

**ZEBULON
BOARD OF COMMISSIONERS
AGENDA
November 4, 2024
6:00pm**

1. PLEDGE OF ALLEGIANCE

2. APPROVAL OF AGENDA

3. RECOGNITIONS

A. Zebulon Elementary School

- i. Kendall Corbett– Student
- ii. Lilian Cruz – Teacher

4. PUBLIC COMMENT

5. PROCLAMATIONS

- i. HOSA - Future Health Professionals Week Proclamation
- ii. Operation Green Light for Veterans Proclamation

6. CONSENT

A. Minutes

- i. June 3, 2024 – regular meeting
- ii. June 4, 2024 – emergency called meeting
- iii. June 11, 2024 – work session
- iv. September 4, 2024 – special called meeting

B. Finance

- i. Wake County Tax Report – August 2024

C. Planning

- i. Appointing Plat Review Officer – Resolution 2025-06

7. OLD BUSINESS

A. Planning

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

8. NEW BUSINESS

A. Public Works

- i. Zebulon Chamber Christmas Party – Resolution 2025-05
- ii. FY 2025 Five County Stadium – Third Lease Amendment

B. Bear Cats

9. MANAGERS REPORT

- A. Monthly Financial Report (attached as addendum)

10. BOARD COMMENTS

11. ADJOURN

Zebulon Board of Commissioners
Minutes
June 3, 2024

Present: Mayor Glenn York, Quentin Miles, Amber Davis, Jessica Harrison, Shannon Baxter, Beverly Clark, Joe Moore-Town Manager, Lisa Markland-Human Resources Director, Chris Ray-Public Works, Jacqui Boykin-Police, Chris Perry-Fire, Sheila Long-Parks & Recreation, Bobby Fitts-Finance, Michael Clark-Planning, 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 Commissioner Harrison.

APPROVAL OF AGENDA

Commissioner Baxter asked to amend the agenda to pull Ordinance 2024-47 from consent and to add a closed session for personnel discussion.

Commissioner Miles asked to add the Vikings to speak.

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

PUBLIC COMMENT

Alla Smith spoke about how the lights and signs were not working at Town shopping centers and how Zebulon Middle School needed to be up to par of other local schools.

Milton Robinson asked the community for support for the youth.

Brooke Evans, Miss Zebulon, spoke about her experience with bullying and her upcoming competition at the Miss North Carolina pageant in June.

Kayden Brown, Miss Zebulon Teen, spoke about her STEM community service project.

CONSENT

A. Minutes

Commissioner Baxter made a motion, second by Commissioner Harrison to approve the March 4, 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 April 1, 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 Wake County tax report for March 2024. There was no discussion and the motion passed unanimously.

Commissioner Baxter made a motion, second by Commissioner Harrison to approve Resolution 2024-25 – FY 2025 Appointment of Tax Collector. There was no discussion and the motion passed unanimously.

Commissioner Baxter made a motion, second by Commissioner Harrison to approve 2024-48 Budget Amendment Request – Contract Services IT. There was no discussion and the motion passed unanimously.

PUBLIC HEARING

A. FY '25 Budget

Joe Moore reviewed the statutory requirements of adopting the budget, the budget schedule and process, and budget message. The goals and features of the budget were based upon the strategic plan and implementation plans. It was explained how the budget met the focus areas of vibrant downtown, small town life and growing smart that were outlined in the strategic plan.

The demand for service had increased and new positions were requested including two Police Watch Commanders, Police Detective, three Firefighters, a Fire Administrative Assistant, Public Works Project Manager, Public Works Stormwater Manager, Transportation Planner II, Parks and Recreation Program Coordinator, Parks and Recreation Parks Maintenance Technician, Parks and Recreation Facility Maintenance Technician, Budget Analyst, Part-time Administrative Assistant for the Governing Board.

There was a diagram shown to reflect the market conditions for recruitment. Joe Moore gave an example of the four vacant police positions. The Police Chief had suggested raising the starting salary for the police positions up to \$52,500, however the increase introduced problems within the organization. The salary compression issue was explained in detail and the adjustment that would need to be made if the starting salaries were raised to \$52,500. The Directors and other departments would also be affected by the increase and would increase compression significantly. A graph showing the market conditions for directors was shown. With the Police salary increase it would cause a Police Captain to make more than a majority of the Directors.

The FY '25 budgeted included a solution to the issue and gave time to perform a comprehensive market study to fully address the compensation issues. All employees would receive a 3% increase to allow other positions time to provide career ladder moves and give greater separation.

Examples from the Planning Department showed the recruitment and retention issues within the department. The small-town life goals, hurdles and budget features were explained.

Joe Moore spoke about the differences in the FY'25 proposed budget and FY'25 proposed budget. The property tax rate remained the same. There was an increase in the operating and capital budgets causing expenditures to be \$28.5M. The new debt service was \$0. The revenue-neutral tax rate was explained in detail. Staff recommended a tax rate of 57.5¢ in the FY'25 budget. The rate would help focus on the Town's Strategic Goals and projects, support citizens needs and support employees to meet citizens' needs.

Staff spoke about the Town's fund balance. The total fund balance was \$23,499,603. Of that total \$10,310,700 was unassigned fund balance. There was information given about how the bond rating was determined. The Town ranked strong/very strong with credit trends but was ranked weak with economy/tax base since there was not a diverse housing product. GSK represented \$1,677,000 in personal property tax and BB&T represented \$1,237,000 in personal property tax.

Mayor York stated there would be a 10-minute recess.

The meeting reconvened at 7:48pm.

Commissioner Baxter asked Joe Moore to explain how the tax base has changed through the years with the breakdown of businesses vs houses changing the tax base. Joe Moore explained GSK and BB&T were not the majority of the tax base but still made up 38% of the tax base.

The items the Board introduced for the FY '25 budget included a splash pad at Whitley Park. It was explained the park was a 4.8-acre neighborhood park and the splash pad would cost approximately \$1.4M. A concept plan would need to be performed to provide a more accurate estimate and to determine if Whitley Park was the best park for the amenity.

Another added item was installing bathrooms at Gill Street Park. There was already \$30,000 included in the FY '25 budget to perform site planning and community engagement. The bathroom project would cost an estimated \$500,000 to start design and assessment. The initial soil assessments came back with elevated lead counts that exceeded the EPA's residential lead requirements. The Town had soil sampling done on the entire site with results showing lead counts above EPA standards on the west and north side of the property. The costs would be dependent upon contaminants being cordoned off, capped, or removed and replaced.

Dugout shades at Zebulon Community Park were added by the Board. Options from staff included raising the fence and applying custom screenings. The cost would be approximately \$30,000.

The Board expressed interest in raising the starting salary for the Police Department with a 15% increase to \$52,500. The increase would cause ramifications in all departments and would cost \$650,000. Adding an additional police officer would be \$105,000 with benefits and equipment.

The additions would cause expenditures to rise to \$31.3, the operating and previous debt service to be \$19.6M and capital to be \$11.6M. The property tax rate would increase to a little over 3¢. If all the changes were made it would cause the fund balance to drop below the 30% floor.

Mayor York asked the Vikings to come to the podium to speak.

VIKINGS PRESENTATION

Udo Jones, Vice President of Zebulon Vikings, spoke about how the program started, details about the program and asked for funding from the Board. Commissioner Baxter asked Mr. Jones to email the Board the total number of kids on the team who are from Zebulon.

Sam Bulston, Vikings Board member and coach, thanked the Board for their time and the opportunity to lead youth in Zebulon.

Commissioner Harrison asked if the Vikings were part of the Cougar organization. Mr. Jones stated the Cougars were no longer an organization and spoke about tying in the history and legacy of the Cougars. There were currently 70 kids registered in the program. Commissioner Harrison asked if the organization was a 501(c)(3) and Mr. Jones explained they had been identified by the IRS as a 501(c)(3).

FY '25 BUDGET PUBLIC HEARING

Mayor York opened the public hearing.

Mayor York asked if there was anyone who wished to speak in favor. There were none.

Mayor York asked if there was anyone who wished to speak in opposition.

Nicholas Walton spoke in opposition to spending impact fees for the intersection improvement at Shepard School Road, Old Bunn Road and Proctor Street. There were no pedestrian crossings and explained it would not solve traffic issues.

Mayor York asked if there was anyone who wished to speak neither for nor against.

Dr. Crohan expressed concerns about increasing taxes or adding a bond.

Scott Carpenter stated the Board should give the Zebulon Police Department what they need with an increase in salary.

Gregory Selix stated his priority was the park system and was for the splash pad but did not like the investment for the bathrooms at Gill Street without the lead issue being addressed. Mr. Selix stated all the departments needed more funding and hopefully with more business coming in the salary issues could be addressed.

Ayanna Glaize wanted to see investments in public transportation, public event spaces, green connectivity, infrastructure, stormwater drainage system and downtown. Ms. Glaize also wanted to see more mixed zoning use in Town, a truck stop, efforts to clean Gill Street Park to ensure it is safe and staff salaries to be addressed for Town staff.

Barkeiya Ormond encouraged the Board to perform a salary study to invest in current employees.

Milton Robinson spoke about investing in the youth.

Lisa Markland read comments from Cindy Mallard thanking staff for their work and was happy to see transportation as a priority in the budget.

Lisa Markland read comments from Jonathan Segaski who supported park and greenway expansion.

Commissioner Baxter thanked everyone who came to the meeting and thanked those who spoke.

Mayor York closed the public hearing.

NEW BUSINESS

A. Budget

i. Budget 2024-2025 (Ordinance 2024-48)

Joe Moore stated the Board completed all statutory requirements and staff recommended the recommended budget.

Commissioner Baxter stated the Board heard a lot at the meeting and had not fully hashed out all the details from the last work session. More time to further review the budget was requested by Commissioner Baxter.

Commissioner Baxter made a motion, second by Commissioner Harrison to table Ordinance 2024-48 to the June 11, 2024 work session. There was no discussion and the motion passed unanimously.

B. Parks and Recreation

i. Sustainability

a. Ordinance 2024-49

The Board expressed a desire to join Bee City USA and spoke about what a Sustainability Board would address. Initially the Parks and Recreation Advisory Board will act as the Sustainability Board until one is established.

Commissioner Baxter explained she liked the Parks and Recreation Advisory Board acting temporarily as the Sustainability Board and thanked staff for their work.

Commissioner Baxter made a motion, second by Commissioner Clark to approve Ordinance 2024-49. There was no discussion and the motion passed unanimously.

b. Resolution 2024-26

Commissioner Harrison made a motion, second by Commissioner Baxter to approve Resolution 2024-26 There was no discussion and the motion passed unanimously.

ii. Street Closure – Back to School Event – Resolution 2024-27

Sheila Long stated the Town was approached by Mt. Zion Holy Church to hold a Back-to-School event in the Gill Street area. Staff proposed closing Gill Street from E. Stronach to Cemetery Road on August 3 to hold the event.

Commissioner Baxter asked what he estimated costs would be. Staff stated this event was new and still in the planning process with Mt. Zion. It was also asked if the church would allow attendees to use their restroom. Sheila Long stated she would ask the church if their restrooms would be available.

Commissioner Miles made a motion, second by Commissioner Harrison to approve Resolution 2024-27.

Commissioner Baxter asked staff to come back before the Board with the fiscal analysis and if the church agreed to use of their restroom facilities for the event.

There was no further discussion and the motion passed unanimously.

Mayor York stated there would be a five-minute recess.

The meeting reconvened at 9:07pm.

C. Administration

i. Board Appointments

Mayor York stated the application for David Hughes did not make it to the packets and needed to be added.

The applications submitted were:

Planning Board – one ETJ vacancy

- Laura Johnson
- David Hughes

Parks and Recreation Advisory Board – two vacancies

- Garrett Underhill

Board of Adjustment – three in-Town, one ETJ, one ETJ alternate vacancy

- Dr. Crohan – in-Town

Commissioner Miles stated he knew of people in the ETJ who submitted applications but did not see their names listed. Lisa Markland explained there were some applications received who did not live within the ETJ and were notified.

David Hughes, Garrett Underhill and Dr. Crohan spoke about their reasons for wanting to serve on an appointed board.

There was discussion about Planning Board applications. Lisa Markland explained she would review all the applications received to ensure those that were left out were not located in Town or within the ETJ.

Commissioner Clark made a motion, second by Commissioner Harrison to appoint David Hughes to the Planning Board as an in-town member. There was no discussion and the motion failed with a vote 2 to 3 with Commissioners Clark and Harrison voting in favor and Commissioners Baxter, Miles and Davis voting in opposition.

Commissioner Baxter made a motion, second by Commissioner Davis to instruct staff to bring forward any eligible Planning Board applications at the June 11, 2024 meeting. There was no discussion and the motion passed 3 to 2 with Commissioners Baxter, Miles and Davis voting in favor and Commissioners Clark and Harrison voting in opposition.

Commissioner Baxter made a motion, second by Commissioner Clark to re-appoint Garrett Underhill to the Parks and Recreation Advisory Board. There was no discussion and the motion passed unanimously.

Commissioner Baxter made a motion, second by Commissioner Miles to appoint Dr. Crohan as an in-Town member to the Board of Adjustment. There was no discussion and the motion passed unanimously.

Commissioner Harrison suggested moving Scott Carpenter from an in-Town alternate to an in-Town regular position on the Board of Adjustment. Commissioner Baxter asked if the Town was legally required to have alternates on the Board of Adjustment. Michael Clark stated 160D required regular and alternate members to serve on the Board of Adjustment.

Scott Carpenter stated he wanted to be a regular member on the Board of Adjustment.

Commissioner Harrison made a motion, second by Commissioner Clark to appoint Scott Carpenter as a regular in-Town regular member on the Board of Adjustment. There was no discussion and the motion passed unanimously.

ii. Bond Order – Resolution 2024-29

Bobby Fitts introduced Ashley Anderson from Sands Anderson. Ms. Anderson spoke about the next steps and process for the bond order.

Commissioner Harrison made a motion, second by Commissioner Clark to acknowledge the bond order that was presented on June 3, 2024. There was no discussion and the motion passed unanimously.

Commissioner Miles made a motion, second by Commissioner Baxter to approve Resolution 2024-29 to set a Public Hearing on the Bond Order for June 18, 2024 at 6:00pm. There was no discussion and the motion passed unanimously.

iii. Budget Amendment Request – Contract Services IT – Ordinance 2024-47

Commissioner Baxter asked for an understanding of the request. Lisa Markland explained it was a transfer to cover the IT services for the rest of the year.

Commissioner Baxter made a motion, second by Commissioner Miles to approve Ordinance 2024-47. There was no discussion and the motion passed unanimously.

BOARD COMMENTS

Commissioner Davis congratulated all graduates and wished all dads a Happy Father's Day.

Commissioner Clark stated it was a great turnout and thanked all those who attended the meeting.

Commissioner Harrison stated in November the Board will attend the City Summit for the National League of Cities and the Town was able to take two young people to attend the Summit with the Board. Staff was asked to bring back information about the youth council and ways to identify the two young people to attend.

Commissioner Baxter stated it would be best to discuss and get a fiscal analysis on the youth's participation at the City Summit. Commissioner Harrison stated more information was forthcoming.

Commissioner Baxter spoke about the upcoming Juneteenth Celebration and spoke about going before the Wake County Commissioners to ask for help to build a youth center to help engage youth.

Commissioner Miles thanked those who came to the meeting.

Mayor York stated Chris Tuggle, the Director of the Boys and Girls Club, last day will be June 21, 2024.

MANAGER'S REPORT

Michael Clark gave a monthly development update.

Bobby Fitts reported the following budget transfers:

Finance:

Moved \$2,000 from Insurance & Bonds to Contract Services- Wake Co. Tax Collections;
Moved \$10,000 to Retiree Insurance - \$2,100 from Salaries, \$3,100 from Group Insurance,
\$4,100 from Printing/Copying, and \$700 from Professional Services

Property & Project Management:

Moved \$2,000 to Public Works Maintenance Shop Roof from Parks & Rec Maintenance Building Roof;
Moved \$10,000 to Police Station HVAC - \$4,500 from Generator, \$1,190 from Light Tower, \$610 from Mowers and \$3,700 from Parks & Rec Maintenance Building Roof;
Moved \$10,000 from Salaries - \$3,000 to ZCC/Maintenance Building Maintenance, \$2,000 to ZMC Maintenance and \$5,000 to Buildings & Grounds Maintenance.

Operations:

Moved \$2,500 from Part-time Salaries to Salaries (Overtime)

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

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

Board of Commissioners
Minutes
June 3, 2024

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

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

Adopted this the 4th day of November 2024.

Glenn L. York—Mayor

SEAL

Lisa M. Markland, CMC—Town Clerk

Zebulon Board of Commissioners
Emergency Called Meeting
Minutes
June 4, 2024

Present: Mayor Glenn York, Beverly Clark, Jessica Harrison, Quentin Miles, Shannon Baxter, Amber Davis, , Chris Ray-Public Works, Lisa Markland-Human Resources, Michael Clark-Planning, Chris Perry-Fire, Jacqui Boykin-Police, Bobby Fitts-Finance, Kaleb Harmon-Communications, Eric Vernon-Attorney

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

CONTRACT DISCUSSIONS

Commissioner Clark had concerns about the process the Board used to identify the proposed Town Manager, when the Board met with him and why it was not shared with the entire Board.

Commissioner Baxter stated she had not met with the applicant in person and that Commissioner Clark should be familiar with the process done with the North Carolina League of Municipalities.

Commissioner Baxter had concerns about the indemnification. Commissioner Miles stated the Board did not have the agreement.

Mayor York stated there would be a five-minute recess for staff to make copies of the agreement.

The meeting reconvened at 6:06pm.

Commissioner Baxter stated she wanted to make sure the pre-audit certificate could be signed knowing there was an indemnification clause in the contract. Eric Vernon explained he would prefer to eliminate the indemnification clause since it was an open-ended obligation.

Taiwo Jaiyeoba stated he would like to have the company review the indemnification clause to make sure they were comfortable removing that section of the agreement. Eric Vernon asked the Board for permission to review the agreement with Mr. Jaiyeoba so they were able to come to an agreement on the language.

Mayor York stated her would be a ten-minute recess.

The meeting reconvened at 6:23pm.

APPOINTMENT OF INTERIM TOWN MANAGER

Eric Vernon read the changes made to the agreement into the record.

Section 6 of the agreement now read:

“To the fullest extent permitted by law and except as specifically limited by Town Ordinances, the Town shall defend, save harmless and indemnify the Manager against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of the Manager's duties, and shall obtain and keep in full force and effect liability insurance, in such amounts as the Town deems reasonable;

provided that this section shall not be construed as creating any right, cause of action, or claim of waiver or estoppels for or on behalf of any third party, nor shall it be construed as a waiver or modification of the availability of the defense of governmental immunity or any other legal defense available to either the Town or the Manager as to any third party; and provided further that the Town shall not indemnify or hold harmless the Manager from and with respect to any claim or liability for which the conduct of the Manager is found by the courts to have been outside the course and scope of employment or his official capacity as Interim Town Manager, grossly negligent or intentionally wrongful. The Town may compromise and settle any such claim or suit, and will pay the amount of any settlement reached or judgment rendered on such claim or suit, for which the Town has a duty to defend, save harmless and indemnify the Manager hereunder as hereinbefore more specifically provided. This indemnification shall extend beyond and survive the termination of employment and the expiration of this Agreement, for a period of not more than 12 months after date of termination of employment.”

Taiwo Jaiyeoba stated he was in agreement with the changes.

Commissioner Baxter made a motion to approve the agreement for employment between the Town of Zebulon and Taiwo Jaiyeoba as amended.

Eric Vernon asked if the Board was acceptable to the term of the agreement. The initial term was until July 1, 2024. Taiwo Jaiyeoba stated he would like to keep the term and the agreement was between City Development Advisors.

Commissioner Baxter amended her motion to approve the agreement for employment between the Town of Zebulon and City Development Advisors as amended. Commissioner Davis seconded the motion. There was no discussion and the motion passed unanimously.

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

Adopted this the 4th day of November 2024.

Glenn L. York—Mayor

SEAL

Lisa M. Markland, CMC—Town Clerk

Zebulon Board of Commissioners
Work Session
Minutes
June 11, 2024

Present: Mayor Glenn York, Jessica Harrison, Quentin Miles, Beverly Clark, Shannon Baxter, Amber Davis, Taiwo Jaiyeoba-Interim Town Manager, Lisa Markland-Town Clerk, Chris Ray-Public Works, Bobby Fitts-Finance, Jacqui Boykin-Police, Michael Clark-Planning, Sheila Long-Parks and Recreation, Kaleb Harmon-Communications, Shannon Johnson-Economic Development, Eric Vernon-Attorney

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

Mayor York asked to add a closed session to the agenda as allowed by GS § 143-318.11 (a)(3) – for the purpose to consult with the Town Attorney.

APPROVAL OF AGENDA

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

BOARD APPOINTMENTS

Lisa Markland stated there was an ETJ vacancy on the Planning Board. The Town received five applications of which David Hughes and Laura Johnson were eligible.

Commissioner Clark made a motion, second by Commissioner Harrison to appoint David Hughes to the Planning Board as an ETJ member. The motion failed with a vote 2 to 3 with Commissioners Clark and Harrison voting in favor and Commissioners Baxter, Miles and Davis voting in opposition.

Commissioner Baxter made a motion, second by Commissioner Davis to appoint Laura Johnson to the Planning Board as an ETJ member. The motion was passed with a vote 3 to 2 with Commissioners Baxter, Miles and Davis voting in favor and Commissioners Harrison and Clark voting in opposition.

CAMPO PRESENTATION

Michael Clark introduced Shelby Powell, Deputy Director with CAMPO who gave a presentation on the Wake Transit Plan Update and what it would look like with the future of the program. There had been \$200 million invested since 2017 with \$350 million to be spent in the next few years. Some of those major projects included New Bern bus rapid transit (BRT), design southern BRT, design western BRT, GoRaleigh/GoWake access ADA maintenance facility and call center, Cary multi-modal center and RUS bus. The Wake Transit Plan consisted of four big moves connecting regionally, connecting all Wake County communities, creating frequent, reliable, urban mobility and enhancing access to transit.

Specific improvements for Zebulon were detailed including ZWX improvements and GoWake Access SmartRide. Ms. Powell spoke about the public outreach included in the plan.

FY '25 BUDGET

Taiwo Jaiyeoba spoke about the budget timeline and details. The Town was significantly growing and could increase to 22,000 residents in seven to ten years. Mr. Jaiyeoba spoke about the importance of the Town remaining competitive and the need to increase staff's salaries. The current tax rate would fund all new positions, increase police starting salaries, provide a 10% salary increase for all employees, fund a splash pad at Whitley Park, bathrooms at Gill Street Park, and dug out shade at Zebulon Community Park.

