

**ZEBULON
BOARD OF COMMISSIONERS
AGENDA
March 3, 2025
6:00pm**

1. PLEDGE OF ALLEGIANCE

2. APPROVAL OF AGENDA

3. SCHOOL RECOGNITION

A. Zebulon Elementary School

- i. Alex Hancock – Student
- ii. Alicia Gregory – Teacher
- iii. Proclamation

4. PUBLIC COMMENT

5. CONSENT

A. Minutes

- i. November 4, 2024 – Regular Meeting
- ii. November 21, 2024 – Work Session
- iii. December 2, 2024 – Regular Meeting

6. PRESENTATIONS

A. Smart Cities Presentations – Morrisville Commissioner Steve Rao

B. Parks & Recreation Advisory Board Update – Quinton Taylor and Brandon Wiggins

7. OLD BUSINESS

A. Planning

- i. Ordinance 2025-25 – UDO Text Amendments – Regional Mixed Use
- ii. Public Hearing – Annexation Little River Park
 - a. Ordinance 2025-26 – Little River Park Annexation
- iii. Ordinance 2025-27 – Little River Park Rezoning

8. NEW BUSINESS

A. Administration

- i. Staffing Addition - Administration

9. MANAGER'S REPORT

A. Financial Statements Update - Addendum

10. BOARD COMMENTS

11. CLOSED SESSION

As Allowed Per NC General Statue § 143-318.11 For the purposes of Personnel discussions

12.ADJOURN

ZEBULON

NORTH CAROLINA

PROCLAMATION Zebulon Elementary School Science Olympians

WHEREAS, Science education plays a pivotal role in shaping the minds of future generations, fostering critical thinking, and enabling students to address global challenges through innovation and discovery;

WHEREAS, The rapid advancement of science and technology demands that students are equipped with the skills and knowledge necessary to thrive in an increasingly complex world;

WHEREAS, Equitable access to quality science education is crucial for empowering students of all backgrounds to pursue careers in STEM fields;

WHEREAS, Hands on learning, inquiry based teaching, and interdisciplinary approaches to science education have proven effective in deepening students' understanding, fostering a passion for scientific exploration;

WHEREAS, Clubs and activities that involve science objectives teach students how to work in unison, troubleshoot, explore and innovate;

WHEREAS, The advancement of science for the benefit of all humanity requires an unselfish and collaborative approach to further local, regional, and global goals and initiatives;

WHEREAS, Celebrating students for not only their accomplishments in science but also their overall attitude towards collaboration and competition builds character as well as a scientific mindset;

NOW, THEREFORE, be it resolved that:

1. The Town of Zebulon would like to recognize and celebrate students endeavoring to solve problems and achieve goals in the area of science in ways that fosters good faith, excitement, and overall spirit.
2. The Town of Zebulon recognizes not only the 6th place Science Olympiad finish by Anna Mitchell and Carina Davis but also the entire Zebulon Elementary School Science Olympiad Team of Isiah Ascencio Gonzalez, Michaiah Ashe, Ezra Berry, Juan Chaj-Gonzalez, Luella Chambers, Carina Davis, Rylee Hewitt, Skyla McNeil, Anna Mitchell,

Yaretzi Neri Tenorio, Beau Walker, Blake Waller, and Ezequiel Zaragoza for receiving the Spirit Award for their sportsmanship as well as respect.

3. The Town of Zebulon recognizes Elizabeth Baker for her great guidance, teaching, and support in leading students forward in and helping her students develop a passion for science.

Adopted this 3rd day of March 2025.

Glenn L. York—Mayor

Seal

Lisa M. Markland, CMC—Town Clerk

Zebulon Board of Commissioners
Minutes
November 4, 2024

Present: Mayor Glenn York, Jessica Harrison, Quentin Miles, Amber Davis, Shannon Baxter, Beverly Clark, Taiwo Jaiyeoba-Interim Town Manager, Lisa Markland-Human Resources Director, Chris Ray-Public Works, Jacqui Boykin-Police, Chris Perry-Fire, Sheila Long-Parks & Recreation, Bobby Fitts-Finance, Cate Farrell-Planning, Tonya Easterwood-IT, Kaleb Harmon-Communications, Eric Vernon-Town Attorney

Mayor York called the meeting to order at 6:00pm.

Mayor York stated there would be a moment of silence for those devastated by the storms in western North Carolina and the tornados in Rocky Mount.

PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner Clark.

APPROVAL OF AGENDA

Commissioner Harrison made a motion to approve the agenda.

Commissioner Baxter stated she wanted to add the Zebulon Bearcats to the agenda.

Mayor York stated he had Proclamations for HOSA Future Health Professionals Week and Operation Green Light for Veterans.

Commissioner Harrison amended her motion to include the changes, second by Commissioner Baxter to approve the agenda as amended. There was no discussion and the motion passed unanimously.

RECOGNITIONS

Student Kendall Corbett and Teacher Lilian Cruz both from Zebulon Elementary School were recognized at the meeting.

PUBLIC COMMENT

Shirley Snelling, the President of the James E Shepard Alumni Association thanked Zebulon for funding the association for 2025.

Dale Beck spoke about how important it was for the transportation bond to pass.

Glenn Todd, Sr. stated his family had no objection to the rezoning at Mack Todd Road and the project would be good for the community.

Dwayne Porterfield, the school social worker for Zebulon Middle School, explained the vision for the school and was open to hearing ways the school and Town could work together for the students.

PROCLAMATIONS

Mayor York read the HOSA - Future Health Professionals Week Proclamation and Operation Green Light for Veterans Proclamation.

CONSENT

A. Minutes

Commissioner Baxter made a motion, second by Commissioner Harrison to approve the June 3, 2024 regular meeting minutes. There was no discussion and the motion passed unanimously.

Commissioner Baxter made a motion, second by Commissioner Harrison to approve the June 4, 2024 emergency called meeting minutes. There was no discussion and the motion passed unanimously.

Commissioner Baxter made a motion, second by Commissioner Harrison to approve the June 11, 2024 work session meeting minutes. There was no discussion and the motion passed unanimously.

Commissioner Baxter made a motion, second by Commissioner Harrison to approve the September 4, 2024 special called meeting minutes. There was no discussion and the motion passed unanimously.

B. Finance

Commissioner Baxter made a motion, second by Commissioner Harrison to approve the Wake County tax report for August 2024. There was no discussion and the motion passed unanimously.

C. Planning

Commissioner Baxter made a motion, second by Commissioner Miles to approve Resolution 2025-06 appointing the Plat Review Officer. There was no discussion and the motion passed unanimously.

OLD BUSINESS

A. Planning

- i. 901 Mack Todd Road – Ordinance 2025-07

Cate Farrell stated the standards for Section 2.2.25.J were:

- Health, safety and welfare
- Appropriate for location
- Reasonable in the public interest
- Other relevant factors

The property is located at 901 Mack Todd Road. The applicant TMTLA asked that the 2.3 acres be zoned from R4-C to Planned Development. The current zoning, timeline, concept plan and future land use were shown. There were three urban open spaces proposed within the development as well as road improvements. The applicant received 60 points under the Utility Allocation Policy.

Since the August meeting, the applicant met with the community concerned members about the project.

The Planning Board unanimously recommended approval of PD 2024-02 at their September 16, 2024 meeting. Staff also recommended approval of 901 Mack Todd Road – Ordinance 2025-07.

Pam Porter with TMTLA Associates explained the development was presented to the Board at the August meeting and was tabled so the applicant could meet with the Todd family who owned most of the land to the south and east of the property. Details from those meetings were given. The Todd family had concerns about rentals and the applicant stated they would prohibit short term rentals and limit the number of homes that could be purchased by a rental company. At the end of the second meeting the Todd family stated they were in support of the development.

Commissioner Miles made a motion, second by Commissioner Baxter to approve Ordinance 2025-07 rezoning 901 Mack Todd Road. There was no discussion and the motion passed unanimously.

NEW BUSINESS

A. Public Works

i. Zebulon Chamber Christmas Park – Resolution 2025-05

Chris Ray spoke about the street closure request made by the Chamber of Commerce to close the public right of way of W. McIver Street from 4:00pm to 7:00pm on December 12, 2024 to hold their annual block Christmas Party. The costs for personnel and equipment to close the right of way would be \$255. The applicant requested a fee waiver as the Chamber partnered with the Town on economic development and promotion of the Town's initiatives.

Commissioner Baxter stated there would be approximately 50 to 60 people in attendance and alcohol would be served and wanted a police officer staffed at the event due to the proximity of N. Arendell Avenue. Jacqui Boykin stated an officer would be on site at the event.

Commissioner Miles made a motion, second by Commissioner Baxter to approve Resolution 2025-05 for the Zebulon Chamber Christmas Party with the fee waiver. There was no discussion and the motion passed unanimously.

ii. FY 2025 Five County Stadium – Third Lease Amendment

Chris Ray gave a general update on the discussions with the Carolina Mudcats/Milwaukee Brewers Organization regarding termination of the existing Lease.

Negotiation Goals included:

1. Development of a third amendment to the lease that allowed the County and Town to move forward with securing a new tenant/partner to resume sporting, entertainment, and other events in the stadium as early as Spring 2026.
2. Development of a third amendment that provided the County and Town compensation greater than what we would have received if the Mudcats/Brewers remained locked in the lease through 2027.
3. Development of a third amendment that required the Mudcats/Brewers to remove its personal property at its cost and leave the stadium in good working condition within a

reasonable timeframe to accommodate a new tenant. (There were a significant number of personal items, including repainting the elevated tank).

4. Development of a third amendment that guaranteed that neither the County nor Town would have to make MLB-mandated or Mudcats/Brewers-requested improvements to the stadium that would not serve or benefit a new tenant/partner.

The next steps included County and Town consideration, discussion, and concurrence regarding the draft third amendment for early termination of the agreement with Carolina Mudcats/Brewers.

With the assistance of CAA, Icon, the Town and County were pulling together critical data such as zoning, the Town of Zebulon Comprehensive Plan, stadium data and as-built drawings, and other economic data for a request for proposals that would ultimately be negotiated and approved by both Wake County and the Town of Zebulon.

Emily Lucas with Wake County stated there would be a lease amendment for the Board's consideration at the December meeting.

B. Bearcats

George Roa thanked the Board for the fee waiver for the Bearcats' first season and spoke about the program.

MANAGER'S REPORT

Taiwo Jaiyeoba gave an update regarding medical, dental and vision insurance to the Board.

Jacqui Boykin gave a Police Strategic Plan Update. The Department's mission, core values, and fundamental goals were detailed.

BOARD COMMENTS

Commissioner Baxter stated the Town was in communication with NCDOT and the developer to ensure the light at Hwy 39 and Old 264 would be turned on within two weeks. Commissioner Baxter thanked veterans for their service and spoke about upcoming events like the Veterans Day Ceremony, Candy Cane Lane, and Christmas parade. The Board was attending the National League of Cities conference later in the month.

Commissioner Miles encouraged citizens to vote.

Commissioner Harrison stated she was excited to chair the Youth Education and Family Committee with the National League of Cities and encouraged everyone to vote.

Commissioner Clark asked everyone to vote.

Commissioner Davis wished everyone a Happy Thanksgiving season, asked everyone to vote in the upcoming election and thanked those who were involved in the recent events around Town.

Mayor York stated the Board would need a motion to go into Closed Session as allowed by GS § 143-318.11 (a)(6) for personnel discussions.

Board of Commissioners
Minutes
November 4, 2024

Commissioner Miles made a motion, second by Commissioner Clark to go into closed session. There was no discussion and the motion passed unanimously.

NOTE: In closed session, Commissioner Harrison made a motion, second by Commissioner Clark to come out of closed session. There was no discussion and the motion passed unanimously.

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

Adopted this the 3rd day of March 2025.

Glenn L. York—Mayor

SEAL

Lisa M. Markland, CMC—Town Clerk

Zebulon Board of Commissioners
Work Session
Minutes
November 21, 2024

Present: Mayor Glenn York, Jessica Harrison, Beverly Clark, Quentin Miles, Shannon Baxter, Taiwo Jaiyeoba-Interim Town Manager, Lisa Markland-Town Clerk, Chris Ray-Public Works, Bobby Fitts-Finance, Jacqui Boykin-Police, Chris Perry-Fire, Sheila Long-Parks and Recreation, Matt Lower-Planning, Kaleb Harmon-Communications, Tonya Easterwood-IT, Shannon Johnson-Economic Development, Sam Slater-Attorney

Absent: Amber Davis

Mayor York called the meeting to order at 6:00pm.

APPROVAL OF AGENDA

Commissioner Baxter asked to add discussion about insurance benefits.

Commissioner Baxter made a motion, second by Commissioner Miles to approve the agenda as amended. There was no discussion and the motion passed unanimously.

PRESENTATION

A. Wake County Parks and Recreation – Open Space

Sheila Long introduced Chris Snow the Wake County Open Space Parks Director. Mr. Snow gave the history, funding sources, GIS Model, and request for properties selection process of Wake County’s Open Space Program. The goal of the program was to protect 30% of the County’s land through regulation, land development process or as park and conservation lands. Some of the funding sources included County funds, state and federal grants, and partners such as non-profits and state programs. There was detailed information given about the request for properties selection process.

Commissioner Baxter asked about the County’s involvement with areas around Little River. Mr. Snow stated almost 2,600 acres of land at Little River was purchased by the Conty on behalf of the City of Raleigh for a future water supply watershed. Little River was still being reevaluated for future plans. A concept plan was performed, and any future development could come in a future bond.

OLD BUSINESS

A. Parks and Recreation

i. Strategic Plan Grants

Sheil Long spoke about the Town’s current Strategic Plan Grant program which offered a total of \$5,000 total in grants. Per policy, these grants must meet a Strategic Plan Focus Areas and were available to 501(c)(3) organizations that have been operating for at least two years.

At the September work session, the Board engaged in discussion about the Strategic Plan Grants that allowed staff to draft updates to the grant program. Key takeaways from the Board's discussion:

- Priority projects would include services to youth and seniors, transportation, and education enhancements to meet grade level expectations, and family health
- Grants could be used to help startups to help accomplish the Town's vision
- Grant would be a resource to help organizations seeking to fill service gaps
- Projects would offer a direct impact that could be seen
- Organizations that receive a grant should provide project updates
- There should be data and metrics to measure success
- Consideration should be given to organizations that could support and/or engage Zebulon's Hispanic population and organizations.
- Distribute the remaining \$20,000 by offering five \$2,000 grants and two \$5,000 grants.
- Board would like to have the opportunity to review and consider applicants
- Community members would have an opportunity to serve on the scoring committee

A draft update to the policy was emailed to the Board on November 1, 2024 and after a legal review, minor updates were made to offer clarification.

There was discussion about giving a point to a non-profit that was already operating in the community and organizations could only receive a strategic plan grant once per fiscal year.

B. Christmas Parade Update

Chris Ray stated an update memo was provided to the Board prior to the meeting and staff was available to answer any questions.

Commissioner Baxter asked if the number of applicants had changed and what was still needed. Sheila Long stated there were 32 registered parade entries and 10 to 12 other Town based entries.

Mayor York asked for some information about liability. Sam Slater spoke about waiver considerations. Sheila Long explained staff was working on safety plans to protect all those at the parade as well as the Town.

NEW BUSINESS

A. Strategy/Visioning Session – Consultant Proposals

Taiwo Jaiyeoba stated the Board had expressed a desire to have a retreat, providing an opportunity to come together and discuss their vision for the Town of Zebulon, and how that would impact the Strategic Plan, budgets and projects in the future.

Mr. Jaiyeoba stated staff had obtained three proposals and discussed the differences between them. Commissioner Baxter wanted to make sure it was not working on the strategic plan for the Town but a discussion of the strategic vision for the future of the community. It was confirmed that was the case.

B. Insurance Benefits

Commissioner Baxter stated she understood there would not be a price increase for the employees, but it looked like there would be an increase of \$26.31 per pay period. Lisa Markland explained there was no change to Plan B, which was free insurance coverage for employees. If the employee participated in the wellness program, they could receive a \$50 gift card per month or a \$50 credit on their family or dependent plan coverage. Insurance costs had risen and there would be a small cost for those electing Plan A coverage. Plan A was a true buy-up plan for better coverage.

Commissioner Baxter stated she wanted to get as close as possible to not charging employees for their health insurance. Staff was asked to have the discussion earlier to try to avoid the cost of insurance increases being placed on the employees. Lisa Markland stated an option available would be that the Town could remove the opt-out pay to offset the cost of insurance.

CLOSED SESSION

Mayor York stated the Board needed to go into closed session as allowed by GS § 143-318.11.

- a. Deacon Development Group, LLC vs. Town of Zebulon/Case #24-CVS-020692-910
- b. To consult with the attorney and preserve the Attorney-Client privilege

Commissioner Miles made a motion, second by Commissioner Baxter to go into closed session. There was no discussion and the motion passed unanimously.

NOTE: In closed session, Commissioner Miles made a motion, second by Commissioner Clark to come out of closed session. There was no discussion and the motion passed unanimously.

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

Adopted this the 3rd day of February 2025.

Glenn L. York—Mayor

SEAL

Lisa M. Markland, CMC—Town Clerk

Zebulon Board of Commissioners
Minutes
December 2, 2024

Present: Mayor Glenn York, Jessica Harrison, Quentin Miles, Amber Davis, Shannon Baxter, Beverly Clark, Taiwo Jaiyeoba-Interim Town Manager, Kellianne Williams-Assistant Town Manager, Lisa Markland-Human Resources Director, Chris Ray-Public Works, Jacqui Boykin-Police, Chris Perry-Fire, Sheila Long-Parks & Recreation, Bobby Fitts-Finance, Matt Lower-Planning, Tonya Easterwood-IT, Kaleb Harmon-Communications, Eric Vernon-Town Attorney

Mayor York called the meeting to order at 6:00pm.

PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Zebulon Middle School student Kaylee Ascencio-Herrera.

APPROVAL OF AGENDA

Commissioner Harrison asked to pull board appointments and table it to the February 3, 2025 meeting.

Commissioner Davis asked to move Strategic Plan grants to Old Business.

Commissioner Baxter made a motion, second by Commissioner Miles to approve the agenda as amended. There was no discussion and the motion passed unanimously.

SCHOOL RECOGNITION

Student Kaylee Ascencio-Herrera and Teacher Nathan Hartman both from Zebulon Middle School were recognized at the meeting.

PRESENTATION

A. FY 2024 Audit

Bobby Fitts introduced Elsa Swenson from Martin Starns and Associates. The audit highlights were detailed. The total fund balance for 2024 was \$27,671,580 which was an increase of \$4,023,894 in the available fund balance. The top three revenues included property tax at 50%, other revenues at 24%, and unrestricted governmental revenue at 16%. The top three expenditures of the general fund were Public Works at 35%, Public Safety at 34% and general government at 16%.

Commissioner Baxter thanked the Finance Department and Elsa Swenson for their work on the audit.

B. Mike Baumwell – Rep’d Platform

Mike Baumwell, who is the founder and CEO of Rep’d Platform, spoke about the issues of trusting government due to misinformation. There was information given about how his company was helping to build trust with government in local communities. Their goal was to humanize local government and showed how Rep’d worked.

C. Rebekah Dixon, M.ed – Youth Employment Program

Rebekah Dixon the Youth Employment Program Manager for the City of Raleigh spoke to the Board about Raleigh’s summer youth employment program. The program created work experiences for young individuals typically between the ages of 14 and 21. Janah Afifi a RSYEP ambassador and current participant spoke about her experience with the program. A former participant, Zoe Brannon gave her experience and spoke about her role as the current program administrator for RSYEP and healthcare pathway coach.

PUBLIC COMMENT

No one signed up to speak.

CONSENT

A. Minutes

Commissioner Clark made a motion, second by Commissioner Harrison to approve the June 18, 2024 work session minutes. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Harrison to approve the June 25, 2024 special called meeting minutes. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Harrison to approve the August 5, 2024 regular meeting minutes. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Harrison to approve the August 15, 2024 work session minutes. There was no discussion and the motion passed unanimously.

B. Finance

Commissioner Clark made a motion, second by Commissioner Harrison to approve the Wake County tax report for September 2024. There was no discussion and the motion passed unanimously.

NEW BUSINESS

A. Fire

i. Wake County Fire Academy – Funding Agreement Amendment

Chris Perry stated on May 6, 2024, the Board of Commissioners approved an agreement with Wake County to recruit and train three career firefighters using ARPA funds. The recruitment plan was aimed at improving the diversity of career firefighters in Wake County and utilized ARPA funds to cover all related expenses, including salaries and benefits, personal protective clothing/uniforms, and educational expenses such as textbooks and study materials. Three employees were hired and had been in the academy since October 14, 2024 with an expected graduation date of mid-June, 2025.

ARPA funds must be spent or encumbered prior to December 31, 2024. Additional language was necessary to the approved funding agreement to satisfy the encumber requirements and allow the funds to be used past the end of this year. The amendment, as proposed, met those requirements.

Commissioner Baxter made a motion, second by Commissioner Davis to approve Wake County Fire Academy – Funding Agreement Amendment. There was no discussion and the motion passed unanimously.

ii. Fire Engine Replacement Purchase

Chris Perry explained on August 5, 2024, the Board of Commissioners approved an appropriation of capital funding for a replacement fire engine, estimated at a cost of \$1,000,000. The current production and delivery time of fire engines was from 36-42 months. The department's oldest fire engine was built in 2007 and it was necessary to order a replacement to meet the current replacement cycle.

The H-GAC cooperative purchasing program enabled local governments to purchase goods and services that had been competitively bid at a national level, and in accordance with state statutes. This program typically provided pricing better than that which could be obtained through local bidding. A committee of both career and volunteer fire department personnel developed specifications of the truck, designed to meet the needs of the department and the community for the next 15+ years. Due to the desire to maintain consistency with the current fleet and a product offering which met the needs and specifications, pricing was obtained for the vehicle from Pierce Manufacturing, Inc through their dealer, Atlantic Emergency Solutions, Inc., using the H-GAC pricing. Atlantic Emergency Solutions, Inc. provided the following proposals:

One (1) 2028 Pierce Enforcer Custom Pumper based upon fire department specifications, including a custom cab with seating for 5, 450HP Cummins diesel engine, 5 speed automatic transmission, 1500 GPM pump, 1000-gallon tank, 47,000 lb GVWR, and a delivery time of not to exceed 42 months - \$948,772.00.

Commissioner Baxter made a motion, second by Commissioner Miles to approve the Fire Engine Replacement Purchase. There was no discussion and the motion passed unanimously.

iii. Resolution 2025-07 – Reimbursement Resolution – Financing of Fire and EMS Building

Bobby Fitts explained with the adoption of the Fire Station Capital Project Fund budget, funds had been budgeted for the land purchase, design and construction of a new Fire & EMS Building with the intent to finance the facility through a twenty-year financing agreement. The purchase of the land and design work had begun before financing was in place by declaring the Town's intent to finance the construction of the facility. Adopting Resolution 2025-07 officially declared the Town's intent to finance the design and construction of a Fire & EMS Building with debt proceeds with the intent to reimburse itself with said proceeds of the debt for expenditures incurred by the Town prior to the financing of the project.

Commissioner Clark made a motion, second by Commissioner Baxter to approve Resolution 2025-07 – Reimbursement Resolution – Financing of Fire and EMS Building. There was no discussion and the motion passed unanimously.

OLD BUSINESS

A. Five County Stadium Agreement

Chris Ray provided a general overview of the terms negotiated with the Carolina Mudcats/Brewers on a termination agreement on the lease of Five County Stadium.

Negotiation Goals Framework:

- 1. Goal** - Development of a third amendment to the lease that allowed the County and Town to move forward with securing a new tenant/partner to resume sporting, entertainment, and other events in the stadium as early as Spring 2026.
Result – the agreement per section 2A sets the termination date at December 31, 2025. Section 2B of the agreement provides the owner the option of granting the Mudcats the rights to use the stadium in 2026 subject to the future tenant. The new tenant would have priority over Mudcats for the purposes of games and other events.
- 2. Goal** - Development of a third amendment that provided the County and Town compensation greater than what would have been received if the Mudcats/Brewers remained locked in the lease through 2027.
Result - The termination agreement in section 3A and 3B called for a termination payment of \$ 237,500.00 to be paid by December 31st, 2025 and the final rent payment of approximately \$36,500.00 will be due on October 1st, 2025.
- 3. Goal** - Development of a third amendment that required the Mudcats/Brewers to remove personal property at their cost and leave the stadium in good working condition within a reasonable timeframe to accommodate a new tenant. (There were a significant number of personal items, including repainting the elevated tank).
Result – the agreement per section 2F requires the Mudcats to remove all personal items and enter into a contract at their cost with the City of Raleigh or its contractor to paint over the logo on the elevated tank.
- 4. Goal**- Development of a third amendment that guaranteed that neither the County nor Town would have to make MLB-mandated or Mudcats/Brewers-requested improvements to the stadium that would not serve or benefit a new tenant/partner.
Result- the agreement per section 2I stated that the Town/County would make no capital improvements for compliance with MLB PDL facility standards. In addition, any remaining funds in the capital improvements fund as of December 31, 2025 would remain with the Town and County.

The 2024 rent payment of \$34,669.15 was collected by the County in October consistent with the lease. Annually, the rent amount increased by the Consumer Price Index (CPI). The third amendment to the lease required rent payment (est. \$36,500.) for the 2025 season by October 1st, 2025. The lease amendment termination fee of \$237,500.00 was to be paid to the Town and County by December 31, 2025. The termination fee and rent proceeds would go into a capital reserve for future improvements to the stadium.

Commissioner Baxter made a motion, second by Commissioner Miles to approve the Five County Stadium Agreement. There was no discussion and the motion passed unanimously.

Chris Ray shared the next steps of the stadium and stated postings would be coming to obtain public feedback.

B. Strategic Plan Grant

Sheila Long review the process of updating the Strategic Plan Grant program.

Commissioner Baxter asked for clarification about the eligibility requirements. Staff stated a non-profit was only eligible for one strategic plan grant per fiscal year.

Commissioner Davis asked about the purpose of the \$1,000,000 insurance policy. Sheila Long explained the policy was a best practice for municipalities when issuing a grant program and was recommended by the Town's legal and insurance teams.

Commissioner Miles asked to move the Strategic Plan Grant discussion to a work session to have more time to look over it.

Commissioner Miles made a motion, second by Commissioner Davis to table Strategic Plan Grant Program to the December 19, 2024 work session. There was no discussion and the motion passed with a vote 4 to 1 with Commissioners Baxter, Davis, Miles and Harrison voting in favor and Commissioner Clark voting in opposition.

MANAGER'S REPORT

Taiwo Jaiyeoba thanked Chris Ray who served as the Interim Assistant Town Manager and introduced Kellianne Williams as the newly hired Assistant Town Manager.

BOARD COMMENTS

Commissioner Baxter spoke about the Board's attendance at the National League of Cities convention in Tampa, the Utilities Commission decrease, and thanked everyone for their work at the Veteran's Day Celebration and Candy Cane Lane. The Police Department was thanked for volunteering in Western North Carolina.

Commissioner Miles thanked Ms. Dixon and Ms. Brannon for their presentations.

Commissioner Harrison thanked Ms. Dixon and Ms. Brannon for their presentations and staff for their work at Candy Cane Lane. The Christmas parade was scheduled for December 8.

Commissioner Clark thanked Ms. Dixon for the presentation and enjoyed Candy Cane Lane.

Commissioner Davis also enjoyed the Youth Employment program presentation and stated Commissioner Harrison received an award for her service on the Youth of Education Board.

Board of Commissioners
Minutes
December 2, 2024

Mayor York thanked staff for their work at Candy Cane Lane and stated the East Wake Local Government meeting was scheduled for December 12 and the James E Shepard Banquet was December 14.

Mayor York stated the Board needed to go into Closed Session as allowed by GS § 143-318.11 (a)(6) for personnel discussions.

Commissioner Harrison made a motion, second by Commissioner Miles to go into closed session. There was no discussion and the motion passed unanimously.

NOTE: In closed session, Commissioner Clark made a motion, second by Commissioner Harrison to come out of closed session. There was no discussion and the motion passed unanimously.

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

Adopted this the 3rd day of March 2025.

Glenn L. York—Mayor

SEAL

Lisa M. Markland, CMC—Town Clerk

Topic: ORDINANCE 2025-25 – UDO Text Amendments - Regional Mixed Use

Speaker: Matt Lower, Planning Director

Prepared by: Matt Lower, Planning Director

Approved by: Gilbert Todd, Jr., Town Manager

Executive Summary:

The Board of Commissioners will consider text amendment updates to multiple sections in the Unified Development Ordinance (UDO) for the addition of a Regional Mixed-Use District (RMU).

Background:

The proposal for the addition of the RMU District is a direct outcome of staff evaluation of gaps in the Unified Development Ordinance (UDO). Addressing these gaps introduces a crucial “tool for the toolkit” to help achieve the goals and policies outlined in the Comprehensive Plan.

While the UDO is highly effective at implementing the Comprehensive Plan, managing growth, supporting downtown, and connecting neighborhoods, it lacks a clear by-right process for large-scale mixed-use and regional activity centers. These centers are critical components of the urban fabric because they concentrate goods and services, create opportunities for social and economic engagement, offer diverse and often mixed-income housing options, and typically generate a high property tax return per acre, which contributes significantly to the town’s fiscal health over time.

At present, Planned Development (PD) districts are the primary mechanism for entitling large-scale mixed-use, commercial, and master-planned developments. PD districts offer a high degree of flexibility in project design, provided they align with the goals and policies of the Comprehensive Plan. PD districts are sometimes described as “alternate means of compliance”. However, this flexibility comes at a cost. The case-by-case nature of PD districts can make the entitlement process lengthy, unpredictable, and, at times, challenging for both developers and municipalities.

The proposed RMU District addresses these challenges by establishing clear expectations for large-scale mixed-use developments while ensuring alignment with the town’s vision and goals. This new district is not intended to replace the PD process, but rather to serve as the standard means of compliance by providing a predictable, “by-right” pathway for developments that meet specific criteria.

This new district includes:

- A **Dimensional Standards Table** similar to the Downtown Mixed Use
- A **Master Plan Requirement** similar to that of PD District
- **Clear District Specific Standards** to provide baseline design expectations
- **Compatibility Standards** to ensure consistent application of buffering and screening
- **Update Table of Uses** that exclude uses unaligned with a regional, mixed-use destination development

STAFF REPORT
ORDINANCE 2025-25
UDO LEGISLATIVE TEXT AMENDMENT UPDATES
MARCH 3, 2025

This approach creates an efficient process for “by-right” mixed-use development while upholding the town’s vision and goals for these critical areas. It is important to note that supporting regional mixed-use through a by-right process is not novel, and several municipalities in our region, including Morrisville, Clayton, and Burlington, have similar districts.

Outcomes:

The following updates to the UDO will require approval by the Planning Board and Board of Commissioners:

1. **By-Right Development Pathway:** Introduces a method to entitle large-scale mixed-use, commercial, and master-planned developments, ensuring alignment with the Comprehensive Plan while simplifying the process.
2. **Predictable Investment Environment:** Codifies clear standards for regional mixed-use developments, fostering investor confidence.
3. **Streamlined Process:** Reduces entitlement timelines from 6-8 months (for Conditional Rezoning or PD) to 2-3 months, accelerating market readiness while maintaining robust design standards and board oversight.
4. **Alignment with Public Objectives:** Ensures redevelopment adheres to public goals and the Comprehensive Plan through codified design standards.

This proposal balances the need for flexibility, predictability, and efficiency, ultimately enhancing the town’s ability to manage growth and achieve its vision for vibrant, mixed-use regional activity centers.

Policy Analysis:

The proposed Regional Mixed-Use District aligns with several goals and policies outlined in the Zebulon Comprehensive Land Use Plan (CLUP). Specifically, the district supports the following:

1. **Goals for Land Use and Development:**
 - o **Goal 1:** Advance a land use allocation and pattern that supports greater housing variety, economic development, and a complete community with access to schools, recreation, shopping, and services (Land Use and Development, p. 2).
 - o **Goal 3:** Facilitate ongoing collaboration between land use and transportation planning to ensure a well-connected community (Land Use and Development, p. 2).

2. Policies for Land Use and Development:

- **Policy B:** Accommodate a range of character settings within its planning area to address diverse market preferences, including walkable, mixed-use environments (Land Use and Development, p. 3).
- **Policy C:** Emphasize compatible intensities and character when evaluating applications for intensive development near neighborhoods (Land Use and Development, p. 3).
- **Policy D:** Promote land use outcomes that prevent traffic congestion, ensure pedestrian- and cyclist-friendly design, and support public transit options (Land Use and Development, p. 3).

3. Economic Development Goals and Actions:

- **Goal 2:** Establish Zebulon as a regional destination supporting employment, commerce, and cultural activities (Economic Development, p. 2).

4. Framework for Urban Downtown Mixed Use:

- Aligns with the objective to encourage redevelopment and prevent auto-oriented patterns, fostering vibrant, walkable mixed-use districts (Future Land Use, p. 18).

Changes in Draft Text between the Joint Public Hearing (January 13, 2025) and Board of Commissioners Meeting March 3, 2025:

No materially significant changes occurred since the public hearing. The only changes in the draft text were clarifications and minor adjustments that were identified through the public hearing process:

1. Clarified that stormwater retention facilities do not count towards open space requirements.
2. Minor adjustments to permitted use tables:
 - a. Blood and Tissue Collection from Permitted to Special Use Permit
 - b. Laundry or Cleaning Service from Not Permitted to Special Use Permit
 - c. Tattoo and Piercing Establishment from Permitted to Special Use Permit
 - d. Helistop from Not Permitted to Permitted
 - e. Outdoor Display and Sales from Permitted to Special Use Permit
3. Clarified that RMU will share sign regulations with that of Downtown Mixed Use and Downtown Periphery Districts.
4. Added our standard language regarding setbacks: added street setback (zero feet) and “if provided” section for side setback.
5. Clarified utility use standards will align with residential district standards.
6. Referenced master plan requirement for RMU in the procedures section for zoning map amendments.

