage/Square Feet:
Property Owner:		
Address:		
City:	State:	Zip:
Phone:		Email:
Developer:		
Address:		
City:	State:	Zip:
Phone:	Fax:	Email:
Engineer:		
Address:		
City:	State:	Zip:
Phone:	Fax:	Email:
Builder (if known):		
Address:		
City:	State:	Zip:
Phone:	Fax:	Email:



INFORMATION PACKET FOR NEIGHBORHOOD MEETINGS

PROVIDING INPUT TO THE PLANNING BOARD OR BOARD OF COMMISSIONERS:

Each Board of Commissioners meeting agenda includes a Public Forum time when anyone is permitted to speak for three (3) minutes on any topic with the exception of items listed as Public Hearings for that meeting. The Board of Commissioners meets on the 1st Monday of each month at 7:00 p.m. and Joint Public Hearings are scheduled for the 2nd Monday of every Month. (except for holidays, see schedule of meetings at <https://www.townofzebulon.org/agendas-minutes>. You may also contact Board of Commissioners at <https://www.townofzebulon.org/government/board-commissioners>.

PRIVATE AGREEMENTS AND EASEMENT NEGOTIATION:

The Town of Zebulon cannot enforce private agreements between developers and neighbors and is not a party to the easement and right-of-way negotiation that occurs between developers and neighboring property owners for easements or rights-of-way that are necessary to build the project.

It is recommended that all private agreements be made in writing and that if a property owner feels it necessary, they should obtain private legal counsel in order to protect their interests in both private agreements and during easement negotiations. The only conditions that the Town of Zebulon can enforce are those conditions that are made a part of the conditional zoning of the property by agreement of the developer and the Town.

As an example, if a developer offers to build a fence for a neighbor to mitigate some impact, the Town can only enforce the construction of the fence if the fence becomes a condition of the rezoning. This would occur by the developer offering the condition as part of their conditional zoning application package or at the Joint Public Hearing on the conditional zoning and the Town accepting it as a condition. Private agreements regarding a fence being constructed will not be enforced by the Town.

To request that any agreement with a developer is made a part of the conditional zoning at the time of approval, you may ask at the public hearing if the agreement is included in the conditions. If it is not, you may request that the Board of Commissioners not approve the rezoning without the agreement being included in the conditions (note that it is up to Board of Commissioners whether to approve or deny the rezoning but they cannot impose conditions that the applicant does not agree to add). The developer's proposed conditions can be viewed any time after a rezoning is submitted on the Town of Zebulon Interactive Development Map which can be found at: <https://www.townofzebulon.org/services/planning/whats-coming-zebulon>.

DOCUMENTATION:

Neighbors to a requested new development and/or rezoning are strongly encouraged to fully document (such as through dated photographs) the condition of their property before any work is initiated for the new development. Stormwater controls installed on developed property are not designed to and will likely not remove 100% of the soil particles transported by stormwater runoff. As a result, creeks and ponds could become cloudy for a period of time after rain events.



INFORMATION PACKET FOR NEIGHBORHOOD MEETINGS

NEIGHBORHOOD MEETING SIGN-IN SHEET:

This document is a public record under the North Carolina Public Records Act and may be published on the Town's website or disclosed to third parties.

Project Name: 1800 Shepard School Road Rezoning
 Meeting Address: Zebulon Community Center - 301 S. Arendell Avenue
 Date of Meeting: January 23, 2024 Time of Meeting: 5-7 pm
 Property Owner(s) Names: Joewayne Tippett, Garland Lyn Tant, and Matthew Darryl Tant
 Applicants: Roger Honbarrier and Ryan Rimmelle / Agent: Jennifer Ashton, Longleaf Law Partners

Please print your name below, state your address and/or affiliation with a neighborhood group, and provide your phone number and email address. Providing your name below does not represent support or opposition to the project; it is for documentation purposes only.