Commissioner Baxter stated she asked the Police Department, Fire Department and Public Works to provide numbers to be able to solve the hiring and pay compression issue. Commissioner Baxter wanted to address the issues without adding in any tax rate increase. It was suggested to lower the Town Hall and Police Department reorganization study and remove the \$90,000 Community Park bridge replacement. Commissioner Baxter stated she would rather see the pay increases be made in the Police, Fire and Public Works Departments with a smaller increase of 2% to 3% to the remainder of the departments.

Commissioner Davis stated she also wanted to raise salaries in the Police, Fire and Public Works Departments and to consider using some funds toward a youth or senior center. Commissioner Baxter explained that municipalities typically rely on help from county commissioners to help fund those types of centers and would like to see a request go to the Wake County Commissioners. There was discussion about funding a study for what a teen or senior center would look like and cost.

Taiwo Jaiyeoba reminded the Board that the proposed budget expanded youth programming and transitioning the Community Center to be more available. Commissioner Harrison added that the Parks and Recreation Master Plan included a multi-purpose facility and an expansion of programs which could be directed toward teens and seniors.

Sheila Long explained they were looking at ways to engage teens and what other departments were successfully implementing. The proposed budget included part-time funding to help with civic group coordination and to help establish the youth group advisory board.

Commissioner Baxter asked to set aside a \$20,000 placeholder for bringing back a Christmas parade. Also, it was suggested setting aside funds to fix issues on the Town's website.

Commissioner Harrison encouraged the Board to be equitable and inclusive when determining staff salary adjustments. Taiwo Jaiyeoba added there was only one cost of living adjustment for employees since 1996. There were details given about what other municipalities were doing for cost-of-living adjustments.

Commissioner Miles stated he was not putting some employees over others, but issues needed to be intentionally addressed and to look at staff across the board. Commissioner Baxter stated an

accountant would not pull someone out of a burning vehicle, but the Police and Fire Departments were doing that work. Office workers do not jeopardize their lives at work. Commissioner Baxter explained she wanted to get everyone where they needed to be, but this proposed budget did not account for that.

There was discussion about having another meeting about the budget. There was consensus about having a budget discussion at the June 18, 2024 public hearing.

Commissioner Clark wanted to see the costs to bring all staff's salary to where it needed to be. There was discussion about staff increases. Bobby Fitts stated a 10% increase for all staff would be \$650,000. The increase would make positions more competitive. Staff would bring back the options for the Board to address salary issues with and without raising the tax rate.

Commissioner Baxter made a motion, second by Commissioner Harrison to add a work session to the June 18, 2024 meeting. There was no discussion and the motion passed unanimously.

CLOSED SESSION

Mayor York stated the Board would go into Closed Session as allowed by GS § 143-318.11 (a)(3) – for the purpose to consult with the Town Attorney.

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

Adopted this the 4th day of November 2024.

Glenn L. York—Mayor

SEAL

Lisa M. Markland, CMC—Town Clerk

Zebulon Board of Commissioners
Special Called Meeting
Minutes
September 4, 2024

Present: Mayor Glenn York, Beverly Clark, Quentin Miles, Shannon Baxter, Amber Davis, Taiwo Jaiyeoba-Interim Town Manager, Chris Ray-Interim Assistant Town Manager, Stacie Paratore-Human Resources, Bob Grossman-Police, Bobby Fitts-Finance, Kaleb Harmon-Communications Sam Slater-Attorney

Absent-Jessica Harrison

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

Mayor York asked to remove Resolution 2025-02 from the agenda and asked the Town Attorney to provide an explanation. Sam Slater spoke about how a separate resolution was not necessary and the delegate authority was provided in the contract extension.

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

CONTRACT

A. Interim Town Manager Contract

Commissioner Baxter made a motion, second by Commissioner Davis to table the discussion to the September 9 meeting.

Commissioner Davis asked if that would give a time for the group to come together to discuss the contract. Commissioner Baxter stated that discussion would include the Town Manager contact and attributes on September 9.

There was no further discussion and the motion passed with a vote 3 to 1 with Commissioners Baxter, Miles and Davis voting in favor and Commissioner Clark voting in opposition.

TOWN MANAGER ATTRIBUTES DISCUSSION

Taiwo Jaiyeoba stated Commissioner Davis stated the Board had not had an opportunity to discuss the attributes that were compiled from the recruiters meeting with the Board of Commissioners and Directors and asked for a time for open dialogue.

Commissioner Davis stated she thought the discussion would be better in an informal setting like a work session.

Commissioner Clark explained the Board knew the matter would be discussed at tonight's meeting.

Mayor York stated moving the discussion to the work session would delay the process even further.

Taiwo Jaiyeoba explained at the Board's last meeting they asked for a meeting and that is why the special called meeting was called to hold the conversation about the Town Manager attributes.

Board of Commissioners
Minutes
September 4, 2024

Commissioner Baxter reviewed the list of desired attributes from the Commissioners and Directors that was compiled from the recruiter from Polihire.

Commissioner Baxter made a motion, second by Commissioner Davis to bring the Town Manager attributes discussion to the September 9, 2024 meeting.

Mayor York stated he and Commissioner Harrison were unable to attend the September 19, 2024 work session.

There was no further discussion and the motion passed with a vote 3 to 1 with Commissioners Baxter, Miles and Davis voting in favor and Commissioner Clark voting in opposition.

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

Adopted this the 4th day of November 2024.

Glenn L. York—Mayor

SEAL

Lisa M. Markland, CMC—Town Clerk



Board of Commissioners
P.O. Box 550 • Raleigh, NC 27602

TEL 919 856 6180
FAX 919 856 5699

SHINICA THOMAS, CHAIR
SUSAN EVANS, VICE-CHAIR
VICKIE ADAMSON
MATT CALABRIA
DON MIAL
CHERYL STALLINGS
TARA WATERS

October 8, 2024

Ms. Lisa Markland
Town Clerk
Town of Zebulon
1003 North Arendell Avenue
Zebulon, North Carolina 27597

Dear Ms. Markland:

The Wake County Board of Commissioners, in regular session on October 7, 2024, approved and accepted the enclosed tax report for the Town of Zebulon.

The attached adopted actions are submitted for your review; no local board action is required.

Sincerely,

A handwritten signature in black ink, appearing to read "Yvonne Gilyard".

Yvonne Gilyard
Clerk to the Board
Wake County Board of Commissioners

Enclosure(s)



Wake County Tax Administration

Rebate Details
08/01/2024 - 08/31/2024

DATE

09/04/2024

TIME

9:35:06 PM

PAGE

1

ZEBULON

REBATE NUMBER	PROPERTY	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	BILLING FOR	OWNER
BUSINESS REAL ESTATE ACCOUNTS										
889311	429.37	0.00	0.00	0.00	429.37	08/15/2024	0000082511	2024	2024 000000	LNP INC
891132	1,642.82	0.00	0.00	0.00	1,642.82	08/29/2024	0000357255	2024	2024 000000	SANDERSON VENTURES LLC
890658	91.44	0.00	0.00	0.00	91.44	08/26/2024	0000355958	2024	2024 000000	SFR JV-2 2023-1 BORROWER LLC
888970	1,027.37	0.00	0.00	0.00	1,027.37	08/13/2024	0000010153	2024	2024 000000	PARISH REALTY CO OF ZEBULON INC
888976	1,827.40	0.00	0.00	0.00	1,827.40	08/13/2024	0000042861	2024	2024 000000	LITTLE RIVER INVESTMENTS INC
889292	1,016.26	0.00	0.00	0.00	1,016.26	08/23/2024	0000496784	2024	2024 000000	JOYNER, ANDRE MAURICE
889683	428.42	0.00	0.00	0.00	428.42	08/20/2024	0000255055	2024	2024 000000	SOUTHLAND BUILDERS INC
890417	290.59	0.00	0.00	0.00	290.59	08/23/2024	0000022956	2024	2024 000000	208 N ARENDELL AVE LLC
890585	5,437.41	0.00	0.00	0.00	5,437.41	08/26/2024	0000053208	2024	2024 000000	THE CARRINGTON APARTMENTS LP

SUBTOTALS FOR BUSINESS REAL ESTATE ACCOUNTS	12,191.08	0.00	0.00	0.00	12,191.08	9	Properties Rebated
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INDIVIDUAL REAL ESTATE ACCOUNTS											
891289	91.72	0.00	0.00	0.00	91.72	08/30/2024	0000356019	2024	2024	000000	TAYLOR, TAMMIE MICHELLE
889139	585.86	0.00	0.00	0.00	585.86	08/23/2024	0000069775	2024	2024	000000	GAY, NANCY B

SUBTOTALS FOR INDIVIDUAL REAL ESTATE ACCOUNTS	677.58	0.00	0.00	0.00	677.58	2	Properties Rebated
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Wake County Tax Administration

Rebate Details
08/01/2024 - 08/31/2024

DATE

09/04/2024

TIME

9:35:06 PM

PAGE

2

ZEBULON

REBATE NUMBER	PROPERTY	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	BILLING YEAR	OWNER
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WILDLIFE BOAT
ACCOUNTS

888229	89.29	0.00	0.00	0.00	89.29	08/13/2024	0004205607	2024	2024	JENKINS, STEVEN VANCE
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SUBTOTALS FOR WILDLIFE BOAT ACCOUNTS	89.29	0.00	0.00	0.00	89.29	1	Properties Rebated
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TOTAL REBATED FOR ZEBULON	12,957.95	0.00	0.00	0.00	12,957.95	12	Properties Rebated for City
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Wake County Tax Administration

Rebate Details
08/01/2024 - 08/31/2024

ZEBULON

DATE 09/04/2024
TIME 9:35:06 PM
PAGE 1

REBATE NUMBER	PROPERTY	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	BILLING YEAR	OWNER
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Grand Total:	326,581.31	720.00	123.97	0.00	327,425.28			346	Properties Rebated for All Cities	
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STAFF REPORT
REVIEW OFFICER APPOINTMENTS
RESOLUTION 2025-06
NOVEMBER 4, 2024

Topic: Review Officer Appointments
Speaker: Lisa Markland, HR Director
Prepared by: Lisa Markland, HR Director
Approved by: Taiwo Jaiyeoba, Interim Town Manager

Executive Summary:

The Zebulon Board of Commissioners will consider appointment of Review Officers.

Background:

State law establishes procedures for recording maps and plats. Specifically, allowing the transfer of plat review, to determine whether they meet recording requirements, from the Register of Deeds to a Review Officer.

The Town of Zebulon may appoint Review Officers for consideration by the Wake County Board of Commissioners as a means to ensure an expeditious review of all maps and plats before they are presented to the Wake County Register of Deeds for recording.

Staff changes have revealed the need to update the current list of Review Officers appointed by the Town of Zebulon.

Discussion:

The discussion before the Zebulon Board of Commissioners is whether to remove the Review Officers identified by the attached Resolution; and whether to add Matthew Lower as Review Officers

Policy Analysis:

Amending the Town of Zebulon's Review Officers is a tactical action consistent with Zebulon 2030's Growing Smart focus area to "plan for the growth with appropriate staffing and service levels to address land use and transportation concerns"

Fiscal Analysis:

A fuller, and updated, list of Review Officers will ensure an expeditious review of all maps and plats before they are presented to the Wake County Register of Deeds for recording.

Staff Recommendation:

Staff recommends updating the Town's Review Officers by adopting the attached Resolution.

Attachment(s):

1. Resolution 2025-06

RESOLUTION 2025-06
RESOLUTION APPOINTING REVIEW OFFICERS

WHEREAS, State Law 1997-309 establishes procedures for recording maps and plats;

WHEREAS, the main purpose of the law is to transfer the responsibility for reviewing plats to determine whether they meet recording requirements from the Register of Deeds to a Review Officer;

WHEREAS, NC GS 47-30.2 requires the Board of County Commissioners in each County, by resolution, to appoint a person to serve as a Review Officer to review each plat before it is recorded and certify that it meets the statutory requirements for recording;

WHEREAS, it is the desire of the Town of Zebulon to ensure an expeditious review of all maps and plats as required by NC GS 47-30.2 before they are presented to the Wake County Register of Deeds for recording.

NOW THEREFORE, BE IT RESOLVED, that the following people in the Town of Zebulon employment are hereby appointed to perform all responsibilities as required for Review Officers under the appropriate North Carolina General Statutes for all plats and maps within the Town of Zebulon's jurisdiction.

- | | |
|----------------------|-------------------|
| 1. Matthew Lower | Planning Director |
| 2. Catherine Farrell | Planner II |

BE IT FURTHER RESOLVED that the following people are no longer designated to serve as the Review Officer for all lands within the municipal and extraterritorial jurisdiction of the Town of Zebulon.

1. Chris Ray

BE IT FURTHER RESOLVED that a copy of the Wake County Resolution designating the Review Officers be forwarded to the Wake County Register of Deeds Office.

Adopted this 4th day of November 2024.

Glenn L. York—Mayor

SEAL

Lisa M. Markland, CMC—Town Clerk

STAFF REPORT
ORDINANCE 2025-07
PLANNED DEVELOPMENT 2024-02
901 MACK TODD RD
NOVEMBER 4, 2024

Topic: Ordinance 2025-07 - PD 2024-02 – 901 Mack Todd Rd
Speaker: Cate Farrell, Planner II
From: Cate Farrell, Planner II
Prepared by: Cate Farrell, Planner II
Approved by: Taiwo Jaiyeoba, Interim Town Manager

Executive Summary:

The Board of Commissioners will consider a Conditional Zoning Map Amendment for 901 Mack Todd Rd (PIN# 1795827060) This is a legislative case.

Background:

The Town received a Planned Development request from TMTLA Associates (Pam Porter) to develop 13 townhome units on 2.30 acres. The property is owned by Capital Properties of North Carolina LLC and is currently in the Town of Zebulon ETJ and zoned R4-C for the development of a Bungalow Court (Ordinance 2021-75, Attached).

Discussion:

The Board shall consider the following questions to determine whether the rezoning is consistent with the intent of the Unified Development Ordinance (Section 2.2.24.J):

1. Does the request advance public health, safety, or welfare?
2. Is the request appropriate for its proposed location, and consistent with the purposes, goals, objectives, and Town's policies?
3. Is the request reasonable and in the public interest?
4. Are there other factors which the Board of Commissioners determines relevant?
5. Is the proposed development better than what would otherwise be permitted under strict interpretation of the UDO 3.5.5?

Policy Analysis:

Grow Zebulon: Comprehensive Land Use Plan (Land Use Plan):

The Land Use Plan (adopted June 2021) designated this area "Suburban Residential". This designation allows a mixture of product types, with increased open space to preserve an overall suburban character and encourages moderate density with the inclusion of single family attached lots (Land Use and Development Page 13 & 14, Attached).

Suburban Residential characteristics include a greater focus on the home and less on driveways consuming a large percentage of the front lawn. These characteristics are preserved through alley-loaded townhomes.

Play Zebulon: Parks and Recreation Master Plan (Park Master Plan):

The Park Master Plan identifies a greenway at the rear property boundary. The applicant has proposed the addition of the greenway through the site.

STAFF REPORT
ORDINANCE 2025-07
PLANNED DEVELOPMENT 2024-02
901 MACK TODD RD
NOVEMBER 4, 2024

Unified Development Ordinance:

The UDO (Section 2.2.15) allows flexibility from some standards in exchange for a higher quality development more aggressively accomplishing other goals, such as amenities and diverse housing. The applicant proposes a unique rear loaded design townhome project with amenities appropriate for the proposed occupancy.

Financial Analysis:

When complete, this development will generate approximately \$26,000 per year in property tax revenue.

Planning Board Recommendation:

The Planning Board unanimously recommends approval for PD 2024-02 for 901 Mack Todd Rd finding that the standards of Section 2.2.24.J and Section 3.5.5 have been met and the request is consistent with the Comprehensive Land Use Plan.

Staff Recommendation:

Staff recommends approving Ordinance 2025-07 for 901 Mack Todd Rd (PD2024-02) as amended by the applicant, finding that the request is consistent with the Standards of Section 2.2.25.J and 3.5.5 of the UDO, the Grow Zebulon Comprehensive Transportation Plan, Play Zebulon Comprehensive Parks and Recreation Plan, and the Grow Zebulon Comprehensive Land Use Plan.

Attachments:

1. Application Material (Application, Neighborhood Meeting Packet, Site Plan, Utility allocation, and Traffic Letter)
2. Planned Development Narrative
3. Future Land Use and Character Map
4. Aerial Map
5. Zoning Map
6. Site Pictures
7. Public Hearing Notification Affidavit
8. Planned Development Standards (UDO Section 3.5.5)
9. Comprehensive Plan Excerpt
10. Ordinance 2025-07



APPLICATION FOR PLANNED DEVELOPMENT

PART 1. DESCRIPTION OF REQUEST/PROPERTY		
Street Address of the Property: 901 Mack Todd Road		Acreage: 2.30
Parcel Identification Number (NC PIN): 1795-82-7060	Deed Book: 17475	Deed Page(s): 0821
Existing Zoning of the Property: R4	Proposed Zoning of the Property: PD	
Existing Use of the Property: vacant	Proposed Use of the Property: single family attached	
Reason for rezoning to a Planned Unit Development: Rezoning to increase density from previous rezoning on this parcel.		

PART 2. APPLICANT/AGENT INFORMATION		
Name of Applicant/Agent: TMTLA Associates (Contact: Pam Porter)		
Street Address of Applicant/Agent: 5011 Southpark Drive, Ste. 200		
City: Durham	State: NC	Zip Code: 27713
Email of Applicant/Agent: pam@tmtla.com	Telephone Number of Applicant/Agent: 919-484-8880	Fax Number of Applicant/Agent: n/a
Are you the owner of the property? ☐ Yes ☒ No	Are you the owner's agent? ☒ Yes ☐ 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: Capital Properties of North Carolina LLC		
Street Address of Property Owner: 1540 Grand Willow Way		
City: Raleigh	State: NC	Zip Code: 27614
Email of Property Owner: cpncllc@gmail.com	Telephone Number of Property Owner: 919-779-9664	Fax Number of Property Owner: n/a
<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:  DocuSigned by: Michael Nedriga 24131E323DBE419...	Print Name: Michael Nedriga	Date: 1/24/2024
Signature of Owner:  DocuSigned by: Michael Nedriga 24131E323DBE419...	Print Name: Michael Nedriga	Date: 1/24/2024



APPLICATION FOR PLANNED DEVELOPMENT

LEGISLATIVE CONSIDERATIONS – PLANNED DEVELOPMENT

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 planned development 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 provide responses to the following standards as outlined in Section 2.2.15 of the Unified Development Ordinance.

1. Please provide details on how the proposed Planned Development advances the public health, safety, or welfare
Provide new housing to residents of Zebulon in close proximity to local shopping.
2. Please provide details on how the proposed Planned Development is appropriate for its proposed location, and is consistent with the purposes, goals, objectives, and policies of the Town's adopted policy guidance.
Proposed zoning and use will be in accordance with all zoning requirements and Town ordinances.
3. Please provide details on how the proposed Planned Development is reasonable and in the public interest.
This development will provide new housing within close proximity to local shopping, businesses, and professional facilities and services. The development is small and will not disrupt local traffic or adjacent property owners.
4. Please provide details on how the proposed Planned Unit Development provides for innovative land planning and site design concepts that support a high quality of life and achieve a high quality of development, environmental sensitivity, energy efficiency, and other Town goals and objectives.
This development will include high quality housing while protecting the environmentally sensitive land located in on site. This development will provide a much needed portion of the Corridor 8 greenway which will help connect residents to downtown Zebulon.
5. Please provide details on how the proposed planned unit development provides improved means of access, open space, and design amenities;
This development will include a variety of amenities to residents, plentiful open space, and also provide a section of the Corridor 8 greenway. Access to this small development will be via a shared access (no new public roads planned).



APPLICATION FOR PLANNED DEVELOPMENT

6. Please provide details on how the proposed Planned Unit Development provides a well-integrated mix of residential and nonresidential land uses in the same development, including a mix of housing types, lot sizes, and densities;

This development is not large enough to provide multiple housing types - but it does provide a pocket of single family attached housing which helps to diversify housing type.

7. Please provide details on how the proposed Planned Unit Development creates a system of incentives for redevelopment and infill in order to revitalize established areas;

This small development, only 2.30 acres, could be considered infill development. It will help to introduce a new housing type in a small (i.e. not overwhelming) development in an area where no other single family attached homes are located.

8. Please provide details on how the proposed Planned Unit Development promotes a vibrant public realm by placing increased emphasis on active ground floor uses, pedestrian-oriented building façade design, intensive use of sidewalks, and establishment of public gathering areas;

This development will front units on Mack Todd Road and open space - all units will be rear loaded. This will place units closer to the street and allow for residents to interact with each other on a pedestrian level. Various amenities to promote public gathering will be included.

9. Please provide details on how the proposed Planned Unit Development provides for efficient use of land resulting in smaller networks of utilities and streets and thereby lowering development and housing costs; and

Due to the presence of a stream buffer on this small site, this development is forced to cluster units around those environmentally sensitive areas. This lowers infrastructure cost as it forces the development to be efficient with design.

10. Please provide details on how the proposed Planned Unit Development provides quality design and environmentally sensitive development that respects surrounding established land use character and respects and takes advantage of a site's natural and man-made features, such as trees, estuaries, shorelines, special flood hazard area, and historic features.

The proposed development works around the existing environmentally sensitive areas located on this site. Nestled around the existing stream buffer, this development sees those environmentally sensitive areas as an asset to this development, providing an abundance of green space for residents to enjoy.

11. Other factors as the Board of Commissioners may determine to be relevant.



APPLICATION FOR PLANNED DEVELOPMENT

LEGISLATIVE CONSIDERATIONS – PLANNED DEVELOPMENT

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 planned development 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 provide responses to the following standards as outlined in Section 2.2.15 of the Unified Development Ordinance.

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APPLICATION FOR PLANNED DEVELOPMENT

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The proposed development works around the existing environmentally sensitive areas located on this site. Nestled around the existing stream buffer, this development sees those environmentally sensitive areas as an asset to this development, providing an abundance of green space for residents to enjoy.

11. Other factors as the Board of Commissioners may determine to be relevant.



APPLICATION FOR PLANNED DEVELOPMENT

OWNER'S CONSENT FORM

Name of Project: 901 Mack Todd Road Submittal Date: 2/1/2024

OWNER'S AUTHORIZATION

I hereby give CONSENT to TMTLA Associates (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.

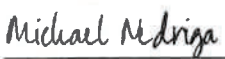
I hereby certify I have full knowledge the property I have an ownership interest in is the subject of this application. I acknowledge and agree that, pursuant to Section 2.2.15. of the Town of Zebulon Unified Development Ordinance, that lands subject to a Planned Development shall be subject to all the 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.