Planning Commission Recommendation:

The Planning Commission voted to recommend approval of Text Amendment TA 2025-01 on January 13, 2025.

Staff Recommendation:

Staff recommends approval of Ordinance 2025-25, because in our professional opinion, the community can expect the following outcomes should this text amendment be approved:

1. **By-Right Development Pathway:** Introduces a method to entitle large-scale mixed-use, commercial, and master-planned developments, ensuring alignment with the Comprehensive Plan while simplifying the process.
2. **Predictable Investment Environment:** Codifies clear standards for regional mixed-use developments, fostering investor confidence.
3. **Streamlined Process:** Reduces entitlement timelines from 6-8 months (for Conditional Rezoning or PD) to 2-3 months, accelerating market readiness while maintaining robust design standards and board oversight.
4. **Alignment with Public Objectives:** Ensures redevelopment adheres to public goals and the Comprehensive Plan through codified design standards.

Suggested Motion:

I hereby motion to approve Ordinance 2025-25, finding that the RMU District is consistent with the *Grow Zebulon Comprehensive Land Use Plan* and meets the standards of UDO 2.2.21.G, as described in the prepared statement per UDO 2.2.21.F.

Attachments:

1. Prepared Statement per UDO 2.2.21.F
2. Public Hearing Notification Affidavit
3. Ordinance 2025-25 – UDO Text Amendment

ZEBULON

NORTH CAROLINA

CASE # Text Amendment 2025-01 – Regional Mixed Use

HEARING DATE: January 13, 2025

State of North Carolina

County of Wake

BEFORE ME, the undersigned Notary, Stacie Paratore on this 9th day of January 20 25, personally appeared Matthew Lower, known to me to be a credible person and of lawful age, who being by me first duly sworn, on his oath, deposes and says:

I Matthew Lower, Planning Director for the Town of Zebulon, affirm that the following Public Notice Procedures have been completed in accordance with applicable North Carolina General Statute and Town of Zebulon Unified Development Ordinance Section 2.3.6 have been satisfied for the above referenced hearing.

- Advertisement in a Paper of General Circulation sent on December 31st, 2024 (Wake weekly, publication dates **1/3/2025 & 1/10/2025**)
- Posted to Planning Department Website **1/3/2025**

[Signature]

Jan 9, 2025

Matthew Lower

Date

Subscribed and sworn to before me, this 9th day of January 20 25

[Notary Seal:]

STACIE PARATORE
NOTARY PUBLIC
WAKE COUNTY, N.C.

[Signature]

Stacie Paratore

[signature of Notary]

[printed name of Notary]

NOTARY PUBLIC

My commission expires: 6/27, 20 25.

WRITTEN STATE OF ADOPTION
ORDINANCE 2025-25
REGIONAL MIXED-USE DISTRICT
MARCH 3, 2025

Per Zebulon Unified Development Ordinance (UDO) 2.2.21.F.4, the Zebulon Board of Commissioners shall adopt a written statement upon the approval of a UDO Text Amendment (TA):

1. TA 2025-1 2025-1 is approved.
2. TA 2025-1 is fully consistent with the Town’s adopted Policy Guidance in the Comprehensive Plan
3. TA 2025-1 is consistent with the comprehensive plan as it will implement the following goals and policies:
 - a. Goals for Land Use and Development:
 - i. Goal 1: Advance a land use allocation and pattern that supports greater housing variety, economic development, and a complete community with access to schools, recreation, shopping, and services (Land Use and Development, p. 2).
 - ii. Goal 3: Facilitate ongoing collaboration between land use and transportation planning to ensure a well-connected community (Land Use and Development, p. 2).
 - b. Policies for Land Use and Development:
 - i. Policy B: Accommodate a range of character settings within its planning area to address diverse market preferences, including walkable, mixed-use environments (Land Use and Development, p. 3).
 - ii. Policy C: Emphasize compatible intensities and character when evaluating applications for intensive development near neighborhoods (Land Use and Development, p. 3).
 - iii. Policy D: Promote land use outcomes that prevent traffic congestion, ensure pedestrian- and cyclist-friendly design, and support public transit options (Land Use and Development, p. 3).
 - c. Economic Development Goals and Actions:
 - i. Goal 2: Establish Zebulon as a regional destination supporting employment, commerce, and cultural activities (Economic Development, p. 2).
 - d. Framework for Urban Downtown Mixed Use:
 - i. Aligns with the objective to encourage redevelopment and prevent auto-oriented patterns, fostering vibrant, walkable mixed-use districts (Future Land Use, p. 18).
4. TA 2025-1 does not amend the Town’s adopted policy guidance in the Comprehensive Plan
5. TA 2025-1 is not associated with any development application approval.

WRITTEN STATE OF ADOPTION
ORDINANCE 2025-25
REGIONAL MIXED-USE DISTRICT
MARCH 3, 2025

6. TA 2025-1 is reasonable as it aligns with the town’s long-term planning goals, promotes orderly growth, and provides clarity in the development process. By ensuring consistency with adopted land use policies, it creates a predictable framework that balances private property rights with the community’s vision for sustainable development.
7. TA 2025-01 is in the public interest because of provides a tool to enable high-value per acre mixed-use development where such development reflects a highest and best use, which will enhance economic growth, protects community character, and ensures that land use regulations meet the evolving needs of residents and businesses.

Adopted this the 3rd day of March, 2025

Glenn L. York – Mayor

SEAL

Lisa M. Markland, CMC – Town Clerk

ORDINANCE 2025-25

UDO Text Amendments adding Regional Mixed Use

ARTICLE 2: PROCEDURES

2.2. Application Review Procedures

2.2.25. Zoning Map Amendment

J. ZONING MAP AMENDMENT REVIEW STANDARDS

The advisability of an amendment to the Official Zoning Map is a matter committed to the legislative discretion of the Board of Commissioners and is not controlled by any one factor. In determining whether to adopt or deny a proposed zoning map amendment, the Board of Commissioners may weigh the relevance of and consider the following:

1. Whether the proposed zoning map amendment advances the public health, safety, or welfare;
2. Whether and the extent to which the proposed rezoning is appropriate for its proposed location, and is consistent with the purposes, goals, objectives, and policies of the Town's adopted policy guidance.
3. Whether an approval of the rezoning is reasonable and in the public interest.
4. Other factors as the Board of Commissioners may determine to be relevant.

K. REVIEW OF REGIONAL MIXED-USE ZONING

4. Any property seeking a Zoning Map Amendment to the Regional Mixed-Use (RMU) zoning classification will provide a master plan in accordance with Section 3.5.5.E.1 Master Plan Requirements as part of the Zoning Map Amendment review.

K.L. EFFECT

1. Lands subject to an approved map amendment shall be subject to all the applicable standards in this Ordinance, which shall be binding and shall run with the land.
2. Development located outside the Zebulon corporate limits shall comply with all Town policies related annexation and the extension of utilities.

L.M. AMENDMENT

Amendment of a decision on a zoning map amendment may only be reviewed and considered in accordance with the procedures and standards established for its original approval.

M.N. APPEAL

1. Any decision by the Board of Commissioners shall be subject to review by the Superior Court of Wake County.
2. Petitions for review must be filed with the Clerk of Court within 30 days of the date the decision is filed in the office of the appropriate review authority and delivered by personal delivery, electronic mail, or first-class mail to the applicant, landowner, and to any person who has submitted a written request for a copy, prior to the date the decision becomes effective.

ARTICLE 3: DISTRICTS

3.1. Introductory Provisions

3.1.4 Organization of These Zoning District Standards

TABLE 3.1.3: ZONING DISTRICTS ESTABLISHED	
ZONING DISTRICT ABBREVIATION	ZONING DISTRICT NAME
LI	Light Industrial
CI	Industrial Campus
HI	Heavy Industrial
Mixed Use Districts	
OI	Office and Institutional
DTP	Downtown Periphery
DTC	Downtown Core
RMU	Regional Mixed Use
PD	Planned Development
CONDITIONAL ZONING DISTRICTS	
R1-C	Residential Watershed - Conditional
R2-C	Residential Suburban – Conditional
R4-C	Residential Neighborhood – Conditional
R6-C	Residential Urban – Conditional
RMF-C	Residential Multi-family – Conditional
NC-C	Neighborhood Commercial – Conditional
GC-C	General Commercial – Conditional
HC-C	Heavy Commercial – Conditional
LI-C	Light Industrial – Conditional
CI-C	Campus Industrial – Conditional
HI-C	Heavy Industrial – Conditional
OI-C	Office and Institutional – Conditional
DTP-C	Downtown Periphery – Conditional
DTC-C	Downtown Core – Conditional
SPECIAL USE ZONING DISTRICTS	
R-13 SUD	Residential 13 – Special Use
CA-SUD	Commercial Amusement – Special Use

3.1.4. ORGANIZATION OF THESE ZONING DISTRICT STANDARDS

A. OFFICIAL ZONING MAP

Section 3.1.4.A, Official Zoning Map, establishes the Official Zoning Map and describes how it is updated and interpreted.

B. GENERAL ZONING DISTRICTS

- Sections 3.3.1, 3.4.1, and 3.5.1, Summary Purpose and Intent Statements, set out a series of purpose and intent statements broadly applicable to each individual district type in the Residential, Commercial, and Mixed Use districts.
- Sections 3.3 through 3.5 include the detailed purpose statement, dimensional standards, and example images for each general zoning district listed in Table 3.1.3, Zoning Districts Established.
- The black lettered circles included in each dimensional standards table correspond to the black lettered circles in the dimensional and development configuration example images for the same zoning district.
- The development, lot pattern, dimensional, and lot configuration example diagrams are for illustrative purposes only. In cases where an image conflicts with the text for the district or some other portion of this Ordinance, the text, not the illustration, shall control.

ARTICLE 3: DISTRICTS

3.5. General Mixed Use Zoning Districts

3.5.5 Regional Mixed-Use (RMU) District

3.5.5. REGIONAL MIXED-USE (RMU) DISTRICT

A. DISTRICT CHARACTER	B. EXAMPLE LOT PATTERN
<p><u>The Regional Mixed Use (RMU) district is established to facilitate the development of vibrant, compact, and pedestrian-friendly "town center" areas. It aims to integrate a mix of residential, commercial, civic, and open space uses within a single cohesive development. This district encourages a high quality of life, efficient land use, and reduced dependency on automobiles by fostering a walkable urban environment.</u></p>	
C. DIMENSIONAL STANDARDS	
<u>Minimum Lot Area (square feet)</u>	None
<u>Minimum Lot Width (linear feet)</u>	100
<u>Maximum Lot Coverage (% of lot area)</u>	75
<u>Minimum Street Setback (feet)</u>	None
<u>Maximum Front Street Setback (feet)</u>	15 Feet, unless the front area is used for outdoor public seating, plazas, or green space, in which additional feet for these purposes may be granted
<u>Minimum Setback for Off-Street Parking (feet)</u>	20
<u>Minimum Side Setback (feet)</u>	None; 5 if provided
<u>Minimum Rear Setback (feet)</u>	15
<u>Maximum Building Height (feet/stories)</u>	75/5
<u>Minimum Spacing Between Principal Buildings on the Same Lot (feet)</u>	None; 10 if provided
<u>Minimum Required Open Space Set-Aside (% of lot area)</u>	15% of development area, with at least half dedicated to urban open space or purposely constructed passive open space (site features listed in 5.7.5.A,2 are not creditable to this requirement.)
D. DEVELOPMENT EXAMPLES	

ARTICLE 3: DISTRICTS

3.5. General Mixed Use Zoning Districts

3.5.5 Regional Mixed-Use (RMU) District



E. DISTRICT-SPECIFIC STANDARDS

1. MASTER PLAN REQUIREMENT

- a.** To rezone a tract of land to RMU, the applicant must establish a district master plan in addition to all other materials required for rezoning. This ensures that development within the RMU district substantially aligns with the Comprehensive Plan;
- b.** Subsequent development applications, project phasing, and non-residential site plan review shall demonstrate substantial consistency with the master plan in addition to other applicable standards;
- c.** Subdivisions within an RMU district shall substantially conform to the master plan;
- d.** The master plan shall include the following features:
 - i.** Depiction of development for all contiguous parcels under common ownership, with no more than 15 acres required per rezone application;
 - ii.** On-site transportation circulation system, including the general location of public streets, existing or projected transit service, pedestrian and vehicular circulation features, and connections to existing and planned systems;
 - iii.** Description of the development area, including acreage, types and mix of land uses, number of residential units (by use type), nonresidential floor area (by use type), residential density, and nonresidential intensity. The master plan applicant can provide a reasonable range for these figures, if necessary;
 - iv.** General configuration and relationship of the principal elements of the proposed development, including general building types;
 - v.** General location, amount, and type (active, passive, or urban) of open space, with at least 15% of the site dedicated to plaza or green space;
 - vi.** Identification of environmentally sensitive lands, wildlife habitat, and resource protection areas;
 - vii.** General location of on-site potable water and wastewater facilities and connections to existing systems;
 - viii.** General location of on-site stormwater management facilities and connections to existing public systems;
 - ix.** Phasing plan, if applicable.

2. STREET DESIGN STANDARDS

- a.** Development in the RMU district shall establish a grid street pattern;
- b.** Except in cases where an arterial street must be constructed, no street segment shall extend more than 500 feet without another street intersection, alley intersection, or mid-block pedestrian accessway;
- c.** Any arterial street segment shall require pedestrian accessway every 750 feet;

ARTICLE 3: DISTRICTS

3.5. General Mixed Use Zoning Districts

3.5.5 Regional Mixed-Use (RMU) District

- d. New development shall dedicate and construct new streets in RMU district in accordance with the master plan;
- e. Separate pedestrian and bicycle facilities must be provided on all streets. This can be achieved in the following ways:
 - i. Establishment of pedestrian street through a minimum 26-foot right-of-way only for non-motorized and emergency traffic, to serve as a primary street for the purposes of building siting;
 - ii. A shared-use path with a 10 ft minimum width on both sides of the street;
 - iii. Separate bicycle lane and sidewalks, with the bicycle lines physically separated from the vehicular travel lanes, all on both sides of the street except for when a two-way cycle track can be constructed on one side of the street;
 - iv. In areas with single-family, duplexes, or townhomes only, a shared bicycle/vehicular street with off-street sidewalks, all on both sides of the street;
- f. Street parking shall be permitted on all streets wherever feasible;
- g. All street parking must occur between vehicular travel lanes and bicycle lanes when bicycle lanes are present;
- h. Private streets are prohibited within the RMU district; and
- i. Rear- or side-loaded alleys shall be provided and dedicated to the Town wherever possible.

3. BUILDING AND SITE DESIGN

- a. All non-residential, and mixed residential/non-residential development shall be configured in accordance with the applicable design standards in Section 5.3.2, Mixed-Use Design Standards;
- b. All multi-family development can either 5.3.2 or 5.3.3 Multifamily Residential Design Standards;
- c. Parcels featuring single-family, duplexes, or townhomes shall meet the dimensional standards of the Residential Urban (R6) district;
- d. Development in the RMU zone shall conform to the following additional standards:
 - i. Buildings which front a right-of-way for non-motorized traffic must provide vehicular access is provided via rear alley way or parking area;
 - ii. Buildings may have a primary entrance that faces a side parking lot provided an equally prominent entrance is provided at the street front;
 - iii. Shade trees must be planted at 30-foot intervals within public spaces;
 - iv. RMU developments are exempt from parking minimums; however, parking lots remain subject to all other standards;
 - v. Shared parking is encouraged; and
 - vi. No specific buffering standards are required between use types within an RMU district, but a Type C buffer shall be required at the perimeter of the district master plan and shall be developed in accordance with project phasing.

4. COMPATIBILITY STANDARDS

New multi-family, non-residential, and mixed-use development that abuts or is across a street from a single-family detached dwelling located in a Residential Zoning District shall be configured in accordance with the following standards:

- a. The building shall maintain a maximum height of two stories or less within 150 linear feet of a lot line subject to these compatibility standards;
- b. The use shall not include speakers that produce music or other noise that is audible beyond the lot line;
- c. Drive-throughs or other vehicular-related service area shall not be adjacent to a lot line subject to these compatibility standards;

ARTICLE 3: DISTRICTS

- d. Surface off-street parking areas that abut a lot line subject to these compatibility standards shall be screened by an opaque fence or privacy wall with a minimum height of six feet above grade;
- e. Vending machines, service areas, mechanical equipment, loading areas, and similar functional elements shall be located as far as possible from lot lines subject to these compatibility standards, or shall be configured in a manner that prevents any negative impacts (visual, auditory, or otherwise); and;
- f. Refuse collection, recycling, and other waste-related activities shall be located as far as possible from a lot line subject to these standards.

5. AMENDING THE MASTER PLAN

- a. The property owner, authorized agent thereof, or a developer with authorization from the property owner or their agent, may submit an application to amend the master plan.
- b. The Planning Director shall determine if the amendment can be approved administratively or must proceed to the Board of Commissioners.
- c. The Planning Director may grant the following changes administratively:
 - i. A change not exceeding 15% in the number of residential units (by use type), non-residential area (by type), residential density, or non-residential intensity.
 - ii. Relocation of public utilities provided service levels remain consistent with the current master plan.
 - iii. Adjustment of the perimeter buffer if the master plan footprint expands or retracts.
 - iv. Any changes allowed through Administrative Adjustment Procedures (Section 2.2.1); and
- d. If the Planning Director determines the requested amendment exceeds these standards, the Board of Commissioners shall review and decide the request after a public hearing.

ARTICLE 4: USES

4.2. Principal Uses

4.2.3. Principal Use Table

4.2.3. PRINCIPAL USE TABLE

TABLE 4.2.3: PRINCIPAL USE TABLE

A=Allowed (if listed in a PD master plan); P=Permitted subject to applicable use-specific standards; S=Requires approval of a special use permit and compliance with applicable use-specific standards; "-"=Prohibited

USE TYPE [1]	RESIDENTIAL					COMMERCIAL						MIXED USE					USE-SPECIFIC STANDARDS [2]
	R1	R2	R4	R6	RMF	NC	GC	HC	LI	CI	HI	OI	DTC	DTP	RMU	PD	
RESIDENTIAL USE CLASSIFICATION																	
Assisted Living Facility	.	.	.	S	S	.	P	P	.	P	P	A	4.3.3.A
Boarding/ Rooming House	.	S	S	S	P	P	S	.	P	P	A	4.3.3.B
Bungalow Court	.	P	P	P	P	P	S	.	P	P	A	4.3.3.C
Continuing Care Retirement Center	.	.	.	P	P	S	P	P	.	P	P	A	4.3.3.D
Duplex Dwelling	.	S	S	P	P	P	S	P	.	P	P	A	
Family Care Home	P	P	P	P	P	P	P	P	.	P	P	A	4.3.3.E
Group Home	.	.	.	S	S	S	S	.	S	.	A	4.3.3.F
Halfway House	.	.	.	S	S	S	.	.	.	A	4.3.3.G
Live/Work Dwelling	P	P	P	P	S	.	.	P	P	P	P	A	4.3.3.H
Manufactured Dwelling	[3]					[3]	.	.	.	A	4.3.3.I
Manufactured Dwelling Park	4.3.3.J
Mobile Home	4.3.3.K
Mobile Home Park	4.3.3.L
Multi-family Dwelling	.	.	S	S	P	.	P	P	P	P	P	A	4.3.3.M
Pocket Neighborhood	.	P	P	P	P	P	P	.	P	P	A	4.3.3.N
Nursing Home	.	.	S	S	S	S	P	P	.	P	P	A	
Single-family Attached Dwelling	.	.	S	S	P	.	P	P	.	P	P	A	4.3.3.O
Single-family Detached Dwelling	P	P	P	P	P	P	P	P	.	P	P	A	4.3.3.P
Triplex/Quadplex	.	.	S	P	P	P	P	P	.	P	P	A	4.3.3.Q
Upper-story Residential	.	.	.	P	P	P	P	P	P	P	.	P	P	P	P	A	4.3.3.R
INSTITUTIONAL USE CLASSIFICATION																	
Adult Day Care Center	S	.	P	P	.	.	.	P	.	S	P	A	4.3.4.A
Airport & Related Facilities	S	S	S	A	
Antenna Collocation, Major	S	S	S	S	P	P	P	P	P	P	P	P	P	P	P	A	4.3.4.B
Antenna Collocation, Minor	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	

ARTICLE 4: USES

4.2. Principal Uses

4.2.3. Principal Use Table

TABLE 4.2.3: PRINCIPAL USE TABLE

A=Allowed (if listed in a PD master plan); P=Permitted subject to applicable use-specific standards; S=Requires approval of a special use permit and compliance with applicable use-specific standards; "-"=Prohibited

USE TYPE [1]	RESIDENTIAL					COMMERCIAL						MIXED USE					USE-SPECIFIC STANDARDS [2]
	R1	R2	R4	R6	RMF	NC	GC	HC	LI	CI	HI	OI	DTC	DTP	RMU	PD	
Arboretum or Formal Garden	P	P	P	P	P	P	P	P	P	P	P	A	
Auditorium	P	P	S	P	.	P	P	P	P	A	4.3.4.C
Blood/Tissue Collection	S	.	S	S	.	
Broadcasting Studio	P	P	P	.	.	.	P	P	S	A	4.3.4.D
Cemetery, Columbarium, or Mausoleum	.	S	S	S	S	.	S	S	.	.	.	A	4.3.4.E
Child Day Care Center	.	S	S	S	P	P	P	P	.	.	.	P	P	P	P	A	4.3.4.F
Child Day Care, Drop In						P	P	P				P	P	P	P	A	
College or University	S	S	.	.	.	P	.	P	P	A	
Community/Youth/Senior Center	P	P	P	P	.	.	.	P	P	P	P	A	4.3.4.G
Community Garden	P	P	P	P	P	P	P	P	A	
Coliseum or Arena	P	P	P	.	.	.	P	P	A	4.3.4.H
Conference or Convention Center	P	P	P	P	A	4.3.4.H
Cultural Facility, Library, or Museum	S	P	P	P	.	.	.	P	P	P	P	A	
Drug/Alcohol Treatment Facility	S	S	.	.	.	P	.	S	.	.	4.3.4.I
Fire/EMS/Police Station	.	.	.	P	P	P	P	P	P	P	P	P	P	P	P	A	
Fraternal Club or Lodge	.	S	S	P	P	S	P	P	.	.	.	P	.	S	P	A	4.3.4.J
Government Office	P	P	P	P	P	P	.	P	P	P	P	.	
Government Maintenance, Storage, Distribution	P	P	P	P	
Helicopter Landing Pad	P	P	P	S	.	.	S	A	4.3.4.K
Hospital	S	.	.	.	S	.	S	P	A	4.3.4.L
Indoor Private Recreation	.	P	P	P	P	P	P	P	.	P	P	A	
Outdoor Private Recreation	.	S	S	P	P	P	P	P	.	S	P	A	
Park (public or private)	P	P	P	P	P	P	P	P	P	P	.	P	P	P	P	A	
Passenger Terminal	P	P	P	P	P	P	P	P	P	P	A	
Post Office	P	P	P	.	.	.	P	P	P	P	A	

ARTICLE 4: USES

4.2. Principal Uses

4.2.3. Principal Use Table

TABLE 4.2.3: PRINCIPAL USE TABLE

A=Allowed (if listed in a PD master plan); P=Permitted subject to applicable use-specific standards; S=Requires approval of a special use permit and compliance with applicable use-specific standards; "-"=Prohibited

USE TYPE [1]	RESIDENTIAL					COMMERCIAL						MIXED USE				USE-SPECIFIC STANDARDS [2]	
	R1	R2	R4	R6	RMF	NC	GC	HC	LI	CI	HI	OI	DTC	DTP	RMU		PD
Psychiatric Treatment Facility	S	.	S	.	.	-	.	
Religious Institution	.	S	S	P	P	S	P	P	.	.	.	P	.	S	P	A	4.3.4.M
School, Elementary	.	S	S	P	P	S	P	P	.	.	.	P	.	S	P	A	
School, High/Middle	.	S	.	.	.	S	P	P	.	.	.	P	.	S	P	A	4.3.4.N
School, Vocational	P	P	P	P	P	.	P	P	A	4.3.4.O
Small Wireless Facility	S	S	S	S	P	P	P	P	P	P	P	P	P	P	S	A	4.3.4.P ; 4.3.4.S
Telecommunications Tower, Major	S	S	.	P	.	.	.	-	.	4.3.4.Q ; 4.3.4.S
Telecommunications Tower, Minor or Concealed	.	.	S	S	S	S	S	S	P	P	P	S	.	.	-	A	4.3.4.Q ; 4.3.4.S
Temporary Wireless Facility	.	S	S	S	S	S	P	P	P	P	P	P	S	S	-	A	4.3.4.R ; 4.3.4.S
Urgent Care Facility	P	P	P	.	.	.	P	.	P	P	A	
Utility, Major	P	P	P	P	P	P	.	P	P	A	4.3.4.T
Utility, Minor	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	4.3.4.T
COMMERCIAL USE CLASSIFICATION																	
ABC Store	P	S	S	P	A	
Adult Business	S	-	.	4.3.5.A
Aircraft Parts, Sales, and Maintenance	P	P	P	.	.	.	-	A	
Animal Day Care / Grooming	P	P	P	P	.	P	.	.	P	S	A	4.3.5.B
Animal Shelter	S	.	S	.	.	.	-	.	4.3.5.C
Art Gallery	P	P	P	.	.	.	P	P	P	P	A	4.3.5.D
Artisan Studio	P	P	P	.	P	.	P	P	P	P	A	4.3.5.E
Auction House	P	P	P	.	P	.	.	P	P	A	
Automotive Repair and Servicing (without painting/bodywork)	P	P	P	.	P	.	.	S	-	.	4.3.5.F
Automotive Sales and Rentals	P	P	P	.	P	.	.	P	-	A	4.3.5.G
Automotive Painting/Body Shop	P	P	.	P	.	.	.	-	.	4.3.5.H
Automotive Parts and Accessories Sales	P	P	P	-	A	
Automotive Wrecker Yard	P	.	P	.	.	.	-	.	4.3.5.I

ARTICLE 4: USES

4.2. Principal Uses

4.2.3. Principal Use Table

TABLE 4.2.3: PRINCIPAL USE TABLE																	
A=Allowed (if listed in a PD master plan); P=Permitted subject to applicable use-specific standards; S=Requires approval of a special use permit and compliance with applicable use-specific standards; "-"=Prohibited																	
USE TYPE [1]	RESIDENTIAL					COMMERCIAL						MIXED USE				USE-SPECIFIC STANDARDS [2]	
	R1	R2	R4	R6	RMF	NC	GC	HC	LI	CI	HI	OI	DTC	DTP	RMU		PD
Bar, Cocktail Lounge, or Private Club	S	S	S	S	.	.	.	P	P	P	A	4.3.5.J
Bed and Breakfast	S	S	S	S	P	P	P	P	.	.	.	P	P	P	P	A	4.3.5.K
Boat and Marine Rental, Sales, and Service	P	P	P	.	P	A	
Bottle Shop (with on premise consumption)	S	S	P	S	.	.	.	P	P	P	A	4.3.5.L
Business Incubator	P	P	P	P	P	.	P	P	P	P	A	4.3.5.M
Campground	P	.	P	.	P	S	A	4.3.5.N
Car Wash or Automobile Detailing	P	P	P	P	.	A	4.3.5.O
Catering Establishment	P	P	P	.	P	.	P	P	.	A	
Check Cashing/Payday Lending Establishment	S	S	S	.		
Clothing Rental	P	P	P	P	P	A	
Coffee Shop	S	P	P	P	.	P	.	P	P	P	P	A	4.3.5.P
Commercial Recreation, Indoor	P	P	P	.	.	.	P	P	P	A	
Computer-Related Services	P	P	P	P	.	.	.	P	P	P	A	
Convenience Store (no gasoline sales)	P	P	P	.	S	.	.	P	P	P	A	
Convenience Store (with gasoline sales)	P	P	S	S	A	4.3.5.Q
Co-Working Space	P	P	P	P	P	.	P	P	P	P	A	4.3.5.R
Crematorium	S	S	.	S		
Equipment and Tool Rental	P	P	.	P	A	
Event Venue	S	P	P	P	.	P	.	.	P	P	P	A	4.3.5.S
Fairgrounds	S	S	.	S	.	.	.	S		
Financial Services Establishment	P	P	P	.	.	.	P	P	P	P	A	4.3.5.T
Flea Market	P	S	P		4.3.5.U
Funeral-Related Services	S	S	S		4.3.5.V
Games of Skill	S	S	S		4.3.5.W
Golf Course or Driving Range	.	S	S	P	S	A	4.3.5.X 4.3.5.Y

ARTICLE 4: USES

4.2. Principal Uses

4.2.3. Principal Use Table

TABLE 4.2.3: PRINCIPAL USE TABLE																	
A=Allowed (if listed in a PD master plan); P=Permitted subject to applicable use-specific standards; S=Requires approval of a special use permit and compliance with applicable use-specific standards; "-"=Prohibited																	
USE TYPE [1]	RESIDENTIAL					COMMERCIAL						MIXED USE				USE-SPECIFIC STANDARDS [2]	
	R1	R2	R4	R6	RMF	NC	GC	HC	LI	CI	HI	OI	DTC	DTP	RMU		PD
Grocery Store	P	P	P	P	P	P	A	
Gymnasium/ Fitness Center	S	P	P	P	S	.	.	P	P	P	P	A	4.3.5.Z
Hair, Nails, and Skin-Related Services	P	P	P	.	.	.	P	P	P	P	A	
Heavy Equipment, Sales, Rental, and Repair	P	.	P	A	4.3.5.AA
Hotel or Motel	P	P	P	.	.	.	P	P	P	A	
Kennel, Indoor/Outdoor	P	P	A	4.3.5.BB
Laundry or Cleaning Service	S	P	P	P	P	P	S	A	4.3.5.CC
Microbrewery, Microwinery, or Microdistillery	S	P	P	P	.	P	.	P	P	P	A	4.3.5.DD
Nightclub or Dance Hall	P	P	P	P	P	A	4.3.5.EE
Office, Medical	P	P	P	P	.	.	P	P	P	P	A	
Office, Professional	P	P	P	P	P	.	.	P	P	P	P	A	
Office, Sales or Service	P	P	P	.	P	.	P	P	P	P	A	
Outdoor Commercial Recreation	P	S	.	S	.	.	.	P	A	4.3.5.FF
Outdoor Storage	P	.	P	.	.	.	P	A	4.3.5.GG
Package and Printing Service	P	P	P	.	S	.	P	P	P	P	A	
Park and Ride Facility	P	P	P	P	P	P	P	P	P	P	P	A	
Parking Lot	P	P	P	P	P	P	P	P	P	P	P	A	4.3.5.HH
Parking Structure	S	S	P	P	P	P	P	P	P	P	P	A	4.3.5.II
Pawn Shop	P	P	P	P	S	A	4.3.5.JJ
Pharmacy	S	P	P	.	.	.	S	P	P	P	A	4.3.5.KK
Pool Hall	S	S	S	S	P	A	
Racetrack	S	.	S	.	.	.	P	A	
Recreational Vehicle Park	S	.	.	.	S	.	S	.	.	.	S	A	4.3.5.LL
Repair Shop	P	P	P	.	.	.	P	P	.	A	4.3.5.MM
Restaurant Indoor/Outdoor Seating	P	P	P	.	P	.	P	P	P	P	A	4.3.5.NN
Restaurant with Drive-through/Drive-up Service	P	P	.	P	.	P	.	.	P	A	4.3.5.NN

ARTICLE 4: USES

4.2. Principal Uses

4.2.3. Principal Use Table

TABLE 4.2.3: PRINCIPAL USE TABLE

A=Allowed (if listed in a PD master plan); P=Permitted subject to applicable use-specific standards; S=Requires approval of a special use permit and compliance with applicable use-specific standards; "-"=Prohibited

USE TYPE [1]	RESIDENTIAL					COMMERCIAL						MIXED USE				USE-SPECIFIC STANDARDS [2]	
	R1	R2	R4	R6	RMF	NC	GC	HC	LI	CI	HI	OI	DTC	DTP	RMU		PD
Restaurant, Walk-up Only	P	P	P	P	P	P	.	P	P	P	P	A	4.3.5.NN
Retail, Bulky Item	S	P	P	P	A	4.3.5.OO
Retail, Large Format	S	P	P	S	P	A	4.3.5.PP
Retail Use, Other	P	P	P	P	.	.	.	P	P	P	A	
Self Service Storage, External Access Only	S	P	.	P	.	.	.	-	A	4.3.5.QQ
Self Service Storage, Internal Access Only	S	S	P	.	P	.	.	P	-	A	4.3.5.QQ
Shooting Range, Indoor	S	S	-	.	4.3.5.RR
Specialty Eating Establishment	P	P	P	.	.	.	S	P	P	P	A	4.3.5.SS
Tattoo and Piercing Establishment	P	P	S	S	A	
Theatre	P	P	P	P	P	P	A	
Truck Stop	P	P	.	P	.	.	.	-	.	4.3.5.TT
Vape, Tobacco, and CBD Shop	P	P	P	P	-	A	4.3.5.UU
Veterinary Clinic	P	P	P	P	P	P	A	4.3.5.VV
INDUSTRIAL USE CLASSIFICATION																	
Asphalt or Concrete Plant	S	.	S	.	.	.	-	.	4.3.6.A
Contractor Services/Yard	P	P	.	P	.	.	.	-	.	4.3.6.B
Electrical, Plastic, or Plumbing Fabrication	P	.	P	.	.	.	-	.	
Extractive Industry	S	.	S	.	.	.	-	.	4.3.6.C
Flex Space	P	P	P	P	.	.	P	-	A	4.3.6.D
Fuel Oil/Bottled Gas Distributor	S	.	.	.	-	.	4.3.6.E
Gas Energy Conversion	S	.	.	.	-	.	
General Industrial Services	S	P	P	P	.	.	S	-	A	
Landfill	S	.	.	.	-	.	4.3.6.F
Makerspace	P	P	P	P	P	.	P	P	P	A	4.3.6.G
Manufacturing, Heavy	S	S	P	.	.	.	-	.	4.3.6.H
Manufacturing, Light	P	P	P	.	.	.	-	A	4.3.6.H

ARTICLE 4: USES

4.3. Use-Specific Standards

4.3.1. Standards Applied to All Uses

TABLE 4.2.3: PRINCIPAL USE TABLE

A=Allowed (if listed in a PD master plan); P=Permitted subject to applicable use-specific standards; S=Requires approval of a special use permit and compliance with applicable use-specific standards; "-"=Prohibited

USE TYPE [1]	RESIDENTIAL					COMMERCIAL						MIXED USE					USE-SPECIFIC STANDARDS [2]
	R1	R2	R4	R6	RMF	NC	GC	HC	LI	CI	HI	OI	DTC	DTP	RMU	PD	
Metal Fabrication	P	P	P	A	
Public Convenience Center/Transfer Station	P	.	P	4.3.6.I	
Recycling Center	S	P	.	P	.	.	S	.	4.3.6.J	
Research and Development	S	P	P	P	S	.	P	S	A	
Salvage or Junkyard	S	.	S	4.3.6.K	
Solar Farm	.	S	S	.	P	4.3.6.L	
Truck or Freight Terminal	S	P	P	4.3.6.M	
Warehouse, Distribution	P	P	P	4.3.6.N	
Warehouse, Storage	P	P	P	.	.	P	.	4.3.6.N	
Waste Composting	S	.	S		
Wholesale Sales	P	P	P	P	4.3.6.O	
Wind Energy Conversion	.	S	S	S	S	S	4.3.6.P	
AGRICULTURAL USE CLASSIFICATION																	
Agriculture and Horticulture	P	P	P	.	P	4.3.7.A	
Agricultural Support Services	P	P	P	.	P	4.3.7.B	
Animal Husbandry	P	S	S	4.3.7.C	
Farmer's Market	P	P	P	P	P	P	P	4.3.7.D	
Plant Nursery	.	S	P	P	S	A	

NOTES:

[1] Some use types may be further limited in allowable zoning districts or may require a different procedure for establishment in accordance with [Section 4.7, Prohibited Uses](#), or [Section 3.8 Overlay Zoning Districts](#).