	Name/ Organization	Address	Phone#	E-mail
1	Harry & Jackie Chamber	1833 Shep Sch Rd	919-481-962	chambree@bellsouth.net
2	Seena Miles Handker's	470 Tippett Rd	907-337-3915	tereann@yahoo.com
3	Will Massey	901 Shepard Sch Rd	919-426-7579	Wamassey32@gmail.com
4	Jennifer Ashton	4509 Creedmore Rd	919-780-5433	jashton@longleaflp.com
5	Roger Honbarrier	10240 Durant Rd, Raleigh	908-268-3043	rbhinc@bellsouth.net
6	Ryan Rimmelle	10240 Durant Rd, Raleigh	908-268-3043	rrimmelle@gmail.com
7	Dallas Pearce	214 S. Arendell Ave	919-404-1405	dallas@dallaspearcercatty.com
8	Garland Tant		919-404-1405	dallas@dallaspearcercatty.com
9	Kaline Shelton	4509 Creedmore Rd	919-645-4300	kshelton@longleaflp.com
10	Commissioner Quentin Miles		984-245-3534	qemiles@townofzebulon.org
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Attach Additional Sheets If Necessary.



SUMMARY OF DISCUSSION FROM THE NEIGHBORHOOD MEETING

This document is a public record under the North Carolina Public Records Act and may be published on the Town’s website or disclosed to third parties.

Project Name: _____

Meeting Address: _____

Date of Meeting: _____ **Time of Meeting:** _____

Property Owner(s) Names: _____

Applicants: _____

Please summarize the questions/comments and your response from the Neighborhood Meeting in the spaces below (attach additional sheets, if necessary). Please state if/how the project has been modified in response to any concerns. The response should not be “Noted” or “No Response”. There has to be documentation of what consideration the neighbor’s concern was given and justification for why no change was deemed warranted.

Question/ Concern #1 _____

Applicant Response: _____

Question/ Concern #2 _____

Applicant Response: _____

Question/ Concern #3 _____

Applicant Response: _____

Question/ Concern #4 _____

Applicant Response: _____



INFORMATION PACKET FOR NEIGHBORHOOD MEETINGS

SUMMARY OF DISCUSSION FROM THE NEIGHBORHOOD MEETING

This document is a public record under the North Carolina Public Records Act and may be published on the Town's website or disclosed to third parties.

Project Name: 1800 Shephard School Road Rezoning

Meeting Address: Zebulon Community Center - 301 S. Arendall Avenue

Date of Meeting: January 23, 2024 Time of Meeting: 5pm-7pm

Property Owner(s) Names: Joe Wayne Tippett, Garland Lyn Tant, and Matthew Darry Tant

Applicants: Roger Honbarrier and Ryan Rimmele/Agent: Jennifer Ashton, Longleaf Law Partners

Please summarize the questions/comments and your response from the Neighborhood Meeting in the spaces below (attach additional sheets, if necessary). Please state if/how the project has been modified in response to any concerns. The response should not be "Noted" or "No Response". There has to be documentation of what consideration the neighbor's concern was given and justification for why no change was deemed warranted.

Question/ Concern #1 What kind of amenities will be on the site for those staying on property?

Applicant Response: Jennifer Ashton and Roger Honbarrier explained all of the lodging and camping options. These included glamping, RV spot hookups, yurts and primitive camping. They also displayed the locations of each on the draft site plan.

Question/ Concern #2 Will there be memberships for those not staying on site?

Applicant Response: Jennifer Ashton explained that at this time they are not expecting to offer memberships for use of the facilities.

Question/ Concern #3 Is this neighborhood meeting a mandated meeting?

Applicant Response: Jennifer Ashton explained that the neighborhood meeting is a Town of Zebulon requirement in the rezoning process. She proceeded to walk residents through the rezoning process and what meetings are next.

Question/ Concern #4 Will there be someone of the property full time?

Applicant Response: Jennifer Ashton explained that there will be a caretakers quarters on site that will house staff that will be on site 24/7. This person will maintain and monitor the property.



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Please summarize the questions/comments and your response from the Neighborhood Meeting in the spaces below (attach additional sheets, if necessary). Please state if/how the project has been modified in response to any concerns. The response should not be "Noted" or "No Response". There has to be documentation of what consideration the neighbor's concern was given and justification for why no change was deemed warranted.

Question/ Concern #1 What is provided while glamping?

Applicant Response: Roger Honbarrier explained that they expect to include a platform and canvas tent. He also provided information on what the other camping options included.

Question/ Concern #2 Where is the project in proximity to the middle school?

Applicant Response: Jennifer Ashton showed the resident on the map where the school is located and where the project is located.

Question/ Concern #3 Are there any restrictions on what kind of RVs are allowed on the site?