DocuSigned by:

 24131E323DBE419
 Michael Nedriga
 Signature of Owner Print Name Date
 1/24/2024

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.

DocuSigned by:

 24131E323DBE419
 Michael Nedriga
 Signature of Owner Print Name Date
 1/24/2024

*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.



APPLICATION FOR PLANNED DEVELOPMENT

CONCEPT PLAN REQUIREMENTS

Every applicant requesting Planned Development approval shall submit **8 copies and 1 pdf (e-mail or USB Drive)** of a concept plan drawing with the application for a Planned Development. The concept plan shall contain sufficient information to adequately determine the type of development being proposed. The concept plan drawing shall include, at a minimum, the following features unless otherwise specified by the Planning Department:

**CHECK IF
SUBMITTED**

ITEM

1.	Plot plan showing all existing and planned structures, building setback lines, perimeter boundaries, and easements.	<u>√</u>
2.	Elevation drawings of all buildings indicating the proposed exterior finish materials.	<u>√</u>
3.	Landscaping plan, lighting, fencing, screening, and walls, indicating all heights and locations.	<u>√</u>
4.	Location of all ingress and egress.	<u>√</u>
5.	Off-street parking and loading facilities, with calculations showing how the quantities were obtained.	<u>√</u>
6.	All pedestrian walks and open areas for use by residents, tenants, or the public.	<u>√</u>
7.	Proposed land uses indicating areas in square feet.	<u>√</u>
8.	The location and types of all signs, including lighting and heights, with elevation drawings.	<u>n/a</u>
9.	Existing and/or proposed street names.	<u>√</u>
10.	Proposed potable or reuse water, wastewater connections, and storm sewer line; proposed grading and drainage patterns; proposed water and sewer allocations.	<u>√</u>
11.	Such additional items and conditions, including design standards as the Planning Board and Board of Commissioners deems necessary.	<u>√</u>
12.	Trip generation data and TIA	<u>n/a</u>



APPLICATION FOR PLANNED DEVELOPMENT

PROPOSED USES

An application has been duly filed requesting that the property described in this application be rezoned from R4 _____ to PD _____. It is understood and acknowledged that if the property is rezoned as requested, the property described in this request will be perpetually bound to the use(s) authorized and subject to such conditions as imposed, unless subsequently changed or amended as provided for in the Unified Development Ordinance. It is further understood and acknowledged that final plans for any specific development to be made pursuant to any such Planned Development shall be submitted for site or subdivision plan approval. Use additional pages as needed.

The Rezoned Lands may be used for, and only for, the uses listed immediately below. The permitted uses are subject to the limitations and regulations stated in the Use Table and any additional limitations or regulations stated below. For convenience, some relevant sections of the Unified Development Ordinance may be referenced; such references do not imply that other sections of the Unified Development Ordinance do not apply.

1.	Single Family Attached and permitted accessory uses	25.	
2.		26.	
3.		27.	
4.		28.	
5.		29.	
6.		30.	
7.		31.	
8.		32.	
9.		33.	
10.		34.	
11.		35.	
12.		36.	
13.		37.	
14.		38.	
15.		39.	
16.		40.	
17.		41.	
18.		42.	
19.		43.	
20.		44.	
21.		45.	
22.		46.	
23.		47.	
24.		48.	



PROPOSED DEVELOPMENT CONDITIONS

The applicant hereby requests that the Zebulon Board of Commissioners, pursuant to Section 3.3.5 of the Unified Development Ordinance, approve the Proposed Planned Development with above listed use(s), subject to the following condition(s), requested deviations, and proposed alternative means of compliance. (Attach additional pages as needed)

1. Uses shall be limited to single family detached, single family attached, and permitted accessory uses.
2. Minimum single family attached unit shall be a minimum of 1,200 s.f.
3. Minimum driveway stem length shall be 20'.
4. Mack Todd Road – dedicate 5' of right of way. Build ½ of the ultimate 70' Right-of-Way section.
Roadway section will include 5' wide sidewalk for the full length of property.
5. This project shall not utilize mass grading.
6. Provide a 10' wide Type A buffer along PIN 1795-82-9159 where single family attached units are located adjacent to the shared property line as shown on concept plan.
7. Slab foundation shall be permitted.
8. Vinyl siding shall not be permitted but vinyl accents, such as windows, decorative trim, and other elements shall be permitted.
9. Developer shall provide easement for and construct the section of the Corridor 8 greenway that runs along the east side of the development.
10. Native trees shall be used for any street tree or buffer planting.

ADJACENT OWNERS

Provide a certified list of property owners subject to this application and all properties owners within 750-feet feet of the subject property, and any HOA Contacts for developments which fall within 750-feet of the subject property.

[illegible]

HOA CONTACTS

Development Name	Contact Person	Address
n/a		

901 Mack Todd Road - Parcels within 750'		
Parcel Address	REID	Owner
970 MACK TODD RD	0188800	CAVALLERO, DARIO L EHMANN, DONNA CAVALLERO
750 PONY RD	0051771	CROUSE, DONNA M BULLOCK
100 SHANNON DR	0118145	HOUSING AUTH COUNTY OF WAKE
941 MACK TODD RD	0001204	JAM MAR PROPERTIES LLC
608 W BARBEE ST	0054481	BROWN, LARRY G BROWN, MARY J
535 MACK TODD RD	0075388	JNCJ PROPERTIES LLC
600 PONY RD	0036416	CHANDAK, GOVIND CHANDAK, MADHU
721 MACK TODD RD	0089314	HERITAGE BAPTIST CHURCH INC
560 W BARBEE ST	0104806	GAY FAMILY LIMITED PARTNERSHIP II
601 PONY RD	0186160	SILVER SPRING HOUSING ASSOC LLC
600 MACK TODD RD	0085216	LNP INC
950 MACK TODD RD	0115949	HSSW
780 W BARBEE ST	0252242	HERNANDEZ, MARIA A
551 PONY RD	0076634	ZEBULON HEALTH HOLDINGS LLC
0 W BARBEE ST	0337278	SMITH, TODD L
704 W BARBEE ST	0068443	PERRY QUINN PROPERTIES INC
521 DUGGINS OAK DR	0190619	ZEBULON GREEN ASSOCIATES LIMITED PARTNERSHIP
901 MACK TODD RD	0077886	CAPITAL PARTNERS OF NORTH CAROLINA LLC
0 W BARBEE ST	0476110	TODD, JAMES THOMAS JR TRUSTEE HOLDEN, BRENDA TODD HEIRS
808 W BARBEE ST	0070909	TODD, JAMES THOMAS JR TRUSTEE HOLDEN, BRENDA TODD HEIRS
934 W BARBEE ST	0070905	HARRISON, MIRANDA TODD TRUSTEE TODD PROTECTION TRUST
0 W BARBEE ST	0476109	TODD, GLENN A TODD, VERA L
820 W BARBEE ST	0070906	TODD, GLENN A TODD, VERA L
705 PONY RD	0060530	MERITAGE HOMES OF THE CAROLINAS INC
700 PONY RD	0245658	700 PONY LLC
801 MACK TODD RD	0082911	HERITAGE BAPTIST CHURCH INC
804 W BARBEE ST	0070907	PREDDY, MARY ANN TODD

BOUNDARY & TOPGRAPHIC SURVEY

901 MACK TODD RD.
ZEBULON, NC

LITTLE RIVER TOWNSHIP
WAKE COUNTY, NC
FEBRUARY 11, 2021



NC GRID (NAD 83/2011)
SCALE: 1" = 80'

NOTES:

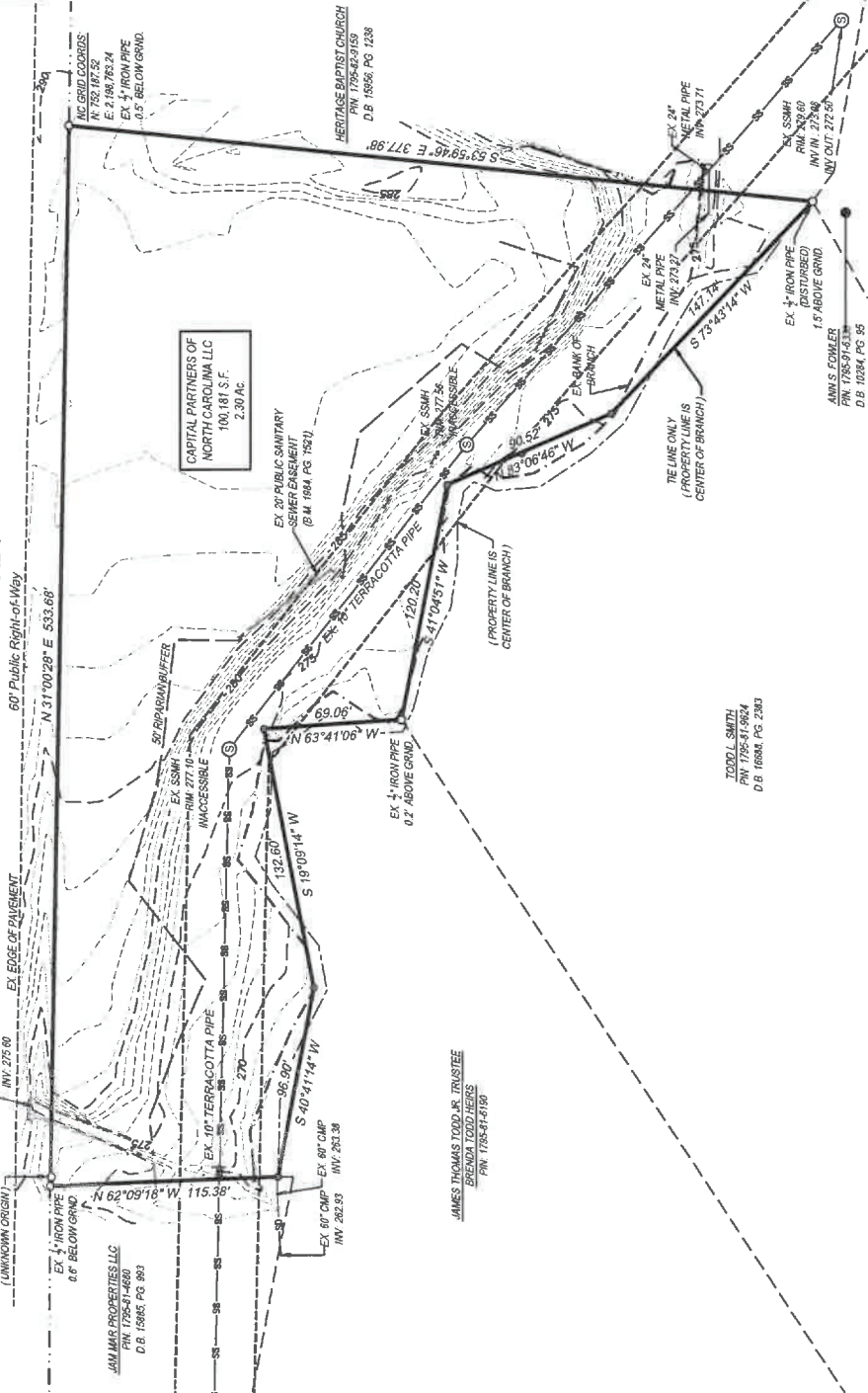
- 1) The basis of all easements, right-of-way's, property lines, buffers, setbacks and adjunctions, etc., referenced from Deed Book 18072, Page 2356, unless otherwise noted.
- 2) No investigation into the existence of jurisdictional wetlands or riparian buffers performed by this firm.
- 3) Surveyor has made no investigation or independent search for easements of record, encumbrances, restrictive covenants, ownership title evidence or any other facts that an accurate and current title search may disclose.
- 4) Field survey performed January 29 & February 1, 2021.
- 5) Vertical datum - NAVD 88.



I, Jeremy Taylor, certify that this plat was drawn under my supervision from an actual survey made under my supervision (deed and description recorded in Book referenced); that the boundaries not surveyed are indicated as drawn from information in Book referenced; that the ratio of precision or accuracy of the survey is as indicated; and that this map meets the requirements of The Standard of Practice for Land Surveying in North Carolina (21 NCAC 96.1600). This 2nd Day of August, 2019

**PRELIMINARY
FOR REVIEW
PURPOSES ONLY**

MACK TODD RD.



LEGEND:

- Ex. property corner
- Set property corner
- Calculated point
- Water Meter
- Sanitary Sewer Cleanout
- Power Pole
- Telephone Pedestal
- Cable Pedestal
- HVAC
- Wetland Flag
- Fire Hydrant
- Water Valve
- Fence
- Water
- Sanitary sewer pipe
- Storm drain pipe
- Overhead utility
- Book of Maps
- Deed Book
- Survey Feet
- Acres

Prepared by: Heyward G. Wall, PO Box 2282, Garner, NC 27529
Mail to: Grantee

STATE OF NORTH CAROLINA

Excise tax: \$ 242.00

COUNTY OF WAKE

Tax I.D. # 0077886

TRUSTEE'S DEED

THIS DEED is made on this the 20th day of November, 2023 between **Heyward Wall Law, P.A., Substitute Trustee**, Grantor, and **Capital Properties of North Carolina, LLC**, Grantee, whose address is 1540 Grand Willow Way, Raleigh, NC 27614.

WITNESSETH:

WHEREAS, Michael W. Nedriga is the beneficiary, owner and holder of the following certain real estate Deed of Trust given in trust to secure the indebtedness as described therein:

<u>GRANTORS</u>	<u>DATE RECORDED</u>	<u>BOOK</u>	<u>PAGE</u>
Capital Partners of North Carolina, LLC	September 15, 2020	18072	2359

WHEREAS, in said Deed of Trust, the Trustee was empowered, pursuant to the request of the Beneficiary of said Deed of Trust upon the breach of any of the covenants contained therein, to sell said property with all improvements thereon, rights, privileges and appurtenances thereunto belonging; and

WHEREAS, default having occurred by said Grantors, foreclosure was initiated in file number 23 SP 2752 and the Wake County Clerk of Superior Court having ordered a sale of the premises pursuant to the provisions of said Deed of Trust; and

WHEREAS, the Substitute Trustee, in the execution of the powers and duties conferred and imposed upon it in said Deed of Trust, did on October 19, 2023 offer for sale said property with all improvements thereon, rights, privileges and appurtenances thereunto belonging at

Submitted electronically by "Heyward Wall Law, P.A."
in compliance with North Carolina statutes governing recordable documents
and the terms of the submitter agreement with the Wake County Register of Deeds.

public auction at the Courthouse door in Raleigh, North Carolina, to the highest bidder for cash, at which sale the noteholder made the highest and final bid of \$121,000.00; said bid was held open for the statutory period of ten (10) days without upset bid and said noteholder subsequently assigned his rights to the winning bid to Grantee who complied with the terms of said sale; and

NOW, THEREFORE, in consideration of the premises and the sum of \$121,000.00, the receipt of which is hereby acknowledged, said Grantor does hereby bargain, sell, grant, and convey with special warranty unto the Grantee and its assigns the following property situated in Wake County, North Carolina, and being more particularly described as follows:

See attached Exhibit A

TOGETHER with all the right, title, and interest which the party of the first part acquired in and to the property described above and the rights, privileges, and appurtenances thereunto belonging.

TO HAVE AND TO HOLD the same unto the party of the second part and its assigns forever.

IN WITNESS WHEREOF, the party of the first part has hereunto set its hand and seal, this November 20, 2023.

Heyward Wall Law, P.A., Substitute Trustee

By:  (SEAL)
Heyward G. Wall, President

North Carolina, Wake County

I, a Notary Public of the County and State aforesaid, certify that Heyward G. Wall, President of Heyward Wall Law, P.A., Substitute Trustee, personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official stamp or seal, this November 20, 2023.


Notary Public

My commission exp.: 8/15/2024

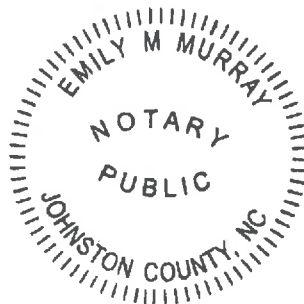


EXHIBIT "A"

Beginning at an iron stake in the intersection of the southern right of way line of U.S. Highway 64 and the line of H.W. Whitley property west of the corporate limits of the Town of Zebulon, runs thence with the line of H.W. Whitley property South 49° 8' East 378.00 feet to an iron stake; runs thence with the run of a branch as the property line in a southwesterly direction (the line courses and distances: South 78° 35' West 147.14 feet, North 78° 15' West 90.52 feet, South 47° 1' West 113.72 feet, North 64° 30' West 69.00 feet, South 24° 1' West 132.60 feet, and South 45° 33' West 96.90 feet) to a point; runs thence North 56° 47' West 116 feet to an iron stake in the southern right of way line of U.S. Highway 64; runs thence with the southern right of way line of U.S. Highway 64 North 35° 52' East 533.20 feet to the point and place of Beginning, being all of a 2.36 acre tract of land on the southern side of U.S. Highway 64 as shown by survey and map Harold B. Mullen, R.L.S., and dated 3-1-72, and entitled "Property Survey for Russell Blue Williams and Pattie Perry Williams, Little River Township, Wake County, North Carolina."



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:

901 Mack Todd Rd, Zebulon NC 27597

1795-82-7060

(Address)

(Pin Numbers)

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

A Neighborhood Meeting is requested because this project will include:

- ☐ Conditional Rezoning
- ☒ Planned Unit Development
- ☐ Site Plan within the Downtown Core or Downtown Periphery Zoning Districts
- ☐ Zoning Map Amendment (results in more intensive uses or increased density)
- ☐ Special Use Permit (Quasi-Judicial Hearing)

*Quasi-Judicial Hearing: The Board of Commissioners cannot discuss the project prior to the public hearing.

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

We are proposing a Planned Development rezoning to allow for the development of townhomes. The parcel is currently zoned as R4-C zoning designation.

Estimated Submittal Date: February 1, 2024

MEETING INFORMATION:

Property Owner(s) Name(s) Capital Partners of North Carolina LLC

Applicant(s) TMTLA Associates

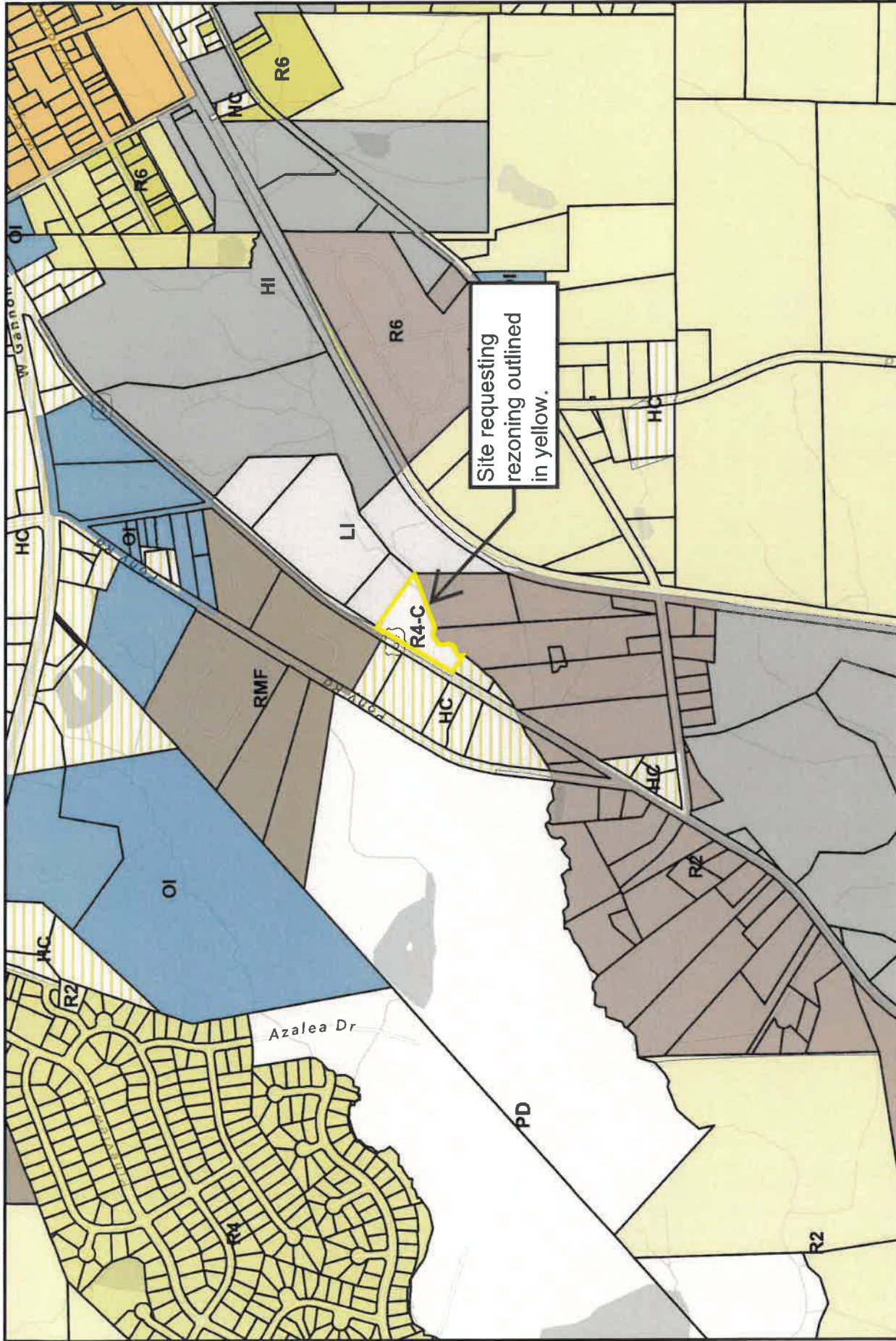
Contact Information (e-mail/phone) pam@tmtla.com/919-484-8880

Meeting Address: 301 S Arendell Ave, Zebulon, NC 27597 (Zebulon Community Center - Classroom A)

Date of Meeting: December 19, 2023

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

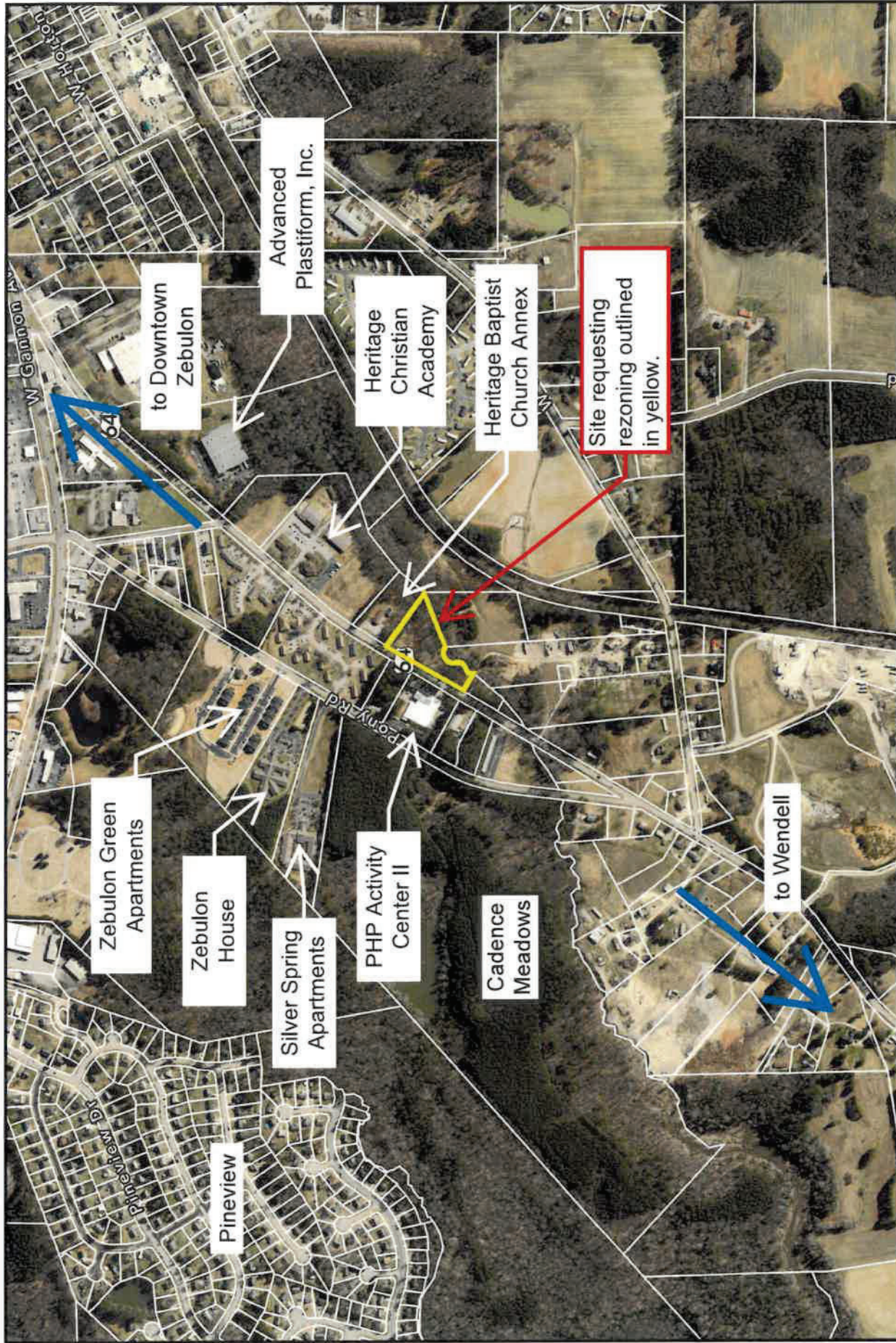
**Meetings shall occur between 5:00 p.m.-9:00 p.m. on a Monday through Thursday (excluding Town recognized holidays). If you have questions about the general process for this application, please contact the Planning Department at 919-823-1809. You may also find information about the Zebulon Planning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



901 Mack Todd Rd - Existing Zoning

Disclaimer
 iMaps 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.