[2] Uses are defined in Article 9, Measurement and Definitions.

[3] Manufactured housing is only permitted on lots in the manufactured home overlay district.

4.3. USE-SPECIFIC STANDARDS

Use-specific standards are the requirements applied to individual use types, unless otherwise stated to the contrary in this Ordinance. This section identifies the use-specific standards applied to principal use types identified in [Table 4.2.3, Principal Use Table](#), as subject to "use-specific standards."

4.3.1. STANDARDS APPLIED TO ALL USES

ARTICLE 4: USES

4.3. Use-Specific Standards

4.3.3. Residential Use Types

- i. A dwelling unit shall be at least 600 square feet in floor area, but not more than 2,000 square feet in floor area.
- ii. At least 2 dwellings in a pocket neighborhood shall maintain a total square footage that differs by at least 200 square feet in floor area from the average square footage of all other dwellings. Nothing shall prohibit a configuration where all dwellings are different sizes.

c. FENCES

Pocket neighborhoods are exempted from the standards in Section 5.5, Fences and Walls, but shall comply with the following:

- i. Fences within front yards or side yards forward of the front façade plane shall not exceed three feet in height.
- ii. Fences in rear yards or side yards behind the front facade plane shall not exceed six feet in height.
- iii. In no instance shall a fence be placed within a use or access easement.

d. HOMEOWNER'S ASSOCIATION

A pocket neighborhood shall include a homeowner(s) or property owner(s) association that maintains control of common areas and takes responsibility for maintenance of common features in the neighborhood established and configured in accordance with Section 6.5, Owners' Associations.

O. SINGLE-FAMILY ATTACHED DWELLING

Single-family attached development shall comply with the following provisions:

1. BUILDING PLACEMENT

- a. A minimum ten feet of separation shall be maintained between all buildings in the development.
- b. Buildings must be set back from private drives and parking lots a minimum of ten feet as measured from back of curb or edge of pavement, if no curb is provided.
- c. Buildings shall be setback from public streets in the development in accordance with the street setbacks for the district where located.

2. MAXIMUM NUMBER OF UNITS PER BUILDING

Table 4.3.3.O.2: Maximum Number of Units in a Buildings, sets out the maximum number of attached residential dwelling units allowed in a single building by zoning district:

TABLE 4.3.3.O.2: MAXIMUM NUMBER OF UNITS IN A BUILDING	
ZONING DISTRICT	MAXIMUM NUMBER OF UNITS IN A SINGLE BUILDING
R4 & R6	6
RMF	12
GC	12
OI	8
DTC	5
DTP	8
<u>RMU</u>	<u>6</u>

3. RECREATION FACILITIES

Active recreation facilities must be placed a minimum of 50 feet from adjacent land used for single-family detached residential purposes.

ARTICLE 4: USES

4.3. Use-Specific Standards

4.3.4. Institutional Uses

- i. The Town may require the wireless services provider or the owner of the land, if different, to remove an abandoned wireless telecommunications facility within 30 days of the date it is deemed abandoned.
- ii. Should the wireless services provider, or the owner of the land, if different, fail to remove the abandoned wireless facility within 30 days of the date that notice of abandonment is filed, the Town may cause the wireless telecommunications facility to be removed and may recover the actual cost of such removal, including legal fees, if any, from the wireless services provider, or the owner of the land, if different.

T. UTILITIES

1. All uses in the utility use category shall comply with the following standards:
 - a. Where possible, utilities should be located on lots interior to a development rather than on lots abutting streets.
 - b. Except when a utility crosses a street, it shall be setback at least 25 from all lot lines unless the zoning district requirements specify a deeper setback.
 - c. Major utilities may only be located on lots that meet the dimensional requirements for the zoning district where located. Minor utilities may be on lots, leaseholds, or easements that do not meet the minimum dimensional standards for lots in the district where located.
 - d. The design of buildings, structures, and facilities located in residential neighborhoods shall conform as closely as possible to the character of development in the area to ensure compatibility. Utility placement and screening may also be used as a means of ensuring compatibility.
 - e. Portions of properties not used for facilities, off-street parking, or related services shall be maintained with natural ground cover.
 - f. Service and storage yards shall not be permitted within utility facilities located in residential ~~or OI, or RMU~~ districts.
2. Ground-based electrical substations and transformers shall also comply with the following additional standards:
 - a. Ground-based electrical substations and transformers may only be located on a lot of one acre in area when located in a residential ~~, or OI, or RMU~~ district.
 - b. Ground-based electrical substations and transformers shall include non-climbable fences or comparable safety devices to limit accessibility by the general public.
 - c. Ground-based electrical substations and transformers shall include a durable masonry wall, fence, hedge, or other natural planting of comparable opacity shall be provided along the exterior lot lines abutting a lot in a residential ~~, OI or RMU, or OI~~ district.
 - d. Walls, fences, or hedges required in this section shall be between five and seven feet in height measured from the ground along the lot line.
 - e. Plantings shall maintain an initial height of at least three feet at time of planting and shall achieve an average height of six feet within two years of the time of planting.
3. Communications or relay towers associated with a utility use type shall comply with the following additional standards:
 - a. Communications or relay towers associated with a utility use type may only be located on a lot of one acre in area when located in a residential ~~, OI or RMU, or OI~~ district.
 - b. The minimum distance from the base of any tower to the nearest property line shall be equal to the height of the tower.

ARTICLE 4: USES

4.3. Use-Specific Standards

4.3.5. Commercial Uses

- 9. Signage shall be limited to ground-mounted or wall signage with a maximum sign face area of eight square feet with a maximum height of six feet.

L. BOTTLE SHOP (WITH ON-PREMISE CONSUMPTION)

A bottle shop use shall comply with the standards in [Section 4.3.5.J, Bar, Cocktail Lounge, or Private Club](#).

M. BUSINESS INCUBATOR

- 1. A business incubator may be provided as a principal use in its own building, as a tenant in a multi-tenant building, or as an accessory use to an existing office, personal service, or industrial use.
- 2. [Table 4.3.5.M: Business Incubator Composition](#), sets out the types of individual uses permitted within a business incubator, based on the zoning district where proposed:

ZONING DISTRICT	MAXIMUM NUMBER OF UNITS IN A SINGLE BUILDING
NC, OI	3
GC, HC	12
LI, IC	No limit
DTC, DTP, <u>RMU</u>	No limit

- 3. When proposed as an accessory use to an existing business or development, the floor area devoted to the business incubator shall not exceed 25 percent of the building's gross floor area.
- 4. Business incubators shall meet the off-street parking requirement for this use type in [Table 5.8.4.H: Minimum Off-Street Parking Requirements Table](#), not the individual types of uses within the business incubator.
- 5. Floor area within a building serving as a business incubator may be used for storage, but no outdoor activity or storage is permitted.

N. CAMPGROUND

Campgrounds shall comply with the following standards:

- 1. Campgrounds shall not include permanent residences, except as necessary for caretakers;
- 2. Individual campsites shall maintain a minimum size of 1,200 square feet in area and at least 25 feet in width;
- 3. Campgrounds shall provide a common recreational area consisting of 100 square feet per campsite;
- 4. Campgrounds shall provide sufficient groundcover to prevent erosion; and
- 5. Individual campsites shall be set back at least 100 feet from the front lot line and at least 50 feet from the side and rear lot lines.

O. CAR WASH OR AUTO DETAILING

Car wash or auto detailing uses proposed in the NC district shall comply with the following:

- 1. No outdoor display or storage of merchandise, materials, or rubbish shall be permitted.
- 2. No flags, banners, pennants, or other devices that flutter or revolve and that are designed and used solely to attract attention shall be permitted.
- 3. All floodlights shall be turned off at the close of business or at 11:00 p.m., whichever is earlier.

ARTICLE 4: USES

4.3. Use-Specific Standards

4.3.5. Commercial Uses

- e. Flammable liquids or gas containers in excess of 1,000 gallons shall be stored underground.
- f. No materials shall be stored in areas intended for vehicular or pedestrian circulation.
- g. No materials shall be stored on any potable or non-potable water easement, stormwater easement, or sanitary sewer easement.

2. SCREENING REQUIREMENTS

Screening of outdoor storage shall be in accordance with the applicable standards in Section 5.10, Screening.

HH. PARKING LOT

A commercial parking lot that is the principal use shall comply with the parking lot configuration requirements in Section 5.8, Parking and Loading, and the following standards:

1. Parking shall be the principal use of the parking lot. Parking spaces may be rented for parking, or otherwise used in accordance with an approved temporary use permit or other permit, but no other business of any kind shall be conducted on the lot, including repair service, washing, display, or storage of vehicles or other goods.
2. Commercial parking lots shall not be located contiguous to a single-family residential zoning district.
3. Commercial parking lots that are the principal use of the lot shall have no more than 100 feet of street frontage occupied by parking or vehicular access area. The balance of the frontage shall be screened or occupied by vegetation.

II. PARKING STRUCTURE

Parking structures, whether serving as a principal or accessory use in the DTC, DTP, RMU, and OI districts, shall be configured in accordance with the following standards:

1. DIMENSIONAL REQUIREMENTS

Parking structures shall comply with the dimensional standards applicable to the zoning district where located.

2. GROUND FLOOR CONFIGURATION

The ground floor of a parking structure abutting a sidewalk shall be configured as building floor area capable of accommodating a nonresidential use or shall be configured with a minimum first floor ceiling height of 20 feet above grade to ease conversion of the ground floor to habitable space in the future.

3. ARCHITECTURE

- a. Parking structures visible from street frontages shall be designed to be compatible with the architectural character and quality of adjacent buildings and shall not adversely impact abutting sidewalks.
- b. Parking structure elevations shall use color, massing, or architectural features to reduce the appearance of bulk.
- c. Parking structure façades facing residential lots shall:
 - i. Be enclosed to prevent light spillover from headlights, adverse noise, or pollutants; and
 - ii. Incorporate architectural design elements, including surface treatments, offset planes, structural articulation, and landscaping to provide visual interest and compatibility with adjacent residential uses.

4. DRAINAGE

Parking structures shall be designed and constructed so that surface water will not drain over sidewalks or adjacent lots; and

5. LIGHTING

ARTICLE 4: USES

4.4. Accessory Uses

4.4.6. Listed Accessory Uses

- B.** If a specific accessory use is allowed subject to a special use permit, the cell underneath the zoning district is marked with a "S".
- C.** If the accessory use or structure is not allowed in a zoning district, the cell is blank.
- D.** In the case of planned development districts, if an accessory use is allowable, it is marked with an "A", and the accessory use must be set out in the approved master plan.
- E.** If there is a reference contained in the column entitled "Acc. Use-Specific Standards," refer to the cited section(s) for additional standards that apply to the specific accessory use.

TABLE 4.4.6: ACCESSORY USE TABLE [1]

A=Allowed (if listed in a PD master plan); P=Permitted subject to applicable use-specific standards;
 S=Requires approval of a special use permit and compliance with applicable use-specific standards;
 "-"=Prohibited

USE TYPE [1]	RESIDENTIAL					COMMERCIAL						MIXED USE				ACC. USE- SPECIFIC STANDARDS [2]	
	R1	R2	R4	R6	RMF	NC	CG	HC	LI	IC	HI	OI	DTC	DTP	RMU		PD
Accessory Dwelling Unit	P	P	P	P	P	P	P	P	P	P	A	4.4.7.A
Amateur Ham Radio	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	4.4.7.B
Art Installation	P	P	P	P	P	P	P	P	.	P	.	P	P	P	P	A	4.4.7.C
Automated Teller Machine	P	P	P	P	P	S	P	P	P	P	A	4.4.7.D
Bus Shelter	.	.	.	P	P	P	P	P	P	.	.	P	P	P	P	A	4.4.7.E
Child Care, Incidental	P	P	P	P	P	P	P	P	P	P	A	4.4.7.F
Cluster Box Unit	P	P	P	P	P	P	P	P	P	P	P	A	4.4.7.G
Detached Accessory Structure	P	P	P	P	P	P	P	P	P	P	A	4.4.7.H
Drive Through	S	P	P	.	.	.	S	.	.	P	A	4.4.7.I
Electric Vehicle Charging Station	.	.	.	P	P	P	P	P	P	P	P	P	P	P	P	A	4.4.7.J
Family Health Care Structure	P	P	P	P	P	P	P	.	P	P	A	4.4.7.K
Guard House, Shelter, or Gatehouse	P	P	P	P	P	P	P	P	P	P	P	.	.	.	P	A	4.4.7.L
Helistop	S	S	S	S	.	.	.	S	A	4.4.7.M
Home Occupation	P	P	P	P	P	P	P	P	P	P	P	A	4.4.7.N
Ice House	P	P	P	S	A	4.4.7.O
Outdoor Dining	P	P	P	P	.	P	.	P	P	P	.	A	
Outdoor Display/Sales	P	P	P	P	.	.	S	P	P	.	A	4.4.7.P
Outdoor Storage	S	S	S	P	A	4.4.7.Q
Parking of Heavy Trucks or Trailers	P	P	P	A	4.4.7.R
Parking of Recreational Vehicles	P	P	P	P	P	A	4.4.7.S

ARTICLE 4: USES

4.4. Accessory Uses

4.4.7. Standards for Specific Accessory Uses

TABLE 4.4.6: ACCESSORY USE TABLE [1]

A=Allowed (if listed in a PD master plan); P=Permitted subject to applicable use-specific standards;
S=Requires approval of a special use permit and compliance with applicable use-specific standards;
"·"=Prohibited

USE TYPE [1]	RESIDENTIAL					COMMERCIAL						MIXED USE				ACC. USE- SPECIFIC STANDARDS [2]	
	R1	R2	R4	R6	RMF	NC	CG	HC	LI	IC	HI	OI	DTC	DTP	RMU		PD
Storage of Unlicensed or Inoperable Vehicles or Trailers	·	P	P	P	·	·	·	·	·	·	·	·	·	·	·	·	
Play Equipment	P	P	P	P	P	P	P	·	·	·	·	P	P	P	P	A	4.4.7.I
Produce Stand	P	P	P	P	P	P	P	P	·	·	·	P	P	P	P	A	4.4.7.U
Solar Energy Systems	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	4.4.7.V
Stable (horses)	P	P	·	·	·	·	·	·	·	·	·	·	·	·	·	A	4.4.7.W
Swimming Pool/Hot Tub	P	P	P	P	P	P						P	P	P	P	A	4.4.7.X
Tool/Storage Shed	P	P	P	P	P	P	P	P	P	P	P	P	P	P	·	A	
Underground Storage Tank	·	·	·	·	·	·		S	P	P	P	·	·	·	S	A	4.4.7.Y
Wind Energy Conversion	·	P	P	P	P	P	P	P	P	P	P	P	·	·	S	A	4.4.7.Z

NOTE:
[1] Unlisted accessory uses may be permitted in accordance with [Section 4.4.3, Procedure for Establishment](#).

4.4.7. STANDARDS FOR SPECIFIC ACCESSORY USES

Standards for a specific accessory use or structure shall apply to the particular individual accessory use or structure regardless of the zoning district in which it is located or the review procedure by which it is approved, unless otherwise specified in this Ordinance. This section sets forth and consolidates the standards for all accessory uses and structures for which a reference to this section is provided in the "Acc. Use-Specific Standards" column of [Table 4.4.6: Accessory Use Table](#). These standards may be modified by other applicable standards or requirements in this Ordinance.

A. ACCESSORY DWELLING UNIT

An accessory dwelling unit (ADU) is permitted as accessory to a single-family detached dwelling, and shall comply with the following standards:

1. No more than one ADU shall be located on a lot with a single-family detached dwelling.
2. An ADU shall not exceed 35 percent of the total amount of finished floor area in the principal structure.
3. An ADU shall not exceed one story, but nothing shall limit an ADU from being located on a second or third story provided the structure complies with the applicable maximum height limitations in the district where located.
4. An ADU and the principal dwelling shall have the same street address and mailbox.
5. An ADU shall not be subdivided or otherwise separated in ownership from the principal dwelling unit.

ARTICLE 5: DEVELOPMENT STANDARDS

5.3. Design Standards

5.3.2. Mixed-Use Design Standards

- b. Synthetic Stucco or EFIS
 - c. Chain-Link
 - d. Reflective Corrugated Metal
 2. Gates shall be constructed of a metal panel system and painted or coated black, grey, or similar neutral color.
 3. Enclosures shall meet the standards of Table 5.10.5, Screening Methods.

FIGURE 5.3.1.H: COMMERCIAL DUMPSTER ENCLOSURE DESIGN



5.3.2. MIXED-USE DESIGN STANDARDS

A. PURPOSE AND INTENT

The purpose for these standards is to create vibrant, pedestrian-oriented areas of residential and non-residential use that are located in the same building or in close proximity to one another on the same site. More specifically, these standards are intended to:

1. Create well-designed, desirable places for Town residents and visitors to shop, dine, recreate, and live;
2. Ensure development within mixed use areas is compact and walkable;
3. Shorten travel times and support alternative modes of transportation by reducing the need for automobile travel within urban portions of the Town;
4. Encourage human-scaled development that is pedestrian-oriented;
5. Reduce development costs by facilitating the most dense forms of development in areas easily served by public infrastructure; and
6. Accommodate both vertically mixed-use development within an individual building as well as horizontally mixed-use development on a single site.

B. APPLICABILITY

The standards in this section shall apply to all the following:

1. New development within the OI or RMU districts;
2. New multi-story development within the DTP district;
3. Live/work dwellings;
4. Upper story residential; and

ARTICLE 5: DEVELOPMENT STANDARDS

Table 5.6.10.F, Buffer Application, specifies the type of perimeter buffer that development shall provide between it and adjacent land, based on the zoning district of the development site and that of the adjacent land. The buffer type is indicated by a letter corresponding to one of the three buffer types described in Table 5.6.10.C: Perimeter Buffer Configuration.

TABLE 5.6.10.F: BUFFER APPLICATION						
ZONING DISTRICT OF DEVELOPING LAND [1] [2]	ZONING DISTRICT OF LAND ADJACENT TO PROPOSED DEVELOPMENT [3] [4] [5]					
	R1, R2	R4, R6	RMF, OI	NC, DTP	GC, HC	LI, IC, HI
R1, R2	A	None	None	A	A	B
R4, R6	B	A	A	None	A	A
RMF, OI, <u>RMU</u>	C	B	A	A	None	None
NC, DTP	D	C	B	A	A	None
GC, HC	D	D	C	B	A	None
LI, IC, HI	D	D	D	D	C	None

NOTES:
 [1] Development in PD districts is subject to the perimeter buffer configurations proposed in the applicable planned development master plan.
 [2] No perimeter buffers are required in the DTC, ~~DTP~~, and RMU districts, but are required where these districts abut other districts.
 [3] A Type A or B perimeter buffer shall not be required when the lot line abuts unbuildable land within a riparian buffer, the FHO, a Town-designated tree-save area, a reforestation area, or other Town-designated conservation area where existing vegetation will not be removed.
 [4] In cases where a Type C or D perimeter buffer is required but the lot line abuts unbuildable land within a riparian buffer, the FHO, a Town-designated tree-save area, a reforestation area, or other Town-designated conservation area where existing vegetation will not be removed, the required perimeter buffer width and amount of required landscaping material may be reduced by 50 percent (see Table 5.6.10.C: Perimeter Buffer Configuration).
 [5] Lot lines abutting public street rights-of-way shall be subject to the standards in Section 5.6.12, Streetscape Buffers.
 [6] In cases where development abuts land outside the Town's planning jurisdiction, only a Type A buffer shall be required along the boundary.

G. EXEMPTIONS

Developments consisting of multiple lots that are planned and developed as a single, unified, or consolidated project may be configured so that perimeter buffers are only located around the perimeter of the entire development instead of between lots within the development.

5.6.11. FOUNDATION PLANTINGS

A. PURPOSE AND INTENT

1. Foundation plantings provided in accordance with this section are intended to soften the visual impacts of a building's base or foundation along any façade visible from a street other than an alley.
2. These standards are also intended to provide for the even dispersal of trees across a development site.

B. APPLICABILITY

Except where exempted by Section 5.6.11.C, Exemption, these standards shall apply to all new residential, institutional, and commercial development constructed in the Town after January 1, 2020.

ARTICLE 5: DEVELOPMENT STANDARDS

5.7. Open Space

5.7.4. Minimum Open Space Set-Aside Requirements

5.7.4. MINIMUM OPEN SPACE SET-ASIDE REQUIREMENTS

A. AMOUNT

1. The minimum required amount of open-space set-aside, as a percentage of a development's size, shall be provided in accordance with the Table 5.7.4.A: Minimum Open Space Set-Aside Required.
2. Nothing shall limit the provision of a greater minimum percentage or other type of open space set-aside, provided the minimum requirements in this section are met.

TABLE 5.7.4.A: MINIMUM OPEN SPACE SET-ASIDE REQUIRED

TYPE OF LAND USE [1]	AMOUNT OF OPEN SPACE SET-ASIDE REQUIRED (% OF DEVELOPMENT AREA) [2]	OPEN SPACE SET-ASIDE COMPOSITION [3] [4]		
		MIN. % ACTIVE	MIN. % PASSIVE	MIN. % URBAN
Residential, Single-Family Detached	10	At least 25% when outside of OI or DTC districts	No minimum requirement	Up to 50% when inside OI or DTP districts
Residential, All Use Types Except Single-Family Detached	10	At least 50% when outside of OI or DTC districts	No minimum requirement	At least 50% when inside OI or DTP districts
Institutional, Other Than Utility-Related	8	No requirement	No minimum requirement	Up to 100% when inside OI or DTP districts
Institutional, Utility-Related	None Required	N/A		
Mixed-Use, with Residential	5	At least 25% when outside of OI & DTC districts	No minimum requirement	Up to 100% when inside OI or DTP districts
Mixed-Use, no Residential	3	No minimum requirement	No minimum requirement	Up to 100% when inside OI or DTP districts
<u>Development in RMU District</u>	<u>15</u>	<u>No Requirement</u>	<u>50% excluding site features listed in 5.7.5.A.2</u>	
Commercial	3	No minimum requirement	No minimum requirement	Up to 100% when inside OI or DTP districts
Industrial	None Required	N/A		
Agricultural	None Required	N/A		

NOTES:

- [1] Determined based on the Use Classification listing in Table 4.2.3, Principal Use Table.
- [2] Applied at the time of subdivision or site plan if subdivision is not required.
- [3] See Section 5.7.5, Open Space Set-Aside Configuration, for details on the distinctions between active, passive, and urban set-aside.
- [4] In cases where the total amount of open space set-aside is insufficient to be useable in the opinion of the Planning Director, the Town may accept a fee-in-lieu (see Section 6.3, Fee-in-Lieu).

B. TYPE

ARTICLE 5: DEVELOPMENT STANDARDS

5.11. Signage

5.11.9. Sign Standards by Sign Type

TABLE 5.11.9: SIGN STANDARDS BY SIGN TYPE

A. AWNING SIGN



- LEGEND**
- A** Max. Height: Roof or Top of Parapet Wall
 - B** Max. Sign Face Area: 25% of Awning Area
 - C** Max. Area of All Awning Signs: 5% of Facade Facing Street

EXAMPLE:
 Total Awning Area of Lower Awning = 90 sf
 Total Area of Facade Facing Street = 600 sf
 Max. Awning Sign Area on Lower Awning = 25% x 90 = **22.5 sf**
 Max. Area of All Awning Signs: 5% x 600 sf = **30 sf**

1. DEFINITION

A sign that is part of or attached to an awning, canopy, or other protective canvas, plastic, or metal cover affixed to a building and located over a door, entrance, window, or other outdoor area. Colors, stripes, or patterns on an awning's surface shall not be considered as signage.

2. WHERE PERMITTED

Residential	OI	NC	GC & HC	DTC, & DTP & RMUP	LI, CI, HI
No	No	Yes	Yes	Yes	Yes

3. DIMENSIONAL STANDARDS

Maximum Number of Awning Signs per Lot	1 per every ten linear feet of building façade facing a street [1]
Maximum Height	Under the roof or top of a parapet wall [2]
Maximum Sign Face Area per Individual Awning Sign	25 percent of the awning area upon which it is located, including the drip flap, if provided
Maximum Sign Face Area of all Awning Signs per Lot	5 percent of each façade facing a street [1]

NOTES:

- [1] Signage on umbrellas or shade structures associated with an outdoor dining area are not counted as awning signs and are exempted from the awning sign number and face area standards.
- [2] Awning signs shall maintain a minimum height of at least eight feet above grade.

4. ADDITIONAL STANDARDS

- a. Signage may be located on the drip flap, subject to the maximum sign face area standards.
- b. No awnings above the 3rd building story may be internally illuminated.
- c. Awning signs, when allowed within a street right-of-way, shall not project more than five feet into a right-of-way, nor closer than two feet from the curbline.

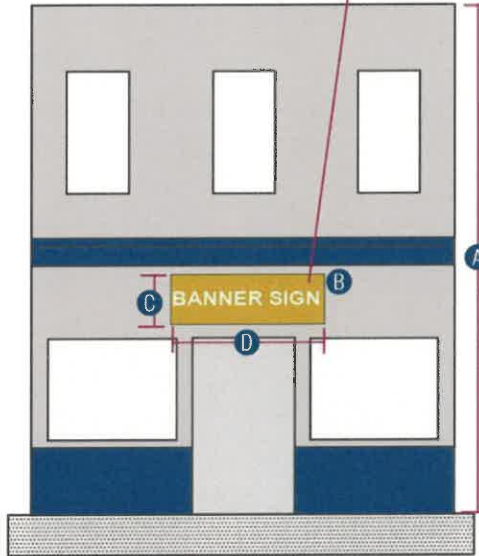
ARTICLE 5: DEVELOPMENT STANDARDS

5.11. Signage

5.11.9. Sign Standards by Sign Type

TABLE 5.11.9: SIGN STANDARDS BY SIGN TYPE

B. BANNER SIGN



LEGEND

- A** Max. Height: Roof or Top of Parapet Wall
- B** Max. Sign Face Area: 20 sf
- C** Max. Banner Width: 4'
- D** Max. Banner Length: Lesser of 30% of the Façade Length or 20 Linear Feet

1. DEFINITION

A sign made of a flexible fabric or plastic material that is affixed to a building or other vertical projection, except utility poles, but is not an awning sign or a flag. Feather flags and bow signs are not banners and are prohibited by this Ordinance.

2. WHERE PERMITTED

Residential	OI	NC	GC & HC	DTC, DTP & RMU	LI, CI, HI
No	No	No	Yes	Yes	No

3. DIMENSIONAL STANDARDS

Maximum Number of Banners per Lot	1 per use or non-residential tenant in a multi-tenant building [1]
Maximum Mounting Height	Below the roof or parapet [2] [3]
Maximum Sign Face Area per Individual Banner	20 square feet
Maximum Banner Length	Lesser of: 30% of the façade length or 20 linear feet
Maximum Banner Width	4 linear feet

NOTES:

- [1] Maximum of 3 banners per multi-tenant site at any one time.
- [2] When located over a street right-of-way, at least 18 feet above the street pavement and at least 9 feet above a sidewalk.
- [3] When located on a fence, wall, or as a freestanding banner, a maximum height of 12 feet to the highest point. When located on a building wall, the banner shall not be mounted above the first floor.

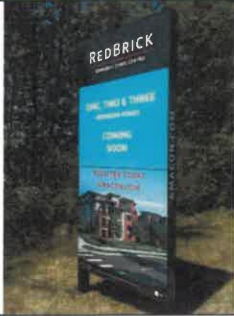
ARTICLE 5: DEVELOPMENT STANDARDS

5.11. Signage

5.11.9. Sign Standards by Sign Type

TABLE 5.11.9: SIGN STANDARDS BY SIGN TYPE

C. Construction Sign/Development Advertising Signs



- A** Maximum Height = 8'
- B** Maximum Sign Face Area = 32 sf Per Side
- C** Min. Setback from Lot Line = 10'



1. DEFINITION	A temporary sign located on a lot for the duration of its construction/development.					
2. WHERE PERMITTED	Residential	OI	NC	GC & HC	DTC₂ & DTP & RMU	LI, CI, HI
	Yes	Yes	Yes	Yes	Yes	Yes
3. DIMENSIONAL STANDARDS						
Maximum Number of Construction /Development Advertising Signs Per Lot	One sign per frontage with public Right-of-Way access which must maintain at least a 200 ft separation from a construction sign on the same site.					
Maximum Sign Height [1]	8 Feet					
Maximum Sign Face Area	32 Square Feet per side (max. 2 sides)					
Minimum Setback from any Lot Line	10 feet from any lot line					
NOTES: [1] Sign support structures shall be included in maximum sign height and face area.						
3. DURATIONAL STANDARDS						
Maximum Duration of the Sign	All Residential Districts		2 Years			
	Non Residential and Mixed Use Districts		1 Year			
Removal	All Construction/Development Advertising signs must be removed once the development is determined to be complete					
Notes:						

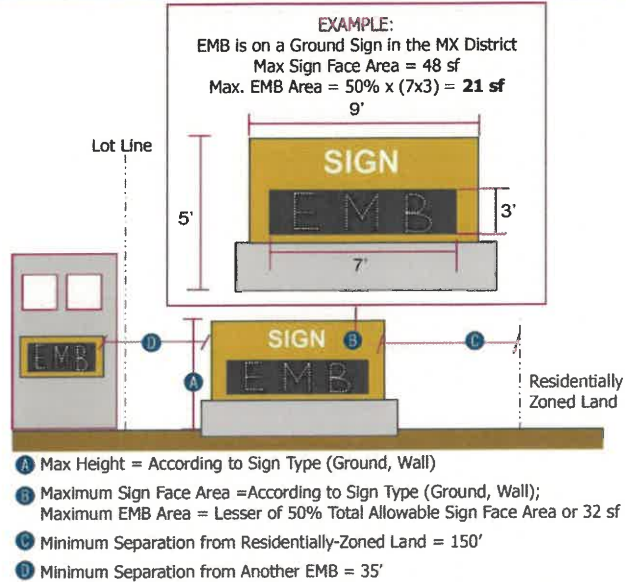
ARTICLE 5: DEVELOPMENT STANDARDS

5.11. Signage

5.11.9. Sign Standards by Sign Type

TABLE 5.11.9: SIGN STANDARDS BY SIGN TYPE

C. ELECTRONIC MESSAGE BOARD



1. DEFINITION

A wall or ground sign, or portion thereof that displays electronic, non-pictorial, or text information that may or may not change. Sign content is displayed by light emitting diodes (LED's), fiber optics, light bulbs, or other illumination devices arranged in a matrix within the display area. Electronic message boards ("EMBs") do not display animation or imagery that appears to move.