Applicant Response: Ryan Rimmele explained the UDO length of time that an RV can be accomodated in the RV spots. He listed RV and camping amenities that they currently expect to see on the site.

Question/ Concern #4

Applicant Response:



INFORMATION PACKET FOR NEIGHBORHOOD MEETINGS

AFFIDAVIT OF CONDUCTING A NEIGHBORHOOD MEETING, SIGN-IN SHEET AND ISSUES/RESPONSES SUBMITTAL

This document is a public record under the North Carolina Public Records Act and may be published on the Town's website or disclosed to third parties.

I, Jennifer Ashton, do hereby declare as follows:
Print Name

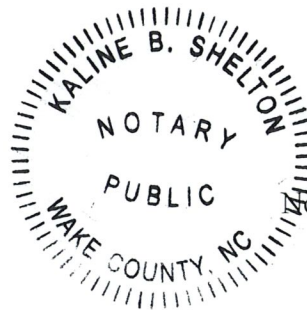
- 1. I have conducted a Neighborhood Meeting for the proposed Rezoning, Major Site Plan, Master Subdivision Plan, or Special Use Permit.
2. The meeting invitations were mailed to the Zebulon Planning Department, all property owners within 750 feet of the subject property and any neighborhood association that represents citizens in the area via first class mail a minimum of 10 days in advance of the Neighborhood Meeting.
3. The meeting was conducted at Zebulon Community Center / 301 S. Arendell Avenue (location/address) on January 23, 2024 (date) from 5pm (start time) to 7pm (end time).
4. I have included the mailing list, meeting invitation, sign-in sheet, issue/response summary, and zoning map/reduced plans with the application.
5. I have prepared these materials in good faith and to the best of my ability.

1/24/24 Date By: Jennifer Ashton

STATE OF North Carolina
COUNTY OF Wake

Sworn and subscribed before me, Kaline B. Shelton, a Notary Public for the above State and County, on this the 24 day of January, 20 24.

SEAL



Notary Public Kaline B. Shelton

Print Name Kaline B. Shelton

My Commission Expires:

1/26/2025

1800 Shepard School Road

Neighborhood Meeting

January 23, 2024

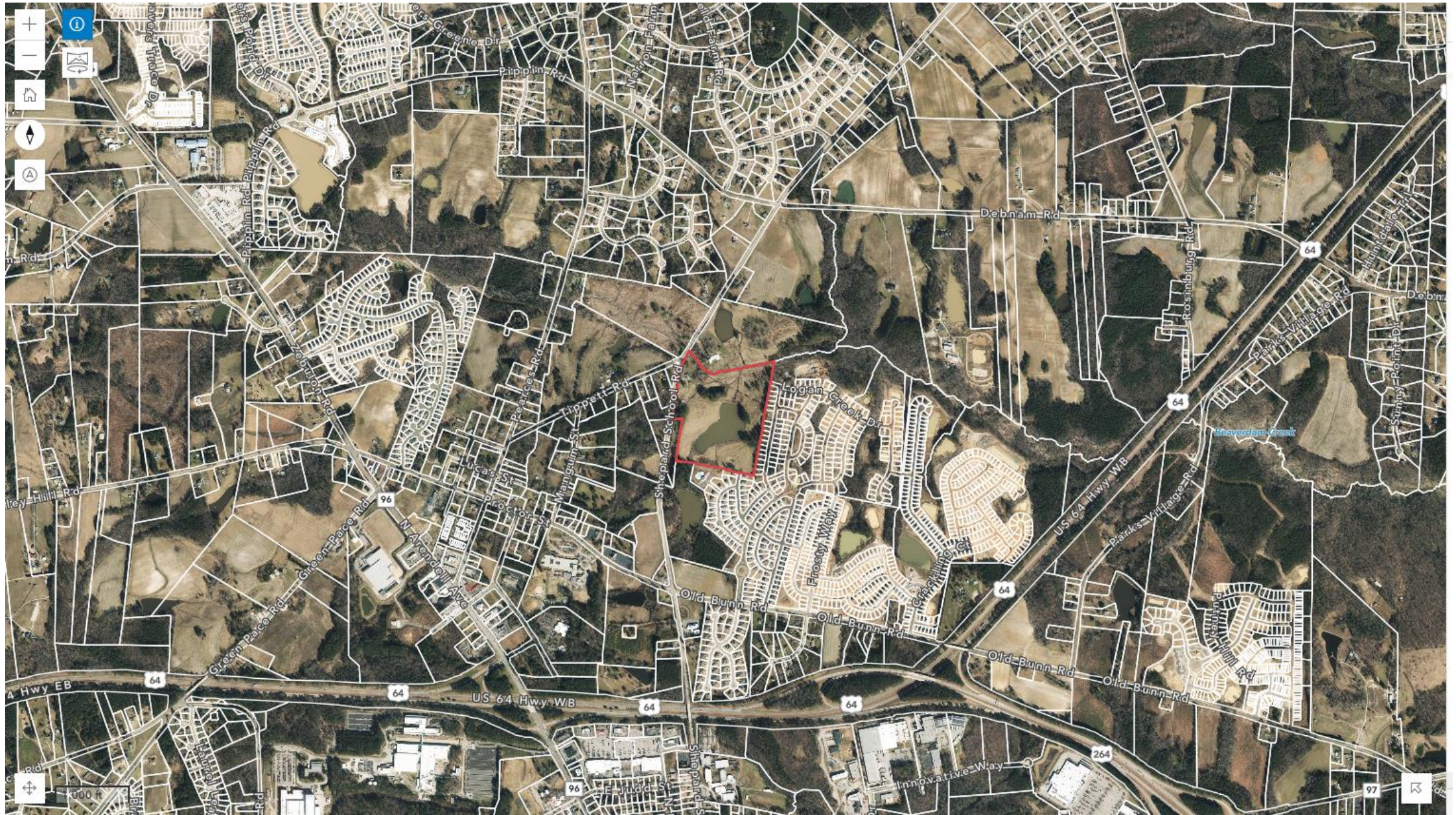
Overview

- Property is 35.40 acres
- Current Uses: Residential
- Frontage along Shepard School Road
- Current Zoning: Residential Suburban (R2)
- Future Land Use: Suburban Residential (SR)
- Proposed Zoning: Planned Development District with Master Plan and Conditions
- Proposed Use: Vacation Recreational Vehicle Park and Campground as Shown on Master Plan