0 400 800 1,600 ft
 1 inch equals 800 feet



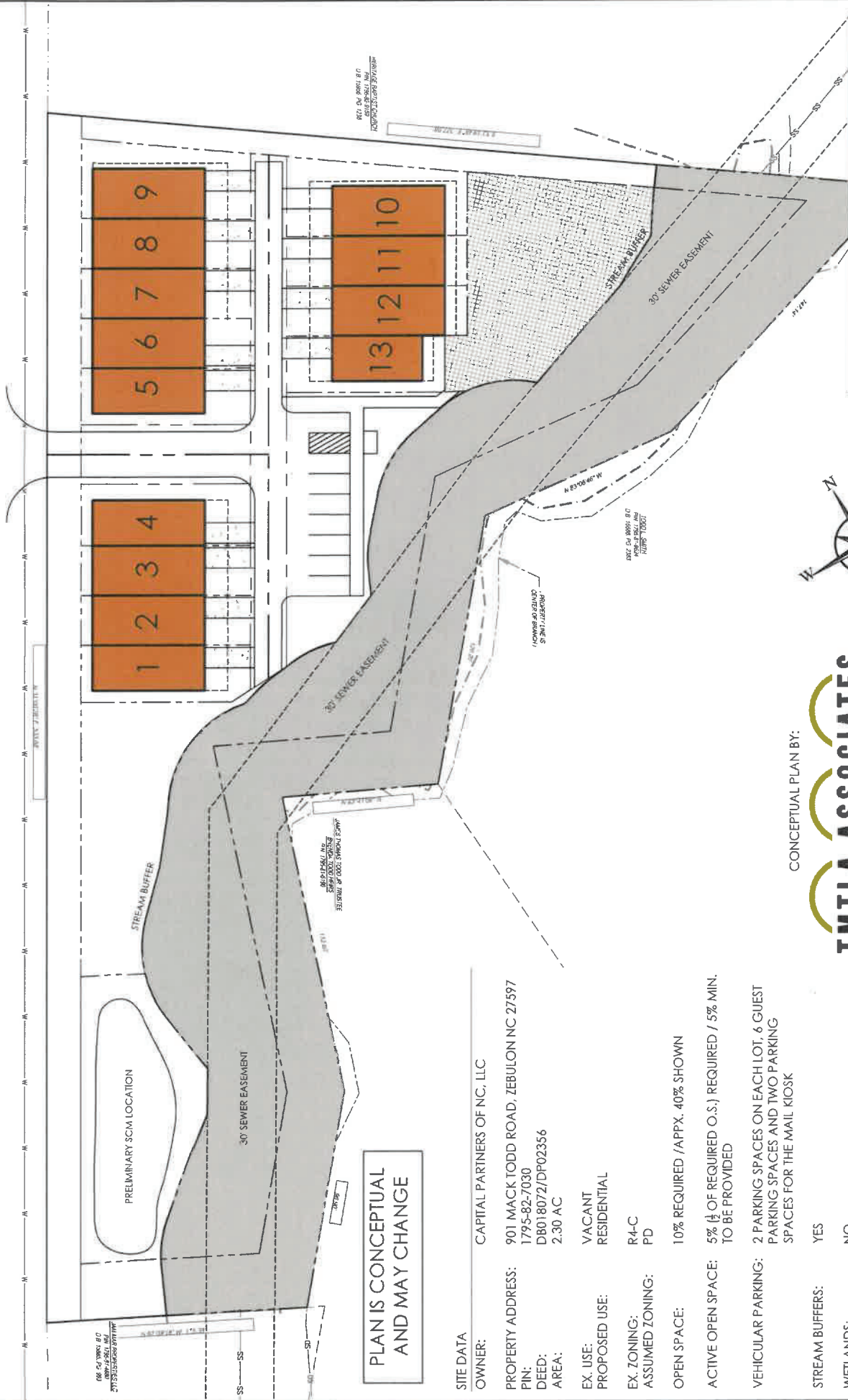
901 Mack Todd Rd - Vicinity Map



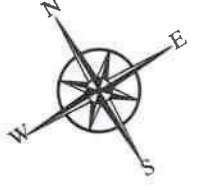
0 400 800 1,600 ft
1 inch equals 800 feet

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MAC K TODD ROAD



901 MACK TODD ROAD CONCEPTUAL PLAN



CONCEPTUAL PLAN BY:



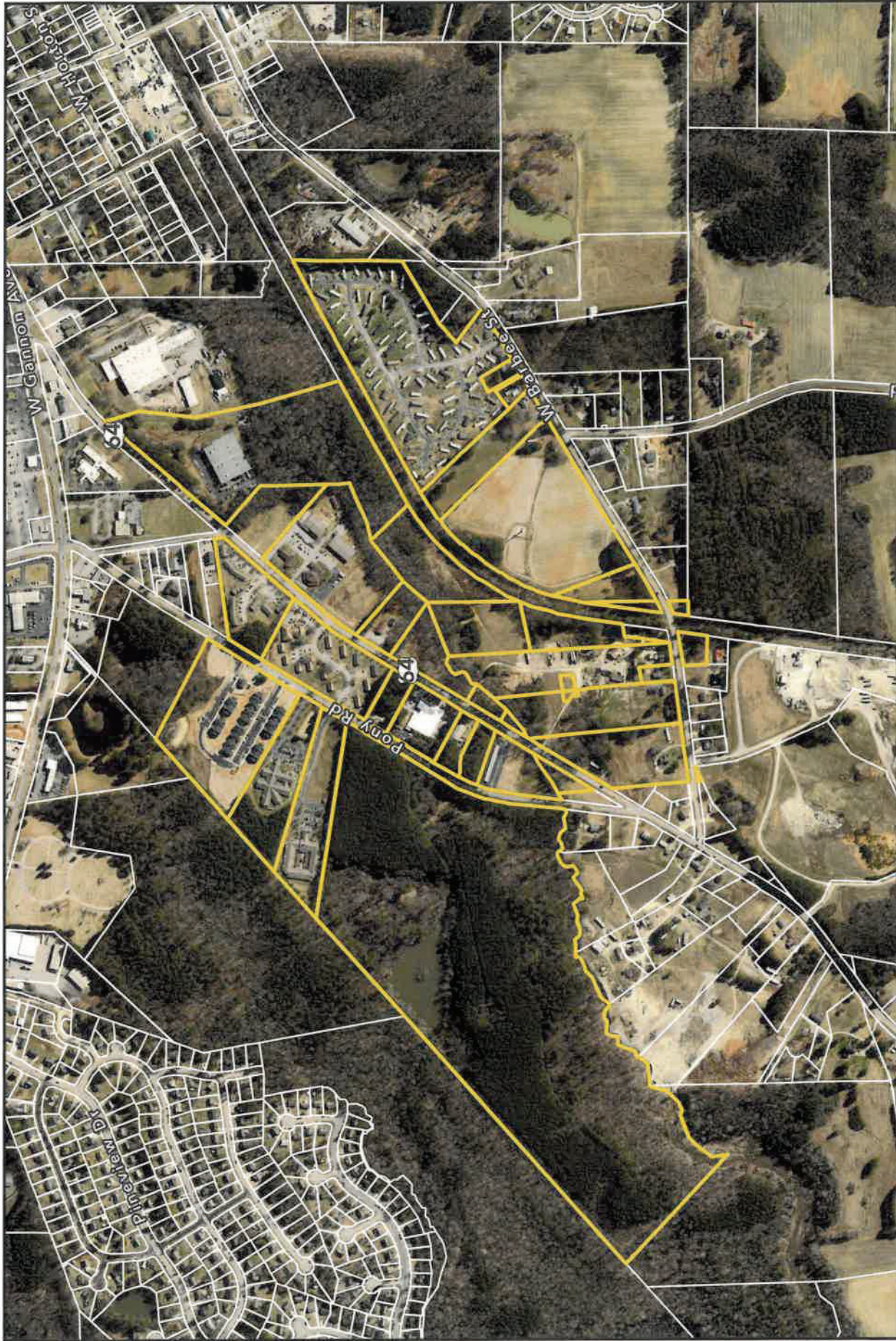
LANDSCAPE ARCHITECTURE & LAND PLANNING
5911 SOUTHPARK DRIVE, STE 200, DURHAM, NC 27713
P: (919) 484-8800 E: info@tmtla.com

PLAN IS CONCEPTUAL
AND MAY CHANGE

SITE DATA	CAPITAL PARTNERS OF NC, LLC
PROPERTY ADDRESS:	901 MACK TODD ROAD, ZEBULON NC 27597
PIN:	1795-82-7030
DEED:	D8018072/DP02356
AREA:	2.30 AC
EX. USE:	VACANT
PROPOSED USE:	RESIDENTIAL
EX. ZONING:	R4-C
ASSUMED ZONING:	PD
OPEN SPACE:	10% REQUIRED / APPX. 40% SHOWN
ACTIVE OPEN SPACE:	5% (1/2 OF REQUIRED O.S.) REQUIRED / 5% MIN. TO BE PROVIDED
VEHICULAR PARKING:	2 PARKING SPACES ON EACH LOT, 6 GUEST PARKING SPACES AND TWO PARKING SPACES FOR THE MAIL KIOSK
STREAM BUFFERS:	YES
WETLANDS:	NO
FLOODPLAIN:	NO

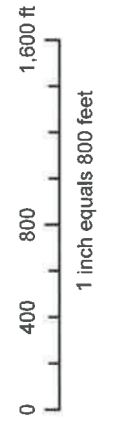
Neighbors who live/own property within 750' of 901 Mack Todd Road

CAVALLERO, DARIO L EHMANN, DONNA CAVALLERO	1250 NORTH ST	PITTSFIELD MA 01201-1541
CROUSE, DONNA M BULLOCK	PO BOX 336	ZEBULON NC 27597-0336
HOUSING AUTH COUNTY OF WAKE	100 SHANNON DR	ZEBULON NC 27597-8967
JAM MAR PROPERTIES LLC	PO BOX 509	WENDELL NC 27591-0509
BROWN, LARRY G BROWN, MARY J	608 W BARBEE ST	ZEBULON NC 27597-9215
JNCJ PROPERTIES LLC	621 WALTERS DR	WAKE FOREST NC 27587-6180
CHANDAK, GOVIND CHANDAK, MADHU	PO BOX 99104	RALEIGH NC 27624-9104
HERITAGE BAPTIST CHURCH INC	615 MACK TODD RD	ZEBULON NC 27597-9396
GAY FAMILY LIMITED PARTNERSHIP II	PO BOX 10	ZEBULON NC 27597-0010
SILVER SPRING HOUSING ASSOC LLC	7706 SIX FORKS RD	RALEIGH NC 27615-5067
LNP INC (PARRISH REALTY C/O RENEE BAKER)	PO BOX 1128	ZEBULON NC 27597-1128
HSSW	1625 DAVISTOWN RD	WENDELL NC 27591-8984
HERNANDEZ, MARIA A	2037 BALLSTON PL	KNIGHTDALE NC 27545-7439
ZEBULON HEALTH HOLDINGS LLC	PO BOX 2568	HICKORY NC 28603-2568
SMITH, TODD L	1260 SUSSEX DR	EMPORIA VA 23847-6438
PERRY QUINN PROPERTIES INC	PO BOX 177	BUNN NC 27508-0177
ZEBULON GREEN ASSOCIATES LIMITED PARTNERSHIP	2939 BREEZEWOOD AVE STE 201	FAYETTEVILLE NC 28303-5497
CAPITAL PARTNERS OF NORTH CAROLINA LLC	1540 GRAND WILLOW WAY	RALEIGH NC 27614-6002
TODD, JAMES THOMAS JR TRUSTEE HOLDEN, BRENDA TODD HEIRS	PO BOX 509	WENDELL NC 27591-0509
HARRISON, MIRANDA TODD TRUSTEE TODD PROTECTION TRUST	179 THORNBURY ST	CLAYTON NC 27527-9315
TODD, GLENN A TODD, VERA L	1013 TRUMPET VINE CT	WENDELL NC 27591-9458
MERITAGE HOMES OF THE CAROLINAS INC	8800 E RAINTREE DR STE 300	SCOTTSDALE AZ 85260-3966
700 PONY LLC	PO BOX 890	FRANKLINTON NC 27525-0890
HERITAGE BAPTIST CHURCH INC	615 MACK TODD RD	ZEBULON NC 27597-9396
PREDDY, MARY ANN TODD	12308 STRICKLAND RD	RALEIGH NC 27613-1238
TOWN OF ZEBULON PLANNING DEPARTMENT	1003 N. Arendell Avenue	Zebulon, NC 27597
Capital Properties of NC, LLC	1540 Grand Willow Way	Raleigh, NC 27614



901 Mack Todd Rd - 750' Notification Map

Disclaimer
 iMaps 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.





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: 901 Mack Todd Road

Meeting Address: 301 S Arendell Ave, Zebulon, NC 27597 (Zebulon Community Center - Classroom A)

Date of Meeting: December 19th, 2023

Time of Meeting: 5pm - 7pm

Property Owner(s) Names: Capital Partners of North Carolina LLC

Applicants: TMTLA Associates (contact: Pam Porter)

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				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				

Attach Additional Sheets If Necessary.

Please note no one from the community attended this neighborhood meeting.



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: 901 Mack Todd Road

Meeting Address: 301 S Arendell Ave, Zebulon, NC 27597 (Zebulon Community Center - Classroom A)

Date of Meeting: December 19th, 2023

Time of Meeting: 5pm - 7pm

Property Owner(s) Names: Capital Partners of North Carolina LLC

Applicants: TMTLA Associates (contact: Pam Porter)

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 n/a

Applicant Response:

Question/ Concern #2 n/a

Applicant Response:

Question/ Concern #3 n/a

Applicant Response:

Question/ Concern #4 n/a

Applicant Response:

Please note no one from the community attended this neighborhood meeting.



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, Pamela Porter, do hereby declare as follows:
Print Name

1. I have conducted a Neighborhood Meeting for the proposed Rezoning, Major Site Plan, Master Subdivision Plan, or Special Use Permit.

2. The meeting invitations were mailed to the Zebulon Planning Department, all property owners within 750 feet of the subject property and any neighborhood association that represents citizens in the area via first class mail a minimum of 10 days in advance of the Neighborhood Meeting.

3. The meeting was conducted at 301 S Arendell Ave, Zebulon, NC 27597 (location/address) on
December 19, 2023 (date) from 5pm (start time) to 7pm (end time).

4. I have included the mailing list, meeting invitation, sign-in sheet, issue/response summary, and zoning map/reduced plans with the application.

5. I have prepared these materials in good faith and to the best of my ability.

1.24.2024 ✓ By: Pamela Porter
Date

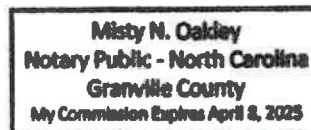
STATE OF NC
COUNTY OF Durham

Sworn and subscribed before me, Misty N Oakley, a Notary Public for the above State and County, on this the 24th day of January, 2024.

SEAL

Misty N Oakley

Notary Public



Misty N Oakley

Print Name

My Commission Expires:

April 8 2025

901 Mack Todd Road Planned Development

PLANNED DEVELOPMENT REZONING CONCEPT PLAN

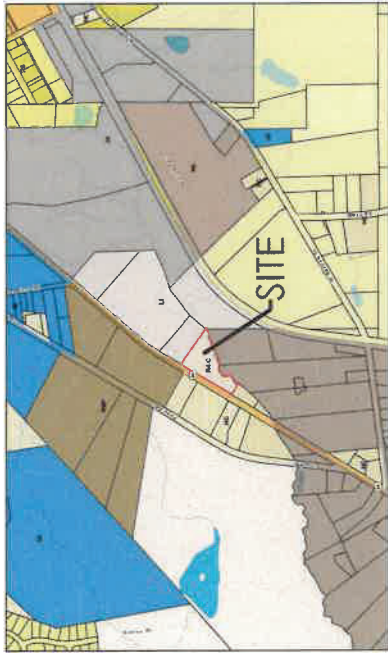
901 Mack Todd Road Zebulon, North Carolina

OWNER/DEVELOPER:
Capital Properties of North Carolina LLC
1540 Grand Willow Way
Raleigh, NC 27614
(919) 779-9664
Contact: Michael Nedriga

LAND PLANNING/LANDSCAPE ARCHITECTURE:
TMTLA Associates
5011 Southpark Drive, Suite 200
Durham, NC 27713
(919) 484-8880
Contact: Pam Porter

SITE DATA

AREA: 2.30 AC
PINS: 1795-82-7060
EXISTING USE: VACANT TOWNHOMES
PROPOSED USE:
EXISTING ZONING: R-4
PROPOSED ZONING: PD
CURRENT FUTURE LAND USE DESIGNATION: IL SR
PROPOSED FUTURE LAND USE DESIGNATION:
REQUIRED SETBACKS: SEE SHEET L-2
PROPOSED IMPERVIOUS: 40% MAX
OPEN SPACE REQUIRED: 10% MIN.
OPEN SPACE PROVIDED: 40% MIN.
FLOODPLAIN: NONE
STREAM BUFFERS: YES
WETLANDS: NONE
REZONING CONDITIONS: SEE NARRATIVE



VICINITY MAP
SCALE 1"=500'

SUBMITTALS

FIRST SUBMITTAL 2/1/2024
SECOND SUBMITTAL 4/1/2024
THIRD SUBMITTAL 5/6/2024

SHEET INDEX	
COVER	L-1
EXISTING CONDITIONS	L-2
CONCEPT PLAN	L-3
PRELIM. UTILITIES AND PONDS	L-4
CONCEPTUAL PHASING PLAN	



PRELIMINARY
 NOT FOR
 CONSTRUCTION

REVISIONS:

1-2-2024
 2-25-2024

EXISTING CONDITIONS
 901 MACK TODD ROAD
 ZEBULON, NC

SCALE:
 AS NOTED
 DRAWN BY:
 PMP
 PROJECT #
 23166
 DATE:
 2/1/2024
 SHEET
 1-1

OF 5

EXISTING CONDITIONS NOTES

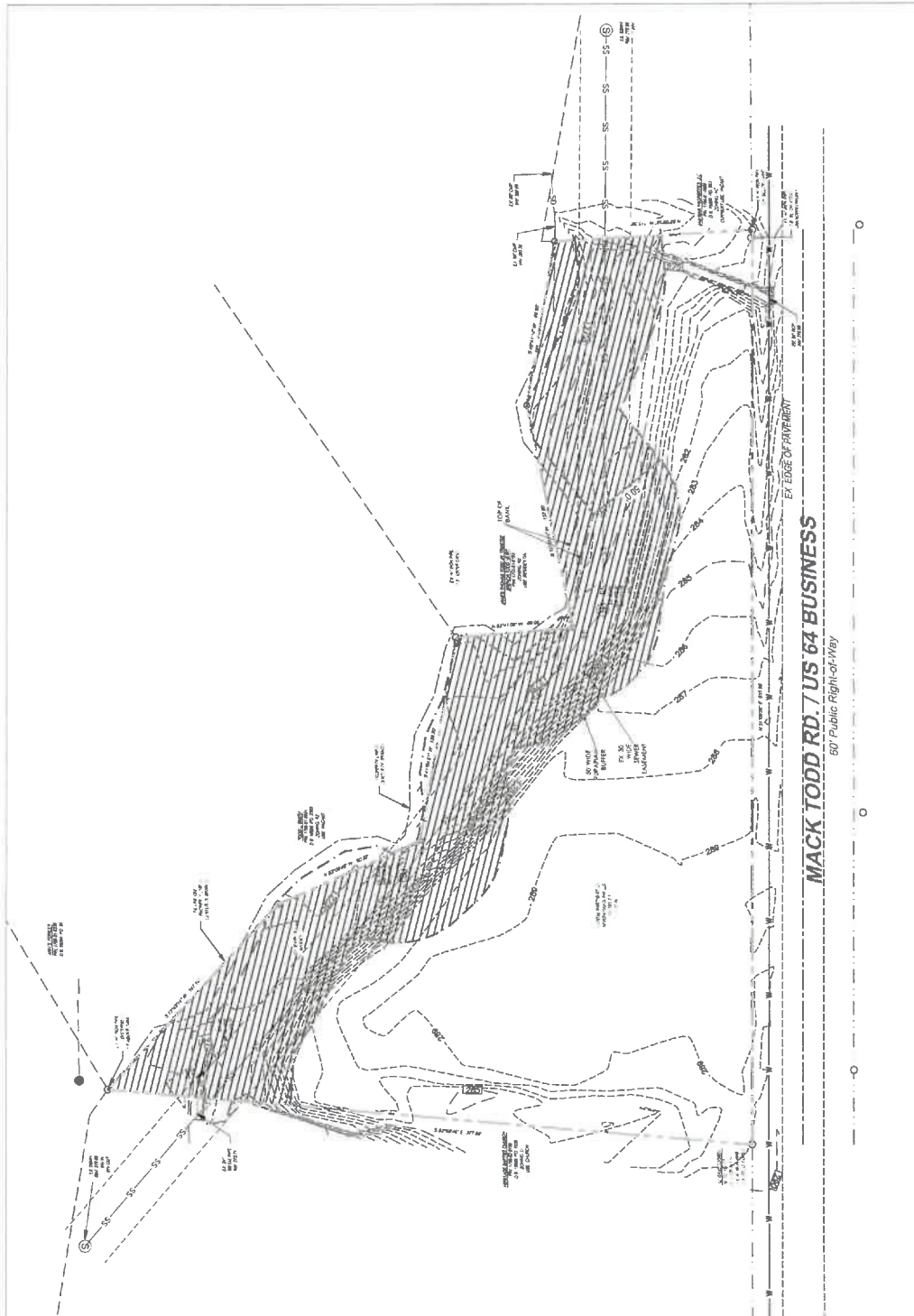
1. BOUNDARY AND FIELD TOPOGRAPHIC SURVEY PROVIDED BY TAYLOR LAND CONSULTING, FEBRUARY 2021
2. PROJECT SITE IS NOT LOCATED WITHIN ANY SPECIAL FLOOD HAZARD AREAS OR FLOOD COORDINATE FLOOD PLANNED AREAS. CONSULTING, 15000 PARKWAY, SUITE 100, DATED MAY 19, 2022
3. THERE ARE NO PROTECTED WETLANDS WITHIN THE PROJECT SITE.
4. THERE ARE BUFFERED STREAMS WITHIN THE PROJECT SITE.
5. KNOWING CONSIDERATIONS AS SHOWN ON THESE PLANS ARE GENERAL AND REPRESENTATIVE IN NATURE AND DO NOT INCLUDE MECHANICAL, ELECTRICAL, OR PLUMBING. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE CONTRACTOR TO VERIFY THE PROJECT SITE AND FAMILIAR WITH ACTUAL FIELD CONDITIONS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE CONTRACTOR TO VERIFY THE PROJECT SITE AND FAMILIAR WITH ACTUAL FIELD CONDITIONS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE CONTRACTOR TO VERIFY THE PROJECT SITE AND FAMILIAR WITH ACTUAL FIELD CONDITIONS PRIOR TO CONSTRUCTION.

SITE DATA

AREA: 2.36 AC
 PIN: 17154-02-7060
 EX. USE: VACANT
 EX. FLOODING: NO
 STREAM BUFFERS: YES
 FLOODPLAIN: NO

LEGEND

PROJECT BOUNDARY
 STREAM BUFFER



EXISTING CONDITIONS PLAN
 SCALE: 1" = 30'



1	ANALYSIS OF CONSTRUCTING, DEMOLITION, AND REPAIRS	100%
2	ALL PRELIMINARY AND CONCEPTUAL DESIGN DETAIL SHEETS ARE SUBJECT TO FIELD VERIFICATION OF FEASIBILITY, BUT NOT LIMITED TO: SOILS, TOPOGRAPHIC SURVEY, EXISTING UTILITIES, REGULATED STREAMS, WETLANDS, FLOODPLAIN DELINEATIONS, ROW, CHURCHES, DEPTIC SOLS, SPECIFIC TREE IDENTIFICATION, AND RIGHT-OF-WAY DEDICATION. THESE ITEMS ARE VERIFIED DURING TURNKEY DESIGN DEVELOPMENT PHASE OF THE PROJECT.	100%
3	ALL AREA CALCULATIONS ARE PRELIMINARY AND WILL BE ADJUSTED DURING THE PLAN WHEN FULLY ENGINEERED. THIS INCLUDES ROAD AND ADJACENT UTILITY SIZES.	100%

2.30 AC

[illegible]

PROJECT BOUNDARY

STREAM BUFFER

OPEN SPACE

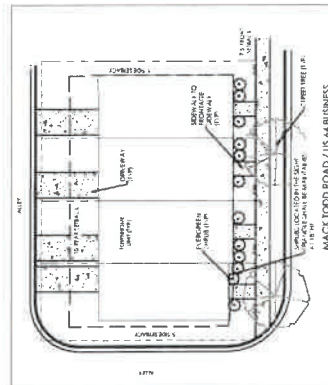
ACTIVE OPEN SPACE

CONCEPTUAL PUBLIC GREENWAY

CONCEPTUAL PRIVATE GREENWAY

SCALE: 1"=20'

FOUNDATION LANDSCAPING NOTES:
1) THE FOUNDATION LANDSCAPING SHALL INCLUDE THE FOLLOWING:
2) A 3" SMALL EVERGREEN SHRUBS INSTALLED AT 12" HT. PER UNIT
3) PLANT SELECTION DETERMINED AT SITE PLAN
4) FOUNDATION PLANTINGS ARE IN LIEU OF A STRUCTURED BUFFER
BUILDINGS SHOWN IN THE DETAIL ARE ILLUSTRATIVE; ACTUAL BUILDING SHAPE/SIZE MAY VARY.



CONCEPT PLAN
901 MACK TODD ROAD
901 MACK TODD ROAD
REBULON NC

REVISIONS:

4-12-2024
6:04 PM4-12-2024
6:04 PM

SCALE:	AS NOTED
DRAWN BY:	PMP
PROJECT #	23166
DATE:	2/1/2024
SHEET	L-2 OF 5



PRELIMINARY
NOT FOR
CONSTRUCTION





PRELIMINARY
 NOT FOR
 CONSTRUCTION

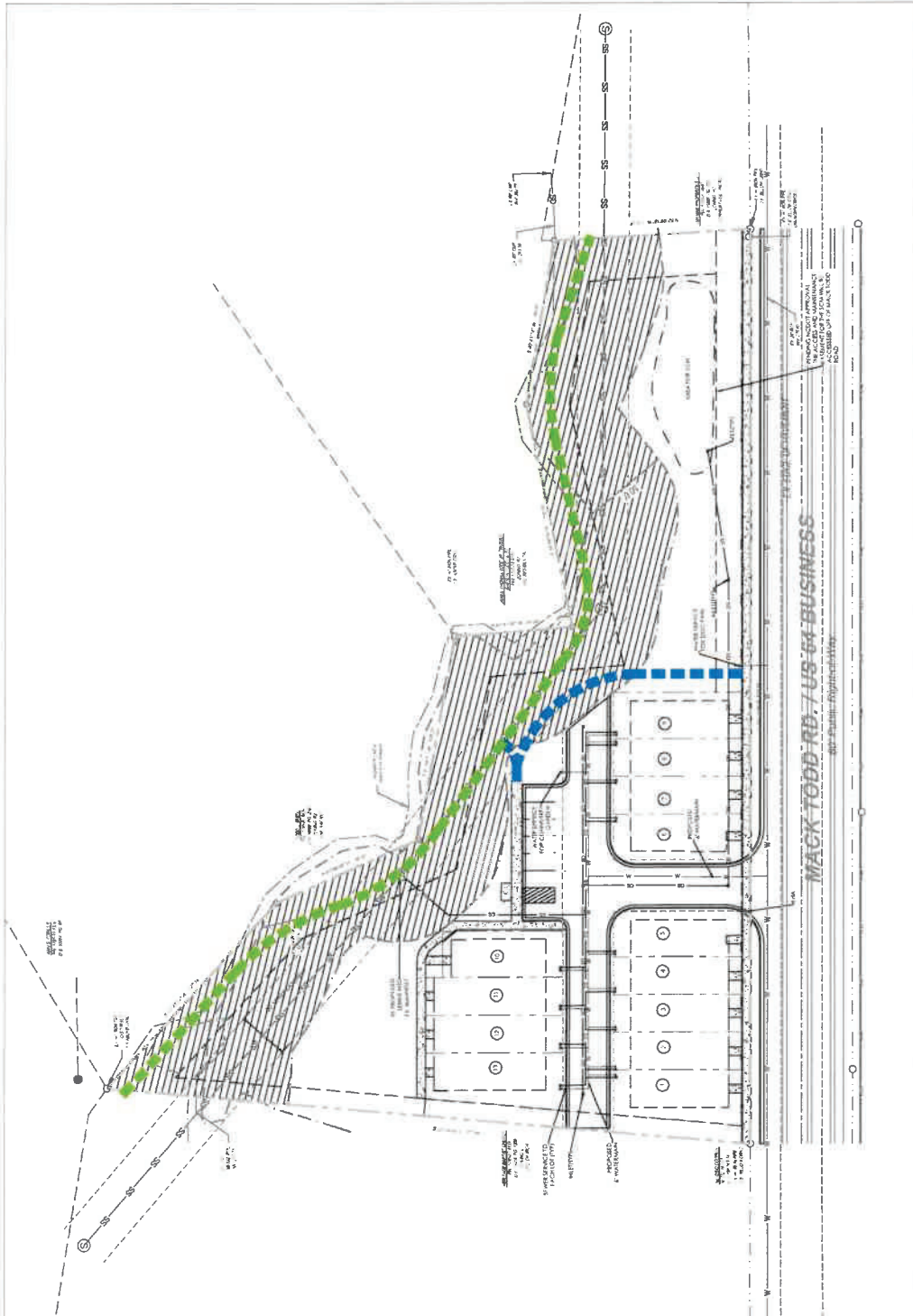
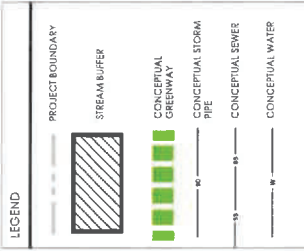
REVISIONS:
 1-25-2024
 2-25-2024

CONCEPTUAL UTILITIES AND SCM
 901 MACK TODD ROAD
 ZEBULON, NC

SCALE:
 AS SHOWN
 DRAWN BY:
 PMP
 PROJECT #
 23166
 DATE:
 2/1/2024
 SHEET
 1-3
 OF 5

CONCEPTUAL UTILITY NOTES

1. CONCEPTUAL UTILITY DESIGN SHOWN ON THIS PLAN ARE CONCEPTUAL IN NATURE AND SUBJECT TO CHANGE DURING THE DESIGN PROCESS. THE UTILITIES SHOWN ARE NOT TO BE CONSIDERED AS A FINAL DESIGN. THE UTILITIES SHOWN ARE PRELIMINARY AND AVAILABLE TO CONNECT TO FOR NEW DEVELOPMENT.



CONCEPTUAL UTILITIES AND SCM
 1-3 SCALE 1"=30'



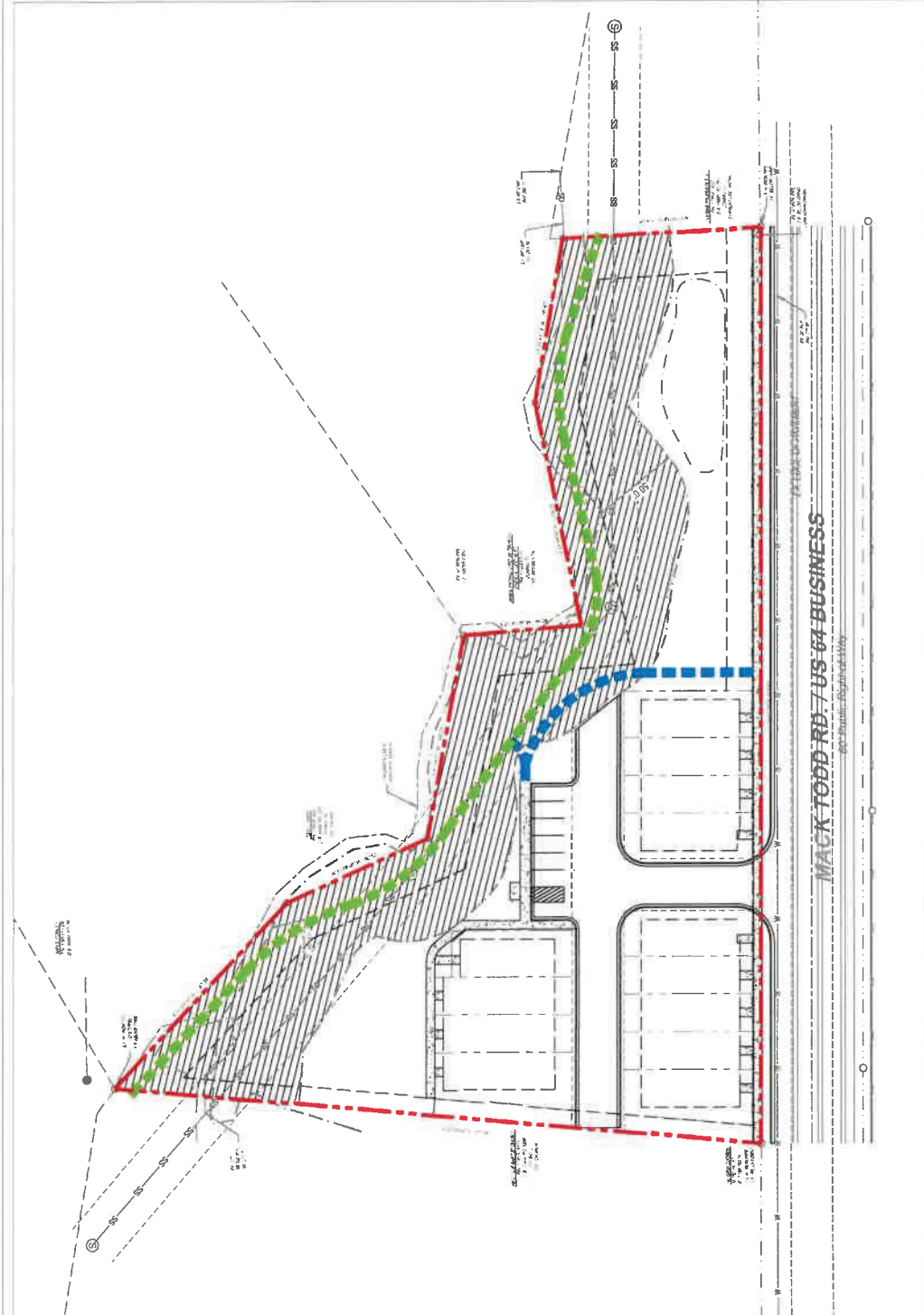
PRELIMINARY
 NOT FOR
 CONSTRUCTION

REVISIONS:
 1-25-2014
 1-25-2014

CONCEPTUAL PHASING PLAN
 901 MACK TODD ROAD
 ZEBULON, NC

SCALE:
 AS NOTED
 DRAWN BY:
 PMP
 PROJECT #
 23156
 DATE
 07/18/2014
 SHEET
 1-4
 OF 5

PHASING NOTES
 THIS WILL BE CONSTRUCTED IN ONE PHASE



2 CONCEPT PLAN
 1-1 SCALE 1"=30'



MUNICIPAL UTILITY ALLOCATION POLICY

Statement of Purpose and Goals

Introduction

Drinking water supplies throughout the greater City of Raleigh distribution system are finite, subject to disruption by drought and/or other calamity and Zebulon's allocation is contractually limited. The Town staff, the Planning Board, and the Board of Commissioners have given a great deal of thought and study as to the best utilization of this valuable resource to benefit current and future citizens.

The Town of Zebulon's municipal water and sewer capacity is a valuable resource that must be conserved and apportioned to new development projects that promote the Town's policy of ensuring a diversified tax base and housing supply. Such an allocation policy will tend to promote diversity of housing available to a wide cross section of citizens of diverse socio-economic backgrounds and promote economic viability and sustainability by providing for retail and other commercial development within the Town of Zebulon.

In order to preserve and enhance property values, manage its limited water supply as a vital natural resource, promote economic development, and incentivize smart growth practices, the allocation of Zebulon's potable water capacity shall hereafter be in accordance with this policy.

Land Use and the Tax Base

The local government expense of providing fire and police protection, schools, parks, social services, water and sewage systems and other essential public services to residential neighborhoods is generally greater than the ad valorem tax revenue generated by such neighborhoods. On the other hand, the cost of providing services to commercial and industrial development is generally less than the tax revenue accruing to the local government. Having a predominantly residential tax base would require the Town of Zebulon over time to assess a higher tax levy to raise funds to provide essential services or to reduce the level of public services provided. This is one reason among many why local governments including Zebulon strive to achieve a balance of both residential and non-residential growth.

Zebulon's historical development is transitioning from industrial to residential, leading to a current tax base of approximately 40% residential and 60% commercial/industrial. The following table shows Zebulon's tax base over the past five years ¹

Zebulon Tax Base (Past Five Years)

Fiscal Year	Commercial	Residential
2021-2022	60%	40%
2020-2021	65%	35%
2019-2020	72%	28%
2018-2019	73%	27%
2017-2018	71%	29%

¹ "Tax Base Components | Wake County Government," *Wake County North Carolina*, <https://www.wakegov.com/departments-government/tax-administration/data-files-statistics-and-reports/tax-base-components>

As shown in the table above, the residential tax base has steadily increased proportionally over the past five years. This trend in the tax base data, combined with the vested planned residential development in the coming years, demonstrates the need for the Town to address this shift through policy. The Zebulon Board of Commissioners believes that it is fiscally responsible and otherwise in the public interest to promote and encourage non-residential development in the jurisdiction as an alternative to rapid residential development to keep the ratio between the two development types well balanced. A goal of maintaining a tax base of 60% residential and 40% commercial/industrial is hereby established.

Development Goals for the Full Build-Out of Zebulon

Communities without a wide variety of housing types and styles also put pressure on the Wake County Public School System which remains committed to having students of a wide range of socio-economic backgrounds attend each local school. In addition to the goal of maintaining a balanced tax base, the Town of Zebulon is committed to achieving a balance of housing types within its jurisdiction.

This commitment is consistent with both the Town’s Strategic Plan and Comprehensive Plan. The *Town of Zebulon: Vision 2030 Strategic Plan* lists “Growing Smart” as one of its three focus areas, calling for the planning of appropriate land uses and affordability of the community. The *Grow Zebulon Comprehensive Land Use Plan* identifies six guiding principles for the town. Two of those principles are “Zebulon will be BALANCED” and “Zebulon will be PRUDENT.” A balance should be achieved for the Town’s tax base, its land uses, and its housing types to allow for an affordable community with employment and business opportunities that will help the community prosper. The achievement of balance in Zebulon will contribute to the Town being prudent. As stated previously, a local government’s cost of providing services to commercial properties is generally less than that of residential properties. Having a balanced tax base that is not proportionally over-saturated with residential properties will contribute to keeping the Town financially sound.

Below are three development goals that are integral to the utility allocation policy and the future of the Town. These development goals apply to the entire, future Zebulon jurisdiction including the ETJ, short-range and long-range urban service areas.

GOAL #1: Maintain 60%-40% ratio of residential to non-residential tax values.

<u>Upon Adoption-January 2021</u>
60% Residential - 40% Non-Residential

GOAL #2: Residential Housing Percentage Breakdown
SFD|TH|MF – 75%|10%|15% (Note – Duplex counted as MF)

<u>Upon Adoption-January 2021</u>
80.5% 0.5% 19%

GOAL #3: Encourage Mixed Use Development to improve pedestrian connectivity to non-residential activity.

Policy and Procedures

Water Allocation

All existing parcels of real property within the corporate limits of Zebulon, regardless of proposed acreage, shape, or location as of the adoption of this ordinance are entitled to **115 gallons per day** of water allocation to build and sustain a single family or a limited business or commercial use. No additional water allocation will be awarded for proposed development except in accordance with the requirements of this policy.

Wastewater Connection

All projects considered for utility allocation must provide a wastewater system connection with adequate receiving capacity, as determined by the Wake County Health Department and/or City of Raleigh Public Utilities Department and approved by the Town of Zebulon Planning Director.

General Conditions & Requirements

- All proposed projects must be within the existing corporate limits or have filed a valid and complete petition for Voluntary Annexation.
- All proposed projects under consideration must have a complete application submitted for the appropriate Master Plan, Subdivision, Site Plan, Special Use Permit, Conditional Zoning Request, Zoning Compliance Permit, Building Permit, or any other necessary approval.
- All projects are subject to a Utility Allocation or Developer's Agreement approved by the Town's Board of Commissioners. If the Developer/Applicant fails to meet all terms of that agreement the unused allocation will be reclaimed, no new building permits will be issued, and no new connections to the water or wastewater systems will be permitted. Active building permits will have certificates of occupancy held until mitigating measures are agreed to by all parties.
- Projects with proven vested rights upon adoption of this ordinance will be permitted to finish their projects as previously approved.
- Public water may be utilized for irrigation purposes so long as the Primary Use associated with the site has previously gained water allocation through the Town.
- Any third parties who buy land to build upon are bound by the approved Utility Allocation Agreement or Development Agreement for that property. If the agreement is not fulfilled, the above terms and conditions still apply regardless of who owns the land.

Compliance Required

This policy allocates municipal water in gallons per day for new development proposals, master plans, site plans, building plans, and/or structures seeking construction approval. Each phase of a phased development must comply with the terms and development schedule of an approved Utility Allocation Agreement before the next phase can begin or the development risks loss of previously reserved allocation.

Previously dedicated but unused allocation can be reclaimed by the Town's Board of Commissioners for:

- (1) the lack of compliance with any existing Utility Allocation or Developer's Agreement;
- (2) violation of applicable town policy provision, ordinance standard, condition of approval;
- (3) violation of federal or state regulation; or
- (4) other good cause.