2. WHERE PERMITTED

Residential	OI	NC	GC & HC	DTC, DTP & RMU	LI, CI, HI
No	No	No	Yes	Yes	No

3. DIMENSIONAL STANDARDS

Maximum Number of EMBs per Lot	One per lot or development
Minimum Separation of EMB from Residentially-Zoned Land	150 linear feet
Minimum Separation from Another EMB	35 linear feet
Maximum Height	In accordance with wall or ground sign standards, as appropriate [1]
Maximum EMB Face Area	In accordance with wall or ground sign standards, as appropriate [2]
Maximum Percentage of Total Sign Face Area Devoted to an EMB	Lesser of: 32 square feet or 50% of the total allowable sign face area for the type of sign proposed (i.e., wall, ground)
Minimum Static Hold Time Between Message Changes	1 minute [3]
Maximum Brightness	465 lumens per square foot during daytime hours; 70 lumen per square foot during dawn, dusk, and nighttime hours

NOTES:



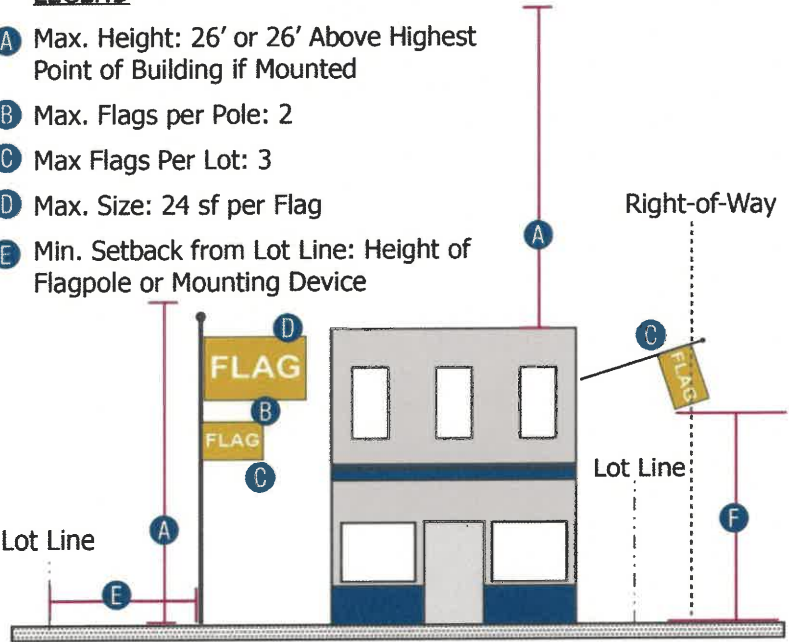

- [1] In no instance shall an EMB extend higher than 30 feet above grade.
- [2] The face area shall include all mounting hardware, framework, and sign supports.
- [3] Transition between images shall take place within one second or less.

4. ADDITIONAL STANDARDS

- a. EMBs may only be configured as a wall or ground sign, or portion thereof.
- b. EMBs may only be allowed as part of a permanent sign, not a temporary sign.
- c. Use of the terms "stop", "caution", or "danger" is prohibited on an EMB for reasons of public safety.

ARTICLE 5: DEVELOPMENT STANDARDS

TABLE 5.11.9: SIGN STANDARDS BY SIGN TYPE

D. FLAGS																		
	<p>LEGEND</p> <ul style="list-style-type: none"> A Max. Height: 26' or 26' Above Highest Point of Building if Mounted B Max. Flags per Pole: 2 C Max Flags Per Lot: 3 D Max. Size: 24 sf per Flag E Min. Setback from Lot Line: Height of Flagpole or Mounting Device 																	
																		
																		
<p>F If Projecting into Street Right-of-Way, Min. Vertical Clearance: 18' Above Street Cartway; 9' Above Sidewalk</p>																		
<p>1. DEFINITION</p> <p>A piece of cloth or similar material, typically rectangular or square in shape, that is attached to a pole or rope along the shorter side of the material. Flags flown by a governmental agency, located on land owned or operated by a governmental agency, or on a building owned or operated by a governmental agency are exempted from these standards. Flags affixed to two or more poles at the same time are subject to the standards for banners. Feather flags and bow signs are prohibited.</p>																		
<p>2. WHERE PERMITTED</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 25%;">Residential</th> <th style="width: 12.5%;">OI</th> <th style="width: 12.5%;">NC</th> <th style="width: 12.5%;">GC & HC</th> <th style="width: 12.5%;">DTC, DTP & RMU</th> <th style="width: 12.5%;">LI, CI, HI</th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td>Yes</td> <td>Yes</td> <td>Yes</td> <td>Yes</td> <td>Yes</td> </tr> </tbody> </table>							Residential	OI	NC	GC & HC	DTC, DTP & RMU	LI, CI, HI	Yes	Yes	Yes	Yes	Yes	Yes
Residential	OI	NC	GC & HC	DTC, DTP & RMU	LI, CI, HI													
Yes	Yes	Yes	Yes	Yes	Yes													
<p>3. DIMENSIONAL STANDARDS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 30%;">Maximum Number of Flags per Lot</td> <td>3</td> </tr> <tr> <td>Maximum Mounting Height</td> <td>25 feet above grade or 25 feet above the highest point of a building if building-mounted [1]</td> </tr> <tr> <td>Maximum Number of Flags per Flag Pole</td> <td>2</td> </tr> <tr> <td>Maximum Size per Flag</td> <td>24 square feet</td> </tr> <tr> <td>Minimum Setback from any Lot Line for a Flagpole or other Mounting Device</td> <td>The height of the flagpole or mounting device</td> </tr> </tbody> </table> <p>NOTES: [1] In cases where a flag projects out into a street right-of-way, the flag shall maintain a minimum vertical clearance of 18 feet above the street pavement and 9 feet above a sidewalk.</p>							Maximum Number of Flags per Lot	3	Maximum Mounting Height	25 feet above grade or 25 feet above the highest point of a building if building-mounted [1]	Maximum Number of Flags per Flag Pole	2	Maximum Size per Flag	24 square feet	Minimum Setback from any Lot Line for a Flagpole or other Mounting Device	The height of the flagpole or mounting device		
Maximum Number of Flags per Lot	3																	
Maximum Mounting Height	25 feet above grade or 25 feet above the highest point of a building if building-mounted [1]																	
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Maximum Size per Flag	24 square feet																	
Minimum Setback from any Lot Line for a Flagpole or other Mounting Device	The height of the flagpole or mounting device																	
<p>4. ADDITIONAL STANDARDS</p>																		

ARTICLE 5: DEVELOPMENT STANDARDS

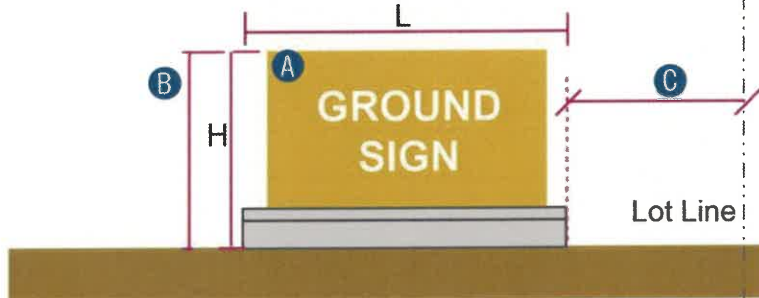
TABLE 5.11.9: SIGN STANDARDS BY SIGN TYPE

E. GROUND SIGNS



LEGEND

- A Maximum Sign Face Area = 36 SqFt. (LxW)
- B 6' Max. Height in Residential District;
15' in Mixed-Use and Commercial Districts
- C 5' Minimum Setback from Lot Line



1. DEFINITION

Any sign, other than a pole sign, that is anchored directly to the ground by means of a supporting system comprised of a solid pedestal, or other bracing system where there is no open space between the bottom of the sign face area and the ground. Ground signs are configured so that the base of the sign support structure is at least as wide as the sign face area. Ground signs may also be referred to as "pedestal" signs or "monument" signs. Any sign with an opening between the bottom of the sign's face area and ground or where the sign face area is wider than the sign support structure shall be considered as a pole or "freestanding" sign, which are prohibited. Ground signs are not mounted to a building wall, and are not located within a street right-of-way.

2. WHERE PERMITTED

Residential	OI	NC	GC & HC	DTC, DTP & RMU	LI, CI, HI
Yes	Yes	Yes	Yes	Yes	Yes

3. DIMENSIONAL STANDARDS

Maximum Number of Ground Signs Per Lot	1 [1]					
Maximum Height [2] [3] [4]	Residential	OI	NC	GC & HC	DTP, DTC & RMUP & DTC	LI, CI, HI
	3 Feet	4 Feet	4 Feet	6 Feet	3 Feet	15 Feet
Maximum Sign Face Area [5]	36 Square Feet					
Minimum Setback from any Lot Line	5 feet [6]					
Minimum Separation between Ground Signs on Adjacent Lots	50 feet [7]					

NOTES:

- [1] Developments on lots of 2 acres in size or greater and corner lots may have a ground sign for each roadway fronting the perimeter of the development.
- [2] Sign height shall be determined based on the higher of: the adjacent grade level or the grade level of the adjacent street.
- [3] In nonresidential districts, the maximum height of a ground sign may be increased by 1 foot for every 10 feet of setback beyond the minimum applicable setback to a maximum ground sign height of 25 feet.

ARTICLE 5: DEVELOPMENT STANDARDS

5.11. Signage

5.11.9. Sign Standards by Sign Type

- [4] The support structure shall be included within the measurement of the sign's maximum height.
- [5] The maximum sign face area may be increased by 4 square feet for every 10 feet of setback beyond the minimum applicable setback to a maximum ground sign face area of 175 square feet.
- [6] Except within the DTC, ~~and DTP~~, and RMU districts, all portions of a ground sign shall be at least 5 feet from a street right-of-way.
- [7] In cases where a ground sign is proposed and it is impossible to meet the minimum separation distance requirements from an existing ground sign, the proposed sign shall maintain the minimum street setback necessary to ensure an unimpeded view of the existing ground sign on an adjacent lot.

4. ADDITIONAL STANDARDS

a. Ground signs shall not be placed within required sight distance triangles or in locations that obstruct the safe movement of vehicles and pedestrians.

b. Ground signs with support structures of three feet in height or more above grade shall include evergreen plantings around the base of the sign support structure in sufficient number to screen its view from off-site areas.

c. Signage may be subject to additional standards identified in Section 3.8.3, Gateway Corridor Overlay (GCO) District.


ARTICLE 5: DEVELOPMENT STANDARDS

5.11. Signage

5.11.9. Sign Standards by Sign Type

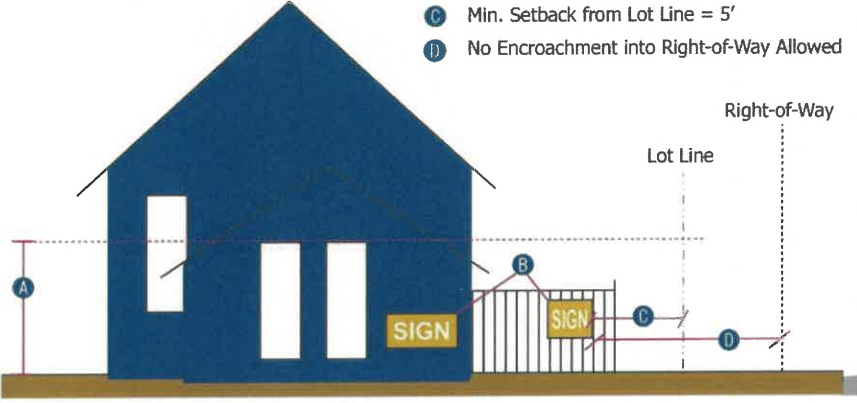
TABLE 5.11.9: SIGN STANDARDS BY SIGN TYPE

F. INCIDENTAL SIGN



LEGEND

- A** Maximum Height
6' in Residential Districts
12' in Mixed-Use and Nonresidential Districts
- B** Maximum Sign Face Area:
Max. Area 1.5 sf Per Sign
Up to Two Signs May Have Area Up to 3 sf
Max. Area Per Lot or Development = 36 sf
- C** Min. Setback from Lot Line = 5'
- D** No Encroachment into Right-of-Way Allowed



1. DEFINITION

Any small or nondescript sign that only provides directional information or safety information for the public. Examples of incidental signs include signs addressing on-site traffic circulation (such as "entrance" or "exit" signs), public safety (such as "high voltage" or "beware of dog" signs), or address signs.

2. WHERE PERMITTED

Residential	OI	NC	GC & HC	DTC, DTP & RMU	LI, CI, HI
Yes	Yes	Yes	Yes	Yes	Yes

3. DIMENSIONAL STANDARDS [1]

Maximum Number of Incidental Signs Per Lot	Lots with an existing single family detached dwelling, mobile home, or manufactured home	1 per principal structure
	Lots with a duplex, triplex, or quadplex dwelling unit	1 per dwelling unit
	Single family attached dwelling	1 per dwelling unit
	Multi-family development	1 per building + 5
	Lots in a mixed-use or commercial district	[2]
Maximum Height	6 feet for lots in residential districts; 12 feet for lots in mixed-use and nonresidential districts [3]	
Maximum Sign Face Area	1½ square feet per sign [4]	
Total Incidental Sign Face Area per Mixed-use or Nonresidential Lot or Development	20 square feet	
Minimum Setback from any Lot Line	5 feet [5]	

NOTES:

- [1] Incidental signs that exceed the maximum height or sign face area shall be considered as a wall sign, ground sign, pole sign, or projecting sign, as appropriate.
- [2] See total incidental sign face area per lot or development.
- [3] Sign height shall be determined based on the grade immediately adjacent to the sign.
- [4] Up to two incidental signs on any single lot may be up to three square feet in sign face area size.
- [5] In no instance shall an incidental sign be located within a right-of-way, a sight distance triangle, or in locations that obstruct the safe movement of vehicles and pedestrians

4. ADDITIONAL STANDARDS

ARTICLE 5: DEVELOPMENT STANDARDS

5.11. Signage

5.11.9. Sign Standards by Sign Type

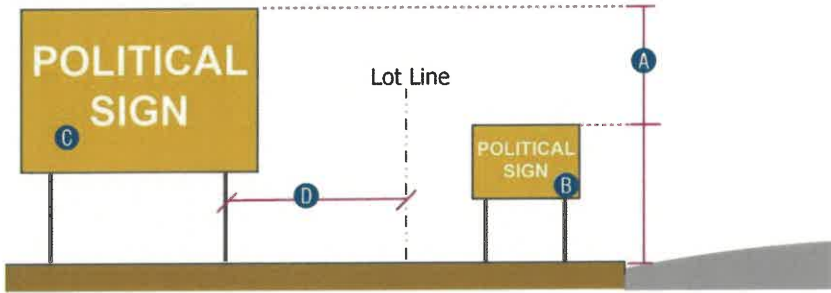
TABLE 5.11.9: SIGN STANDARDS BY SIGN TYPE

G. POLITICAL SIGNS



LEGEND

- A** Maximum Height = 60" Above Adjacent Grade When on an Individual Lot; 42" Above Pavement of Adjacent Roadway when in a Street Right-of-Way
- B** Maximum Sign Face Area within ROW= 6 sf
- C** Maximum Sign Face Area on a Lot= 32 sf
- D** No Min. Setback from Lot Line



1. DEFINITION

Any sign that advocates for a particular political candidate, party, position, or political action that is made available for view by the public before and during the portion of a calendar year when elections are underway as described in Section 136-32 of the North Carolina General Statutes. Political signs are also referred to as "campaign" signs or "election" signs. Signs of a political nature that are placed on private property outside the period of time when elections are underway shall be considered as an incidental sign.

2. WHERE PERMITTED

Residential	OI	NC	GC & HC	DTC, DTP & RMU	LI, CI, HI
Yes	Yes	Yes	Yes	Yes	Yes

3. DIMENSIONAL STANDARDS

Maximum Number of Political Signs Per Lot	6 [1]				
Maximum Height	In a right-of-way	42 inches above the edge of the pavement of the adjacent roadway			
	On an individual lot	60 inches above adjacent grade			
Maximum Sign Face Area	In a right-of-way	6 square feet per sign			
	On an individual lot	32 square feet per sign			
Minimum Setback from any Lot Line	None				
Minimum Separation between Political Signs	[2]				

NOTES:

[1] There is no limit on the number of political signs that may be placed within the right-of-way in front of a lot during the portion of the year when elections are underway provided the owner of the sign obtains the consent of the lot's owner to place the sign in front of the lot.

[2] No political sign may be placed in any manner that obscures another sign from view.

4. ADDITIONAL STANDARDS

- a. Political signs shall not be placed within required sight distance triangles or in locations that obstruct the safe movement of vehicles and pedestrians.
- b. Political signs may not be placed on utility poles or traffic control signal poles.
- c. Political signs may be placed in the right-of-way only during the period of time when elections are underway as identified in Section 136-32 of the North Carolina General Statutes.
- d. Political signs may not be illuminated.

ARTICLE 5: DEVELOPMENT STANDARDS

5.11. Signage

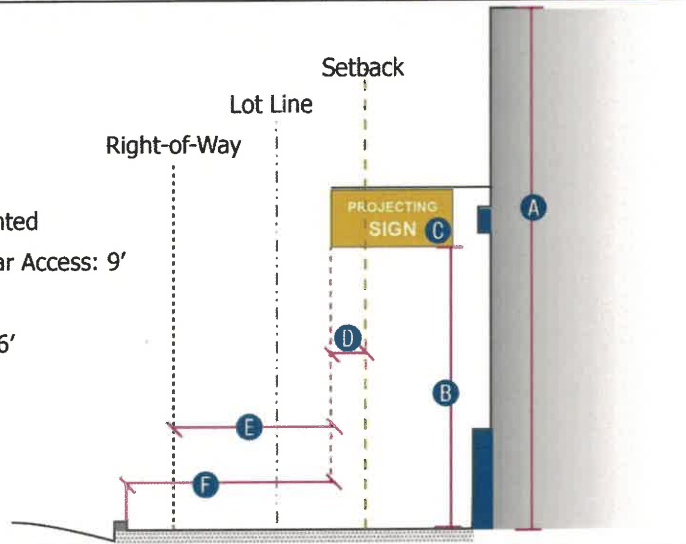
5.11.9. Sign Standards by Sign Type

TABLE 5.11.9: SIGN STANDARDS BY SIGN TYPE

H. PROJECTING SIGNS



- LEGEND**
- A** Max. Height: Wall on Which Sign is Mounted
 - B** Min. Clearance Over Sidewalk or Vehicular Access: 9'
 - C** Max. Sign Face Area: 40 sf
 - D** Max. Encroachment into Required Yard: 6'
 - E** Max. Projection into Right-of-Way: 36"
 - F** Minimum Distance from Back of Curb: 2'



<p>1. DEFINITION</p>	<p>Any sign that projects outward from a building's exterior wall where the sign face area is not parallel to the building wall upon which is mounted. Projecting signs are also referred to as "marquee" signs. Signs mounted to a building wall with sign face areas that are parallel to the building wall are considered "wall" signs. A sign comprised of fabric or similar material is a "flag" or a "banner" sign.</p>					
<p>2. WHERE PERMITTED</p>	<p>Residential</p> <p align="center">Yes</p>	<p>OI</p> <p align="center">Yes</p>	<p>NC</p> <p align="center">Yes</p>	<p>GC & HC</p> <p align="center">Yes</p>	<p>DTC, DTP & RMUP</p> <p align="center">Yes</p>	<p>LI, CI, HI</p> <p align="center">Yes</p>
<p>3. DIMENSIONAL STANDARDS</p>						
<p>Maximum Number of Projecting Signs Per Lot</p>	<p>One per building façade</p>					
<p>Maximum Height</p>	<p>A projecting sign shall not project above the height of the wall it is mounted to [1]</p>					
<p>Maximum Sign Face Area</p>	<p>40 square feet [2]</p>					
<p>Minimum Setback from any Lot Line</p>	<p>A projecting sign shall not encroach into a required yard by more than 6 feet [3]</p>					
<p>NOTES: [1] Any projecting sign that projects into a right-of-way or that projects over a sidewalk or vehicular accessway shall maintain a minimum clearance of at least 9 feet above grade. [2] Projecting signs with 3 sides may have up to 80 square feet of sign area. [3] A projecting sign shall not project into a right-of-way by more than 36 inches, and shall maintain a minimum of two feet of horizontal distance from the back of the curb.</p>						
<p>4. ADDITIONAL STANDARDS</p>						

ARTICLE 5: DEVELOPMENT STANDARDS

5.11. Signage

5.11.9. Sign Standards by Sign Type

- a. Projecting signs of 1½ square feet in total sign area or less shall be considered incidental signs.
- b. Any electrical wiring shall be located within the sign or the wall it is affixed to.
- c. Signage may be subject to additional standards identified in Section 3.8.3, Gateway Corridor Overlay (GCO) District.

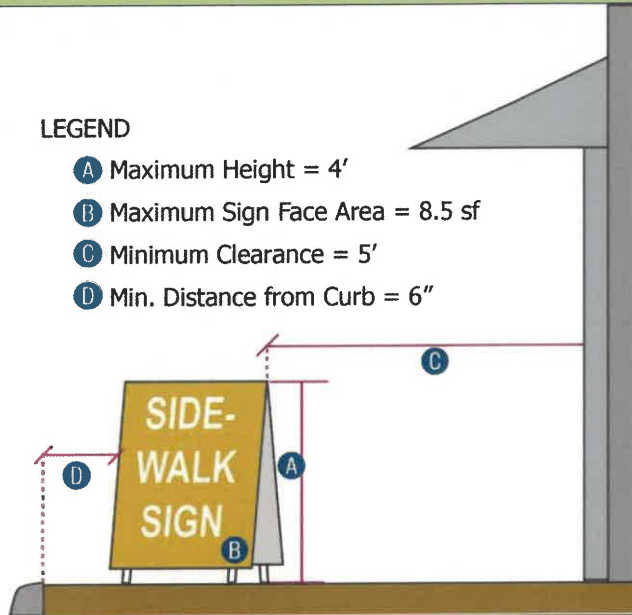
TABLE 5.11.9: SIGN STANDARDS BY SIGN TYPE

I. SIDEWALK SIGNS



LEGEND

- A** Maximum Height = 4'
- B** Maximum Sign Face Area = 8.5 sf
- C** Minimum Clearance = 5'
- D** Min. Distance from Curb = 6"



1. DEFINITION

A pedestrian-oriented movable sign that sits on the grade located proximate to the primary entrance of the nonresidential or mixed use being advertised. Sidewalk signs are also referred to as "A-frame" signs or "Board" signs. The sign shall be self-supporting and only visible during operating hours. Sidewalk signs are configured with a broader base than a top or are equipped with supports to ensure they remain stable in normal wind conditions.

2. WHERE PERMITTED

Residential	OI	NC	GC & HC	DTC, DTP & RMU	LI, CI, HI
No	No	Yes	Yes	Yes	No

3. DIMENSIONAL STANDARDS

Maximum Number of Sidewalk Signs Per Lot	1 per street frontage, regardless of the number of tenants [1] [2]
Minimum Clearance Around Sidewalk Sign	5 feet [3] [4]
Maximum Height	4 feet
Maximum Sign Face Area	8.5 square feet
Maximum Number of Sidewalk Sign Sides	2
Maximum Distance from Primary Entrance of Use Being Advertised	25 linear feet

NOTES:

- [1] Sidewalk signs may only be permitted on a sidewalk or on-site pedestrian walkway.
- [2] Nothing shall limit the rotating of different sidewalk signs on an individual lot provided the total number of signs does not exceed the maximum.
- [3] A sidewalk sign may only be placed in a manner that allows for unrestricted pedestrian access around all sides of the sign, and shall not be located within an access ramp, proximate to an accessible parking space, or within a sight distance triangle.
- [4] A sidewalk sign shall be no closer than 6 inches from the curb.

4. ADDITIONAL STANDARDS

ARTICLE 5: DEVELOPMENT STANDARDS

5.11. Signage

5.11.9. Sign Standards by Sign Type

- a. A sidewalk sign shall not be permanently attached to the sidewalk, signs, street trees, landscaping, bicycle rack, or any other fixtures on the sidewalk.
- b. Each sidewalk sign shall be removed each day by the close of business.
- c. Sidewalks signs may include changeable copy.
- d. Sidewalks signs shall not be illuminated.
- e. Signage may be subject to additional standards identified in Section 3.8.3, Gateway Corridor Overlay (GCO) District.

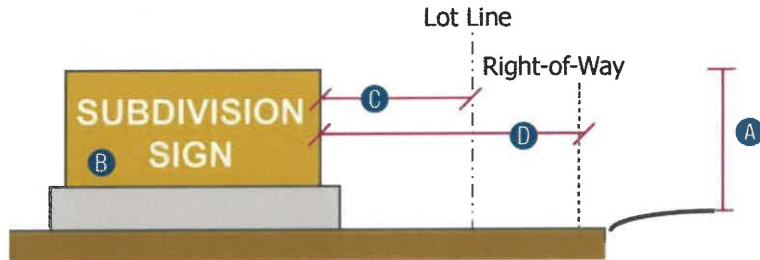
TABLE 5.11.9: SIGN STANDARDS BY SIGN TYPE

J. SUBDIVISION SIGNS



LEGEND

- A** 6' Maximum Height
- B** Maximum Sign Face Area = 32 sf
(Support Structure Not Counted as Sign Area)
- C** No Min. Setback from Lot Line
- D** Minimum Setback from Right-of-Way = 5'



1. DEFINITION

A ground sign located at the entrance to a subdivision consisting of two or more lots. Subdivision signs shall be located outside all street rights-of-way, and shall not be located on a lot with a principal building.

2. WHERE PERMITTED

Residential	OI	NC	GC & HC	DTC, DTP & RMU	LI, CI, HI
Yes	Yes	Yes	Yes	Yes	Yes

3. DIMENSIONAL STANDARDS

Maximum Number of Subdivision Signs Per Development	1 per development entrance
Maximum Height	6 feet [1]
Maximum Sign Face Area	32 square feet [2] [3]
Minimum Setback from any Lot Line	None
Minimum Setback from Right-of-Way	5 feet

NOTES:


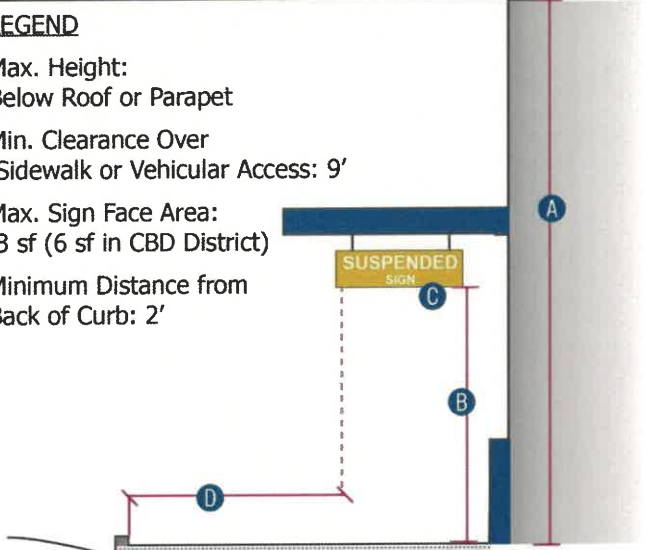
- [1] Sign height shall be determined based on the higher of: the adjacent grade level or the grade level of the adjacent street.
- [2] The support structure for a subdivision sign configured as a ground sign shall not be included with the calculation of the maximum allowable sign face area.
- [3] Developments with 2 or more entries may have up to 64 square feet of subdivision sign provided that no single entry has a subdivision sign with a sign face area exceeding 32 square feet.

4. ADDITIONAL STANDARDS

- a. Subdivision signs may only be configured as a ground sign.
- b. Subdivision signs shall not be placed within required sight distance triangles or in locations that obstruct the safe movement of vehicles and pedestrians.

ARTICLE 5: DEVELOPMENT STANDARDS

TABLE 5.11.9: SIGN STANDARDS BY SIGN TYPE

K. SUSPENDED SIGNS						
	<p>LEGEND</p> <ul style="list-style-type: none"> A Max. Height: Below Roof or Parapet B Min. Clearance Over Sidewalk or Vehicular Access: 9' C Max. Sign Face Area: 3 sf (6 sf in CBD District) D Minimum Distance from Back of Curb: 2' 					
1. DEFINITION	<p>A sign that is suspended from the underside of a principal building's overhang or canopy that is intended for view by pedestrians or patrons already on a site. The sign may be parallel or perpendicular to the building wall. A sign that is not suspended from a canopy or overhang of a building is not a suspended sign. A sign mounted on a building wall parallel to the wall is a "wall" sign. A sign mounted on a building wall perpendicular to the building wall is a "projecting" sign. Signs visible through a window are "window" signs.</p>					
2. WHERE PERMITTED	Residential	OI	NC	GC & HC	DTC & DTP & RMU	LI, CI, HI
	No	Yes	Yes	Yes	Yes	Yes
3. DIMENSIONAL STANDARDS						
Maximum Number of Projection Signs Per Development		1 per lot or 1 per tenant in a multi-tenant building				
Maximum Mounting Height		Below the roof or parapet [1]				
Maximum Sign Face Area		3 square feet; 6 square feet in the CBD district				
Minimum Setback from any Lot Line		[2]				
NOTES:						
[1] Any suspended sign that projects into a right-of-way or that projects over a sidewalk, walkway, or vehicular accessway shall maintain a minimum clearance of at least 9 feet above the grade or the walkway.						
[2] A suspended sign shall maintain a minimum of two feet of horizontal distance from the back of the curb.						
4. ADDITIONAL STANDARDS						
a. Suspended signs shall not project beyond the canopy or overhang they are mounted to.						
b. Suspended signs shall be flush mounted or drop mounted with metal pipe, chain, wire, or other comparable material and permanently affixed to the overhang or canopy where mounted.						
c. Suspended signs shall not be mounted to an accessory structure.						
d. Signage may be subject to additional standards identified in Section 3.8.3, Gateway Corridor Overlay (GCO) District .						

ARTICLE 5: DEVELOPMENT STANDARDS

5.11. Signage

5.11.9. Sign Standards by Sign Type

TABLE 5.11.9: SIGN STANDARDS BY SIGN TYPE

L. SUPPLEMENTAL SIGNS

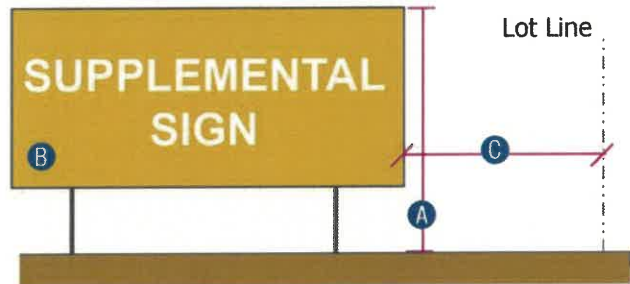
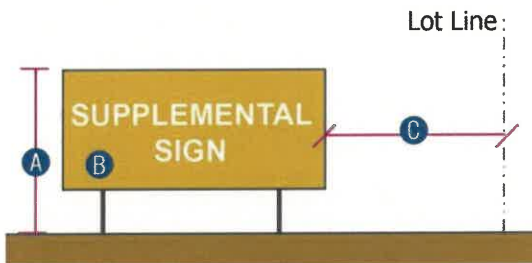


In Residential Districts

- A Maximum Height = 6'
- B Maximum Sign Face Area = 6 sf
- C Min. Setback from Lot Line = 10'

In Nonresidential Districts

- A Maximum Height = 12'
- B Maximum Sign Face Area = 20 sf
- C Min. Setback from Lot Line = 10'



1. DEFINITION	Any sign that is not permanently affixed to the ground or a building which can be removed without special handling and that may be located on a lot or site in addition to other forms of signage. Banners and incidental signs are not supplemental signs. Ideological signs are considered supplemental signs.					
2. WHERE PERMITTED	Residential	OI	NC	GC & HC	DTC & L DTP & RMU	LI, CI, HI
	Yes	Yes	Yes	Yes	Yes	Yes
3. DIMENSIONAL STANDARDS						
Maximum Number of Supplemental Signs Per Lot	1 per lot; 1 per nonresidential tenant in a multi-tenant development					
Maximum Sign Height [1]	Residential Districts			6 feet		
	All Other Districts			12 feet		
Maximum Sign Face Area [2]	Residential Districts			6 square feet		
	All Other Districts			20 square feet		
Minimum Setback from any Lot Line	10 feet from any lot line					
NOTES: [1] Sign support structures shall be included in maximum sign height and face area. [2] Signs visible through a window are also subject to the standards for window signs.						
4. ADDITIONAL STANDARDS						
a. Supplemental signs shall not require issuance of a sign permit and are not subject to a maximum duration.						
b. Supplemental signs shall not be located within a street right-of-way.						
c. Supplemental signs shall not be placed within required sight distance triangles or in locations that obstruct the safe movement of vehicles and pedestrians.						
d. Supplemental signs shall not include permanent modifications to a site or building.						
e. Supplemental signs may not be illuminated.						

ARTICLE 5: DEVELOPMENT STANDARDS

5.11. Signage

5.11.9. Sign Standards by Sign Type

f. Supplemental signs shall not block windows or doors.

h. Signage may be subject to additional standards identified in Section 3.8.3, Gateway Corridor Overlay (GCO) District.