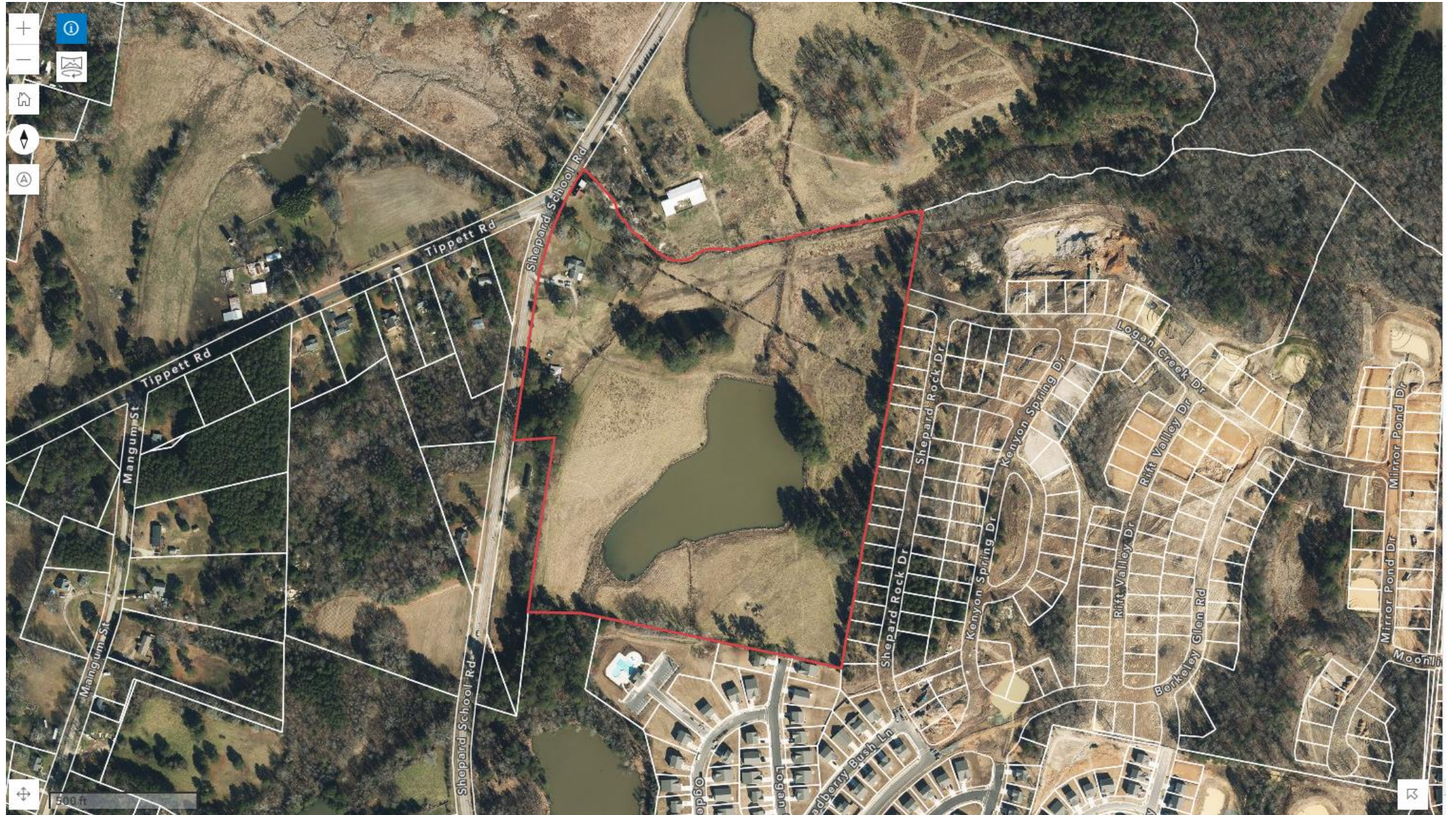
Estimated Timeline for Rezoning Process

- 1/17/24 – Pre-Application Conference Held with Town Staff
- 1/23/24 – Neighborhood Meeting Held
- 4/1/24 – Submittal Deadline for Rezoning Application, Master Plan and TIA
- 5/8/24 – TRC Comments (May Require Resubmittal)
- 7/15/24 – Final Plan Set Due for Staff Review (Staff will decide whether application is ready to move forward to public hearing phase)
- 8/12/24 – Joint Public Hearing with Planning Board and Board of Commissioners (6 PM)
- 8/19/24 - Planning Board Review and Recommendation (6 PM)
- 9/9/24 – Board of Commissioners Review and Final Decision (6 PM)
- 7-8 Months Total