Utility Allocation Application Process

Upon receiving a new development proposal requesting water capacity, the Planning Staff shall direct the Developer/Applicant to demonstrate the project's qualifications. A Developer/Applicant shall state on the appropriate application, and stipulate within an approved Utility Allocation Agreement, the use or uses proposed to be built as part of the project along with the construction design and materials. Town action on the request will be deferred until the application is complete and the requested information has been provided.

Proposed projects shall complete the UTILITY ALLOCATION WORKSHEET according to its instructions to determine the total number of points achieved. The Utility Allocation Application package will be reviewed for completeness and compliance by the Technical Review Committee (TRC) in conjunction with the applicable development approval for the subject property (conditional rezoning, planned development, site plan, etc.).

Qualification for water allocation is judged by:

- The level of developer investment
- Anticipated increases in the Town's ad valorem tax base
- Construction and dedication of public infrastructure
- Provision of employment opportunities for Zebulon citizens
- Provisions of diversified housing stock
- Preservation of open space
- Protection of existing tree canopy
- Conservation of existing habitat
- The provision of recreational amenities for current or future Zebulon residents

Projects must be awarded **60 TOTAL POINTS** or more to merit water allocation.

Points are awarded in two categories, BASE POINTS and BONUS POINTS. BONUS POINTS are broken down into six categories.

1. Nonconformity Abatement and Public Infrastructure Improvements
2. Green Development Standards
3. Gateway and Transit Improvements
4. Amenities
5. Affordable Housing
6. Other

Unless a project can gain all necessary BONUS POINTS from a single improvement identified in the approved list, improvements must be made from at least two of the categories of BONUS POINTS.

All features and/or improvements that earn a projects BONUS POINTS must be clearly shown on a development plan for each application type.

Expiration of Allocation Award

A developer/applicant who has secured allocation according to this policy and hasn't progressed in construction plan approval, building permit approval, or on-site construction for a period of 12 months will lose the award of allocation without benefit.

Annual Review of Policy & Appeals

This policy shall be reviewed in January of each year and, when appropriate, readjusted by the Town's Board of Commissioners. The Town's overall progress on policy goals will be considered and the multipliers and/or point thresholds readjusted accordingly.

Appeals of any provision of this ordinance shall be decided upon by the Town's Board of Commissioners upon receiving a recommendation from the Planning Board.

BASE POINTS: List of Preferred Land Uses and Required Characteristics:

The uses listed below have been determined to be the most desirable and important uses for the Town of Zebulon to promote and maintain economic and housing diversity. Only projects that completely meet the stated performance characteristics will be considered for utility allocation. Please select one of the following Base Point classifications.

60 Base Points	Single Family Homes (Expedited Subdivision or Recombination) Newly constructed Single Family Homes built upon new lots created via the minor subdivision, exempt subdivision, expedited subdivision (3 or fewer lots) or recombination process.
60 Base Points	Change of Use This category captures renovation, rehabilitation, up-fit or retrofit of existing buildings or portions of buildings that pre-date this policy and require a code summary sheet, change in building occupancy, certificate of occupancy, building permit and/or building inspections and do not increase the utility demand from the previous use of the building.
45 Base Points	Business Office/Finance/ Insurance / Professional Services Center - Large Qualifying projects must exceed 100,000 square feet of heated floor space and create at least 150 employment positions that exceed the average annual Wake County salary according to Wake County Economic Development or the Employment Security Commission. Employees perform professional, scientific, and technical services for others. Such services require a high degree of expertise and training and provide high salaried employment opportunities. Examples include software engineering, legal, medical, accounting, consulting, architectural, biomedical, chemical, research and development, and administrative services. Finance or Insurance Centers shall also pool financial risks by underwriting insurance and annuities. Some establishments support employee benefit programs. Examples include bank or credit union headquarters, brokerages, investments, insurance, financing, and data processing establishments.
45 Base Points	Manufacturing/Industrial Employment Center Manufacturing or Industrial establishments in this category exceed 200,000 square feet of floor space located in plants, factories, or mills and employ power-

	driven machines and materials-handling equipment. They may also employ workers who assemble or create new products by hand, without the characteristic machinery-intensive enterprise. Many manufacturing establishments process products of agriculture, forestry, fishing, mining, or quarrying as well as products of other manufacturing establishments. Most manufacturing establishments have some form of captive services (e.g., research and development, and administrative operations, such as accounting, payroll, or management) in conjunction on-site.
45 Base Points	Governmental Uses/Public Administration This category encompasses centers for all government functions; it includes federal, state, and local government agencies that administer, oversee, and manage public programs and budgets and have executive, legislative, or judicial authority. Establishments develop policy, create laws, adjudicate civil and criminal legal cases, and provide for public safety and national defense.
40 Base Points	Single Use Retail Newly constructed single use, stand-alone building used primarily for retail, restaurant, or similar commercial use.
40 Base Points	Hotels, Motels, or other Accommodation Service Establishments This category serves lodging and short-term accommodations for travelers. They may offer a wide range of services, from overnight sleeping space to full-service hotel suites. They may offer these services in conjunction with other activities, such as entertainment or recreation. Stays in these establishments are generally less than one month. This classification does not include boarding or rooming houses.
40 Base Points	Arts/Entertainment/Museums These establishments operate facilities or provide services for a variety of cultural, entertainment, and performing art functions. Establishments include those that produce, promote, or participate in live performances, events, or exhibits intended for public viewing; those that preserve and exhibit objects and sites of historical, cultural, or educational interest; and those that operate facilities or provide services to serve activities associated with the aforementioned.
40 Base Points	Amusement, Sports or Recreational Establishment Establishments in this category operate either indoor or outdoor facilities offering family activities (i.e. sports, recreation, or amusement) and provide services, such as facilitating amusement in places operated by others, operating recreational sports groups and leagues. Examples include golf courses, indoor sports venues, bowling alleys, miniature golf courses, athletic clubs, skating rinks and arcades. This category may be used in conjunction with a commercial or residential development as a mixed use development.
40 Base Points	Mixed Use Development (Transit Oriented) Newly constructed or substantially rehabilitated collection of vertically mixed retail, office and residential uses in multi-story buildings centered within a one-half mile radius of an existing rail or bus transit station or the intersection of

	Horton Street and North Arendell Avenue in Downtown Zebulon. In order to qualify as mixed use, developments must dedicate at least one-third of the total heated square footage to residential use and the remainder to a mix of retail and office uses. All three use types must be represented and at least 10% of the heated square footage must be dedicated to street level, storefront retail uses.
40 Base Points	Mixed Use Development (Urban Infill) Newly constructed or substantially rehabilitated collection of mixed retail, office and residential uses in a multi-story building on a previously developed parcel within the corporate limits. In order to qualify as mixed use, developments must dedicate at least one-third of the total heated square footage to residential use and the remainder to a mix of retail and office uses. All three use types must be represented and at least 10% of the heated square footage must be dedicated to street level, storefront retail uses.
40 Base Points	Mixed Use Development (Greenfield) Newly constructed collection of mixed retail, office and residential uses in a multi-story building or buildings on a previously undeveloped parcel. In order to qualify as mixed use, developments must dedicate at least one-third of the total heated square footage to residential use and the remainder to a mix of retail and office uses. All three use types must be represented and at least 10% of the heated square footage must be dedicated to street level, storefront retail uses.
35 Base Points	Housing Services for the Elderly Establishments This category offers housing services for the aged, not requiring a license from the North Carolina Department of Health and Human Services, such as independent retirement housing, multi-unit assisted housing with services (MAHS), and continuing care retirement centers. All facilities must provide, but not necessarily be limited to, the following services/facilities: On-site laundry facilities, on site management, guaranteed transportation services at least four days per week, on-site exercise facilities, on-site computer access, and a clubhouse/common lounge area for all residents.
35 Base Points	Mixture of Use Development (Retail/Office-Institutional/Commercial) Newly constructed collection of horizontally arranged uses including retail, office-institutional and commercial within a master planned project on a previously undeveloped parcel or parcels totaling at least 10 acres. Mixture of use projects must include at least two (2) use types with at least 25% of the space devoted to each use type included in the development.
30 Base Points	Retail/Commercial Center Newly constructed center of at least 50,000 square feet, typically containing an anchor such as a grocery store and other smaller spaces and/or outparcels for subordinate uses. Uses are entirely consumer-driven and include all manner of retail, service and office possibilities.
30 Base Points	Business Office/Finance/ Insurance / Professional Services Center – Medium Qualifying projects must exceed 50,000 square feet of heated floor space and create at least 75 employment positions that exceed the average annual Wake County salary according to Wake County Economic Development or the

	Employment Security Commission. Employees perform professional, scientific, and technical services for others. Such services require a high degree of expertise and training and provide high salaried employment opportunities. Examples include software engineering, legal, medical, accounting, consulting, architectural, biomedical, chemical, research and development, and administrative services. Finance or Insurance Centers shall also pool financial risks by underwriting insurance and annuities. Some establishments support employee benefit programs. Examples include bank or credit union headquarters, brokerages, investments, insurance, financing, and data processing establishments.
30 Base Points	Business Office/Finance/ Insurance / Professional Services Center – Small Qualifying projects 50,000 square feet of heated floor space or less. Employees perform professional, scientific, and technical services for others. Such services require a high degree of expertise and training and provide high salaried employment opportunities. Examples include software engineering, legal, medical, accounting, consulting, architectural, biomedical, chemical, research and development, and administrative services. Finance or Insurance Centers shall also pool financial risks by underwriting insurance and annuities. Some establishments support employee benefit programs. Examples include bank or credit union headquarters, brokerages, investments, insurance, financing, and data processing establishments.
30 Base Points	Multi-Tenant Retail Center Newly constructed center 50,000 square feet or less, typically containing a more than one tenant space within a single structure. Uses are entirely consumer-driven and include all manner of retail, service and office possibilities.
30 Base Points	Single Use Office Newly constructed single use, stand-alone building used primarily for office and professional.
30 Base Points	Bungalow Court or Pocket Neighborhood Newly constructed Bungalow Court or Pocket Neighborhood per the standards of the Unified Development Ordinance.
30 Base Points	Distribution/Trucking Center Newly constructed center of at least 500,000 square feet where products and resources are transported to and delivered from via truck or rail.
25 Base Points	Warehouse Newly constructed center of at least 500,000 square feet where products and resources are stored.
25 Base Points	Religious Institutions Any facility such as a church, temple, synagogue, mosque or monastery used for worship by a non-profit organization and their customarily related uses.
20 Base Points	Intensive Industrial Uses: Uses classified as Special Land Uses within the Industrial Classification.

20 Base Points	Multi-Family Residential & Condo Units
20 Base Points	Major Subdivision 4- 25 Lots Any subdivision of land of four (4) – 25 Lots.
10 Base Points	Major Subdivision 26 lots or more Any subdivision of land of 26 or more lots.
Board Determination	All Other Uses Not Categorized This category of use captures all other uses not categorized elsewhere. Allocations for such uses are left to the discretion of the Town's Board of Commissioners upon recommendation of the Planning Board and acted on a case-by-case basis.

BONUS POINTS

Proposed projects can gain BONUS POINTS by agreeing to provide any of the following items over and above the UDO or Standard Specification requirements for their development proposal.

NOTE: No bonus points are given for UDO requirements.

CATEGORY 1 – Non-Conformity Abatement and Public Infrastructure Improvements

Section 1A - Abatement of Nonconformities		(Max - 3 points)
	Abatement of any existing non-conforming structures	3
	Abatement of any existing non-conforming use of land	2
	Abatement of any existing non-conforming lots	1

Section 1B - Roadway Infrastructure Not Warranted by TIA/UDO/CTP		(Max - 10 points)
	Construction of full cross section of existing off-site public street	5
	Nearby intersection improvements	5
	Traffic signal improvements	4
	Signage or striping improvements	1

Section 1C - Off-Site Public Greenway Improvements		(Max - 10 points)
	Construct more than 4000 linear feet of 10-foot-wide path	10
	Construct more than 3000 linear feet of 10-foot-wide path	8
	Construct more than 2000 linear feet of 10-foot-wide path	6
	Construct more than 1000 linear feet of 10-foot-wide path	4
	Construct 500 to 1000 linear feet of 10-foot-wide path	2

Section 1D – Off-Site Bike-Ped Improvements		(Max – 5 points)
	Construction of off-site sidewalk improvements (Subject to TRC Approval)	2
	Construction of off-site bike lane improvements (Subject to TRC Approval)	3

CATEGORY 2. Green Development Standards/ Building & Site Design

Section 2A - Conservation of Natural Habitat Meeting Active Open Space Requirements as Defined in the UDO		(Max - 10 points)
	One point per acre up to 10 acres	1 - 10

Section 2B - Parking		(Max – 15 points)
	Structured Parking Facilities - must reduce footprint by 20%	10
	EV Charging Stations (two-port)	5
	Provision of on-street public parking (1 point per stall up to 10 Max)	1 - 10

Section 2C - Stormwater SCM's		(Max – 10 points)
	Stormwater - Restored Riparian Buffer	10
	Construct a fountain or other stormwater amenity within the BMP/SCM (as approved by Staff)	4
	Stormwater - Landscaped Green Roof	5
	Stormwater - Underground capture system for on-site irrigation	5
	Stormwater - Bioretention	5
	Stormwater - Wetland	5
	Exclusive use of porous pavement in parking areas where suitable	2

Section 2D - Building/Site Design		(Max - 20 points)
	Compliance with residential design guidelines per Section 5.2 of the UDO	10
	Non-Residential building design that incorporates an active upper story.	5
	Pedestrian oriented and walkable site design which promotes alternatives to vehicular travel within the development. (Subject to TRC Approval)	5

Section 2E - Infill/Redevelopment		(Max – 16 points)
	Development or Redevelopment within DTC	10
	Development or Redevelopment within DTP	6
	Redevelopment of previously vacant building space over 20,000 square feet	6
	Redevelopment of previously vacant building space under 20,000 square feet	5

Section 2F - Historic Preservation		
	Historic Structure Preservation via Deed Restriction (Determined by TRC)	10
	Restoration of Historic Structure (Must be approved by TRC)	5

Section 2G – LEED Certification		(Max – 10 points)
	LEED Certification for Neighborhood Development (LEED ND)	10
	Platinum LEED Certification	10
	Gold LEED Certification	8
	Silver LEED Certification	6
	Bronze LEED Certification	4
	LEED Certified Certification	2

CATEGORY 3 – Outdoor Enhancement and Transit Improvements

Section 3A – Outdoor Enhancement		(Max – 12 points)
	Construction of a Parkway Street Section on a Collector level street	5

	Construction or Preservation of Gateway Landscaping or Structure (Subject to Comprehensive Plan Consistency and TRC approval)	5
	Outdoor Display of Public Art (Subject to TRC Approval)	4
	Public Facing Outdoor Mural (Subject to TRC Approval)	4
	Maintenance of Roadside Gateway Plant Bed (requires maintenance agreement)	3
	Planting Pollinator Garden (225 Square Foot Minimum)	3
	Exclusive use of xeriscaping techniques and drought tolerant species	3
	Enhanced Roadside Landscaping (Subject to TRC Approval)	2
	Enhanced Buffer Landscaping (Subject to TRC Approval)	2
	Construction of a Parkway Street Section on a Local level street	2
	Installation of Native Shade Tree Species (per Tree up to 10 Trees)	1

Section 3B – Transit (Pursuant to location being adjacent to a planned or active transit route)		(Max - 8 points)
	Provision of more than 50 designated Park & Ride Stalls	8
	Provision of 25 designated Park & Ride Stalls	5
	Provision of 10 designated Park & Ride Stalls	3
	Provision of mass transit easement w/ structure (bus stop with shelter & bench)	2

CATEGORY 4 - Amenities

Section 4A - Private Greenway		(Max - 3 points)
	Construction of more than 3000 linear feet private greenway meeting Town of Zebulon standards	3
	Construction of more than 2000 linear feet of private greenway meeting Town of Zebulon standards	2
	Construction of more than 1000 linear feet of private greenway meeting Town of Zebulon standards	1

Section 4B – Pool (Combinations may be approved by TRC)		(Max - 8 points)
	Olympic Pool and Aquatic Center	8
	Junior Olympic Pool	5
	Lap Pool (four lane minimum)	3
	Resort Style Pool	2
	Any Other Pool	1

Section 4C - Outdoor Deck/Patio		(Max - 3 points)
	Deck/Patio - More than 3000 square feet	3
	Deck/Patio - More than 2000 square feet	2
	Deck/Patio - More than 1000 square feet	1

Section 4D - Pool Amenities		(Max - 2 points)
------------------------------------	--	------------------

	Jacuzzi/Hot Tub/Whirlpool	2
	Water Playground with apparatus	2
	Sauna/Steam room	2

Section 4E - Clubhouse		(Max - 10 points)
	Commercial Coffee Shop with at least 10 designated public seating spaces.	10
	With full kitchen and over 4000 square feet of meeting space	10
	With full kitchen and less than 4000 square feet of meeting space	9
	Meeting space without kitchen more than 3500 square feet	8
	Meeting space without kitchen 2500 - 3499 square feet	7
	Meeting Space without kitchen 1500 - 2499 square feet	5
	Meeting Space without kitchen less than 1500 square feet	4
	No meeting space, bathrooms and changing rooms only	3
	Outdoor Kitchen or Grills	2

Section 4F - Additional Active Recreation		(Max - 10 points)
	Gymnasium (regulation size indoor basketball court)	10
	Baseball/Softball Field (regulation size)	5
	Football/Soccer Field (regulation size)	5
	Skate Park	5
	Tennis Courts (two regulation courts, fenced)	5
	Multi-Use Hardcourt (two regulation basketball courts, street hockey, fenced)	5
	Pickleball Court (three regulation courts, fenced)	5
	Pocket Park – 5,000 square feet	3
	IPEMA Certified Playground Equipment	4
	Lighted Field of Play for nighttime use	3
	Electronic Scoreboard or Covered Dugouts or Bleachers	3
	Community Garden – 15-foot by 15-foot, with water access and potting shed.	3

Section 4G – Additional Urban Open Space Enhancements (Within Non Residential Zoning Districts)		(Max – 10 points)
	Fountain	2
	Canopy Including Fixed Permanent Seating	2
	Drinking Fountain with Pet Fountain	2
	Permanent Game Tables	1
	Permanent Tables with Shade Cover	1
	All Weather Bulletin Board	1
	Covered or Internal Bicycle Parking	1
	Artist-Design Bicycle Racks	1
	Little Free Library	1
	Drinking Fountain	1
	Public Work Bike Stand With Tools	1

CATEGORY 5 – Affordable Housing

Inclusion of a percentage of the provided housing stock of a proposed development cost no more than 30% of a household income not exceeding 80% of the Area Median Income (AMI)		(Max – 10 Points)
	15% Affordable Housing	10
	10% Affordable Housing	5

CATEGORY 6 – Other

(Max 5 Points)

	Integrated public safety operation systems (EX. Flock Safety or others as approved by the Police Department)	3
	Smart Waste and Recycling Stations	2



March 15th, 2024

Mike Nedriga
Capital Properties of NC, LLC
1540 Grand Willow Way
Raleigh, NC 27614
cpncllc@gmail.com
919-779-9664

**RE: Trip Generation Memorandum
901 Mack Todd Road, Zebulon, NC**

Dear Mr. Nedriga,

Timmons Group is providing traffic engineering services for the proposed residential development located at 901 Mack Todd Road in Zebulon, NC. The proposed development will consist of 13 townhome units. Per Town of Zebulon (Town) Unified Development Ordinance (Section 6.13.3), a Traffic Impact Analysis (TIA) is required when projected peak hour trips exceed 100 vehicles per hour (VPH).

The site-generated trips shown in **Table 1** are based on trip generation information provided in the 11th Edition of the Institute of Transportation Engineers' (ITE's) *Trip Generation Manual* and the anticipated development size. The trip generation was calculated using the proposed number of residential units as the independent variable and the provided regression equation.

Table 1: Trip Generation Summary

ITE Land Use Code	Independent Variable	ADT	AM Peak Hour			PM Peak Hour		
			In	Out	Total	In	Out	Total
215-Single-Family Attached Housing	13 Units	94	0	1	1	2	2	4

SOURCE: Institute of Transportation Engineers' *Trip Generation Manual* 11th Edition (2021)

AM peak hour trips totaled 1 incoming and 0 outgoing where PM peak hour trips totaled 2 incoming and 2 outgoing. Average daily traffic (ADT) volumes generated by the development totaled 94 VPD. No trip reductions were included due to internal capture or pass-by trips.

As shown in **Table 1**, projected trips do not meet the Town's peak hour trip threshold (100 VPD). Therefore, no TIA is required due to the development's construction.

Should you have any questions regarding this memorandum, do not hesitate to contact me.