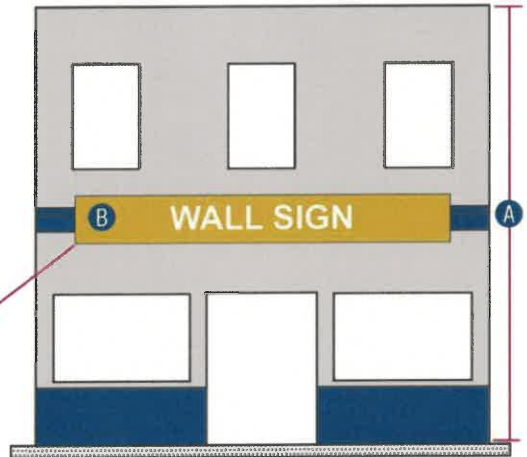
TABLE 5.11.9: SIGN STANDARDS BY SIGN TYPE

M. WALL SIGNS



- A** Max. Height: Height of Building
- B** Max. Sign Face Area:
 - 16 sf Residential Districts
 - 32 sf OI and NC Districts
 - DTC and DTP Districts = 1/2 sf area per lineal foot of facade fronting a street; max. 32 sf
 - GC, HC and Industrial Districts = 1/2 sf area per lineal foot of facade fronting a street; max. 64 sf

EXAMPLE:
 Building is in DTP District
 30' Facade Fronting Street
 Max. Wall Sign Area = 30 x 1/2 = **15 sf**



1. DEFINITION	Any sign, other than a projecting sign, that is mounted to or painted on an exterior building wall. Wall signs have only one sign face and are configured to be parallel to the building wall upon which they are located. Signs mounted perpendicular to a wall are "projecting" signs. Signs mounted from the ceiling of a building's canopy or overhang are "suspended" signs. Signs made of fabric or other material that moves are "banners" or "flags." Signs visible through a window are "window" signs.					
2. WHERE PERMITTED	Residential	OI	NC	GC & HC	DTC & DTP & RMU	LI, CI, HI
	RMF Only	Yes	Yes	Yes	Yes	Yes
3. DIMENSIONAL STANDARDS						
Maximum Number of Wall Signs Per Development	Lots in residential districts			1		
	Lots in all other districts – single tenant building			1 per building façade		
	Lots in all other districts – multi-tenant building			1 per tenant		
Maximum Mounting Height	No wall sign shall extend above, below or beyond the building wall to which it is attached [1]					
Maximum Sign Face Area [2]	Lots in residential districts			16 square feet		
	Lots in OI and NC districts			32 square feet		
	Lots in DTC, DTP, and RMU and DTP districts			½ square foot of sign face area per lineal foot of building façade upon which the sign is located [3]		
	Lots in GC, HC, and industrial districts			½ square foot of sign face area per lineal foot of building façade upon which the sign is located [4]		

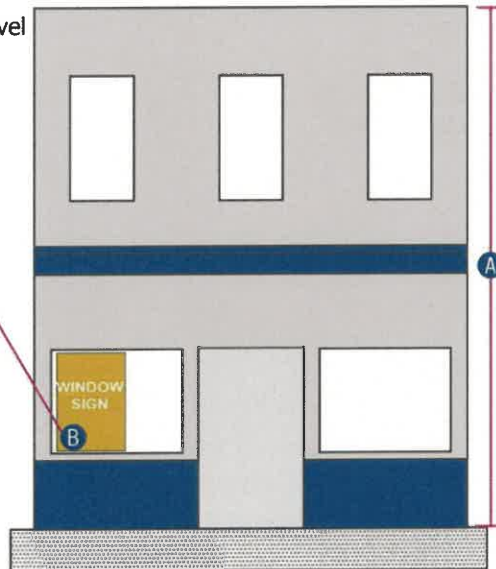
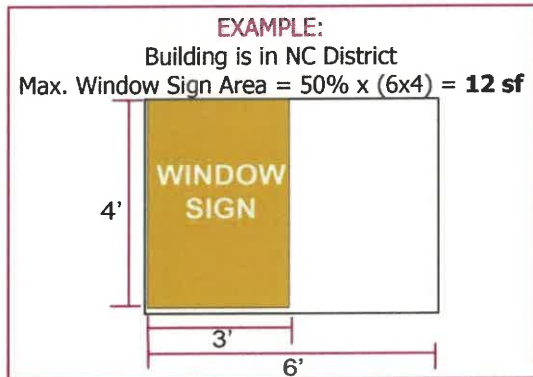
TABLE 5.11.9: SIGN STANDARDS BY SIGN TYPE

N. WINDOW SIGNS



LEGEND

- A** Max. Height: Second Story or 25' Above Ground Level
- B** Max. Sign Face Area:
 DTP & DTC Districts = 25% of Window or Door
 All Other Districts = 50% of Window or Door



1. DEFINITION

A sign affixed to or visible through the surface of a window or glass door that is intended to be visible to the public from outside the building. Signs painted on glass and etched or frosted glass that includes text or symbols shall be considered as a window sign. Signs not visible from off-site areas are exempted from these standards. Signs mounted to a building's exterior wall are "wall" signs.

2. WHERE PERMITTED

Residential	OI	NC	GC & HC	DTC, & DTP & RMU	LI, CI, HI
No	Yes	Yes	Yes	Yes	Yes

3. DIMENSIONAL STANDARDS

Maximum Number of Window Signs Per Development	No limit, subject to the maximum sign face area standards	
Maximum Mounting Height	Window signs are not permitted above the second story or higher than 25 feet above ground level	
Maximum Sign Face Area [1]	DTP & DTC districts	25% of the outer extent of any single window or door [2][3]
	All other districts	40% of the outer extent of any single window or door [2]

NOTES:

Ordinance 2025-25 adopted this the 3rd day of March 2025.

Glenn L. York – Mayor

SEAL

Lisa M. Markland, CMC – Town Clerk

STAFF REPORT
ORDINANCE 2025-26
LITTLE RIVER PARK ANNEXATION
MARCH 3, 2025

Topic: ORDINANCE 2025-26 – Little River Park Annexation
Speaker: Catherine Farrell, Planner II
From: Matthew Lower, Planning Director
Prepared by: Catherine Farrell, Planner II
Approved by: Gilbert Todd, Jr, Town Manager

Executive Summary:

The Board of Commissioners will consider an Annexation of 1228 Water Plant Rd (PIN# 1795254279) and 1800 W Gannon (PIN# 1795145894). This Annexation is the second of two requested entitlements by the applicant, the first of which was the requested Zoning Map Amendment from Wake County Zoning to Town of Zebulon R-2 Zoning. The Town Board’s approval of the requested annexation will give the board authority to carry out the Zoning Map Amendment that will designate the subject parcels as Zebulon Residential Suburban (R2).

Discussion:

The Zebulon Parks Department is seeking to annex two parcels, totaling 22.23 acres, from the Wake County R-40 Zoning District to the Zebulon R2 Zoning District. This annexation request is part of the ongoing redevelopment of Little River Park, which has been maintained by the Town of Zebulon since the mid-to-late 1980s. Currently, the park is located under the county zoning and is outside the corporate limits of the Town.

If the annexation is approved, the property will fall under Zebulon’s Unified Development Ordinance (UDO), ensuring that any future development adheres to the Town’s zoning regulations.

The Little River Park Master Plan was adopted by the Board of Commissioners in 2022 and the Town was awarded a grant in 2023 by the State of North Carolina Parks and Recreation Trust Fund (PARTF) for the first phase of development of Little River Park and includes bathroom facilities. These facilities will require connection to public water and sewer systems. According to the Town of Zebulon’s merger agreement with the City of Raleigh, the site must be annexed into the Town to access these utilities.

This rezoning and annexation request is crucial for the successful redevelopment of Little River Park. It ensures the site is governed by the Town’s regulations and can be properly serviced with utilities for future development.

Policy Analysis:

Comprehensive Land Use Plan:

Although these lots are not located within the future growth area as outlined in the Comprehensive Land Use Plan, the plan does support the development of a Parks and Recreation Master Plan. One of the key goals of this plan is to support the future of Little River Dam and Park. “Future of Little River Dam and Park, with ideas ranging from active development (with

restaurants) to maintaining a more natural setting for passive recreation relative to the Town's other existing parks (Recreation and Amenities, Page 2)."

The rezoning is supported by the following CLUP goals:

1. Economic Development Goals and Actions:

- **Goal 2:** A town that remains the unquestioned hub community for eastern Wake County as a multi-purpose destination and center of employment, commerce, government services, education, culture and recreational and leisure activities for residents and visitors (Economic Development, p. 2).

2. Goals For Recreation and Amenities:

- **Goal 1:** A "lifestyle" community, with a range of amenities and activities for all ages and interests, to keep residents enjoying their hometown along with visitors (Recreation and Amenities, pg 4).
- **Goal 2:** Both a quantity and quality of park sites and trail miles to meet residents' expectations, support their outdoor recreation interests and promote wellness (Recreation and Amenities, pg 4).
- **Goal 4:** A town with varied places and spaces for people to gather, in Downtown and elsewhere

Parks and Recreation Master Plan:

The Parks and Recreation Master Plan further defines the future vision for Little River Park, which is central to the current rezoning request. The plan states, "As part of the Master Plan Process, the project team developed a concept diagram to show potential improvements at Little River Park. This concept, shown on the following page, highlights opportunities for nature-based activities, outdoor recreation, and educational experiences that could be integrated into the park site" (Zebulon Parks and Recreation Master Plan, Page 139). The proposed rezoning to the Zebulon Residential Suburban (R2) Zoning District is aligned with these future goals, as it will allow for development that supports both passive and active recreational uses, enhancing the park's role as a community asset while maintaining its connection to the natural environment.

Outcomes:

The rezoning will have the following outcomes:

1. **Continued Park Operations:** The annexation will not affect the properties' ability to function as a park.
2. **Park Redevelopment:** The resulting annexation allows any improvements to the park to fall under the Zebulon UDO and will no longer be subject to Wake County planning approval.
3. **Public Services:** If annexed, this site could be served by Raleigh water and sewer, as well as Zebulon police and fire services.

STAFF REPORT
ORDINANCE 2025-26
LITTLE RIVER PARK ANNEXATION
MARCH 3, 2025

Staff Recommendation:

Staff recommend the approval of Ordinance 2025-26 for annexation of Little River Park.

Attachments:

1. Certificate of Sufficiency
2. Aerial Map
3. Zoning Map
4. Corporate Limits Map
5. Public Hearing Notification Affidavit
6. Ordinance 2025-26

ZEBULON

NORTH CAROLINA

1003 N. Arendell Avenue
Zebulon, NC 27597
919.823.1800

www.townofzebulon.org

Certificate of Sufficiency

**Pin # 1795254279 – 1228 Water Plant Road and
Pin # 1795145894 – 1800 W. Gannon Avenue**

To the Board of Commissioners of the Town of Zebulon, North Carolina:

I, Lisa M. Markland, Clerk to the Zebulon Board of Commissioners, do hereby certify that I have investigated the petition attached hereto, and have found as a fact that said petition is signed by all the owners or their legal representative of real property lying in the area described therein, in accordance with G.S. 160A-31.

In witness whereof, I have here unto set my hand and affixed the seal of the Town of Zebulon, this 17th day of February, 2025.




Lisa M. Markland, CMC—Town Clerk

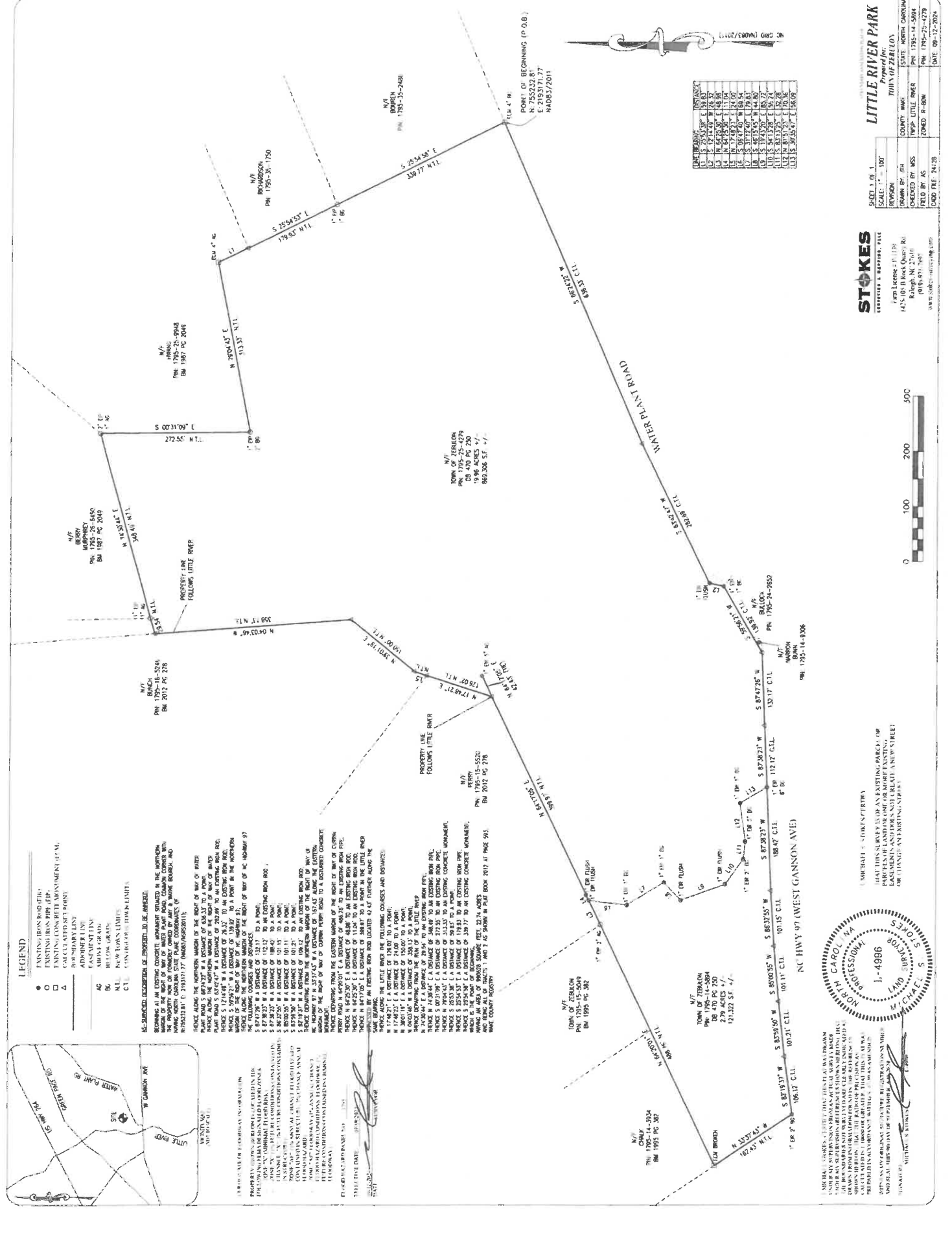


APPLICATION FOR ANNEXATION

PART 1. DESCRIPTION OF REQUEST/PROPERTY		
Street Address of the Property: 1228 WATER PLANT RD ; 1800 W GANNON AVE	Total Acreage: 22.75	
Parcel Identification Number (NC PIN) Please include all	Deed Book:	Deed Page(s):
1795254279	000470	00250
1795145894	000470	00250
Name of Project (if Applicable) Little River Park	Current Zoning of the Property Wake County R80	
Existing Use of the Property: Park	Proposed Use of the Property Park	
Reason for Annexation Currently owned by the Town of Zebulon but not within the Town of Zebulon corporate limits. Annexation will allow for further development of the existing park by gaining the ability to connect to City of Raleigh water and sewer for future restrooms.		

PART 2. APPLICANT/AGENT INFORMATION		
Name of Applicant Agent: Nick Rummage		
Street Address of Applicant/Agent: 1003 N. Arendell AVE		
City: Zebulon	State: NC	Zip Code: 27597
Email of Applicant Agent: nrummage@townofzebulon.org	Telephone Number of Applicant/Agent: 919-823-1839	Fax Number of Applicant/Agent:
Are you the owner of the property? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Are you the owner's agent? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Note: If you are not the owner of the property, you <u>must</u> obtain the Owner's consent and signature giving you permission to submit this application.

PART 3. SURVEYOR INFORMATION		
Name of Surveyor: Stokes Surveying & Mapping, PLLC		
Street Address of Surveyor: 1425 Rock Quarry Road, STF 105B		
City: Raleigh	State: North Carolina	Zip Code: 27610
Email of Surveyor: mike@stokes-surveying.com	Telephone Number of Surveyor: 9199777825	Fax Number of Surveyor:
I hereby state that the facts related in this application and any documents submitted herewith are complete, true, correct, and accurate to the best of my knowledge.		
Signature of Surveyor 	Print Name: Michael Stokes	Date: 9-12-24



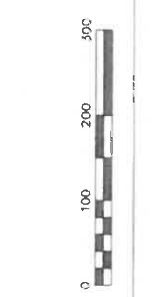
LINE	BEARING	DISTANCE
1	S 25°43'00" E	125.83
2	S 11°45'00" E	125.83
3	S 11°45'00" E	125.83
4	S 11°45'00" E	125.83
5	S 11°45'00" E	125.83
6	S 11°45'00" E	125.83
7	S 11°45'00" E	125.83
8	S 11°45'00" E	125.83
9	S 11°45'00" E	125.83
10	S 11°45'00" E	125.83
11	S 11°45'00" E	125.83
12	S 11°45'00" E	125.83
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19	S 11°45'00" E	125.83
20	S 11°45'00" E	125.83
21	S 11°45'00" E	125.83
22	S 11°45'00" E	125.83
23	S 11°45'00" E	125.83
24	S 11°45'00" E	125.83
25	S 11°45'00" E	125.83
26	S 11°45'00" E	125.83
27	S 11°45'00" E	125.83
28	S 11°45'00" E	125.83
29	S 11°45'00" E	125.83
30	S 11°45'00" E	125.83
31	S 11°45'00" E	125.83
32	S 11°45'00" E	125.83
33	S 11°45'00" E	125.83
34	S 11°45'00" E	125.83
35	S 11°45'00" E	125.83
36	S 11°45'00" E	125.83
37	S 11°45'00" E	125.83
38	S 11°45'00" E	125.83
39	S 11°45'00" E	125.83
40	S 11°45'00" E	125.83
41	S 11°45'00" E	125.83
42	S 11°45'00" E	125.83
43	S 11°45'00" E	125.83
44	S 11°45'00" E	125.83
45	S 11°45'00" E	125.83
46	S 11°45'00" E	125.83
47	S 11°45'00" E	125.83
48	S 11°45'00" E	125.83
49	S 11°45'00" E	125.83
50	S 11°45'00" E	125.83

STOKES
SURVEYING & ENGINEERING, PLLC
1425 Old Block Quarry Rd
Raleigh, NC 27610
(919) 871-7887
www.stokes-engineering.com

LITTLE RIVER PARK
Prepared for:
TOWN OF ZEBELON
COUNTY: WAKE
TWP: LITTLE RIVER
ZONED: R-50M
DATE: 09-12-2014

SHEET: 1 OF 1
SCALE: 1" = 100'
DRAWN BY: JH
CHECKED BY: MSS
FIELD BY: AS
CADD FILE: 24129

STOKES
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- LEGEND**
- EXISTING BOUNDARY LINE
 - EXISTING BOUNDARY LINE
 - △ CALCULATED POINT
 - ADJOINER LINE
 - CASUALTY LINE
 - BOUNDARY LINE
 - PROPERTY LINE
 - CONVEYANCE LIMITS

AS SHOWN, RECONSTRUCTION OF CONCRETE TO BE ADVISED. BEING AN EXISTING CONCRETE MONUMENT SITUATED IN THE NORTHERN CORNER OF THE RIGHT OF WAY OF WATER PLANT ROAD, ADJOINER WITH WAKE COUNTY, NORTH CAROLINA STATE PLATE COORDINATES OF 17550322.81 E, 24810137.77 (NAD83/NA2011).

BEING THE NORTH CORNER OF THE RIGHT OF WAY OF WATER PLANT ROAD, ADJOINER WITH WAKE COUNTY, NORTH CAROLINA STATE PLATE COORDINATES OF 17550322.81 E, 24810137.77 (NAD83/NA2011).

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THE STATE OF NORTH CAROLINA, COUNTY OF WAKE

I, MICHAEL S. STOKES, Surveyor, do hereby certify that the above and foregoing is a true and correct copy of the original as shown to me by the undersigned, and that the same is a true and correct copy of the original as shown to me by the undersigned.

WAKE COUNTY, NORTH CAROLINA

MICHAEL S. STOKES
Surveyor
1-4986

NOTARIAL PUBLIC STATE OF NORTH CAROLINA

STATE OF NORTH CAROLINA

WAKE COUNTY

NOTARIAL PUBLIC STATE OF NORTH CAROLINA

MICHAEL S. STOKES
Surveyor
1-4986

NOTARIAL PUBLIC STATE OF NORTH CAROLINA

MICHAEL S. STOKES
Surveyor
1-4986

AS-SURVEYED DESCRIPTION OF PROPERTY TO BE ANNEXED:

BEGINNING AT AN EXISTING CONCRETE MONUMENT SITUATED IN THE NORTHERN MARGIN OF THE RIGHT OF WAY OF WATER PLANT ROAD, COMMON CORNER WITH THE PROPERTY NOW OR FORMERLY OWNED BY AMY & WAYNE BOUREN, AND HAVING NORTH CAROLINA STATE PLANE COORDINATES OF N:755232.81' E: 2193171.77' (NAD83/NSRS2011);

THENCE ALONG THE NORTHERN MARGIN OF THE RIGHT OF WAY OF WATER PLANT ROAD S 66°24'22" W A DISTANCE OF 636.33' TO A POINT;
THENCE ALONG THE NORTHERN MARGIN OF THE RIGHT OF WAY OF WATER PLANT ROAD S 63°42'47" W A DISTANCE OF 282.69' TO AN EXISTING IRON ROD;
THENCE S 12°14'49" W A DISTANCE OF 26.32' TO AN EXISTING IRON ROD;
THENCE S 59°56'21" W A DISTANCE OF 139.92' TO A POINT IN THE NORTHERN MARGIN OF THE RIGHT OF WAY OF NC HIGHWAY 97;
THENCE ALONG THE NORTHERN MARGIN OF THE RIGHT OF WAY OF NC HIGHWAY 97 THE FOLLOWING COURSES AND DISTANCES:

S 87°47'26" W A DISTANCE OF 132.17' TO A POINT;
S 87°38'23" W A DISTANCE OF 112.12' TO AN EXISTING IRON ROD ;
S 87°38'23" W A DISTANCE OF 188.42' TO A POINT;
S 86°32'55" W A DISTANCE OF 101.15' TO A POINT;
S 85°00'55" W A DISTANCE OF 101.11' TO A POINT;
S 83°59'50" W A DISTANCE OF 101.21' TO A POINT;
S 82°19'37" W A DISTANCE OF 106.12' TO AN EXISTING IRON ROD;
THENCE DEPARTING FROM THE NORTHERN MARGIN OF THE RIGHT OF WAY OF NC HIGHWAY 97 N 33°37'43" W A DISTANCE OF 167.43' ALONG THE EASTERN MARGIN OF THE RIGHT OF WAY OF CURRIN PERRY ROAD TO A DISTURBED CONCRETE MONUMENT;

THENCE DEPARTING FROM THE EASTERN MARGIN OF THE RIGHT OF WAY OF CURRIN PERRY ROAD N 64°20'01" E A DISTANCE OF 486.76' TO AN EXISTING IRON PIPE;
THENCE N 64°25'30" E A DISTANCE OF 48.98' TO AN EXISTING IRON ROD;
THENCE N 64°25'30" E A DISTANCE OF 11.04' TO AN EXISTING IRON ROD;
THENCE N 64°17'05" E A DISTANCE OF 399.97' TO A POINT IN THE LITTLE RIVER WITNESSED BY AN EXISTING IRON ROD LOCATED 42.43' FURTHER ALONG THE SAME BEARING;

THENCE ALONG THE LITTLE RIVER THE FOLLOWING COURSES AND DISTANCES:

N 17°48'21" E A DISTANCE OF 126.02' TO A POINT;
N 17°48'23" E A DISTANCE OF 24.00' TO A POINT;
N 39°01'19" E A DISTANCE OF 150.00' TO A POINT;
N 04°03'46" W A DISTANCE OF 358.13' TO A POINT;
THENCE DEPARTING FROM THE RUN OF THE LITTLE RIVER N 74°30'44" E A DISTANCE OF 29.54' TO AN EXISTING IRON PIPE;
THENCE N 74°30'44" E A DISTANCE OF 348.49' TO AN EXISTING IRON PIPE;
THENCE S 00°31'09" E A DISTANCE OF 272.55' TO AN EXISTING IRON PIPE;
THENCE N 79°04'43" E A DISTANCE OF 313.33' TO AN EXISTING CONCRETE MONUMENT;
THENCE S 25°53'38" E A DISTANCE OF 59.83' TO A POINT;
THENCE S 25°54'53" E A DISTANCE OF 179.93' TO AN EXISTING IRON PIPE;
THENCE S 25°54'58" E A DISTANCE OF 339.77' TO AN EXISTING CONCRETE MONUMENT;
WHICH IS THE POINT OF BEGINNING,

HAVING AN AREA OF 990628 SQUARE FEET, 22.74 ACRES
AND BEING ALL OF TRACTS 1 AND 2 AS SHOWN IN PLAT BOOK 2012 AT PAGE 593,
WAKE COUNTY REGISTRY

Town of Zebulon
Certified List of Properties within 750' of Little River Park Parcels

Address	Owner	Mailing Address 1	Mailing Address 2	Mailing Address 3
1228 WATER PLANT RD	ZEBULON TOWN OF	1003 N ARENDELL AVE	ZEBULON NC 27597-2309	
1800 W GANNON AVE	ZEBULON TOWN OF	1003 N ARENDELL AVE	ZEBULON NC 27597-2309	
0 CURRIN PERRY RD	ZEBULON TOWN OF	1003 N ARENDELL AVE	ZEBULON NC 27597-2309	
1032 WATER PLANT RD	HINTON, EVELYN P TRUSTEE EVELYN P HINTON IRREVOCABLE TRUST	1036 WATER PLANT RD	ZEBULON NC 27597-8608	
0 WATER PLANT RD	LENNAR CAROLINAS LLC	1100 PERIMETER PARK DR STE 112	MORRISVILLE NC 27560-9119	
1140 WATER PLANT RD	BERRY, RICHARD B MURPHREY, TINA L	1140 WATER PLANT RD	ZEBULON NC 27597-8609	
1200 WATER PLANT RD	HWANG, YINNAN HWANG, HSIU-MEI	1200 WATER PLANT RD	ZEBULON NC 27597-8612	
0 WATER PLANT RD	HWANG, YINNAN HWANG, HSIU-MEI	1200 WATER PLANT RD	ZEBULON NC 27597-8612	
1303 WATER PLANT RD	HWANG, YINNAN HWANG, HSIU MEI	1200 WATER PLANT RD	ZEBULON NC 27597-8612	
0 W GANNON AVE	HWANG, YINNAN HWANG, HSIU MEI	1200 WATER PLANT RD	ZEBULON NC 27597-8612	
1201 WATER PLANT RD	DOWDY, LATISHA R BOWDEN, JEFFREY T	1201 WATER PLANT RD	ZEBULON NC 27597-8613	
1206 WATER PLANT RD	RICHARDSON, KAREN JAN BAILEY	1206 WATER PLANT RD	ZEBULON NC 27597-8612	
714 ANNIE JOE LN	ASHLEY BRASWELL REALTY LLC	121 MERIDIAN DR	GARNER NC 27529-6898	
1309 GREEN PACE RD	CURRIN, LARRY W	1309 GREEN PACE RD	ZEBULON NC 27597-8554	
1416 W GANNON AVE	MARTINEZ CRUZ, OSCAR SAUL	1416 W GANNON AVE	ZEBULON NC 27597-8841	

Town of Zebulon
Certified List of Properties within 750' of Little River Park Parcels

305 SAN PADEE DR	MIMLITSCH, GERALD W MIMLITSCH, LEATHA D	305 SAN PADEE DR	ZEBULON NC 27597- 8855	
307 RIVERVIEW DR	MOLINA, AVELINA GARCIA	307 RIVERVIEW DR	ZEBULON NC 27597- 8218	
307 SAN PADEE DR	LINYEAR, HOWARD L JR LINYEAR, BARBARA A	307 SAN PADEE DR	ZEBULON NC 27597- 8855	
309 SAN PADEE DR	CORONA, ANTONIO GONZALEZ GONZALEZ, MARCELINA	309 SAN PADEE DR	ZEBULON NC 27597- 8855	
311 RIVERVIEW DR	ROSALES-SANTOS, ALEJANDRO W CASTILLO, ELIA ORTEGA	311 RIVERVIEW DR	ZEBULON NC 27597- 8218	
1901 W GANNON AVE	WAKE COUNTY	336 FAYETTEVILLE ST STE 1110	RALEIGH NC 27601- 1743	
2003 W GANNON AVE	BUNN, JESSIE THOMAS BUNN, CARL DUKE JR	3800 CAMP MANGUM WYND	RALEIGH NC 27612- 5340	
1044 WATER PLANT RD	CLARKE, TAMMY HINTON	5217 PINEHALL WYND	RALEIGH NC 27604- 5827	
1917 W GANNON AVE	TALTON, DAVID B TALTON, SHEILA BOYD	6001 WATKINS RD	WENDELL NC 27591- 8257	
1100 WATER PLANT RD	OATES, NORMAN RAY TRUSTEE OATES, ROSA GILLESPIE GILCHRIST TRUSTEE	6117 CLARKS FORK DR	RALEIGH NC 27616- 5823	
1415 W GANNON AVE	1415 GANNON INDUSTRIAL LLC	710 INDEPENDENCE PL UNIT 306	RALEIGH NC 27603- 1858	
808 CURRIN PERRY RD	CHALK, DONALD R CHALK, SHELBY M	812 CURRIN PERRY RD	ZEBULON NC 27597- 8652	
0 CURRIN PERRY RD	CHALK, DONALD R CHALK, SHELBY M	812 CURRIN PERRY RD	ZEBULON NC 27597- 8652	
812 CURRIN PERRY RD	CHALK, SHELBY MOODY	812 CURRIN PERRY RD	ZEBULON NC 27597- 8652	
0 CURRIN PERRY RD	CHALK, DONALD RAY CHALK, SHELBY M	812 CURRIN PERRY RD	ZEBULON NC 27597- 8652	

REID: 0068942
 PIN: 1795254279
 PIN Extension: 000
 Land Value: \$696512
 Building Value: \$259919
 Total Value Assessed: \$956431
 Deed Acres: 19.44
 Year Built: 2000
 Heated Area: 1856
 Type and Use: OFC GROSS
 Design Style: Conventional
 Planning Jurisdiction: WC
 Township: Little River
 Owner: ZEBULON TOWN OF
 Mailing Address 1: 1003 NARENDELL AVE
 Mailing Address 2: ZEBULON NC 27597-2309
 Deed Book: 000470
 Deed Page: 00250
 Deed Date: 6/21/1920
 Land Class: EXEMPT
 Map Name: 1795 01
 Billing Class: Exempt
 Property Description: LO1 TOWN OF ZEBULON
 BM2012 -00593
 Address: 1228 WATER PLANT RD
 Street Name: WATER PLANT RD
 Old Parcel Number: --
 Exempt Description: ZEBULON
 Exempt Status: ZE1
 Total Structures: 1
 Other Building Value: \$20160
 ZIP: 27597
 TYPE_AND_USE: 34
 DESIGNSTYL: CVL



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Wake County Real Estate Data Account Summary

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[COMPER](#) [Tax Bills](#)

Real Estate ID **0068942**

PIN # **1795254279**

Account
Search

Location Address
1228 WATER PLANT RD

Property Description
LO1 TOWN OF ZEBULON BM2012-00593

[Pin/Parcel History](#) [New Search](#)



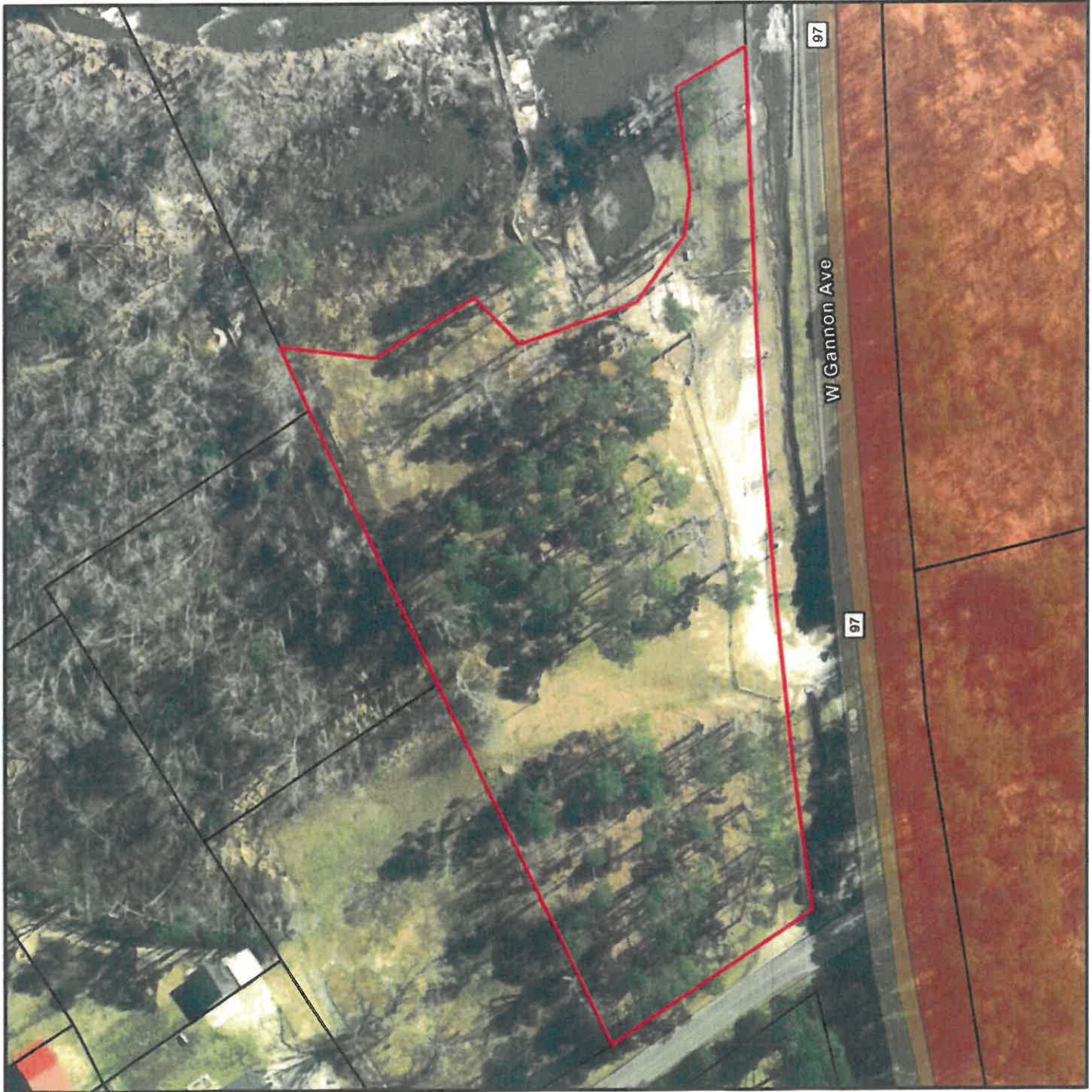
[Account](#) | [Buildings](#) | [Land](#) | [Deeds](#) | [Notes](#) | [Sales](#) | [Photos](#) | [Tax Bills](#) | [Map](#)

Property Owner ZEBULON TOWN OF (Use the Deeds link to view any additional owners)	Owner's Mailing Address 1003 N ARENDELL AVE ZEBULON NC 27597-2309	Property Location Address 1228 WATER PLANT RD ZEBULON NC 27597-8612
Administrative Data Old Map # 448-- Map/Scale 1795 01 VCS EWWC001 City Fire District 23 Township LITTLE RIVER Land Class EXEMPT ETJ WC Spec Dist(s) Zoning R-80W History ID 1 History ID 2 Acreage 19.44 Permit Date 1/4/2023 Permit # 94391-2022	Transfer Information Deed Date 6/21/1920 Book & Page 00470 0250 Revenue Stamps Pkg Sale Date Pkg Sale Price Land Sale Date Land Sale Price Improvement Summary Total Units 0 Recycle Units 0 Apt/SC Sqft Heated Area 1,856	Assessed Value Land Value Assessed \$696,512 Bldg. Value Assessed \$259,919 Tax Relief Land Use Value Use Value Deferment Historic Deferment Total Deferred Value Use/Hist/Tax Relief Assessed Total Value Assessed* \$956,431

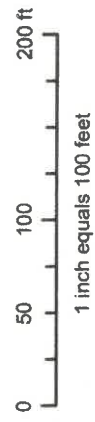
*Wake County assessed building and land values reflect the market value as of January 1, 2024, which is the date of the last county-wide revaluation. Any inflation, deflation or other economic changes occurring after this date does not affect the assessed value of the property and cannot be lawfully considered when reviewing the value for adjustment.