Existing Conditions



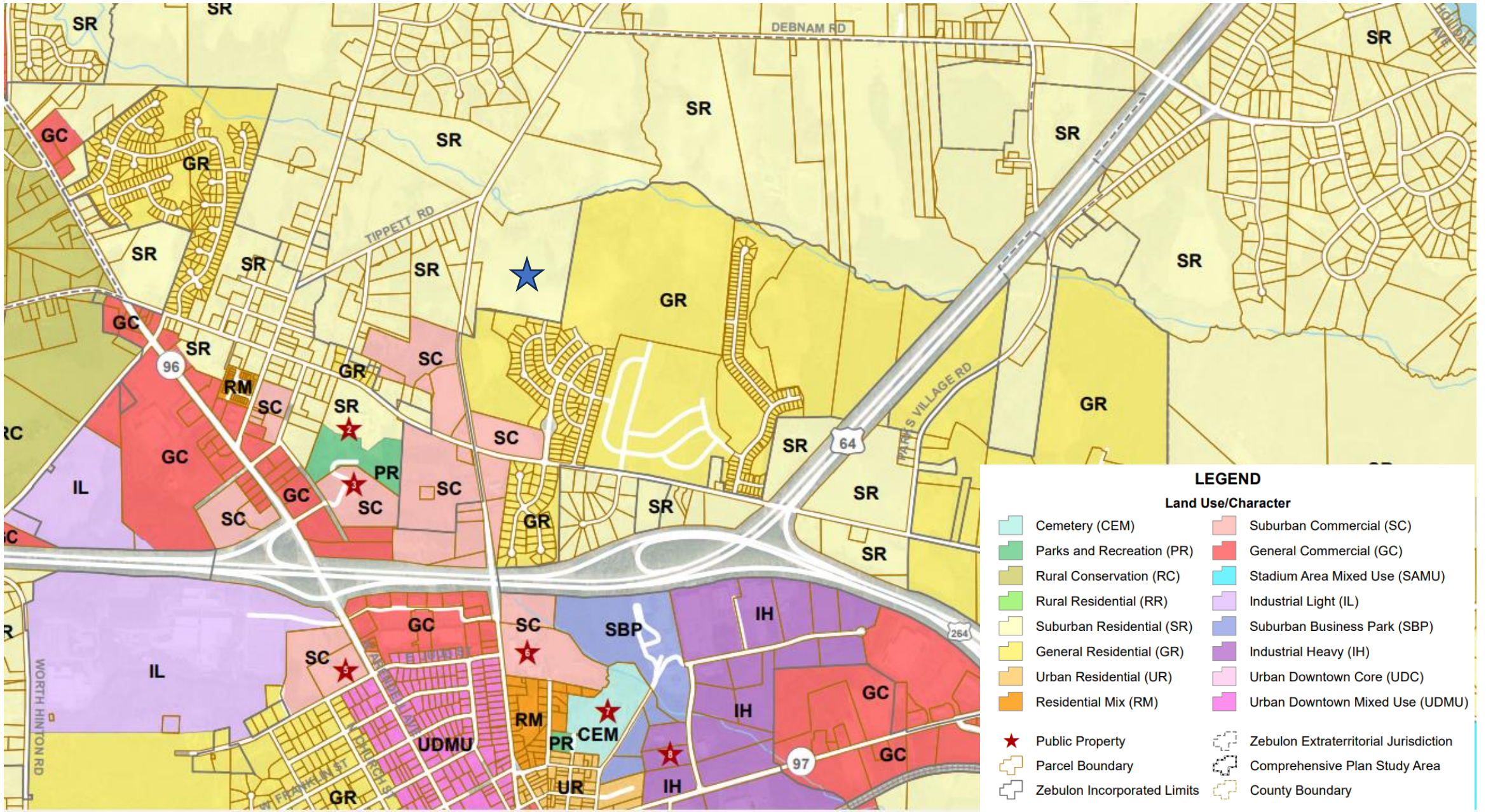
Existing Conditions



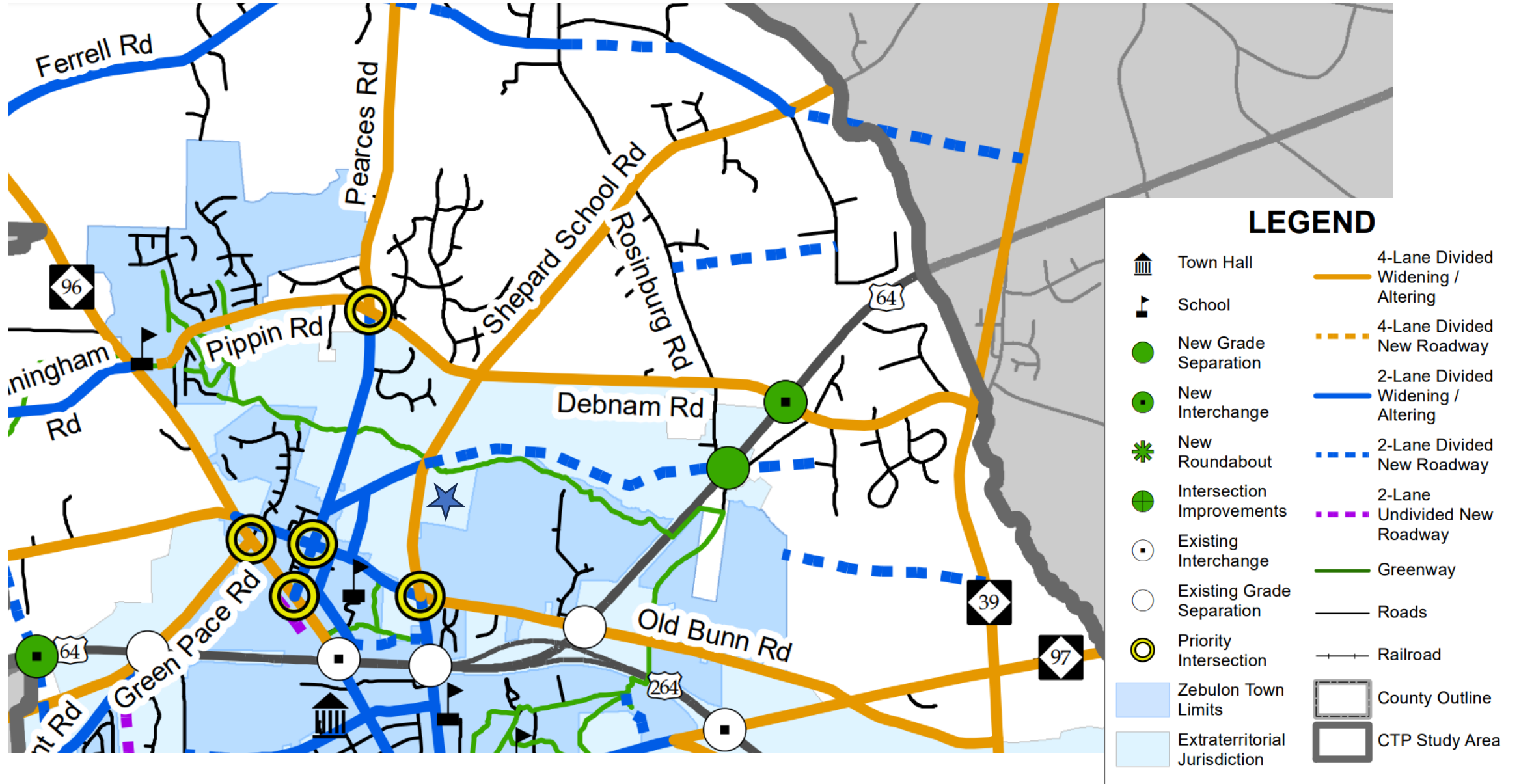
Current Zoning



Future Land Use Map



Comprehensive Transportation Plan







GREENWAY TRAIL

EXISTING
CARETAKERS
HOUSE

PEDESTRIAN PATH

POND

PLAYGROUND

SHELTER

TENT CAMPSITES

ACTIVITY
LAWN

SHOWER
HOUSE

ACTIVITY
LAWN

ENTRY/MONUMENT
SIGN

GATE

GATE

EXISTING
MAINTENANCE
BARN

CLUBHOUSE

POOL

SEATWALL
OVERLOOK

DOCK

FIRE PIT/
GATHERING PLAZA

GLAMPING SITES

YURTS

RV SITES

POND

FISHING
OVERLOOK

PICKLEBALL
COURTS

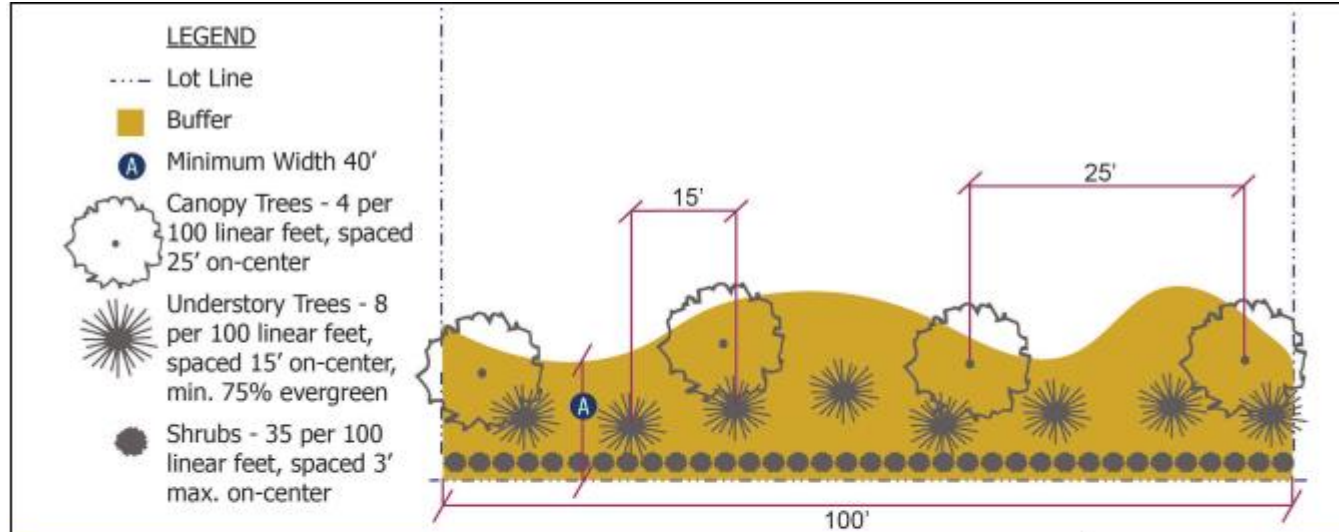
SHELTER WITH



TABLE <>: PERIMETER BUFFER CONFIGURATION

TYPE D OPAQUE