Sincerely,

Jeffrey P. Hochanadel, PE, PTOE
Principal | North Carolina Transportation Group Leader

5410 Trinity Rd. Suite 102 | Raleigh, NC 27807

TEL 919.866.4952 FAX 919.859.5663

Site Development | Residential | Infrastructure | Technology

www.timmons.com

Planned Development Rezoning

901 Mack Todd Road

A Planned Development

Zebulon, North Carolina

Date: February 1, 2024
Revised: April 12, 2024
Revised: May 6, 2024

Owner/Developer:

Capital Properties of North Carolina LLC

1540 Grand Willow Way
Raleigh, NC 27614
(919) 779-9664
Contact: Michael Nedriga

Consultants:

Landscape Architecture & Land Planning:

TMTLA Associates

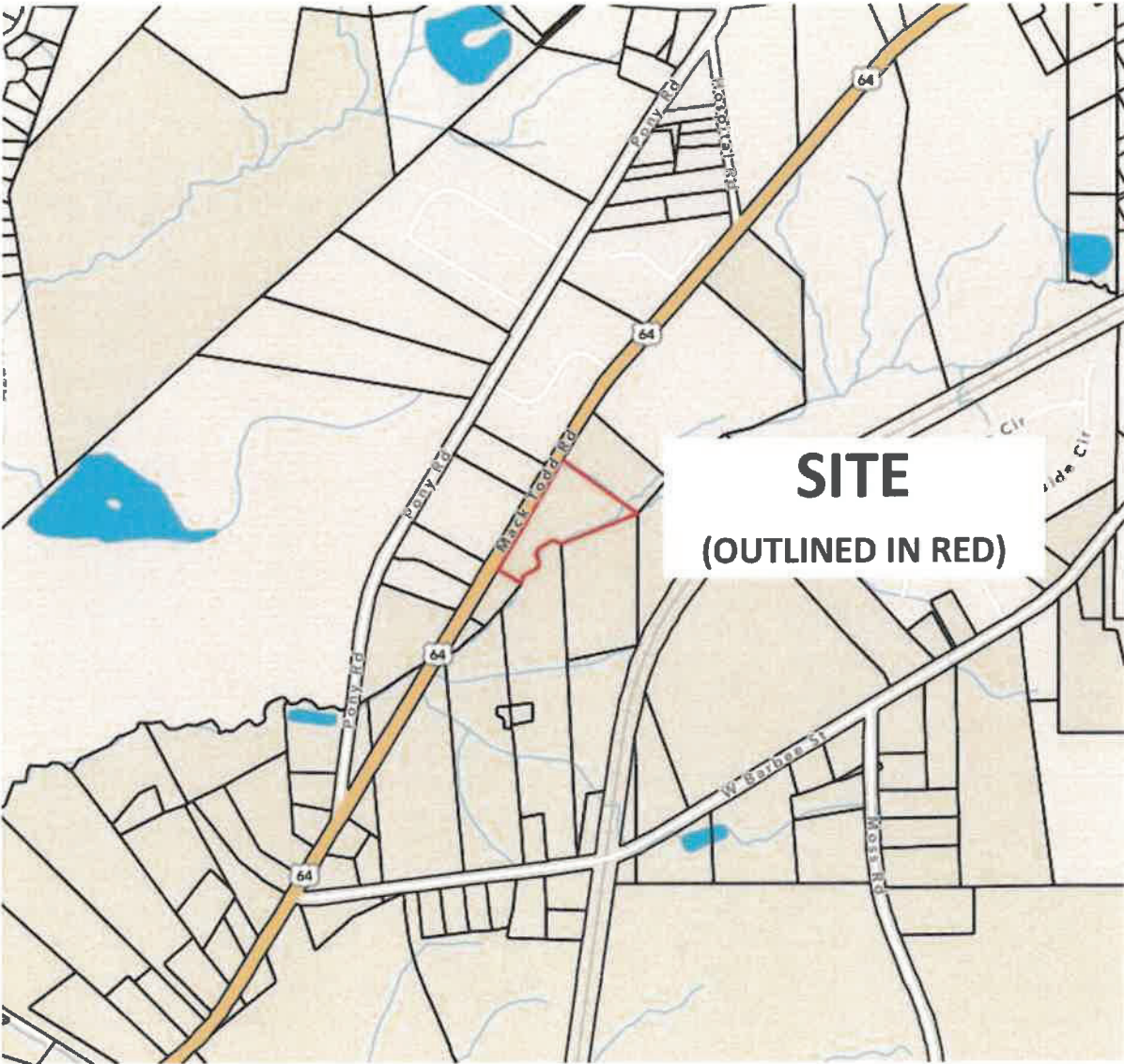
5011 Southpark Drive, Suite 200
Durham, NC 27713
919-484-8880
Contact: Pam Porter
pam@tmtla.com

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Section 12:	Stormwater Management
Section 13:	Parks and Recreation
Section 14:	Consistency with 2030 Land Use Map
Section 15:	Compliance with the UDO
Section 16:	Zoning Conditions Offered
Appendix A:	Building Elevations

Section 2: Vicinity Map



Section 3: Project Data

Name of the Project: 901 Mack Todd Road

Applicant/Prepared by:

Pamela Porter, PLA, LEED AP
TMTLA Associates
5011 Southpark Drive, Suite 200
Durham, NC 27713
Phone: 919-484-8880
pam@tmtla.com

Current and Proposed Zoning:

Current: R-4
Proposed: PD

Proposed Land Use:

Suburban Residential

Size of Project:

2.30 acres

Section 4: Purpose Statement

901 Mack Todd Road is a small 2.30-acre parcel that sits about one mile west of Downtown Zebulon. The location and size of this lot position it perfectly for a small single family attached infill development.

This development is currently zoned R-4C. The Future Land Use Map designates this lot as IL. This lot, however, is not suited for industrial development given its size and the amount of environmentally sensitive areas located within it's boundary. We are proposing the Future Land Use Map be changed to Suburban Residential, which supports single family attached development, to accommodate this request.

The intent of this Planned Development is to provide high-quality single family attached housing tucked in around the environmentally sensitive areas within the boundaries of our development while also providing opportunities for gathering and recreation. The commitment to preservation of open space and providing a variety of amenities is to reconnect people within the community to nature as well as each other.

Bordered by a stream to the east, this development will protect the riparian buffer from development. A greenway, as shown on the Town's Greenway Plan, will be constructed as part of this development.

The residential development will fulfill the need for housing stock. The preservation of the environmentally sensitive areas and the greenway fulfill the Zebulon Town of Zebulon Comprehensive Plan and Land Use Map for Open Space.

Access to the site will be provided via a private alley. The units in this development will be rear-loaded and either front on Mack Todd Road or front on open space. No public street are proposed with this development.

The proposed Planned Development will meet all requirements of the Zebulon Transportation Plan. Open space shall exceed the Town of Zebulon minimum requirement of 10% as over 50% of the development will be open space.

The 901 Mack Todd Road Planned Development will be sensitive to and compatible with surrounding uses and proposed development character. The development will enhance the value of surrounding property values.

Phasing:

This development is proposed to be developed in no more than two phases.

Section 5: Permitted Uses

Table 1 below provides a listing of the proposed permitted uses for the 901 Mack Todd Road PD Development. This listing allows the development to fulfill the intent of the commitment to a mix of residential uses. Uses are subject to general and specific regulations of the Town of Zebulon UDO.

Table 1

PERMITTED USES TABLE	
P = Permitted Use	
USE TYPE	
Residential Uses	
Single Family Attached and permitted accessory uses	P

Section 6: Design Controls

Residential – 2.30 acres

Density

Density: 5.65 dwelling units per acre max (overall)

Units: 13 dwelling units max
All units shall be Single Family Attached.

Building Height

Maximum Height / # of Stories: 35 ft. / 3 Stories

Building Setbacks (see below)

Front:	5 ft. min. for lots 10-13 7.5' min. for lots 1-9
Side:	5 ft. min.
Rear:	10 ft. min.

Note: All single family attached units shall be rear loaded.

Buffers (Refer to PD Map)

Streetscape Buffers:

Mack Todd Road

None proposed in front of units; foundation plants along the front façade of the units that front on Mack Todd Road in lieu of a streetscape buffer.

A modified 15' Type C buffer shall be provided along the frontage that does not contain residential units.

Perimeter Buffers:

Adjacent to the adjoining lots

Type A buffer along PIN 1795-82-9159 where single family attached units are located adjacent to the shared property line as shown on concept plan.

All streetscape and perimeter buffers shall be provided in accordance with the Town of Zebulon UDO

Section 7: Architectural Standards

Standard Rezoning Conditions

The style of buildings will be any variety of the following: Craftsman, Traditional, Colonial, Neoclassical. the intent is to foster multiple styles to create a community that is not monotonous.

All residential structures shall have three (3) or more of the following features:

- Front Porch
- Awnings
- Columns
- Balconies
- Broken Roof Lines
- Dormer
- Arched Architectural Features
- Chimney
- All Brick -or All Stone Façade
- Other architectural features approved by the Planning Director

All residential structures shall have at least four (4) of the following features:

- Decorative Shake
- Decorative Porch Railings/Posts
- Shutters
- Decorative/Functional Air Vents on Roof or Foundation
- Trimmed Windows or Recessed Windows
- Decorative/Period Windows
- Decorative Brick or Stone (10% min. required on the front elevation)
- Decorative Gables
- Decorative Cornices
- Tin/Metal Roof
- Other decorative features approved by the Planning Director.

Roofs:

Roof lines shall be varied to reduce the scale of the structure and add visual interest. Roof shapes (for example: flat, hip, mansard, gable, or shed) and material shall be architecturally compatible with façade elements and the rest of the structures. Shed roofs may be used on porches and dormers.

Facades:

- The principal structure's front façade must incorporate recesses and projections along at least 50% of the length of the façade. Windows, awnings, and porch area shall total at least 50% of the façade length abutting a public street.
- Façades shall incorporate a repeating pattern of change in color, texture, and material modules.
- Façade renovations shall incorporate original building details to the maximum extent practicable.
- If roof cornices have been removed or damaged on an existing structure, renovations of that structure must include retaining, repairing, and replacing the roof cornices.

Entryways:

- Doors shall have built-in windows; alternatively, a solid door is allowed provided side lights (side windows) are installed immediately adjacent to the solid door.
- Variations in color schemes and textures are encouraged in order to articulate entryways so as to give greater recognition to these features.

Materials and Color Palette:

- Predominant exterior building materials shall be high quality materials, including brick, wood, stone, fiber cement, and/or wood composite. Vinyl siding is not permitted; however, vinyl windows, decorative elements and trim are permitted.
- Front and side porches with open foundations shall have brick or stone piers and openings shall be fully screened with evergreen plantings.
- A varied color palette shall be utilized on homes throughout the subdivision and shall include siding, trim, shutter, and accent colors complementing the siding colors.

Single-family Attached (Townhomes) - Specific Requirements:

1. Each house will have a min. of 2 stories and a maximum of 3 stories.
2. Min. dwelling size shall be 1,200 s.f.
3. All townhomes may have a raised slab foundation or crawl space.
4. Garage doors must have windows, decorative details or carriage-style adornments.
5. The front elevation of each single family attached unit shall contain a min. of 10% masonry (brick or stone) and shall contain a min. of two siding materials (i.e. stone and hardiplank; brick and shake). No two

consecutive units within a single building shall contain the exact same front elevation with regard to materials or color palette.

6. All sides of a principal structure that face an abutting public street shall have architectural and decorative features as described above.
7. A mail kiosk shall be located internal to the development as shown on the conceptual plan. If a kiosk shelter is incorporated it shall be designed with similar architectural style, materials, and color palette as the homes in the neighborhood. The kiosk shelter may be partially enclosed or open on all 4 sides.

We commit to exceed the architectural requirements in Section 5.2.4 of the UDO.

Section 8: Parking and Loading

All parking and loading areas shall comply with all applicable requirements of the Town of Zebulon UDO Section 5.8. Electric vehicle (EV) charging stations shall be provided for two of the parking spaces.

Section 9: Signs

All signage shall comply with applicable standards and requirements of the Town of Zebulon UDO Section 5.11.

Section 10: Public Facilities

Water and Sanitary Sewer:

All lots shall be served by City of Raleigh water and sanitary sewer.

Streets:

No streets being proposed internal to the development.

Mack Todd Road - dedicate 5' of right of way. Build $\frac{1}{2}$ of the ultimate 70' Right-of-Way section less median. Provide a fee in lieu for $\frac{1}{2}$ of the 12' wide median. Roadway section will include 5' wide sidewalk for the full length of property.

Sidewalks:

A 5' wide sidewalk shall be provided along the frontage of 901 Mack Todd Road.

Alleys:

All residential alleys shall be public and shall be a 26' asphalt pavement within a 30' wide Town of Zebulon Alley Right of Way. Alleys shall be maintained by the HOA.

Greenway Trails:

Developer shall provide easement for and construct the section of the Corridor 8 greenway that runs along the east side of the development.

Section 11: Natural Resource and Environmental Data

Existing Vegetation:

This development site consists of wooded forests and scrubby undergrowth. Wooded areas differ from dense hardwood forested areas to softwood pine stands typical of the region and is mainly located within the extents of the stream buffer along the east side of the site. The area of scrubby undergrowth is situated where site development will take place.

Existing streams with designated and delineated buffers protected by and in accordance with the Town of Zebulon UDO and NCDWR Regulations. Any and all impacts requiring permits shall be obtained and permitted thru the Town of Zebulon, NCDWR. and the US Army Corps of Engineers where applicable.

This site is within the Neuse River Basin.

No portion of this site are located within Special Flood Hazard areas defined by FEMA FIRM Map 3720179500K dated July 19, 2022.

Historic Structures and Significance:

This site does not contain any historic structures or contains any historical significance.

Section 12: Stormwater Management

901 Mack Todd Road will meet all applicable requirements and standards as described in the Town of Zebulon Street and Storm Drainage Standard and Specifications Manual. This project will meet all stormwater reduction requirements including limiting the post-development stormwater flows to not exceed the pre-development stormwater runoff.

The 901 Mack Todd Road Development will use approved devices to control the stormwater and sediment runoff. These devices may include detention ponds, retention ponds, bio-retention areas or any other approved BMP stormwater control. Stormwater control devices shall be landscaped and constructed to be an amenity to the development and shall blend into the surroundings.

A fountain will be provided in the SCM.

Section 13: Parks and Recreation

50% of our open space shall be urban open space per UDO Sec. 5.7.4.

The following list of amenities shall be included in the urban open space area as noted on the concept plan:

Open Space #1:

- Pocket Park (5,000 s.f.)
- Outdoor Grill
- Two Picnic Tables
- Pollinator Garden (min. 225 s.f.)

Open Space #2:

- Community Garden (with storage shed)

Open Space #3:

- Dog Park: Min. 1,500 s.f. of fenced area; shall include a min. of one benches, one trash can, one dog waste station, and one drinking

fountain with dog fountain. Dog park fence shall be a min. of 4' tall chain link fence – either galvanized or vinyl-coated.

Design of these areas will be done at site plan.

In addition to the amenities in the open space area the following amenities shall be provided:

- A private connection to the Corridor 8 greenway trail shall be provided. Exact location to be determined at site plan.
- An artist designed bicycle rack shall be provided adjacent to the mail kiosk.
- Outdoor display of public art (TBD) to be located adjacent to guest parking.
- Pollinator Garden. Exact location to be determined at site plan.

Developer shall provide easement for and construct the section of the Corridor 8 greenway that runs along the east side of the development.

Section 14: Consistency with Comprehensive Plan and Land Use Map

901 Mack Todd Road is consistent with the Town of Zebulon Comprehensive Plan and Land Use Map goals and objectives.

1. This development proposes single family attached residential development, which supports the desire for a variety of housing types and price points within the Town limits. This will help to draw new residents to the Town as well as keep existing residents within Town limits when looking to move.

2. This development proposes a higher density residential development that is nestled around the environmentally sensitive areas located on this site. This helps to buffer our development from adjacent development that is not as dense as our proposal.

3. This development will assist in the expansion of the sidewalk and greenway network in the Town.

In summary, this development proposal is consistent with the goals and objectives of the Town of Zebulon Comprehensive Plan.

While this development is not consistent with the Future Land Use Map, this parcel is not suited to light industrial development due to its size, shape, and the presence of environmentally sensitive areas. Given the proximity to Downtown Zebulon, this site is suited better towards a small residential infill development.

Section 15: Compliance with the UDO

The Project will comply with all other relevant portions of the Town of Zebulon Unified Development Ordinance.

Section 16: Features of Development Included per the Utility Allocation Policy

Points Required: 60

Point Item	Point Value	Location (if known)
Base Points	20	
EV Charging Station (two-port)	5	Guest Parking
Fountain/Stormwater Amenity in SCM	4	SCM
Compliance with UDO Sec. 5.2	10	Building Design
Outdoor Display of Public Art	4	TBD at Site Plan
Pollinator Garden (225 sf. Min)	3	Open Space #1
Enhanced Buffer Landscaping	2	Next to Lots 1 & 13
Installation of Native Shade Trees	1	In Type A Buffer
Outdoor Kitchen or Grill	2	Open Space #1
Pocket Park (5,000 sf. Min.)	3	Open Space #1
Community Garden (15' x 15' with water access & potting shed)	3	Open Space #2
Drinking Fountain with Pet Fountain	2	Open Space #3
Artist-Designed Bicycle Rack	1	Next to Mail Kiosk
TOTAL	60	

Section 17: Zoning Conditions

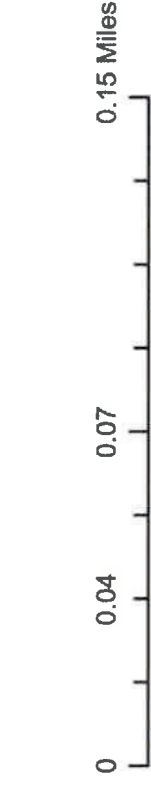
The following zoning conditions are being offered for consideration:

- 1) Uses shall be limited to single family detached, single family attached, and permitted accessory uses.
- 2) Minimum single family attached unit shall be a minimum of 1,200 s.f..
- 3) Minimum driveway stem length shall be 20'.
- 4) Mack Todd Road - dedicate 5' of right of way. Build $\frac{1}{2}$ of the ultimate 70' Right-of-Way section. Roadway section will include 5' wide sidewalk for the full length of property.
- 5) Provide a 10' wide Type A buffer along PIN 1795-82-9159 where single family attached units are located adjacent to the shared property line as shown on concept plan.
- 6) Provide foundation plants along the front façade of the units that front on Mack Todd Road in lieu of a streetscape buffer. A minimum of the following shall be planted: 3 evergreen shrubs (12" height @ installation) per unit and shall be a plant than can be maintained at 18" height where located in the sight triangle. Plant selection to be determined at site plan. See detail on L-2 for typical example of foundation landscaping.
- 7) Slab foundation shall be permitted.
- 8) Vinyl siding shall not be permitted but vinyl accents, such as windows, decorative trim, and other elements shall be permitted.
- 9) Developer shall provide easement for and construct the section of the Corridor 8 greenway that runs along the east side of the development.
- 10) Native trees shall be used for any street tree or buffer planting.
- 11) 50% of the required open space shall be dedicated to urban open space.

Appendix A: Building Elevations

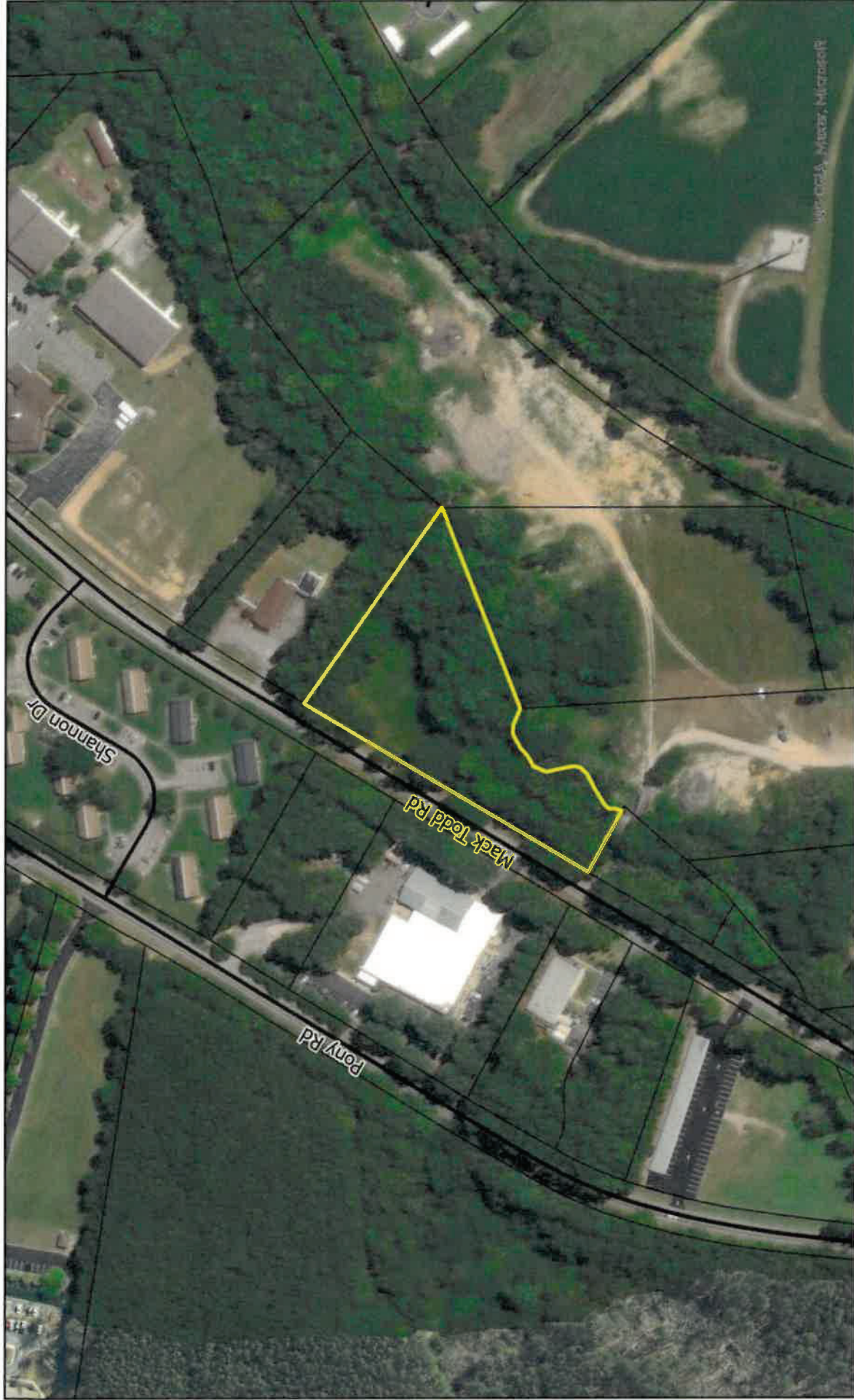
Please note any photo or graphic shown in this Appendix is to speak to the quality of the development and are not indicative of the exact design or facade to be included in this development. Any structure within this development shall follow the architectural guidelines listed in Section 7: Architectural Standards.