The January 1, 2024 values will remain in effect until the next county-wide revaluation. Until that time, any real estate accounts created or new construction built is assessed according to the 2024 Schedule of Values.

For questions regarding the information displayed on this site, please contact the Department of Tax Administration at Taxhelp@wake.gov or call 919-856-5400.



REID: 0411394
PIN: 1795145894
PIN Extension: 000
Land Value: \$97650
Total Value Assessed: \$97650
Deed Acres: 2.79
Planning Jurisdiction: WC
Township: Little River
Owner: ZEBULON TOWN OF
Mailing Address 1: 1003 NARENDELL AVE
Mailing Address 2: ZEBULON NC 27597-2309
Deed Book: 000470
Deed Page: 00250
Deed Date: 6/21/1920
Land Class: EXEMPT
Map Name: 1795 03
Billing Class: Exempt
Property Description: LO2 TOWN OF ZEBULON
BM2012 -00593
Address: 1800 W GANNON AVE
Street Name: W GANNON AVE
Old Parcel Number: --
Exempt Description: ZEBULON
Exempt Status: ZE1
Total Structures: 1
ZIP: 27597
TOWNSHIP: 09
FIREDIST: 23
LAND_CODE: E
LAND_CLASS: XMT
OWNERSHIP: 4110
ACTIVITY: 9000
FUNCTION: 9900
STRUCTURE: 9000



Disclaimer
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Wake County Real Estate Data Account Summary

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[COMPER](#) [Tax Bills](#)

Real Estate ID **0411394**

PIN # **1795145894**

Account
Search

Location Address
1800 W GANNON AVE

Property Description
LO2 TOWN OF ZEBULON BM2012-00593

[Pin/Parcel History](#) [New Search](#)



[Account](#) | [Buildings](#) | [Land](#) | [Deeds](#) | [Notes](#) | [Sales](#) | [Photos](#) | [Tax Bill](#) | [Map](#)

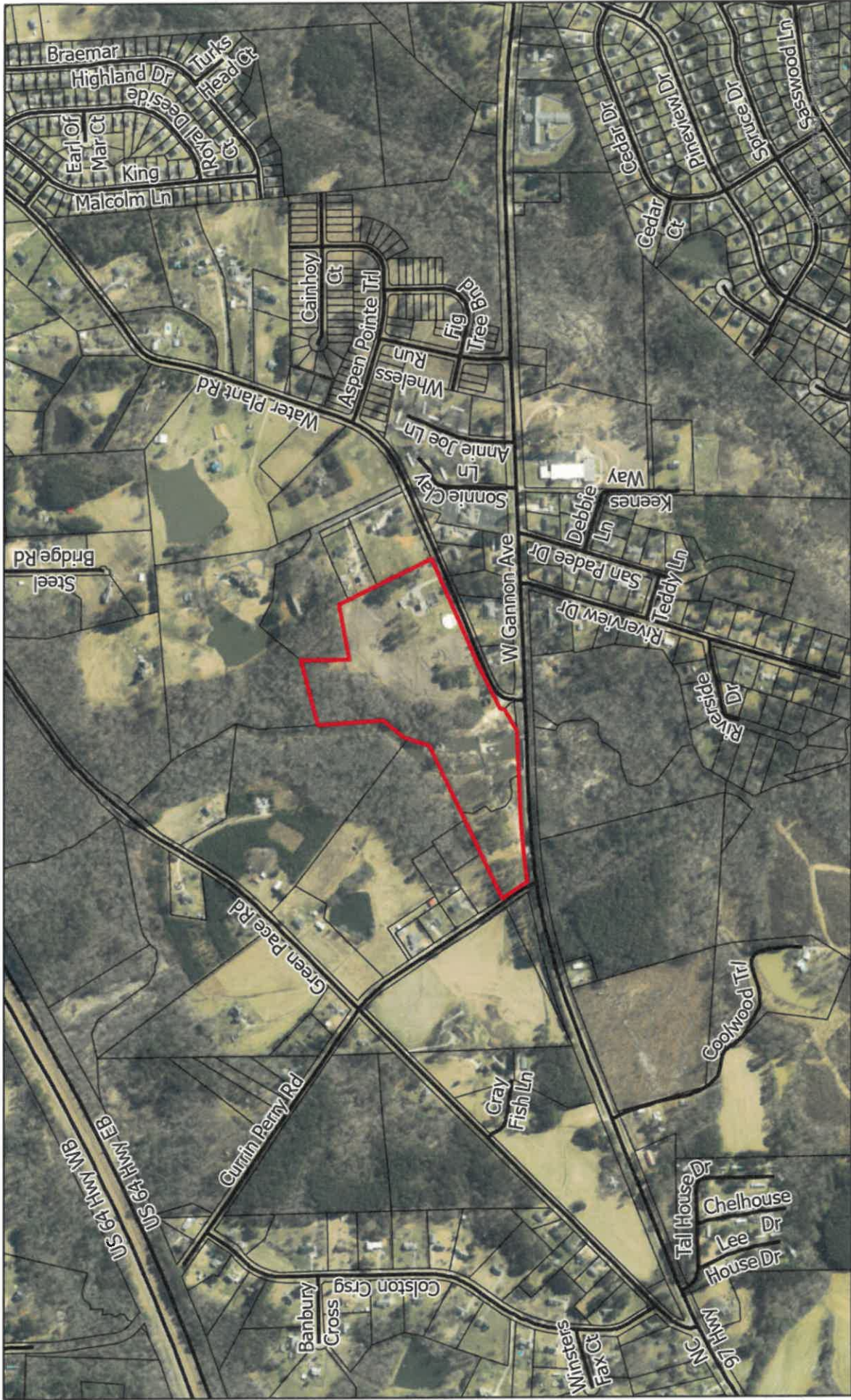
Property Owner ZEBULON TOWN OF (Use the Deeds link to view any additional owners)	Owner's Mailing Address 1003 N ARENDELL AVE ZEBULON NC 27597-2309	Property Location Address 1800 W GANNON AVE ZEBULON NC 27597-
Administrative Data Old Map # 448-- Map/Scale 1795 03 VCS 09WC900 City Fire District 23 Township LITTLE RIVER Land Class EXEMPT ETJ WC Spec Dist(s) Zoning R-80W History ID 1 History ID 2 Acreage 2.79 Permit Date Permit #	Transfer Information Deed Date 6/21/1920 Book & Page 00470 0250 Revenue Stamps Pkg Sale Date Pkg Sale Price Land Sale Date Land Sale Price Improvement Summary Total Units 0 Recycle Units 0 Apt/SC Sqft Heated Area	Assessed Value Land Value Assessed \$97,650 Bldg. Value Assessed Tax Relief Land Use Value Use Value Deferment Historic Deferment Total Deferred Value Use/Hist/Tax Relief Assessed Total Value Assessed* \$97,650

*Wake County assessed building and land values reflect the market value as of January 1, 2024, which is the date of the last county-wide revaluation. Any inflation, deflation or other economic changes occurring after this date does not affect the assessed value of the property and cannot be lawfully considered when reviewing the value for adjustment.

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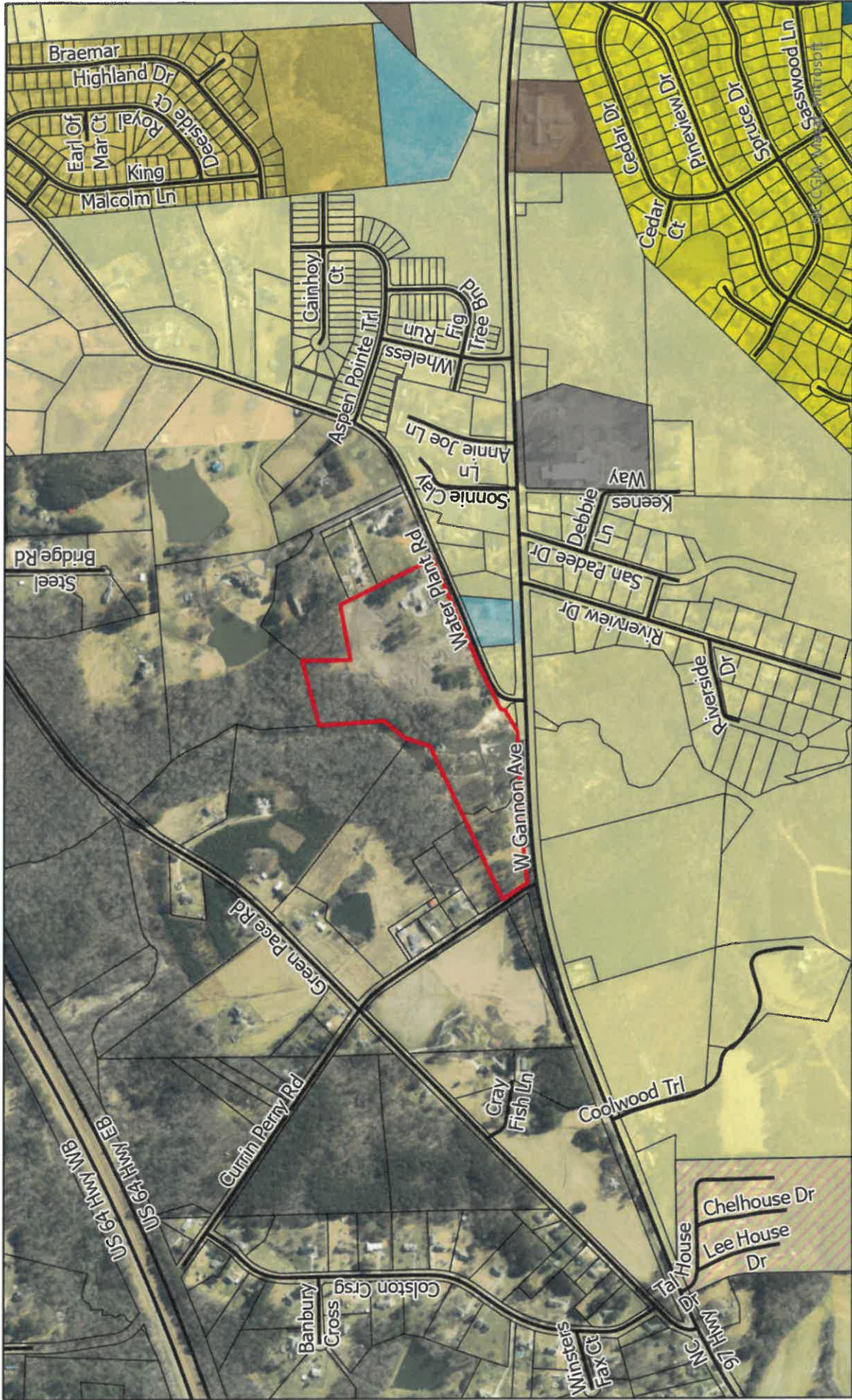
Aerial Map



- Little River Park
- Parcels
- Streets



Zoning Map

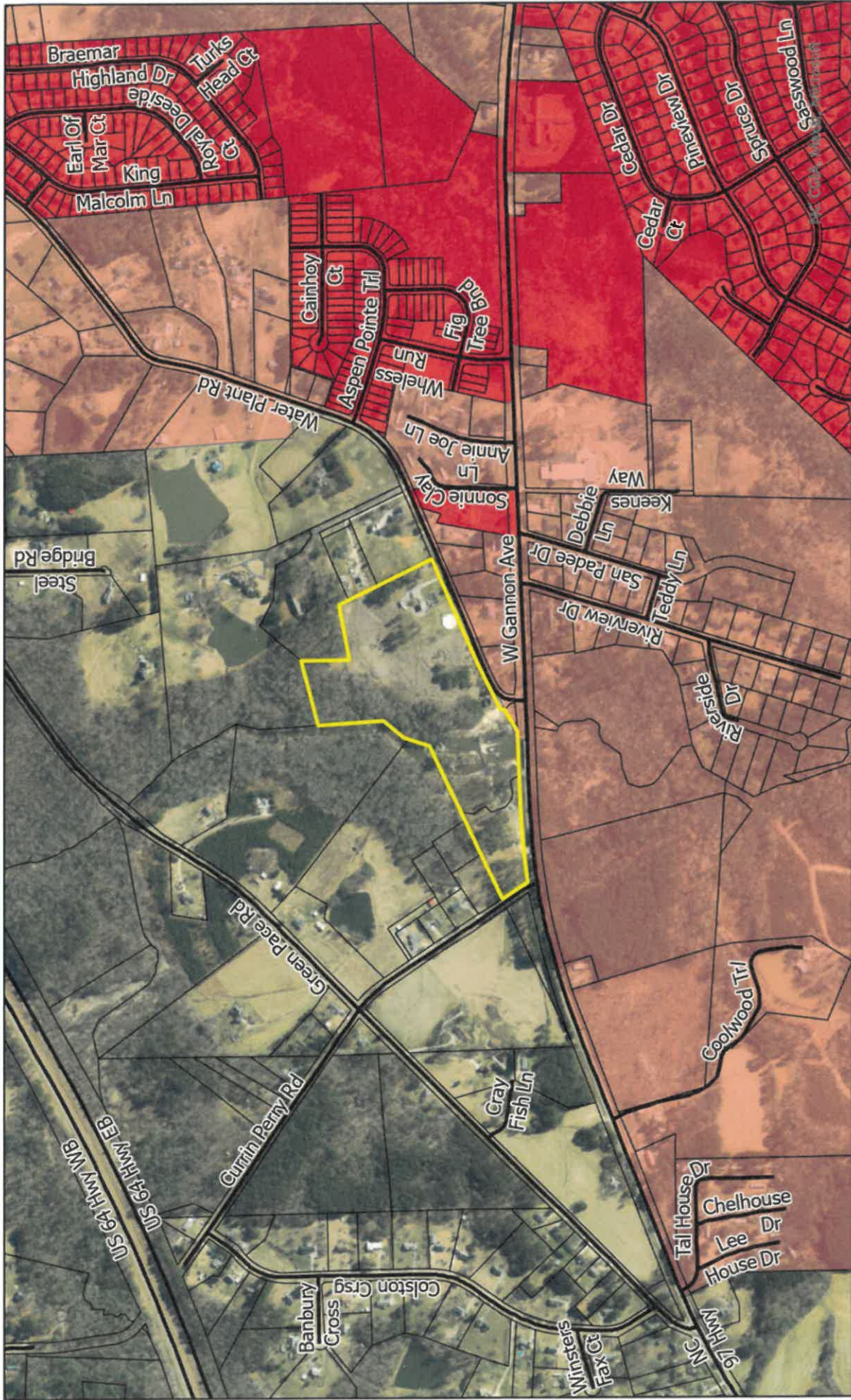


- R4, Residential Neighborhood
- RMF, Residential Multi-Family
- R-13 SUD, Residential 13 - Special Use Districts
- HI, Heavy Industrial
- OI, Office and Institutional
- PD, Planned Development
- WHO, Manufactured Home Overlay

- Little River Park
 - Parcels
 - Streets
- Zoning Districts**
- R1, Residential Watershed
 - R2, Residential Suburban



Corporate Limits



- Little River Park
- Parcels
- Streets
- Corporate Limits
- ETJ



ZEBULON

NORTH CAROLINA

CASE # Annexation 2025-01 – Little River Park

HEARING DATE: March 3, 2025

State of North Carolina

County of Johnston

BEFORE ME, the undersigned Notary, CATHERINE G. WOODS on this 26th day of February 2025, personally appeared Matthew Lower, known to me to be a credible person and of lawful age, who being by me first duly sworn, on his oath, deposes and says:

I Matthew Lower, Planning Director for the Town of Zebulon, affirm that the following Public Notice Procedures have been completed in accordance with applicable North Carolina General Statute and Town of Zebulon Unified Development Ordinance Section 2.3.6 have been satisfied for the above referenced hearing.

- Advertisement in a Paper of General Circulation sent on February 17, 2025 (Wake weekly, publication dates **2/21/2025 & 2/28/2025**)
- Posted to Planning Department Website **2/21/2025**
- Signs Posted on Site **2/18/2025**
- Mailed Notices sent out **2/18/2025**

Matthew Lower

2/26/25

Matthew Lower

Date

Subscribed and sworn to before me, this 26 day of February 2025.

[Notary Seal:]

Catherine G. Woods

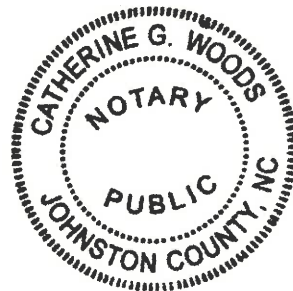
CATHERINE G. WOODS

[signature of Notary]

[printed name of Notary]

NOTARY PUBLIC

My commission expires: 07 - 10, 2027.



Notice of Public Hearing

Notice is hereby given pursuant to the provisions of Article 2.3.6 of the Town of Zebulon Unified Development Ordinance that a public hearing will be held on **March 3, 2025, at 6:00 PM** at the **Zebulon Municipal Complex, 1003 N. Arendell Avenue**, and will be conducted by the Board of Commissioners for the purpose of considering the following items:

IDT Project Number 1480152 – Annexation 2025-01 – 1228 Water Plant Rd/1800 W Gannon Ave., Little River Park
PIN # 1795145894, 1795254279. A request by the Zebulon Parks Department, for annexation into the Town of Zebulon's Corporate Limits.

Public comments may be submitted to Deputy Town Clerk Stacie Paratore at sparatore@townofzebulon.org no later than 12:00 Noon on the day of the hearing to be read into the record. Links will be provided along with the full application packet and documentation on the Planning Department web page at <https://www.townofzebulon.org/departments/planning/public-hearing-information> For questions or additional information, please contact us at (919) 823-1811.

Notificación de Audiencia Pública

Por la presente se notifica, de conformidad con las disposiciones del Artículo 2.3.6 de la Ordenanza de Desarrollo Unificado del Pueblo de Zebulon, que se celebrará una audiencia pública el **3 de marzo de 2025, a las 6:00 PM**, en el **Complejo Municipal de Zebulon, 1003 N. Arendell Avenue**, y será llevada a cabo por la Junta de Comisionados con el propósito de considerar los siguientes puntos:

IDT Proyecto Número 1480152 - Anexión 2025-01 - 1228 Water Plant Rd/1800 W Gannon Ave., Little River Park

PIN # 1795145894, 1795254279. Una solicitud del Departamento de Parques de Zebulon, para la anexión a los límites corporativos de la ciudad de Zebulon.

Los comentarios del público pueden ser presentadas a la Deputy Town Clerk Stacie Paratore en sparatore@townofzebulon.org no más tarde de las 12:00 del mediodía del día de la audiencia para ser leído en el expediente. Los enlaces se proporcionarán junto con el paquete de solicitud completa y la documentación en la página web del Departamento de Planificación en <https://www.townofzebulon.org/departments/planning/public-hearing-information>. Para preguntas o información adicional, póngase en contacto con nosotros en (919) 823-1811.



Return to: Town of Zebulon
Lisa Markland
1003 N. Arendell Avenue
Zebulon, NC 27597
Attention: Town Clerk

Ordinance 2025-26

AN ORDINANCE TO EXTEND THE CORPORATE LIMIT OF THE TOWN OF ZEBULON, NORTH CAROLINA

**1228 Water Plant Road – Pin # 1795254279
1800 W. Gannon Avenue – Pin # 1795145894**

WHEREAS, the Town of Zebulon has been petitioned under G.S. 160A-31 to annex the area as described below; and

WHEREAS, the Town of Zebulon has by resolution directed the Town Clerk to investigate the sufficiency of the petition; and

WHEREAS, the Town Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held at 1003 N. Arendell Avenue at 6:00 PM March 3, 2025 after due notice by publication in the Wake Weekly on February 21, 2025 and February 28, 2025;

WHEREAS, the Town of Zebulon finds that the petition meets the requirements of G.S. 160A-31;

NOW, THEREFORE, BE IT ORDAINED, the Board of Commissioners of the Town of Zebulon, North Carolina that:

Section 1. By virtue of the authority granted by G.S. 160A-31, the attached following described territory (see attachment) to include the adjoining public right of way (see also

attached map) is hereby annexed and made part of the Town of Zebulon as of March 3, 2025;

Section 2. Upon and after March 3, 2025, the described territory (see attachment) and its citizens and property shall be subject to all laws, ordinances and regulations in force in the Town of Zebulon and shall be entitled to the same privileges and benefits as other parts of the Town of Zebulon. Said territory shall be subject to municipal taxes according to G.S. 160A-31

Section 3. The Mayor or Mayor Pro Tem of the Town of Zebulon shall cause to be recorded in the office of the Register of Deeds of Wake County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory described in Section 1 above, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the County Board of Elections, as required by G.S. 163-288.1

Adopted this the 3rd day of March 2025.

(SEAL)

Glenn L. York —Mayor

ATTEST:

APPROVED AS TO FORM:

Lisa M. Markland, CMC—Town Clerk

Eric A. Vernon—Town Attorney

STAFF REPORT
ORDINANCE 2025-27
LITTLE RIVER PARK ZONING MAP AMENDMENT
MARCH 3, 2025

Topic: ORDINANCE 2025-27 – Little River Park Rezoning
Speaker: Catherine Farrell, Planner II
From: Matthew Lower, Planning Director
Prepared by: Catherine Farrell, Planner II
Approved by: Gilbert Todd, Jr, Town Manager

Executive Summary:

The Board of Commissioners will consider a Zoning Map Amendment for 1228 Water Plant Rd (PIN# 1795254279) and 1800 W Gannon (PIN# 1795145894). This Zoning Map Amendment is the first of two requested entitlements by the applicant, the second of which is annexation into the Town limits. The Town Board’s approval of this Zoning Map Amendment will designate the subject parcels as Zebulon Residential Suburban (R2), which will take effect upon their annexation.

Discussion:

The Zebulon Parks Department is seeking to rezone two parcels, totaling 22.23 acres, from the Wake County R-40 Zoning District to the Zebulon R2 Zoning District. This rezoning request is part of the ongoing redevelopment of Little River Park, which has been maintained by the Town of Zebulon since the mid-to-late 1980s. Currently, the park is located under county zoning and is outside the corporate limits of the Town.

The rezoning would allow all uses permitted within the R2 Residential Suburban District, without any additional conditions proposed by the applicant. If approved, the property will fall under Zebulon’s Unified Development Ordinance (UDO), ensuring that any future development adheres to the Town’s zoning regulations.

The Little River Park Master Plan was adopted by the Board of Commissioners in 2022 and the Town was awarded a grant in 2023 by the State of North Carolina Parks and Recreation Trust Fund (PARTF) for the first phase of development of Little River Park and includes bathroom facilities. These facilities will require connection to public water and sewer systems. According to the Town of Zebulon’s merger agreement with the City of Raleigh, the site must be annexed into the Town to access these utilities.

This rezoning and annexation request is crucial for the successful redevelopment of Little River Park. It ensures the site is governed by the Town’s regulations and can be properly serviced with utilities for future development.

Policy Analysis:

Comprehensive Land Use Plan:

Although these lots are not located within the future growth area as outlined in the Comprehensive Land Use Plan, the plan does support the development of a Parks and Recreation Master Plan. One of the key goals of this plan is to support the future of Little River Dam and Park. “Future of Little River Dam and Park, with ideas ranging from active development (with

restaurants) to maintaining a more natural setting for passive recreation relative to the Town's other existing parks (Recreation and Amenities, Page 2)."

The rezoning is supported by the following CLUP goals:

1. Economic Development Goals and Actions:

- **Goal 2:** A town that remains the unquestioned hub community for eastern Wake County as a multi-purpose destination and center of employment, commerce, government services, education, culture and recreational and leisure activities for residents and visitors (Economic Development, p. 2).

2. Goals For Recreation and Amenities:

- **Goal 1:** A "lifestyle" community, with a range of amenities and activities for all ages and interests, to keep residents enjoying their hometown along with visitors (Recreation and Amenities, pg 4).
- **Goal 2:** Both a quantity and quality of park sites and trail miles to meet residents' expectations, support their outdoor recreation interests and promote wellness (Recreation and Amenities, pg 4).
- **Goal 4:** A town with varied places and spaces for people to gather, in Downtown and elsewhere

Parks and Recreation Master Plan:

The Parks and Recreation Master Plan further defines the future vision for Little River Park, which is central to the current rezoning request. The plan states, "As part of the Master Plan Process, the project team developed a concept diagram to show potential improvements at Little River Park. This concept, shown on the following page, highlights opportunities for nature-based activities, outdoor recreation, and educational experiences that could be integrated into the park site" (Zebulon Parks and Recreation Master Plan, Page 139). The proposed rezoning to the Zebulon Residential Suburban (R2) Zoning District is aligned with these future goals, as it will allow for development that supports both passive and active recreational uses, enhancing the park's role as a community asset while maintaining its connection to the natural environment.

Outcomes:

The rezoning will have the following outcomes:

- 1. Allow annexation into the Zebulon Corporate Limits:** Assigning zoning and the annexation of the property will happen in conjunction with each other giving future development approval authority to the Town of Zebulon.
- 2. Continued Park Operations:** The rezoning to R2 will not affect the properties' ability to function as a park.

STAFF REPORT
ORDINANCE 2025-27
LITTLE RIVER PARK ZONING MAP AMENDMENT
MARCH 3, 2025

3. **Park Redevelopment:** The resulting annexation allows any improvements to the park to fall under the Zebulon UDO and will no longer be subject to Wake County planning approval.
4. **Public Services:** If rezoned and annexed, this site could be served by Raleigh water and sewer, as well as Zebulon police and fire services.

Planning Board Recommendation:

The Planning Board unanimously approved the following recommendation: I hereby recommend approval of RZ 2025-01 for the rezoning of 1800 W Gannon Ave & 1228 Water Plant Rd to R2, finding that the standards of Section 2.2.25.J have been met.

Staff Recommendation:

Staff recommends approval Ordinance 2025-27 for the Zoning Map Amendment.

Attachments:

1. Application
2. Future Land Use Map
3. Aerial Map
4. Zoning Map
5. Labeled Site Photos
6. Public Hearing Notification Affidavit
7. Principal Use Table Excerpt
8. Prepared Statement per UDO 2.2.25.H
9. Ordinance 2025-27



APPLICATION FOR ZONING MAP AMENDMENT

PART 1. DESCRIPTION OF REQUEST/PROPERTY		
Street Address of the Property: 1228 WATER PLANT RD ; 1800 W GANNON AVE	Acreage: 19.96	
Parcel Identification Number (NC PIN): 1795254279; 1795145894	Deed Book: 000470	Deed Page(s): 00250
Existing Zoning of the Property: Wake County R80	Proposed Zoning of the Property: Zebulon R1	
Existing Use of the Property: Public park	Proposed Use of the Property: Public park	
Reason for Rezoning: Expanding services at Town owned and operated park by gaining access to water for new restroom facility.		

PART 2. APPLICANT/AGENT INFORMATION		
Name of Applicant/Agent: Town of Zebulon (Nick Rummage, Parks Manager)		
Street Address of Applicant/Agent: 1003 N Arendell Ave		
City: Zebulon	State: NC	Zip Code: 27597
Email of Applicant/Agent: nrummage@townofzebulon.org	Telephone Number of Applicant/Agent: 919-823-1839	Fax Number of Applicant/Agent:
Are you the owner of the property? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Are you the owner's agent? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Note: If you are not the owner of the property, you <u>must</u> obtain the Owner's consent and signature giving you permission to submit this application.

PART 3. PROPERTY OWNER INFORMATION		
Name of Property Owner: Town of Zebulon (Sheila Long, Parks & Recreation Director)		
Street Address of Property Owner: 1003 N Arendell Ave		
City: Zebulon	State: NC	Zip Code: 27597
Email of Property Owner: slong@townofzebulon.org	Telephone Number of Property Owner: 919-823-1814	Fax Number of Property Owner:
<i>I hereby state that the facts related in this application and any documents submitted herewith are complete, true, correct, and accurate to the best of my knowledge.</i>		
Signature of Applicant: 	Print Name: Nick Rummage	Date: 9/13/24
Signature of Owner: 	Print Name: Sheila Long	Date: 9-13-24



APPLICATION FOR ZONING MAP AMENDMENT

LEGISLATIVE CONSIDERATIONS – ZONING MAP AMENDMENT

The applicant shall propose site-specific standards and conditions that take into account the following considerations, which are considerations that are relevant to the legislative determination of whether or not the proposed zoning district is in the public interest. These considerations do not exclude the legislative consideration of any other factor that is relevant to the public interest. Failure to adequately address the findings below may result in denial of the application. Please attach additional pages if necessary. The petition is justified based on the facts as they relate to the Standards in Section 2.2.25 J of the UDO as follows:

1. Please explain how the proposed Zoning Map Amendment advances the public health, safety, or welfare
The zoning map amendment advances the public health, safety and welfare by allowing the already Town owned and operated park to expand the services currently available on these parcels. It will allow for water service to be connected so that new restrooms facilities may be constructed.
2. Please explain how the proposed Zoning Map Amendment is appropriate for its proposed location, and is consistent with the purposes, goals, objectives, and policies of the town’s adopted policy guidance;
Parks are an allowed amenity in zone R1. This zoning will not change the use of either parcel and will be consistent with purposed, goals, objectives and policies of the town's adopted guidance.
3. Please explain how an approval of the Zoning Map Amendment is reasonable and in the public interest;
The approval of the Zoning Map Amendment is reasonable because it does not change the use or density of either parcel from how it is currently being used and is in the public interested because it will allow for new and expanded amenities at the park on these parcels.
4. Please explain how the proposed Zoning Map Amendment addresses any other factors as the Board of Commissioners may determine to be relevant. These include but are not limited to the proposed uses requested and any requested deviations and proposed alternative means of compliance.
These parcels have been owned and operated by the Town of Zebulon since 1920 but have never been annexed into the corporate limits of the town. The planning jurisdiction of the town currently touches the eastern border of these parcels. In order to move forward with the construction of the approved master plan for this park, and to be able to collect on the \$500,000 PARTF grant that was awarded in the fall of 2023, water access and new restrooms will be required. Without annexing into the Town limits, access to City of Raleigh water system will not be granted.



APPLICATION FOR ZONING MAP AMENDMENT

OWNER'S CONSENT FORM

Name of Project: Little River Park - Phase 1 Submittal Date: 9/11/2024

OWNER'S AUTHORIZATION

I hereby give CONSENT to Nick Rummage, Parks Manager (type, stamp or print clearly full name of agent) to act on my behalf, to submit or have submitted this application and all required material and documents, and to attend and represent me at all meetings and public hearings pertaining to the application(s) indicated above. Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify I have full knowledge the property I have an ownership interest in is the subject of this application. I acknowledge and agree that, pursuant to Section 2.2.25 of the Town of Zebulon Unified Development Ordinance, that lands subject to a zoning map amendment shall be subject to all the standards, conditions, and plans approved as part of that application. These standards, plans, and approved conditions are perpetually binding on the land as an amendment to this Ordinance and the Official Zoning Map and may only be changed in accordance with the procedures established in this Ordinance. Development located outside the Town of Zebulon's corporate limits shall comply with all Town policies related to annexation and the extension of utilities. I understand that all other applicable standards and regulations of the UDO will remain applicable to the subject lands unless specifically listed as conditions or deviations as part of this request. I understand that any false, inaccurate or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I acknowledge that additional information may be required to process this application. I further consent to the Town of Zebulon to publish, copy or reproduce any copyrighted document submitted as a part of this application for any third party. I further agree to all terms and conditions, which may be imposed as part of the approval of this application.

Signature of Owner: [Handwritten Signature] Sheila Long Print Name Date: 9-13-24

CERTIFICATION OF PROPERTY OWNER

I hereby certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Planning Department of the Town of Zebulon, North Carolina, and will not be returned.

Signature of Owner: [Handwritten Signature] Sheila Long Print Name Date: 9-13-24

*Owner of record as shown by the Wake County Revenue Department (www.wakegov.com). An option to purchase does not constitute ownership. If ownership has been recently transferred, a copy of the deed must accompany this form.