Objective: The Type D Opaque perimeter buffer functions as a fully opaque screen from the ground to a height of eight feet. This type of buffer provides a strong sense of visual and acoustic separation between uses. The image below shows an approximation of this buffer type at maturity.



BUFFER CONFIGURATION	REQUIREMENT
Minimum buffer width (feet) [1] [2]	40
Required canopy trees per every 100 linear feet (#) / Maximum on-center spacing (feet)	4 / 25
Required understory trees per every 100 linear feet (#) / Maximum on-center spacing (feet)	8 / 15
Minimum evergreen understory tree percentage (%)	75
Shrubs per every 100 linear feet (#) / Maximum on-center spacing (feet) [3]	35 / 3
Minimum evergreen shrub percentage (%)	100

NOTES:

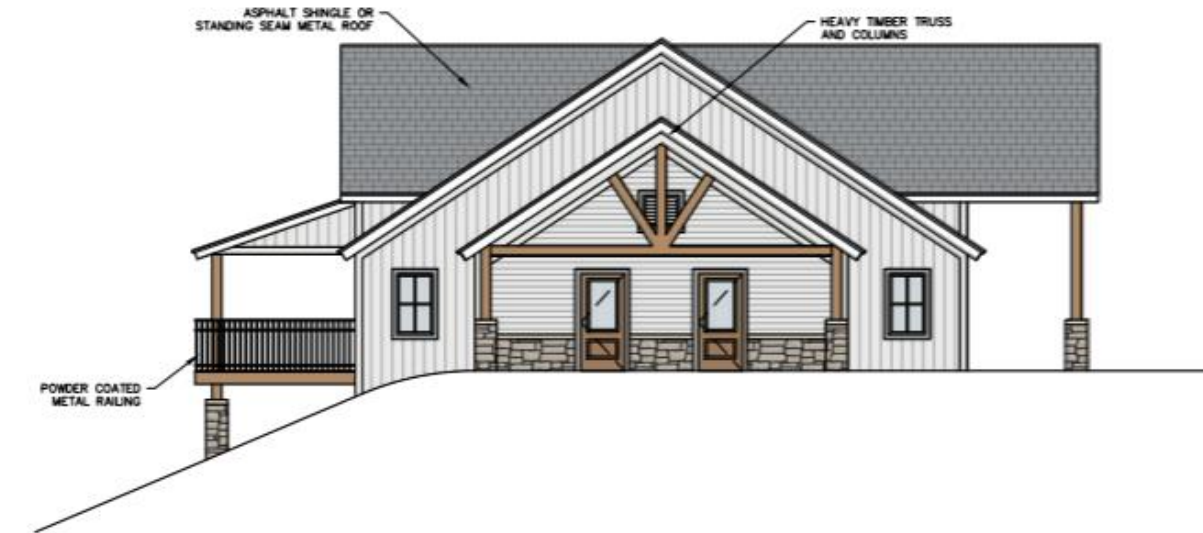
[1] Provision of a semi-opaque fence or wall allows the buffer width to be reduced by 5 feet.

[2] Provision of a fully-opaque fence, wall, or berm allows the buffer width to be reduced by 10 feet.

[3] In the event a fence or wall is provided, shrubs shall be planted between the fence or wall and the lot line. Shrubs shall be no closer than 3 feet to the lot line.



○ CLUBHOUSE SOUTH ELEVATION
SCALE: 1/84" = 1'-0"



○ CLUBHOUSE WEST ELEVATION
SCALE: 1/84" = 1'-0"

Overview

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- Current Uses: Residential
- Frontage along Shepard School Road
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