AS-SURVEYED DESCRIPTION OF PROPERTY TO BE ANNEXED:

BEGINNING AT AN EXISTING CONCRETE MONUMENT SITUATED IN THE NORTHERN MARGIN OF THE RIGHT OF WAY OF WATER PLANT ROAD, COMMON CORNER WITH THE PROPERTY NOW OR FORMERLY OWNED BY AMY & WAYNE BOUREN, AND HAVING NORTH CAROLINA STATE PLANE COORDINATES OF N:755232.81' E: 2193171.77' (NAD83/NSRS2011);

THENCE ALONG THE NORTHERN MARGIN OF THE RIGHT OF WAY OF WATER PLANT ROAD S 66°24'22" W A DISTANCE OF 636.33' TO A POINT;
THENCE ALONG THE NORTHERN MARGIN OF THE RIGHT OF WAY OF WATER PLANT ROAD S 63°42'47" W A DISTANCE OF 282.69' TO AN EXISTING IRON ROD;
THENCE S 12°14'49" W A DISTANCE OF 26.32' TO AN EXISTING IRON ROD;
THENCE S 59°56'21" W A DISTANCE OF 139.92' TO A POINT IN THE NORTHERN MARGIN OF THE RIGHT OF WAY OF NC HIGHWAY 97;
THENCE ALONG THE NORTHERN MARGIN OF THE RIGHT OF WAY OF NC HIGHWAY 97 THE FOLLOWING COURSES AND DISTANCES:

S 87°47'26" W A DISTANCE OF 132.17' TO A POINT;
S 87°38'23" W A DISTANCE OF 112.12' TO AN EXISTING IRON ROD ;
S 87°38'23" W A DISTANCE OF 188.42' TO A POINT;
S 86°32'55" W A DISTANCE OF 101.15' TO A POINT;
S 85°00'55" W A DISTANCE OF 101.11' TO A POINT;
S 83°59'50" W A DISTANCE OF 101.21' TO A POINT;
S 82°19'37" W A DISTANCE OF 106.12' TO AN EXISTING IRON ROD;
THENCE DEPARTING FROM THE NORTHERN MARGIN OF THE RIGHT OF WAY OF NC HIGHWAY 97 N 33°37'43" W A DISTANCE OF 167.43' ALONG THE EASTERN MARGIN OF THE RIGHT OF WAY OF CURRIN PERRY ROAD TO A DISTURBED CONCRETE MONUMENT;

THENCE DEPARTING FROM THE EASTERN MARGIN OF THE RIGHT OF WAY OF CURRIN PERRY ROAD N 64°20'01" E A DISTANCE OF 486.76' TO AN EXISTING IRON PIPE;
THENCE N 64°25'30" E A DISTANCE OF 48.98' TO AN EXISTING IRON ROD;
THENCE N 64°25'30" E A DISTANCE OF 11.04' TO AN EXISTING IRON ROD;
THENCE N 64°17'05" E A DISTANCE OF 399.97' TO A POINT IN THE LITTLE RIVER WITNESSED BY AN EXISTING IRON ROD LOCATED 42.43' FURTHER ALONG THE SAME BEARING;

THENCE ALONG THE LITTLE RIVER THE FOLLOWING COURSES AND DISTANCES:
N 17°48'21" E A DISTANCE OF 126.02' TO A POINT;
N 17°48'23" E A DISTANCE OF 24.00' TO A POINT;
N 39°01'19" E A DISTANCE OF 150.00' TO A POINT;
N 04°03'46" W A DISTANCE OF 358.13' TO A POINT;
THENCE DEPARTING FROM THE RUN OF THE LITTLE RIVER N 74°30'44" E A DISTANCE OF 29.54' TO AN EXISTING IRON PIPE;
THENCE N 74°30'44" E A DISTANCE OF 348.49' TO AN EXISTING IRON PIPE;
THENCE S 00°31'09" E A DISTANCE OF 272.55' TO AN EXISTING IRON PIPE;
THENCE N 79°04'43" E A DISTANCE OF 313.33' TO AN EXISTING CONCRETE MONUMENT;
THENCE S 25°53'38" E A DISTANCE OF 59.83' TO A POINT;
THENCE S 25°54'53" E A DISTANCE OF 179.93' TO AN EXISTING IRON PIPE;
THENCE S 25°54'58" E A DISTANCE OF 339.77' TO AN EXISTING CONCRETE MONUMENT;
WHICH IS THE POINT OF BEGINNING,
HAVING AN AREA OF 990628 SQUARE FEET, 22.74 ACRES
AND BEING ALL OF TRACTS 1 AND 2 AS SHOWN IN PLAT BOOK 2012 AT PAGE 593,
WAKE COUNTY REGISTRY

Town of Zebulon
Certified List of Properties within 750' of Little River Park Parcels

Address	Owner	Mailing Address 1	Mailing Address 2	Mailing Address 3
1228 WATER PLANT RD	ZEBULON TOWN OF	1003 N ARENDELL AVE	ZEBULON NC 27597-2309	
1800 W GANNON AVE	ZEBULON TOWN OF	1003 N ARENDELL AVE	ZEBULON NC 27597-2309	
0 CURRIN PERRY RD	ZEBULON TOWN OF	1003 N ARENDELL AVE	ZEBULON NC 27597-2309	
1032 WATER PLANT RD	HINTON, EVELYN P TRUSTEE EVELYN P HINTON IRREVOCABLE TRUST	1036 WATER PLANT RD	ZEBULON NC 27597-8608	
0 WATER PLANT RD	LENNAR CAROLINAS LLC	1100 PERIMETER PARK DR STE 112	MORRISVILLE NC 27560-9119	
1140 WATER PLANT RD	BERRY, RICHARD B MURPHREY, TINA L	1140 WATER PLANT RD	ZEBULON NC 27597-8609	
1200 WATER PLANT RD	HWANG, YINNAN HWANG, HSIU-MEI	1200 WATER PLANT RD	ZEBULON NC 27597-8612	
0 WATER PLANT RD	HWANG, YINNAN HWANG, HSIU-MEI	1200 WATER PLANT RD	ZEBULON NC 27597-8612	
1303 WATER PLANT RD	HWANG, YINNAN HWANG, HSIU MEI	1200 WATER PLANT RD	ZEBULON NC 27597-8612	
0 W GANNON AVE	HWANG, YINNAN HWANG, HSIU MEI	1200 WATER PLANT RD	ZEBULON NC 27597-8612	
1201 WATER PLANT RD	DOWDY, LATISHA R BOWDEN, JEFFREY T	1201 WATER PLANT RD	ZEBULON NC 27597-8613	
1206 WATER PLANT RD	RICHARDSON, KAREN JAN BAILEY	1206 WATER PLANT RD	ZEBULON NC 27597-8612	
714 ANNIE JOE LN	ASHLEY BRASWELL REALTY LLC	121 MERIDIAN DR	GARNER NC 27529-6898	
1309 GREEN PACE RD	CURRIN, LARRY W	1309 GREEN PACE RD	ZEBULON NC 27597-8554	
1416 W GANNON AVE	MARTINEZ CRUZ, OSCAR SAUL	1416 W GANNON AVE	ZEBULON NC 27597-8841	

Town of Zebulon
Certified List of Properties within 750' of Little River Park Parcels

1420 W GANNON AVE	LAMBERT, RICKY	1420 W GANNON AVE	ZEBULON NC 27597-8841
1501 W GANNON AVE	RAY, JENNIFER L HOGG, TRACY B	1501 W GANNON AVE	ZEBULON NC 27597-8844
1503 W GANNON AVE	NOWELL, JOHN M	1503 W GANNON AVE	ZEBULON NC 27597-8844
1504 DEBBIE LN	RICHARDSON, KEISHA WALKER	1504 DEBBIE LN	ZEBULON NC 27597-8853
1509 GREEN PACE RD	CURRIN, BEVERLY C PERRY, TIFFANY C	1509 GREEN PACE RD	ZEBULON NC 27597-8558
1601 W GANNON AVE	ARRINGTON, FELICIA LYNETTE	1601 W GANNON AVE	ZEBULON NC 27597-9214
1700 W GANNON AVE	GILLIAM, J EARL GILLIAM, FLORA	1603 W GANNON AVE	ZEBULON NC 27597-9214
828 CURRIN PERRY RD	PERRY, CHRISTOPHER C PERRY, TIFFANY C	1688 RICHARDSON RD	ZEBULON NC 27597-7246
1701 W GANNON AVE	THOMPSON, RANI PATRICIA	1701 W GANNON AVE	ZEBULON NC 27597-8687
1709 W GANNON AVE	DELGADO, ALEJANDRO	1709 W GANNON AVE	ZEBULON NC 27597-8687
1750 W GANNON AVE	BOLIN, JUDITH A	1750 W GANNON AVE	ZEBULON NC 27597-8686
1332 GREEN PACE RD	BUNCH, AMANDA CURRIN	1925 RICHARDSON RD	ZEBULON NC 27597-8070
1169 WATER PLANT RD	ENGLISH ZEBULON CONGREGATION OF JEHOVAHS WITNESSES	2040 HEMPSTEDE DR	ZEBULON NC 27597-2131
1220 WATER PLANT RD	BOUREN, AMY LYN BOUREN, WAYNE DOUGLAS	208 NOEL LN	HENDERSON NC 27537-6494
1811 W GANNON AVE	NARRON, CAROLYN B BUNN, JESSIE THOMAS	2870 WYCLIFF RD	RALEIGH NC 27607-3035
305 RIVERVIEW DR	CID, GABRIEL	305 RIVERVIEW DR	ZEBULON NC 27597-8218

Town of Zebulon
Certified List of Properties within 750' of Little River Park Parcels

305 SAN PADEE DR	MIMLITSCH, GERALD W MIMLITSCH, LEATHA D	305 SAN PADEE DR	ZEBULON NC 27597-8855	
307 RIVERVIEW DR	MOLINA, AVELINA GARCIA	307 RIVERVIEW DR	ZEBULON NC 27597-8218	
307 SAN PADEE DR	LINYEAR, HOWARD L JR LINYEAR, BARBARA A	307 SAN PADEE DR	ZEBULON NC 27597-8855	
309 SAN PADEE DR	CORONA, ANTONIO GONZALEZ GONZALEZ, MARCELINA	309 SAN PADEE DR	ZEBULON NC 27597-8855	
311 RIVERVIEW DR	ROSALES-SANTOS, ALEJANDRO W CASTILLO, ELIA ORTEGA	311 RIVERVIEW DR	ZEBULON NC 27597-8218	
1901 W GANNON AVE	WAKE COUNTY	336 FAYETTEVILLE ST STE 1110	RALEIGH NC 27601-1743	
2003 W GANNON AVE	BUNN, JESSIE THOMAS BUNN, CARL DUKE JR	3800 CAMP MANGUM WYND	RALEIGH NC 27612-5340	
1044 WATER PLANT RD	CLARKE, TAMMY HINTON	5217 PINEHALL WYND	RALEIGH NC 27604-5827	
1917 W GANNON AVE	TALTON, DAVID B TALTON, SHEILA BOYD	6001 WATKINS RD	WENDELL NC 27591-8257	
1100 WATER PLANT RD	OATES, NORMAN RAY TRUSTEE OATES, ROSA GILLESPIE GILCHRIST TRUSTEE	6117 CLARKS FORK DR	RALEIGH NC 27616-5823	
1415 W GANNON AVE	1415 GANNON INDUSTRIAL LLC	710 INDEPENDENCE PL UNIT 306	RALEIGH NC 27603-1858	
808 CURRIN PERRY RD	CHALK, DONALD R CHALK, SHELBY M	812 CURRIN PERRY RD	ZEBULON NC 27597-8652	
0 CURRIN PERRY RD	CHALK, DONALD R CHALK, SHELBY M	812 CURRIN PERRY RD	ZEBULON NC 27597-8652	
812 CURRIN PERRY RD	CHALK, SHELBY MOODY	812 CURRIN PERRY RD	ZEBULON NC 27597-8652	
0 CURRIN PERRY RD	CHALK, DONALD RAY CHALK, SHELBY M	812 CURRIN PERRY RD	ZEBULON NC 27597-8652	

Town of Zebulon
Certified List of Properties within 750' of Little River Park Parcels

816 CURRIN PERRY RD	PARRAMORE, THERESA J	816 CURRIN PERRY RD	ZEBULON NC 27597-8652	
0 CURRIN PERRY RD	PERRY, SIDNEY CAMERON TRUSTEE PERRY, LINDA GREEN TRUSTEE	820 CURRIN PERRY RD	ZEBULON NC 27597-8652	
820 CURRIN PERRY RD	PERRY, SIDNEY CAMERON TRUSTEE PERRY, LINDA GREEN TRUSTEE	820 CURRIN PERRY RD	ZEBULON NC 27597-8652	
1715 W GANNON AVE	BULLOCK, ERDEANE R HEIRS	900 RICHLAND AVE	MERRITT ISLAND FL 32953-3297	
1203 WATER PLANT RD	EVANS, EDITH PEARL	PO BOX 745	ZEBULON NC 27597-0745	
1603 W GANNON AVE	GILLIAM, JOSEPH EARL GILLIAM, FLORA T	RIVERCREST EST	1603 W GANNON AVE	ZEBULON NC 27597-9214



INFORMATION PACKET FOR NEIGHBORHOOD MEETINGS

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:

Zebulon Municipal Complex; 1003 N. Arendell Ave, Zebulon, NC 27597	1795254279 and 1795145894
(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/planning/interactive-development-map>

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)):

This zoning map amendment is seeking to rezone Little River Park from a Wake County low-density residential (R-80) district to Zebulon Residential Suburban (R2) district. This park is currently owned by the Town of Zebulon but it is not within the Zebulon corporate limits.

The proposed zoning and annexation will allow for further development of the existing park by gaining the ability to connect to City of Raleigh public water and sewer.

Estimated Submittal Date: Sept. 11, 2024

MEETING INFORMATION:

Property Owner(s) Name(s) Town of Zebulon

Applicant(s) Nick Rummage, Parks Manager

Contact Information (e-mail/phone) nrummage@townofzebulon.org ; 919-823-1839

Meeting Address: 1003 N Arendell Ave. Zebulon, NC 27597

Date of Meeting: Wednesday, January 22, 2025

Time of Meeting: 5:00 PM - 7:00 PM

**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>

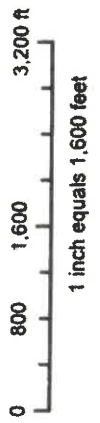
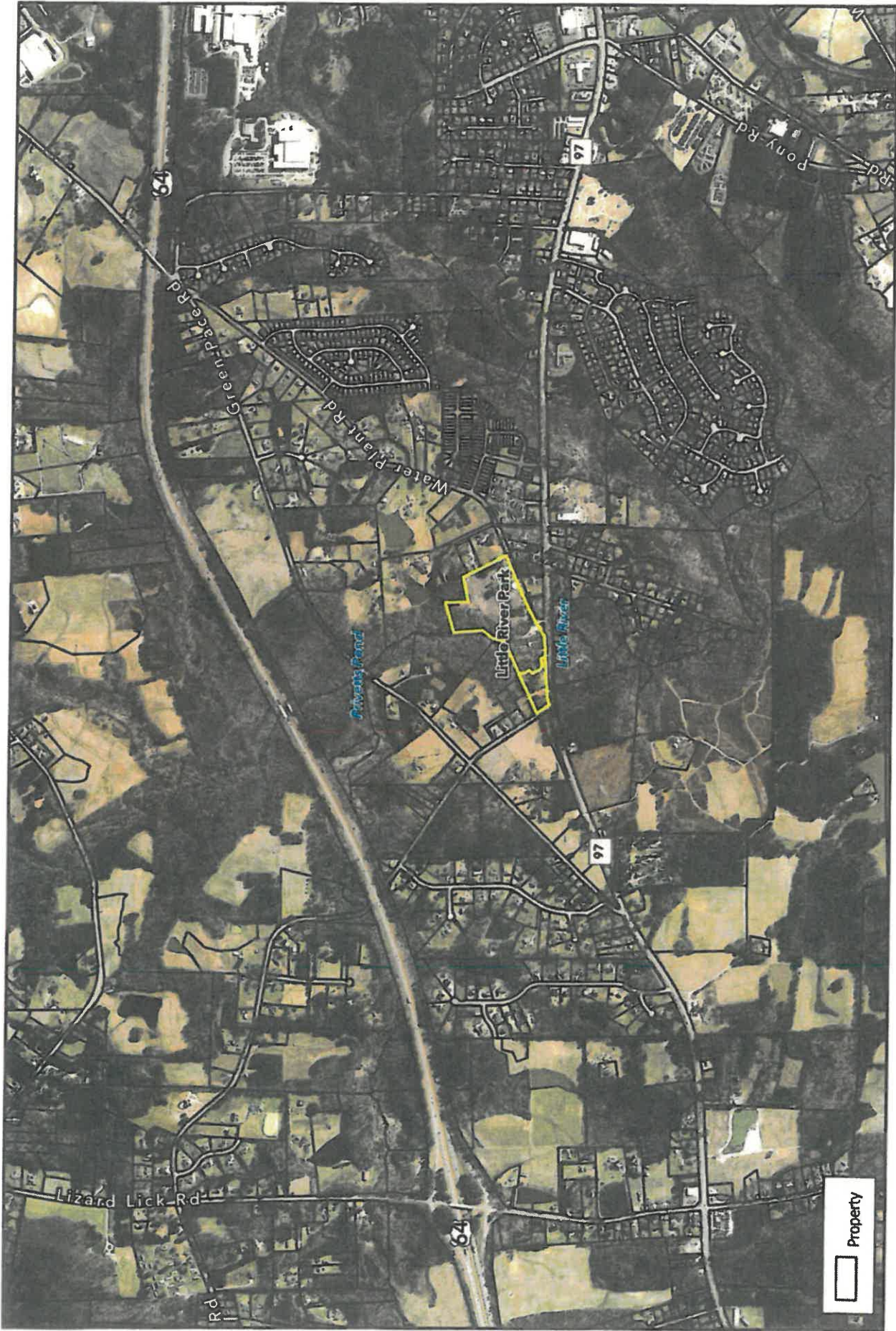


INFORMATION PACKET FOR NEIGHBORHOOD MEETINGS

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: Little River Park		Zoning: WC R-80 to Zebulon R2
Location: 1228 Water Plant Rd; 1800 W Gannon Ave		
Property PIN(s): 1795254279 and 1795145894		Acreage/Square Feet: 22.75 acres
Property Owner: Town of Zebulon		
Address: 1003 N Arendell AVE		
City: Zebulon	State: NC	Zip: 27597
Phone: 919-823-1839		Email: nrummage@townofzebulon.org
Developer: Town of Zebulon		
Address: 1003 N Arendell AVE		
City: Zebulon	State: NC	Zip: 27597
Phone: 919-823-1839	Fax:	Email: nrummage@townofzebulon.org
Engineer: Alfred Benesch & Company (contact Jeff Ashbaugh)		
Address: 2359 Perimeter Pointe Pkway		
City: Charlotte	State: NC	Zip: 28028
Phone: 704-521-9880	Fax:	Email: jashbaugh@benesch.com
Builder (if known):		
Address:		
City:	State:	Zip:
Phone:	Fax:	Email:



Disclaimer
 iMass makes every effort to produce and publish the most current and accurate information possible. However, the maps are produced for information purposes and are NOT surveys. No warranties, expressed or implied, are provided for the data therein, its use, or its interpretation.

Little River Park - Vicinity Map



LEGEND

- 1) One-Loop Trails
- 2) Unimproved Pathways
- 3) Western Park Entry
- 4) Major Loop Entry
- 5) Run Stabilization
- 6) Run Stabilization
- 7) Restroom
- 8) Fishing / Viewing Platform
- 9) Pedestrian Walkway or Nature Stage Expansion
- 10) Boardwalk
- 11) Lower Western Park Entry
- 12) Upper Eastern Park Entry
- 13) Open Pathways
- 14) Meadow Loop Trails
- 15) Open Green Space
- 16) Irrigator / Meadow
- 17) Paved Parking
- 18) Nature based Play Area
- 19) Restrooms
- 20) Amphitheater
- 21) Park Shelter / kiosk
- 22) Future Path Connections

Little River Park Concept Plan

Town of Zebulon
Certified List of Properties within 750' of Little River Park Parcels

Address	Owner	Mailing Address 1	Mailing Address 2	Mailing Address 3
1228 WATER PLANT RD	ZEBULON TOWN OF	1003 N ARENDELL AVE	ZEBULON NC 27597-2309	
1800 W GANNON AVE	ZEBULON TOWN OF	1003 N ARENDELL AVE	ZEBULON NC 27597-2309	
0 CURRIN PERRY RD	ZEBULON TOWN OF	1003 N ARENDELL AVE	ZEBULON NC 27597-2309	
1032 WATER PLANT RD	HINTON, EVELYN P TRUSTEE EVELYN P HINTON IRREVOCABLE TRUST	1036 WATER PLANT RD	ZEBULON NC 27597-8608	
0 WATER PLANT RD	LENNAR CAROLINAS LLC	1100 PERIMETER PARK DR STE 112	MORRISVILLE NC 27560-9119	
1140 WATER PLANT RD	BERRY, RICHARD B MURPHREY, TINA L	1140 WATER PLANT RD	ZEBULON NC 27597-8609	
1200 WATER PLANT RD	HWANG, YINNAN HWANG, HSIU-MEI	1200 WATER PLANT RD	ZEBULON NC 27597-8612	
0 WATER PLANT RD	HWANG, YINNAN HWANG, HSIU-MEI	1200 WATER PLANT RD	ZEBULON NC 27597-8612	
1303 WATER PLANT RD	HWANG, YINNAN HWANG, HSIU MEI	1200 WATER PLANT RD	ZEBULON NC 27597-8612	
0 W GANNON AVE	HWANG, YINNAN HWANG, HSIU MEI	1200 WATER PLANT RD	ZEBULON NC 27597-8612	
1201 WATER PLANT RD	DOWDY, LATISHA R BOWDEN, JEFFREY T	1201 WATER PLANT RD	ZEBULON NC 27597-8613	
1206 WATER PLANT RD	RICHARDSON, KAREN JAN BAILEY	1206 WATER PLANT RD	ZEBULON NC 27597-8612	
714 ANNIE JOE LN	ASHLEY BRASWELL REALTY LLC	121 MERIDIAN DR	GARNER NC 27529-6898	
1309 GREEN PACE RD	CURRIN, LARRY W	1309 GREEN PACE RD	ZEBULON NC 27597-8554	
1416 W GANNON AVE	MARTINEZ CRUZ, OSCAR SAUL	1416 W GANNON AVE	ZEBULON NC 27597-8841	

Town of Zebulon
Certified List of Properties within 750' of Little River Park Parcels

1420 W GANNON AVE	LAMBERT, RICKY	1420 W GANNON AVE	ZEBULON NC 27597-8841
1501 W GANNON AVE	RAY, JENNIFER L HOGG, TRACY B	1501 W GANNON AVE	ZEBULON NC 27597-8844
1503 W GANNON AVE	NOWELL, JOHN M	1503 W GANNON AVE	ZEBULON NC 27597-8844
1504 DEBBIE LN	RICHARDSON, KEISHA WALKER	1504 DEBBIE LN	ZEBULON NC 27597-8853
1509 GREEN PACE RD	CURRIN, BEVERLY C PERRY, TIFFANY C	1509 GREEN PACE RD	ZEBULON NC 27597-8558
1601 W GANNON AVE	ARRINGTON, FELICIA LYNETTE	1601 W GANNON AVE	ZEBULON NC 27597-9214
1700 W GANNON AVE	GILLIAM, J EARL GILLIAM, FLORA	1603 W GANNON AVE	ZEBULON NC 27597-9214
828 CURRIN PERRY RD	PERRY, CHRISTOPHER C PERRY, TIFFANY C	1688 RICHARDSON RD	ZEBULON NC 27597-7246
1701 W GANNON AVE	THOMPSON, RANI PATRICIA	1701 W GANNON AVE	ZEBULON NC 27597-8687
1709 W GANNON AVE	DELGADO, ALEJANDRO	1709 W GANNON AVE	ZEBULON NC 27597-8687
1750 W GANNON AVE	BOLIN, JUDITH A	1750 W GANNON AVE	ZEBULON NC 27597-8686
1332 GREEN PACE RD	BUNCH, AMANDA CURRIN	1925 RICHARDSON RD	ZEBULON NC 27597-8070
1169 WATER PLANT RD	ENGLISH ZEBULON CONGREGATION OF JEHOVAHS WITNESSES	2040 HEMPSTEDE DR	ZEBULON NC 27597-2131
1220 WATER PLANT RD	BOUREN, AMY LYN BOUREN, WAYNE DOUGLAS	208 NOEL LN	HENDERSON NC 27537-6494
1811 W GANNON AVE	NARRON, CAROLYN B BUNN, JESSIE THOMAS	2870 WYCLIFF RD	RALEIGH NC 27607-3035
305 RIVERVIEW DR	CID, GABRIEL	305 RIVERVIEW DR	ZEBULON NC 27597-8218

Town of Zebulon
Certified List of Properties within 750' of Little River Park Parcels

305 SAN PADEE DR	MIMLITSCH, GERALD W MIMLITSCH, LEATHA D	305 SAN PADEE DR	ZEBULON NC 27597- 8855
307 RIVERVIEW DR	MOLINA, AVELINA GARCIA	307 RIVERVIEW DR	ZEBULON NC 27597- 8218
307 SAN PADEE DR	LINYEAR, HOWARD L JR LINYEAR, BARBARA A	307 SAN PADEE DR	ZEBULON NC 27597- 8855
309 SAN PADEE DR	CORONA, ANTONIO GONZALEZ GONZALEZ, MARCELINA	309 SAN PADEE DR	ZEBULON NC 27597- 8855
311 RIVERVIEW DR	ROSALES-SANTOS, ALEJANDRO W CASTILLO, ELIA ORTEGA	311 RIVERVIEW DR	ZEBULON NC 27597- 8218
1901 W GANNON AVE	WAKE COUNTY	336 FAYETTEVILLE ST STE 1110	RALEIGH NC 27601- 1743
2003 W GANNON AVE	BUNN, JESSIE THOMAS BUNN, CARL DUKE JR	3800 CAMP MANGUM WYND	RALEIGH NC 27612- 5340
1044 WATER PLANT RD	CLARKE, TAMMY HINTON	5217 PINEHALL WYND	RALEIGH NC 27604- 5827
1917 W GANNON AVE	TALTON, DAVID B TALTON, SHEILA BOYD	6001 WATKINS RD	WENDELL NC 27591- 8257
1100 WATER PLANT RD	OATES, NORMAN RAY TRUSTEE OATES, ROSA GILLESPIE GILCHRIST TRUSTEE	6117 CLARKS FORK DR	RALEIGH NC 27616- 5823
1415 W GANNON AVE	1415 GANNON INDUSTRIAL LLC	710 INDEPENDENCE PL UNIT 306	RALEIGH NC 27603- 1858
808 CURRIN PERRY RD	CHALK, DONALD R CHALK, SHELBY M	812 CURRIN PERRY RD	ZEBULON NC 27597- 8652
0 CURRIN PERRY RD	CHALK, DONALD R CHALK, SHELBY M	812 CURRIN PERRY RD	ZEBULON NC 27597- 8652
812 CURRIN PERRY RD	CHALK, SHELBY MOODY	812 CURRIN PERRY RD	ZEBULON NC 27597- 8652
0 CURRIN PERRY RD	CHALK, DONALD RAY CHALK, SHELBY M	812 CURRIN PERRY RD	ZEBULON NC 27597- 8652

Town of Zebulon
Certified List of Properties within 750' of Little River Park Parcels

816 CURRIN PERRY RD	PARRAMORE, THERESA J	816 CURRIN PERRY RD	ZEBULON NC 27597-8652	
0 CURRIN PERRY RD	PERRY, SIDNEY CAMERON TRUSTEE PERRY, LINDA GREEN TRUSTEE	820 CURRIN PERRY RD	ZEBULON NC 27597-8652	
820 CURRIN PERRY RD	PERRY, SIDNEY CAMERON TRUSTEE PERRY, LINDA GREEN TRUSTEE	820 CURRIN PERRY RD	ZEBULON NC 27597-8652	
1715 W GANNON AVE	BULLOCK, ERDEANE R HEIRS	900 RICHLAND AVE	MERRITT ISLAND FL 32953-3297	
1203 WATER PLANT RD	EVANS, EDITH PEARL	PO BOX 745	ZEBULON NC 27597-0745	
1603 W GANNON AVE	GILLIAM, JOSEPH EARL GILLIAM, FLORA T	RIVERCREST EST	1603 W GANNON AVE	ZEBULON NC 27597-9214

Little River Park

Annexation Neighborhood Meeting Rescheduled

Due to inclement weather, Town Hall will close at 5 PM on January 22, 2025. In addition, all Town and Parks and Recreation programs have been cancelled this evening.

The neighborhood meeting scheduled tonight from 5-7 PM regarding the annexation and rezoning of Little River Park has been rescheduled to **Wednesday, January 29th from 5-7 PM at Town Hall.**

Materials intended for sharing at the neighborhood meeting can be found online on the Little River Park project page.





Zebulon Parks & Recreation Department

Published by Sheila Morris Long

January 22 at 3:06 PM · 🌐

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Materials intended for sharing at the neighborhood meeting can be found online on the Little River Park project page. <https://publicinput.com/LittleRiverParkMP>

Little River Park

**Annexation
Neighborhood
Meeting
Rescheduled**

Little River Park

**Check out our
project page
for updates!**

[See insights and ads](#)

Boost post

Little River Park: Project Updates

Little River Park aims to provide a wide range of recreation experiences in a natural setting and enhance regional connectivity to meet the needs of current and future residents. Visitors are encouraged to learn about the project process, review findings and recommendations, and view components of the preliminary concept for Little River Park. For information regarding the annexation neighborhood meeting, please click on the tab above.

*** Stay engaged! Sign up here to learn about future opportunities to participate and get project information.**

Email*

Email Address

Save

In accordance with Section 2.3.4 of the Unified Development Ordinance, the Town of Zebulon (which in this case is the developer of the Little River Park project), is required to inform landowners within 300 feet of the park property about a proposed Zoning Map Amendment application that is scheduled to be submitted. The purpose of this meeting is to inform the landowners of the project and gives the applicant (i.e. the Town of Zebulon) an opportunity to hear from neighbors that may have any comments or concerns related to the project prior to the public hearing process.

This neighborhood meeting, initially scheduled for **Wednesday, January 22** from **5:00 PM to 7:00 PM** at the Zebulon Municipal Complex, has been **POSTPONED** due to inclement winter weather. The rescheduled date, time, and location are listed below.

Date: Wednesday, January 29, 2025

Time: 5:00 PM - 7:00 PM

Location: Zebulon Municipal Complex, 1003 N Arendell Ave, Zebulon, NC 27597

[Initial Meeting Notification Packet](#) (Mailed to neighbors on 1/10/25)

LINK TO FILE HERE



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: Little River Park

Meeting Address: 1003 N Arendell Ave, Zebulon, NC 27597

Date of Meeting: Wednesday, January 29, 2025 Time of Meeting: 5:00 PM - 7:00PM

Property Owner(s) Names: Town of Zebulon

Applicants: Nick Rummage, Parks Manager

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	Nick Rummage / TOZ	1003 Arendell Ave.	919-623-1039	nrummage@toz.org
2	Sheila Long / TOZ	"	825-1814	slong@townofzebulon.org
3				
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25				

Attach Additional Sheets If Necessary.



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: Little River Park

Meeting Address: 1003 N Arendell Ave, Zebulon, NC 27597

Date of Meeting: Wednesday, January 29, 2025 Time of Meeting: 5:00 PM - 7:00PM

Property Owner(s) Names: Town of Zebulon

Applicants: Nick Rummage, Parks Manager

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

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, Nick Rummage, 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 300 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 1003 N Arendell Ave, Zebulon, NC 27597 (location/address) on Wednesday, January 29, 2025 (date) from 5:00 PM (start time) to 7:00 PM (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.

2/3/25 Date By: [Signature]

STATE OF North Carolina
COUNTY OF Wake

Sworn and subscribed before me, Stacie Paratore, a Notary Public for the above State and County, on this the 3rd day of February, 2025.

STACIE PARATORE
NOTARY PUBLIC
WAKE COUNTY, N.C.

SEAL Stacie Paratore

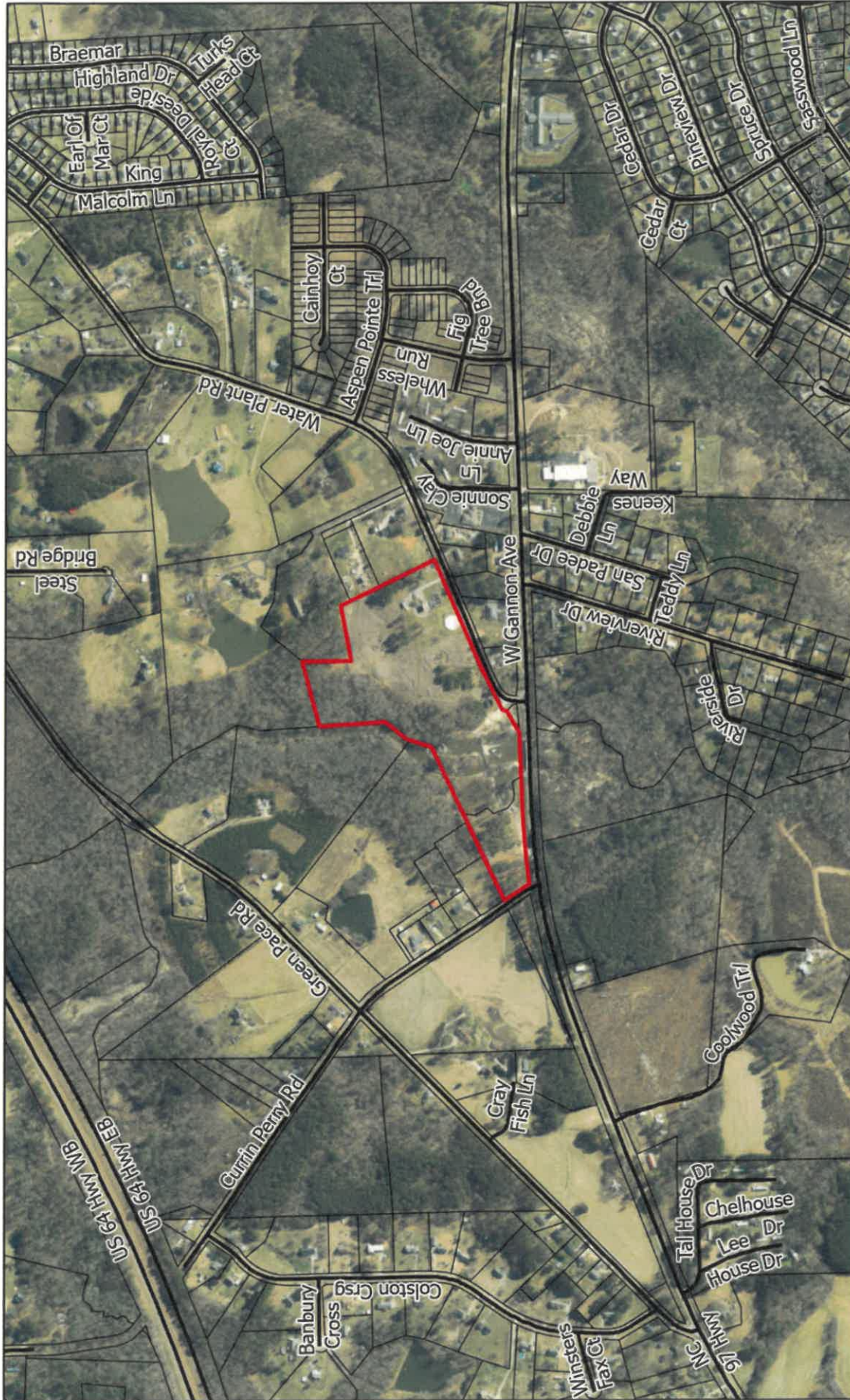
Notary Public

Stacie Paratore

Print Name

My Commission Expires: 10/27/2025

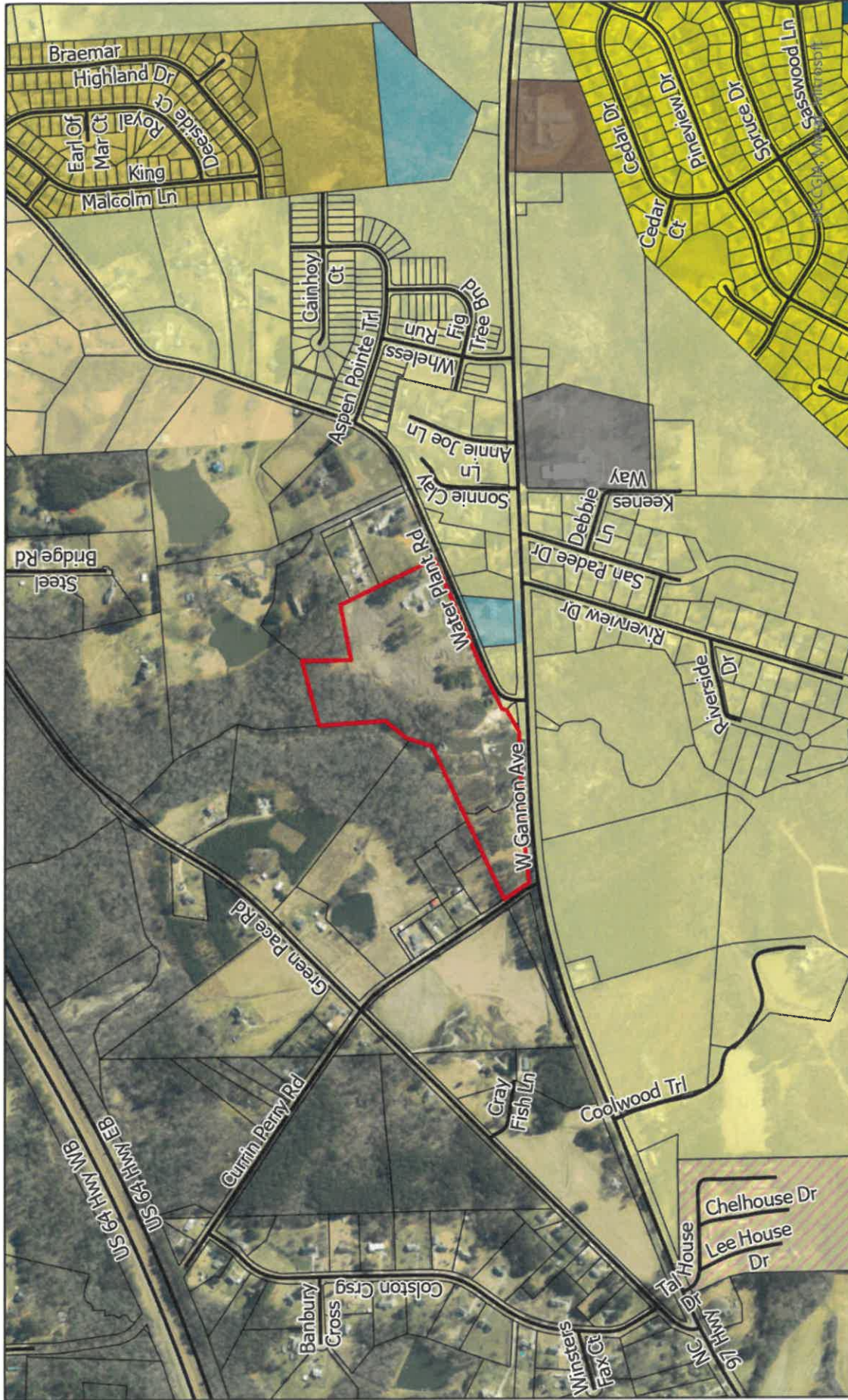
Aerial Map



- Little River Park
- Parcels
- Streets



Zoning Map



- Little River Park
 - Parcels
 - Streets
- Zoning Districts**
- R4, Residential Neighborhood
 - RMF, Residential Multi-Family
 - R-13 SUD, Residential 13 - Special Use Districts
 - HI, Heavy Industrial
 - OI, Office and Institutional
 - PD, Planned Development
 - MHO, Manufactured Home Overlay
- Zoning Districts**
- R1, Residential Watershed
 - R2, Residential Suburban



ZEBULON

NORTH CAROLINA

CASE # Zoning Map Amendment 2025-01 – Little River Park

HEARING DATE: February 10, 2025

State of North Carolina

County of Johnston

BEFORE ME, the undersigned Notary, CATHERINE G. WOODS on this 5th day of February 2025, personally appeared Matthew Lower, known to me to be a credible person and of lawful age, who being by me first duly sworn, on his oath, deposes and says:

I Matthew Lower, Planning Director for the Town of Zebulon, affirm that the following Public Notice Procedures have been completed in accordance with applicable North Carolina General Statute and Town of Zebulon Unified Development Ordinance Section 2.3.6 have been satisfied for the above referenced hearing.

- Advertisement in a Paper of General Circulation sent on February 24, 2025 (Wake weekly, publication dates **1/31/2025 & 2/7/2025**)
- Posted to Planning Department Website **1/31/2025**
- Signs Posted on Site **1/27/2025**
- Mailed Notices sent out **1/27/2025**

[Signature]

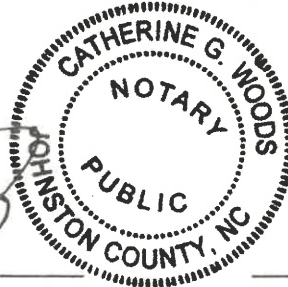
2/5/2025

Matthew Lower

Date

Subscribed and sworn to before me, this 5th day of February 2025.

[Notary Seal:]



[Signature]

CATHERINE G. WOODS

[signature of Notary]

[printed name of Notary]

NOTARY PUBLIC

My commission expires: 07-10, 2027

Notice of Public Hearing

Notice is hereby given pursuant to the provisions of Article 2.3.6 of the Town of Zebulon Unified Development Ordinance that a public hearing will be held on **February 10, 2025, at 6:00 PM** at the **Zebulon Municipal Complex, 1003 N. Arendell Avenue**, and will be conducted by the Board of Commissioners and Planning Board of the Town of Zebulon for the purpose of considering the following items:

IDT Project Number 1473656 – RZ 2025-01 – Little River Park Rezoning
PIN # 1795145894, 1795254279. A request by Town of Zebulon Parks and Recreation, for a rezoning of the properties from Wake County Zoning R-80W to the Town of Zebulon Residential Suburban (R2) district.

Public comments may be submitted to Deputy Town Clerk Stacie Paratore at SParatore@TownofZebulon.org no later than 12:00 Noon on the day of the hearing to be read into the record. Links will be provided along with the full application packet and documentation on the Planning Department web page at <https://www.townofzebulon.org/departments/planning/public-hearing-information> For questions or additional information, please contact us at (919) 823-1808.

Notificación de Audiencia Pública

Por la presente se notifica, de conformidad con las disposiciones del Artículo 2.3.6 de la Ordenanza de Desarrollo Unificado del Pueblo de Zebulon, que se celebrará una audiencia pública el **10 de febrero de 2025, a las 6:00 PM** en el **Complejo Municipal de Zebulon, 1003 N. Arendell Avenue**, y será llevada a cabo por la Board of Commissioners y la Planning Board del Pueblo de Zebulon con el propósito de considerar los siguientes puntos:

IDT Proyecto Número 1473656 - RZ 2025-01 - Little River Park Rezonificación
PIN # 1795145894, 1795254279. Una solicitud de la Ciudad de Zebulon Parques y Recreación, para una recalificación de las propiedades de Wake County Zonificación R-80W a la Ciudad de Zebulon Residencial Suburbano (R2) del distrito.

Los comentarios del público pueden ser presentadas a Deputy Town Clerk Stacie Paratore en SParatore@TownofZebulon.org no más tarde de las 12:00 del mediodía del día de la audiencia para ser leído en el expediente. Los enlaces se proporcionarán junto con el paquete de solicitud completa y la documentación en la página web del Departamento de Planificación en <https://www.townofzebulon.org/departments/planning/public-hearing-information>. Para preguntas o información adicional, póngase en contacto con nosotros en (919) 823-1808.

TABLE 4.2.3: PRINCIPAL USE TABLE

A=Allowed (if listed in a PD master plan); P=Permitted subject to applicable use-specific standards; S=Requires approval of a special use permit and compliance with applicable use-specific standards; "·"=Prohibited

USE TYPE [1]	RESIDENTIAL					COMMERCIAL						MIXED USE				USE-SPECIFIC STANDARDS [2]
	R1	R2	R4	R6	RMF	NC	GC	HC	LI	CI	HI	OI	DTC	DTP	PD	
RESIDENTIAL USE CLASSIFICATION																
Boarding/ Rooming House	·	S	S	S	P	P	·	·	·	·	·	S		P	A	4.3.3.B
Bungalow Court	·	P	P	P	P	P	·	·	·	·	·	S	·	P	A	4.3.3.C
Duplex Dwelling	·	S	S	P	P	P	S	·	·	·	·	P		P	A	
Family Care Home	P	P	P	P	P	P	P	·	·	·	·	P		P	A	4.3.3.E
Pocket Neighborhood	·	P	P	P	P	P	·	·	·	·	·	P	·	P	A	4.3.3.N
Single-family Detached Dwelling	P	P	P	P	P	P	P	·	·	·	·	P		P	A	4.3.3.P
INSTITUTIONAL USE CLASSIFICATION																
Antenna Collocation, Major	S	S	S	S	P	P	P	P	P	P	P	P	P	P	A	4.3.4.B
Antenna Collocation, Minor	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	
Arboretum or Formal Garden	P	P	P	P	P	P	P	·	·	·	·	P	P	P	A	
Cemetery, Columbarium, or Mausoleum	·	S	·	·	·	·	S	S	S	·	S	S	·	·	A	4.3.4.E
Child Day Care Center	·	S	S	S	P	P	P	P	·	·	·	P	P	P	A	4.3.4.F
Community Garden	P	P	P	P	P	P	·	·	·	·	·	·	·	P	A	
Fraternal Club or Lodge	·	S	S	P	P	S	P	P	·	·	·	P	·	S	A	4.3.4.J
Indoor Private Recreation	·	P	P	P	P	P	P	·	·	·	·	P	·	P	A	
Outdoor Private Recreation	·	S	S	P	P	P	P	·	·	·	·	P	·	S	A	
Park (public or private)	P	P	P	P	P	P	P	P	P	P	·	P	P	P	A	
Religious Institution	·	S	S	P	P	S	P	P	·	·	·	P	·	S	A	4.3.4.M
School, Elementary	·	S	S	P	P	S	P	P	·	·	·	P	·	S	A	
School, High/Middle	·	S	·	·	·	S	P	P	·	·	·	P	·	S	A	4.3.4.N
Small Wireless Facility	S	S	S	S	P	P	P	P	P	P	P	P	P	P	A	4.3.4.P; 4.3.4.S
Temporary Wireless Facility	·	S	S	S	S	S	P	P	P	P	P	P	S	S	A	4.3.4.R; 4.3.4.S
Utility, Minor	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	4.3.4.I
COMMERCIAL USE CLASSIFICATION																
Bed and Breakfast	S	S	S	S	P	P	P	P	·	·	·	P	P	P	A	4.3.5.K

TABLE 4.2.3: PRINCIPAL USE TABLE

A=Allowed (if listed in a PD master plan); P=Permitted subject to applicable use-specific standards; S=Requires approval of a special use permit and compliance with applicable use-specific standards; "."=Prohibited

USE TYPE [1]	RESIDENTIAL					COMMERCIAL						MIXED USE				USE-SPECIFIC STANDARDS [2]
	R1	R2	R4	R6	RMF	NC	GC	HC	LI	CI	HI	OI	DTC	DTP	PD	
Golf Course or Driving Range	.	S	S	P	A	4.3.5.X ; 4.3.5.Y
INDUSTRIAL USE CLASSIFICATION																
Solar Farm	.	S	S	.	P	.	.	.	A	4.3.6.L
Wind Energy Conversion	.	S	S	S	S	S	.	.	.	A	4.3.6.P
AGRICULTURAL USE CLASSIFICATION																
Agriculture and Horticulture	P	P	P	.	P	.	.	.	A	4.3.7.A
Animal Husbandry	P	S	S	.	.	.	A	4.3.7.C
Plant Nursery	.	S	P	P	A	

WRITTEN STATE OF ADOPTION
ORDINANCE 2025-27
LITTLE RIVER PARK REZONING
MARCH 3, 2025

Per Zebulon Unified Development Ordinance (UDO) 2.2.25.H.4, the Zebulon Board of Commissioners shall adopt a written statement upon the approval of a UDO Zoning Map Amendment (RZ):

1. RZ 2025-01 is approved.
2. RZ 2025-01 is consistent with the Town’s adopted Policy Guidance in the Comprehensive Plan but is outside of the future growth boundary set by the Future Land Use Map
3. RZ 2025-01 is consistent with the comprehensive plan as it will implement the following goals and policies:
 - a. **Economic Development Goals and Actions:**
 - i. **Goal 2:** A town that remains the unquestioned hub community for eastern Wake County as a multi-purpose destination and center of employment, commerce, government services, education, culture and recreational and leisure activities for residents and visitors (Economic Development, p. 2).
 - b. **Goals For Recreation and Amenities:**
 - i. **Goal 1:** A “lifestyle” community, with a range of amenities and activities for all ages and interests, to keep residents enjoying their hometown along with visitors (Recreation and Amenities, pg 4).
 - ii. **Goal 2:** Both a quantity and quality of park sites and trail miles to meet residents’ expectations, support their outdoor recreation interests and promote wellness (Recreation and Amenities, pg 4).
 - iii. **Goal 4:** A town with varied places and spaces for people to gather, in Downtown and elsewhere (Recreation and Amenities, pg 4)
4. RZ 2025-01 does not amend the Town’s adopted policy guidance in the Comprehensive Plan
5. RZ 2025-01 is not associated with any development application approval.
6. RZ 2025-01 is reasonable as it aligns with the town’s long-term planning goals while promoting the continued growth and development of Town recreation. By ensuring consistency with adopted land use policies, the town can ensure that any future development will align with the vision for development within The Town of Zebulon.

WRITTEN STATE OF ADOPTION
ORDINANCE 2025-27
LITTLE RIVER PARK REZONING
MARCH 3, 2025

7. RZ 2025-01 is in the public interest because by rezoning the property and bringing it into the Town of Zebulon Corporate Limits the property will be able to connect with water and sewer thus providing more opportunities for park amenities in the future.

Adopted this the 3rd day of March, 2025

Glenn L. York – Mayor

SEAL

Lisa M. Markland, CMC – Town Clerk

ORDINANCE 2025-27
AMENDMENT TO ZONING MAP FOR
1228 Water Plant Road (Pin # 1795254279)
1800 W. Gannon Avenue (Pin # 1795145894)

The proposed Amendment to the official Zoning Map as described in Section 2.2.25 of the Unified Development Ordinance for two parcels totaling 22.23 acres located at 1228 Water Plant Road and 1800 W. Gannon Avenue is hereby rezoned from Wake County R-40 to Zebulon Residential Suburban (R2) District in accordance with Section 2.2.25 of the Town of Zebulon Unified Development Ordinance and the attached map.

Adopted this the 3rd day of March 2025

Glenn L. York – Mayor

SEAL

Lisa M. Markland, CMC – Town Clerk

STAFF REPORT
STAFFING ADDITION –
EXECUTIVE ADMINISTRATIVE ASSISTANT
IN ADMINISTRATION DEPARTMENT
MARCH 3, 2025

Topic: Staffing Addition – Executive Administrative Assistant

Prepared by: Kellianne Williams, Assistant Town Manager

Presented by: Gilbert Todd, Jr., Town Manager

Approved by: Gilbert Todd, Jr., Town Manager

Executive Summary:

This agenda item proposes the creation of a new full-time Executive Administrative Assistant position within the Town Manager's Office. This position is critical to enhancing the operational efficiency and responsiveness of the Town Manager's Office, particularly as this office supports the departments who are experiencing significant increases in the services provided by the Town. Additionally, this role will allow for a more focused approach to managing strategic initiatives to support the Town's ongoing growth.

Background:

Historically, administrative support for the Town Manager's Office has been provided by the Human Resources Director or the Town Clerk. However, with the growth of the Town's employee base, the increasing complexity of personnel matters, and the evolving demands of a community-engaged Board, it is no longer feasible to expect the duties of an Executive Administrative Assistant to be a shared role.

Key responsibilities of this position will include:

- **Executive Support:** Providing high-level administrative support to the Town Manager and Assistant Town Manager, including calendar management, travel arrangements, meeting coordination, document preparation, communication support, and board agenda preparation in coordination with the Town Clerk.
- **Interdepartmental Coordination:** Collaborating with administrative support staff across all departments to ensure efficient communication and coordination within the Town organization.
- **Office Management:** Overseeing office operations, including managing incoming communications, prioritizing deliverables, maintaining files, coordinating inventory of office supplies and equipment, and ensuring a professional and welcoming environment for visitors.

Market research indicates that the annual salary range to attract a professional with the desired qualities for this Executive Administrative Assistant position will be \$50,986-\$77,966.

STAFF REPORT
STAFFING ADDITION –
EXECUTIVE ADMINISTRATIVE ASSISTANT
IN ADMINISTRATION DEPARTMENT
MARCH 3, 2025

Fiscal Analysis:

Staff estimate using roughly \$25,000 in lapsed salaries in the current Administration Department budget to cover the cost of the salary for the remainder of the calendar year. While there is no monetary cost to the Town at this time, staff are bringing the item forward for transparency of the position's full salary (~\$65,000) being included in the budget proposal for the next fiscal year.

These funds will be sourced from available funds within the Administration Department's salaries line item.

Policy Analysis:

The creation of this position is consistent with the "Growing Smart" focus area of the *Zebulon 2030 Strategic Plan*:

- Maintain adequate staffing to support expected service levels for the growing community

With administrative support, the Town Manager and the Assistant Town Manager can give greater focus on management of various departments and on initiating projects that align with the other *Zebulon 2030 Strategic Plan* focus areas of "Vibrant Downtown" and "Small Town Life", as well.

Staff Recommendation:

Staff recommend approval of the addition of a full-time Executive Administrative Assistant within the Administration Department (Town Manager's Office). If approved, the position will be posted for recruitment immediately.

Attachments:

- 1) Job Description for the Executive Administrative Assistant

EXECUTIVE ADMINISTRATIVE ASSISTANT

JOB DESCRIPTION

FLSA Classification: Non-exempt
Reports to: Town Manager
Date written/reviewed: February 2025

Grade: 12
Type: Full Time

I. General Statement of Duties

Provides a high level of administrative support to ensure seamless operations within the Town Manager's office. Requires discretion, diplomacy, independent judgment and strong organizational skills.

II. Qualification Requirements

To perform this job successfully, an individual must be able to perform each of the essential functions satisfactorily. The requirements listed below are a representation, not an all-inclusive listing, of the knowledge, skill and/or abilities required.

III. Essential Functions

Duties and Task

1. Provides a variety of administrative support activities for the Managers Office to ensure smooth operational flow; screens and prioritizes calls, visitors and requests, greets visitors, resolve customer inquiries and complaints; refers customers to appropriate resources.
2. Performs analytical work; researches, compiles and summarizes information and data; prepares and maintains reports, databases and presentations.
3. Coordinate and manage the calendars for the Town Manager and Assistant Town Manager; coordinate the scheduling of meetings, appointments, conferences, events and travel; resolve scheduling conflicts; manage logistics and arrange for required resources, materials and facility spaces as needed.
4. Compose, proofread, and prepare confidential reports, correspondences, and presentations on behalf of the Managers office; prepares, reviews and routes contract documents.
5. Monitors and reconciles the budget and financial statements of the Town Managers Office.
6. Performs all other duties as required.

This listing is intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

IV. Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

1. Considerable knowledge of office practices and procedures.
2. Expertise in the use of technology including Microsoft Office Suite.
3. Considerable knowledge of local government operations.
4. Ability to communicate effectively both orally and in writing.
5. Ability to develop and maintain good working relationships with directors, the public, other staff members and elected officials.
6. Ability to handle sensitive and confidential information with integrity and professionalism.
7. Knowledge of social media platforms to assist with content posting.
8. Ability to exercise independent judgment to address complex administration and operational issues.
9. Ability to manage multiple priorities and meet deadlines in fast paced environment.

Physical Requirements

1. Must be able to physically perform the basic life operational functions of reaching, kneeling, walking, standing, fingering, grasping, talking (expressing or exchanging ideas by means of spoken words), hearing (perceiving nature of sounds by ear), and repetitive motions.
2. Must be able to exert up to 20 pounds of force occasionally, and a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
3. Must possess the visual acuity to compile and compute data and statistics, operate a computer terminal, proofread material, and do extensive reading.
4. Work is sedentary .

Desirable Education and Experience

1. Bachelor's degree from an accredited university or college in business administration, public administration or related field is preferred; will consider an associate's degree with experience.
2. Minimum of 5 years' experience with progressive responsibilities with a focus on executive-level support.
3. Familiarity with local government operations and public service principles is highly desirable.
4. Valid North Carolina driver's license.
5. Notary Public or the ability to obtain within 6 months of hire.

Topic: FY 2025 Monthly Financial Report Addendum

Speaker: Bobby Fitts, Finance Director (If Requested)

Prepared by: Bobby Fitts, Finance Director

Approved by: Gilbert Todd, Jr., Town Manager

Executive Summary:

A monthly report summarizing the status of the Town's revenues and expenditures.

Background:

The attached financials are a summary of revenues and expenditures to date. These monthly reports are provided to inform the Board of revenue and expenditure trends throughout the year. The enclosed statements are through February 13, 2025.

Information:

Expenditures

With approximately 7 ½ months into Fiscal Year 2025 expenditures complete, the Town has spent approximately 39% (~ \$13,878,321) of its General Fund budget of \$35,781,094. Note the larger, early year expenditures (e.g., vehicle and equipment purchases, debt service payments, property & liability and workers compensation premiums) have been paid. Descriptions of some early revenue activity are provided below.

Revenues

- Property Tax (the Town's largest revenue stream)
 - + FY 2025 collections: \$13,696,935 collected to date (~ 92% of budget).
 - + Observations:
 - # 38.8% more than collected last fiscal year (\$9,870,924).
 - # Six months of vehicle taxes have been collected for FY 2025.
- Sales Tax (second largest revenue stream)
 - + November's sales (reports lag 3-months):
 - # \$6,857 (3.1%) more collected than last November for all sales tax.
 - # \$1,473 (1.5%) less collected than last November for "local" sales tax.
 - # "Local" sales tax (Article 39) is generated within, and returns to, Wake County.
 - # For every \$100,000 in local sales, \$3.79 comes back to the Town of Zebulon.
- Utilities Sales Tax (5% of revenue stream): first quarterly disbursement received December 15.
- Permits & Zoning
 - + \$191,604 collected total (77% of budgeted revenues (\$250,000))
 - + 10% more than what was collected this time last fiscal year (\$173,732).
- Parks & Recreation
 - + \$127,961 collected total (111% of budgeted revenues (\$115,500))
 - + 2% more than what was collected through this month last fiscal year (\$125,871).

- Transportation Impact Fees
 - + \$201,630 collected to date in FY 2025
 - + 44.2% less than what was collected last fiscal year (\$361,174).
 - + Revenue placed in reserve for transportation projects to be spent within 10 years

- Recreation Impact Fees
 - + \$624,000 collected to date in FY 2025
 - + 43.5% less than what was collected last fiscal year (\$1,104,000).
 - + Collections since inception of fee (January 2022) ~ \$5,609,000

Policy Analysis: N/A

Financial Analysis: Budgeted revenue in FY 2025 is \$35,781,094 while year to date revenue collected is \$19,120,005 (53% of budgeted). Budgeted revenue includes \$11,327,787 Fund Balance.

Staff Recommendation:

No staff recommendation or Board action is necessary. These are informational only.

Attachments:

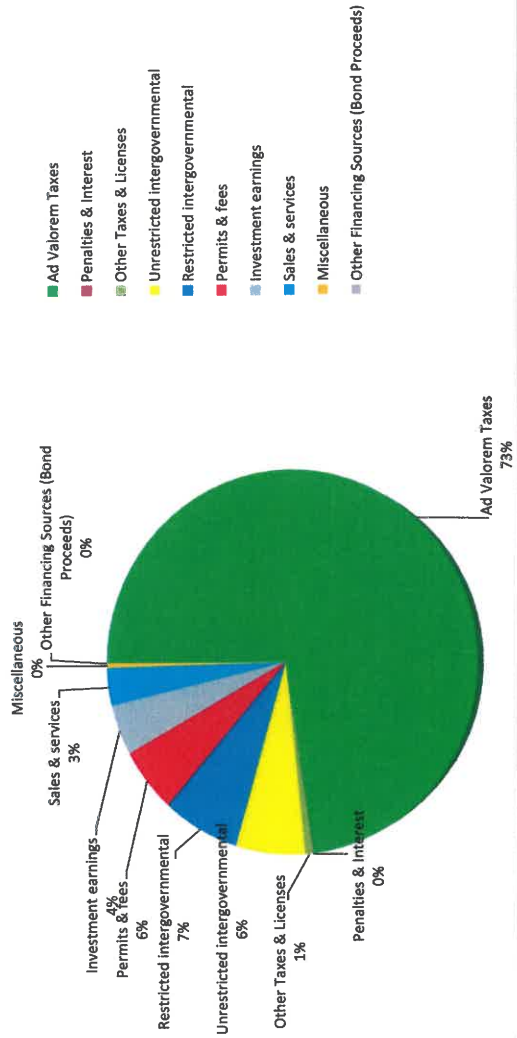
1. General Fund Fiscal Year 2025 Expenditure Statement and Revenue Statement (as of February 13, 2025)
2. Sales Tax Collection Report – FY 2025



TOWN OF ZEBULON
 Revenue Statement: 2024 - 2025
 for Accounting Period 6/30/2025
 GENERAL FUND

Revenue Categories	Estimated Revenue	Revenue YTD	% Collected	% of Total Revenue YTD
Ad Valorem Taxes	\$ 14,857,000.00	\$ 13,893,233.55	93.5%	72.7%
Penalties & Interest	\$ 25,000.00	\$ 13,888.24	55.6%	0.1%
Other Taxes & Licenses	\$ 205,500.00	\$ 122,903.00	59.8%	0.6%
Unrestricted intergovernmental	\$ 3,328,000.00	\$ 1,155,635.13	34.7%	6.0%
Restricted intergovernmental	\$ 2,496,514.00	\$ 1,324,241.59	53.0%	6.9%
Permits & fees	\$ 1,659,500.00	\$ 1,065,727.48	64.2%	5.6%
Investment earnings	\$ 500,000.00	\$ 837,406.73	167.5%	4.4%
Sales & services	\$ 1,047,000.00	\$ 625,994.55	59.8%	3.3%
Miscellaneous	\$ 84,793.00	\$ 80,974.47	95.5%	0.4%
Other Financing Sources (Bond Proceeds)	\$ 250,000.00	\$ -	0.0%	0.0%
Fund Balance Appropriated	\$ 11,327,787.00	\$ -	0.0%	0.0%
Total Revenues	\$ 35,781,094.00	\$ 19,120,004.74	53.4%	100%

Town of Zebulon General Fund % of Total Revenue To Date - FY 2025



ZEBULON

NORTH CAROLINA

TOWN OF ZEBULON
 Expenditure Statement: 2024 - 2025
 for Accounting Period 6/30/2025
 GENERAL FUND

As of 2/13/2025

<u>Dept #</u>	<u>Department</u>	<u>Approp Amount</u>	<u>Expenditure YTD</u>	<u>% Exp.</u>
410	GOVERNING BODY	\$961,800	\$475,944	49.5%
420	FINANCE	\$632,900	\$400,668	63.3%
430	ADMINISTRATION	\$1,444,075	\$695,430	48.2%
450	INFORMATION TECHNOLOGY	\$590,170	\$326,766	55.4%
490	PLANNING AND ZONING	\$1,015,474	\$455,975	44.9%
500	PUBLIC WORKS-PROPERTY & PROJECT MGMT	\$4,303,184	\$1,472,286	34.2%
510	POLICE	\$4,628,844	\$2,589,258	55.9%
520	PUBLIC WORKS-OPERATIONS	\$9,270,968	\$2,026,701	21.9%
530	FIRE	\$6,294,898	\$3,849,916	61.2%
570	POWELL BILL	\$279,460	\$6,956	2.5%
590	STORMWATER	\$265,300	\$120,186	45.3%
620	PARKS & RECREATION	\$4,795,771	\$1,315,191	27.4%
690	COMMUNITY & ECONOMIC DEVELOPMENT	\$1,298,250	\$143,044	11.0%
	Total Expenditures	\$35,781,094	\$13,878,321	38.8%

Sales Tax

FY 2025

Month	Article 39 (1) *	Article 40 (1/2)	Article 42 (1/2)	Article 44 (1/2)	City Hold Harmless	FY 25 Totals	Prior Year (FY 2024)	% Inc (Dec) from Prior Yr
July	\$ 94,211	\$ 40,449	\$ 47,301	\$ (7)	\$ 33,509	\$ 215,463	\$ 204,776	5.2%
August	95,790	42,199	48,135	(1)	35,446	221,569	215,045	3.0%
September	96,772	38,590	48,593	(1)	29,605	213,559	202,153	5.6%
October	97,156	40,855	48,796	(1)	33,142	219,948	206,484	6.5%
November	97,689	43,039	49,116	0	35,934	225,778	218,921	3.1%
December	-	-	-	-	-	-	237,799	-100.0%
January	-	-	-	-	-	-	186,226	-100.0%
February	-	-	-	-	-	-	182,092	-100.0%
March	-	-	-	-	-	-	223,970	-100.0%
April	-	-	-	-	-	-	198,414	-100.0%
May	-	-	-	-	-	-	217,129	-100.0%
June	-	-	-	-	-	-	233,544	-100.0%
Total	\$ 481,617	\$ 205,132	\$ 241,941	\$ (9)	\$ 167,635	\$ 1,096,317	\$ 1,047,378	4.7%

Sales Tax

FY 2024

Month	Article 39 (1) *	Article 40 (1/2)	Article 42 (1/2)	Article 44 (1/2)	City Hold Harmless	FY 24 Totals	Prior Year (FY 2023)	% Inc (Dec) from Prior Yr
July	\$ 89,122	\$ 38,656	\$ 44,762	\$ (0)	\$ 32,237	\$ 204,776	\$ 187,311	9.3%
August	93,423	40,589	46,952	0	34,081	215,045	203,381	5.7%
September	89,799	37,462	45,030	0	29,862	202,153	202,821	-0.3%
October	92,175	37,812	46,268	(3)	30,232	206,484	197,664	4.5%
November	99,162	39,407	49,722	2	30,628	218,921	188,169	16.3%
December	105,335	44,069	52,957	(1)	35,438	237,799	225,394	5.5%
January	81,953	34,721	41,092	(2)	28,462	186,226	187,935	-0.9%
February	80,960	33,635	40,579	(1)	26,918	182,092	144,614	25.9%
March	100,097	41,113	50,238	0	32,522	223,970	212,514	5.4%
April	86,723	37,296	43,546	(6)	30,856	198,414	177,123	12.0%
May	94,621	40,932	47,496	(1)	34,082	217,129	207,702	4.5%
June	102,519	43,718	51,490	(0)	35,817	233,544	216,208	8.0%
Total	\$ 1,115,888	\$ 469,409	\$ 560,130	\$ (11)	\$ 381,134	\$ 2,526,551	\$ 2,350,837	7.5%

* Net proceeds of the Article 39 tax are returned to the county of origin.

Monthly Summary of Sales Tax Collected