Future Land Use Map



- 901 Mack Todd Rd**
- Urban Residential (UR)
 - Residential Mix (RM)
 - Suburban Commercial (SC)
 - Industrial Light (IL)
 - Industrial Heavy (IH)
- Zebulon_FutureLandUse**
- Parcels
 - Streets
 - Land Use/Character
 - General Residential (GR)

Aerial Map



901 Mack Todd Rd
 Parcels
 Streets

0.15 Miles

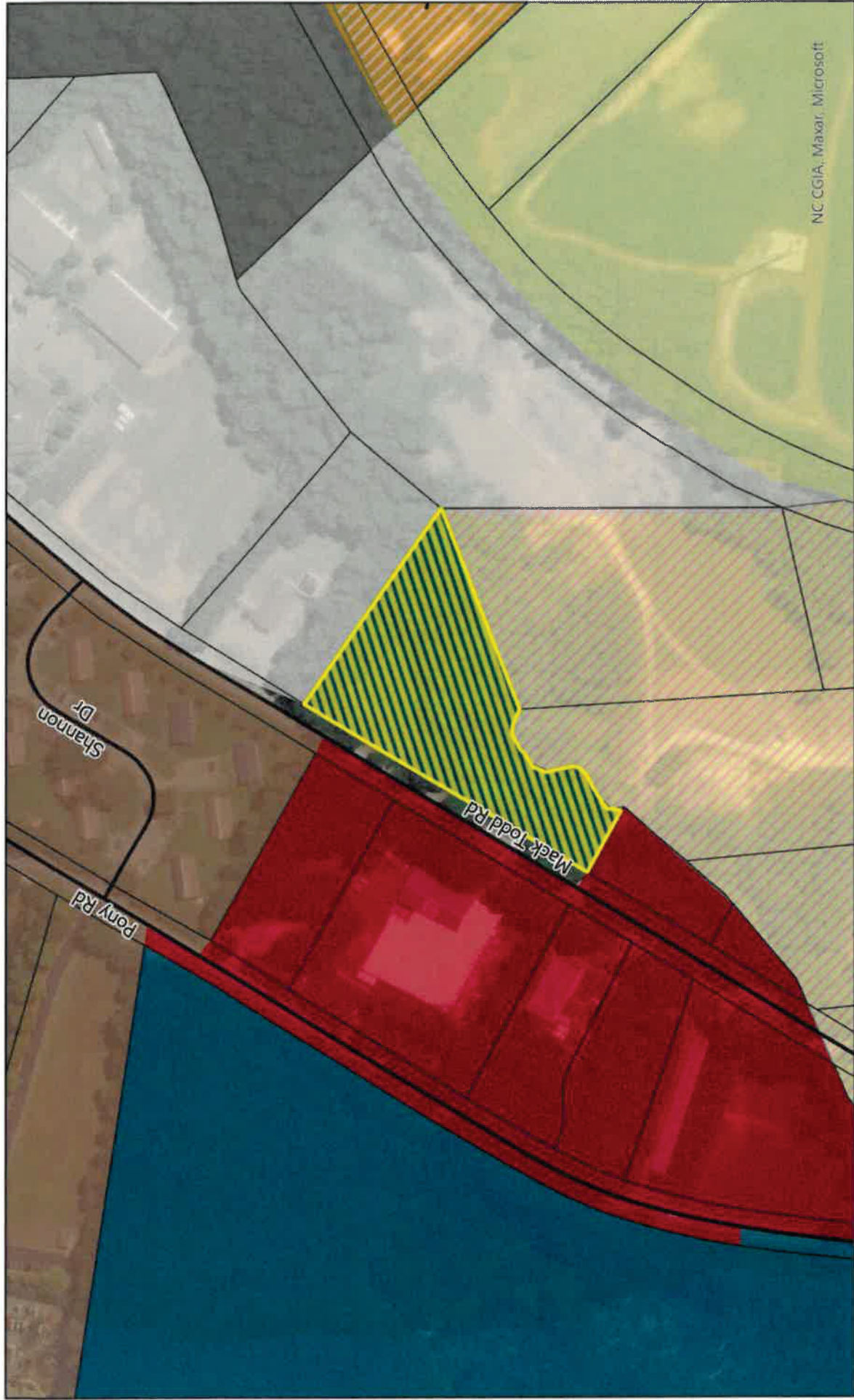
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Zoning Map



- 901 Mack Todd Rd

Parcels

Streets

Zoning Districts

R2, Residential Suburban

R4, Residential Neighborhood

R6, Residential Urban
- RMF, Residential Multi-Family

HC, Heavy Commercial

LI, Light Industrial

HI, Heavy Industrial

PD, Planned Development

MHO, Manufactured Home Overlay

CZ, Conditional Zoning





ZEBULON

NORTH CAROLINA

CASE # PD 2024-02 IDT# 1230462 – 901 Mack Todd Rd

PROJECT ADDRESS 901 Mack Todd Rd

PIN NUMBER: 1795827060

HEARING DATE: June 10, 2024

State of North Carolina

County of Wake

BEFORE ME, the undersigned Notary, E. McKinney Warner on this 28th day of May 2024, personally appeared Michael J. Clark, 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 Michael J. Clark, acting as the 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.

- First Class Mailing Sent on **5/28/2024** (see attached mailing list and copy of mailing)
- Advertisement in a Paper of General Circulation sent on **5/21/2024** (Wake weekly, publication dates **5/31 & 6/7/2024**)
- Posting Public Hearing Signage on Property on **5/28/2024** (pictures attached)
- Posted to Planning Department Website **5/28/2024**
- Sent to E-Mail Distribution List on **5/28/2024**

[Signature]

5/28/2024

Michael J. Clark, AICP, CNU-A

Date

Subscribed and sworn to before me, this 28th day of May 2024.

[Notary Seal:]

E. McKinney Warner

[signature of Notary]

NOTARY PUBLIC

My commission expires: May 23, 2027.

E. McKinney Warner

[printed name of Notary]



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 **June 10, 2024, 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 1230462 - PD 2024-02 – 901 Mack Todd Rd

PIN # 1795827060. A request by TMTLA Associates on behalf of property owner Capital Properties of North Carolina LLC, for a rezoning to the Planned Development (PD) zoning district for the development of a 13 unit Planned Development.

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) 823-1816.

901 Mack Todd Road - Parcels within 750'		
Parcel Address	REID	Owner
970 MACK TODD RD	0188800	CAVALLERO, DARIO L EHMANN, DONNA CAVALLERO
750 PONY RD	0051771	CROUSE, DONNA M BULLOCK
100 SHANNON DR	0118145	HOUSING AUTH COUNTY OF WAKE
941 MACK TODD RD	0001204	JAM MAR PROPERTIES LLC
608 W BARBEE ST	0054481	BROWN, LARRY G BROWN, MARY J
535 MACK TODD RD	0075388	JNCJ PROPERTIES LLC
600 PONY RD	0036416	CHANDAK, GOVIND CHANDAK, MADHU
721 MACK TODD RD	0089314	HERITAGE BAPTIST CHURCH INC
560 W BARBEE ST	0104806	GAY FAMILY LIMITED PARTNERSHIP II
601 PONY RD	0186160	SILVER SPRING HOUSING ASSOC LLC
600 MACK TODD RD	0085216	LNP INC
950 MACK TODD RD	0115949	HSSW
780 W BARBEE ST	0252242	HERNANDEZ, MARIA A
551 PONY RD	0076634	ZEBULON HEALTH HOLDINGS LLC
0 W BARBEE ST	0337278	SMITH, TODD L
704 W BARBEE ST	0068443	PERRY QUINN PROPERTIES INC
521 DUGGINS OAK DR	0190619	ZEBULON GREEN ASSOCIATES LIMITED PARTNERSHIP
901 MACK TODD RD	0077886	CAPITAL PARTNERS OF NORTH CAROLINA LLC
0 W BARBEE ST	0476110	TODD, JAMES THOMAS JR TRUSTEE HOLDEN, BRENDA TODD HEIRS
808 W BARBEE ST	0070909	TODD, JAMES THOMAS JR TRUSTEE HOLDEN, BRENDA TODD HEIRS
934 W BARBEE ST	0070905	HARRISON, MIRANDA TODD TRUSTEE TODD PROTECTION TRUST
0 W BARBEE ST	0476109	TODD, GLENN A TODD, VERA L
820 W BARBEE ST	0070906	TODD, GLENN A TODD, VERA L
705 PONY RD	0060530	MERITAGE HOMES OF THE CAROLINAS INC
700 PONY RD	0245658	700 PONY LLC
801 MACK TODD RD	0082911	HERITAGE BAPTIST CHURCH INC
804 W BARBEE ST	0070907	PREDDY, MARY ANN TODD



ARTICLE 3: DISTRICTS

3.5. General Mixed Use Zoning Districts

3.5.5 Planned Development (PD) District

3.5.5. PLANNED DEVELOPMENT (PD) DISTRICT

A. PURPOSE AND INTENT

The Planned Development (PD) districts are established and intended to encourage innovative land planning and site design concepts that support a high quality of life and achieve a high quality of development, environmental sensitivity, energy efficiency, and other Town goals and objectives by:

- a. Reducing or diminishing the inflexibility or uniform design that sometimes results from strict application of zoning and development standards designed primarily for individual lots;
- b. Allowing greater freedom in selecting the means of providing access, open space, and design amenities;
- c. Allowing greater freedom in providing a well-integrated mix of residential and nonresidential land uses in the same development, including a mix of housing types, lot sizes, and densities;
- d. Creating a system of incentives for redevelopment and infill in order to revitalize established areas;
- e. Promoting a vibrant public realm by placing increased emphasis on active ground floor uses, pedestrian-oriented building façade design, intensive use of sidewalks, and establishment of public gathering areas;
- f. Providing for efficient use of land resulting in smaller networks of utilities and streets and thereby lowering development and housing costs; and
- g. Promoting quality design and environmentally sensitive development that respects surrounding established land use character and respects and takes advantage of a site's natural and man-made features, such as trees, estuaries, shorelines, special flood hazard area, and historic features.

B. GENERAL STANDARDS FOR ALL PLANNED DEVELOPMENTS

1. HOW ESTABLISHED

A planned development is established in a manner similar to the establishment of a conditional zoning district in accordance with the procedures and requirements in Section 2.2.13, Planned Development.

2. MASTER PLAN REQUIRED

All development configured as a PD shall be subject to a master plan submitted and approved as part of the application to establish the district. The master plan shall:

- a. Include a statement of planning objectives for the district;
- b. Describe the specific ways in which any modifications to the generally applicable standards in this Ordinance will result in a development of higher quality than would have otherwise resulted if the development was established without any proposed modifications to the standards in this Ordinance.
- c. Identify the general location of individual development areas, identified by land use(s) and/or development density or intensity;
- d. Depict the general configuration and relationship of the principal elements of the proposed development, including general building types;
- e. Identify for the entire district and each development area the 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;
- f. Identify the general location, amount, and type (whether designated for active, passive, or urban) of open space;
- g. Identify the location of environmentally sensitive lands, wildlife habitat, and resource protection lands;
- h. Identify the on-site transportation circulation system, including the general location of all public and private streets, existing or projected transit service, pedestrian and vehicular circulation features, and how they will connect with existing and planned systems;
- i. Identify the general location of on-site potable water and wastewater facilities, and how they will connect to existing systems;
- j. Identify the general location of on-site stormwater management facilities, and how they will connect to existing public systems; and

ARTICLE 3: DISTRICTS

3.5. General Mixed Use Zoning Districts

3.5.5 Planned Development (PD) District

- k. Identify the general location of all other on-site public facilities serving the development, including but not limited to parks, schools, bus shelters, and facilities for fire protection, police protection, EMS, and solid waste management.

3. COMPLIANCE WITH SUBDIVISION STANDARDS

Planned developments that include the division of land into two or more lots shall be subject to the subdivision standards in Article 6: Subdivisions, and shall be subject to the requirements of Section 2.2.14, Preliminary Plat, and Section 2.2.10, Final Plat, prior to the issuance of a building permit.

4. SITE PLAN REVIEW

- a. The planned development master plan may take the form of a generalized concept plan for development that provides a general indication of building and site feature location, or may it may be configured to the level of detail associated with site plans and construction drawings depicting exact building placement, location and profile of public infrastructure, and configuration of site features like parking, landscaping, and similar elements.
- b. In cases where the master plan is more general or conceptual in nature, the development proposed in the planned development designation shall also undergo site plan review in accordance with Section 2.2.17, Site Plan.
- c. In cases where the master plan is detailed and meets the minimum requirements for a site plan in the opinion of the Board of Commissioners, the applicant shall request, and the Board of Commissioners may grant an exemption from subsequent site plan review.
- d. If a site plan review exemption is granted by the Board of Commissioners, the proposed development shall fully comply with the development configuration depicted in the planned development master plan. Failure to comply with the approved master plan configuration shall require an amendment of the planned development application in accordance with Section 2.2.17.1, Amendment.

5. DENSITIES/INTENSITIES

The densities for residential development and the intensities for nonresidential development applicable in each development area of a PD district shall be as established in the master plan, and shall be consistent with adopted policy guidance.

6. DIMENSIONAL STANDARDS

The dimensional standards applicable in each development area of a PD district shall be as established in the master plan. The master plan shall include at least the following types of dimensional standards:

- a. Minimum lot area;
- b. Minimum lot width;
- c. Minimum and maximum setbacks;
- d. Maximum lot coverage;
- e. Maximum building height;
- f. Maximum individual building size;
- g. Floor area ratio; and
- h. Minimum setbacks from adjoining residential development or residential zoning districts.

7. DEVELOPMENT STANDARDS

- a. All development in a PD district shall comply with the development standards of Article 5: Development Standards, and the subdivision and infrastructure design standards of Article 6: Subdivisions, unless modified in accordance with this section.
- b. In no instance shall a planned development district seek to modify, waive, or reduce any of the following standards:
 - i. Section 3.8, Overlay Zoning Districts; or
 - ii. Section 6.5, Owners' Associations.
- c. In cases where a planned development district is proposed as part of redevelopment of an existing site and the existing site does not comply with the standards in subsection (b) above, the development contemplated in the planned development shall not be required to achieve full

ARTICLE 3: DISTRICTS

3.5. General Mixed Use Zoning Districts

3.5.5 Planned Development (PD) District

compliance, but shall not increase the degree to which the development fails to comply with the standards in subsection (b) above.

8. CONSISTENCY WITH ADOPTED POLICY GUIDANCE

The PD zoning district designation, the master plan, and the terms and conditions document should be consistent with the Comprehensive Plan, and any applicable functional plans and small area plans adopted by the Town.

9. COMPATIBILITY WITH SURROUNDING AREAS

Development along the perimeter of a PD district shall be compatible with adjacent existing or proposed development. Where there are issues of compatibility, the master plan shall provide for transition areas at the edges of the PD district that provide for appropriate buffering and/or ensure a complementary character of uses. Determination of complementary character shall be based on densities/intensities, lot size and dimensions, building height, building mass and scale, hours of operation, exterior lighting, siting of service areas, or other aspects identified by the Board of Commissioners.

10. DEVELOPMENT PHASING PLAN

If development in the PD district is proposed to be phased, the master plan shall include a development phasing plan that identifies the general sequence or phases in which the district is proposed to be developed, including how residential and nonresidential development will be timed, how infrastructure (public and private) and open space will be provided and timed, and how development will be coordinated with the Town's capital improvements program.

11. CONVERSION SCHEDULE

- a. The planned development application may include a conversion schedule that identifies the extent to which one type of residential use may be converted to another type of residential use or one type of nonresidential use may be converted to another type of nonresidential use (i.e., residential to residential, or nonresidential to nonresidential). These conversions may occur within development areas and between development areas, as long as they occur within the same development phase, as identified by the approved development phasing plan, and are consistent with established extents of conversion set down in the conversion schedule.
- b. In the event an applicant seeks to revise the development in accordance with an approved conversion schedule, the applicant shall provide a revised site plan depicting the proposed conversions to the TRC for review and approval prior to commencing any conversions.

12. ON-SITE PUBLIC FACILITIES

a. DESIGN AND CONSTRUCTION

The master plan shall establish the responsibility of the developer/landowner to design and construct or install required and proposed on-site public facilities in compliance with applicable Town, state, and federal regulations.

b. DEDICATION

The master plan shall establish the responsibility of the developer/landowner to dedicate to the public the right-of-way and easements necessary for the construction or installation of required and proposed on-site public facilities in compliance with applicable Town, state, and federal regulations.

c. MODIFICATIONS TO STREET STANDARDS

In approving a master plan, the Board of Commissioners may approve modifications or reductions of street design standards—including those for right-of-way widths, pavement widths, required materials, provision of public transit amenities, and turning radii, with NCDOT approval, on finding that:

- i. The master plan provides for adequate separation/integration of vehicular, pedestrian, and bicycle traffic;
- ii. Access for emergency service vehicles is not substantially impaired;
- iii. Adequate parking is provided for the uses proposed; and

ARTICLE 3: DISTRICTS

3.5. General Mixed Use Zoning Districts

3.5.5 Planned Development (PD) District

- iv. Adequate space for public utilities is provided within the street right-of-way.

13. USES

The uses allowed in a PD district are identified in Table 4.2.3, Principal Use Table, as allowed subject to a master plan. Allowed uses shall be established in the master plan. Allowed uses shall be consistent with adopted policy guidance, the purpose of the particular PD district, and subject to any additional limitations or requirements set forth in Section 4.3, Use-Specific Standards, for the PD district. Nothing shall limit an applicant from seeking to modify an otherwise applicable use-specific standard in accordance with the standards in Section 3.5.5.B.2, Master Plan Required.

C. PLANNED DEVELOPMENT TERMS AND CONDITIONS

The terms and conditions document shall incorporate by reference or include, but not be limited to:

1. Conditions related to approval of the application for the PD zoning district classification;
2. The master plan, including any density/intensity standards, dimensional standards, and development standards established in the master plan;
3. Conditions related to the approval of the master plan, including any conditions related to the form and design of development shown in the master plan;
4. Provisions addressing how transportation, potable water, wastewater, stormwater management, and other infrastructure will be provided to accommodate the proposed development;
5. Provisions related to environmental protection and monitoring; and
6. Any other provisions the Board of Commissioners determines are relevant and necessary to the development of the PD in accordance with applicable standards and regulations.

D. AMENDMENTS TO APPROVED MASTER PLAN

Amendments or modifications to a master plan shall be considered in accordance with the standards in Section 2.2.13, Planned Development.

General Residential

This designation covers areas of primarily single-family detached residential use where accommodation of the automobile is more visually dominant relative to more prominent green space in Suburban Residential character areas. This is typically due to relatively smaller and narrower lots, and often with limited open space set-asides or amenities for residents.

Primary Land Use Types

- Detached residential dwellings.
- Other attached residential forms (e.g., duplexes and multiplexes, patio homes, townhomes, multi-family, etc.) as permitted by zoning.
- Planned developments, potentially with a mix of housing types and varying densities, subject to compatibility and open space standards.



Shepard's Point subdivision along Old Bunn Road, adjacent to the Hamilton Acres subdivision to the east.

Where on the Map

In some central areas of Zebulon, such as west of N.C. 96 and north of West Gannon Avenue. Also provides a transition to Suburban Residential areas in other locations, such as north of U.S. 64/264 and southwest of town.

Characteristics

- Residential neighborhoods with less openness and separation between dwellings compared to Suburban Residential areas.
- Auto Urban character, especially where driveways and front-loading garages dominate the front yards and front facades of homes. This can be offset by landscaping, "anti-monotony" architectural standards, and limitations on "cookie cutter" subdivision layouts characterized by straight streets and uniform lot sizes and arrangement.
- Neighborhood-oriented commercial uses may emerge over time and should be encouraged on corner sites or other locations at the edge of predominantly residential areas, at a scale and with a site design that is compatible with nearby residential uses.

Planned Development Rezoning

901 Mack Todd Road

A Planned Development
Zebulon, North Carolina

Date: February 1, 2024
Revised: April 12, 2024
Revised: May 6, 2024

Owner / Developer:

Capital Properties of North Carolina LLC
1540 Grand Willow Way
Raleigh, NC 27614
(919) 779-9664
Contact: Michael Nedriga

Consultants:

Landscape Architecture & Land Planning:

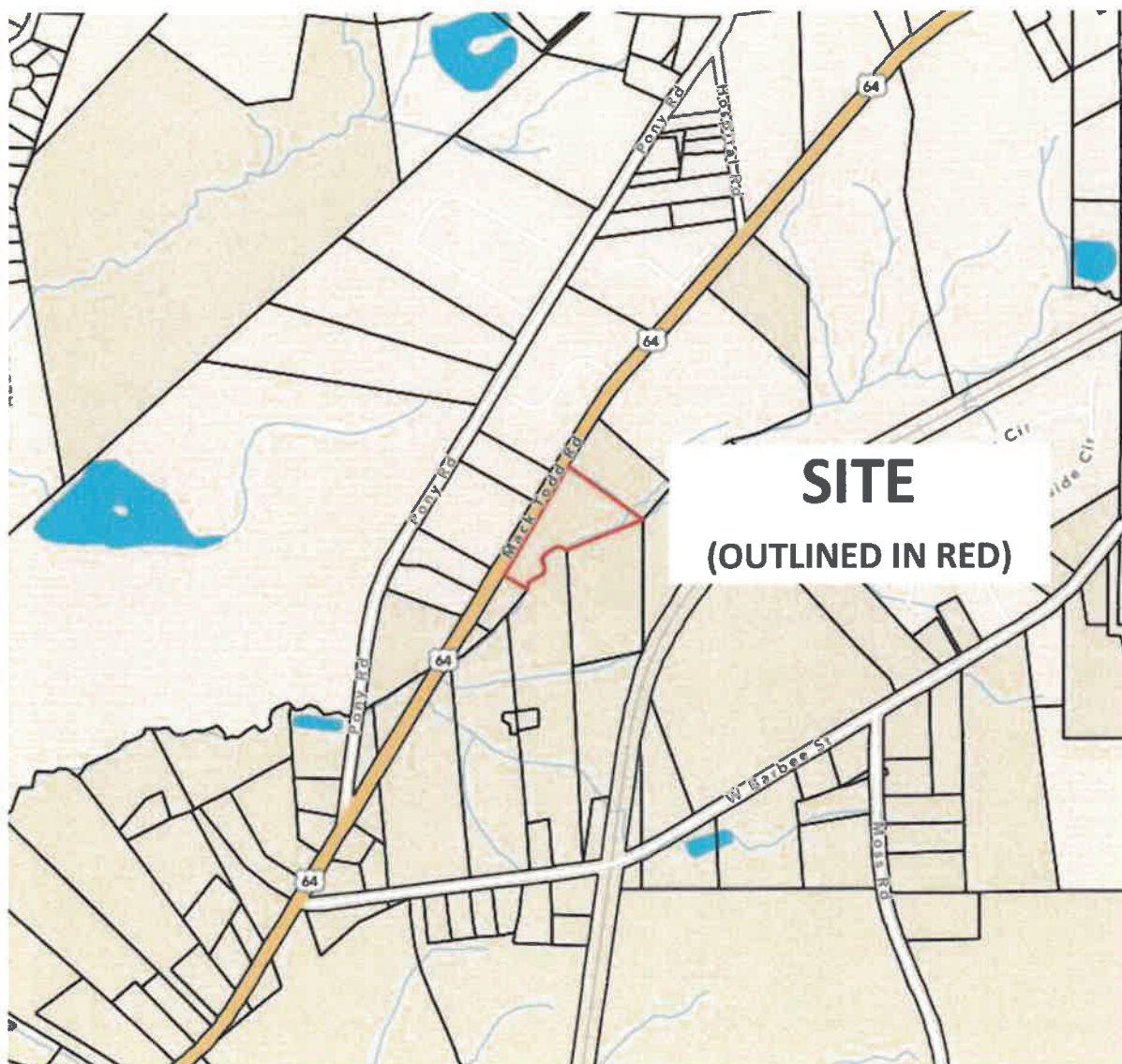
TMTLA Associates
5011 Southpark Drive, Suite 200
Durham, NC 27713
919-484-8880
Contact: Pam Porter
pam@tmtla.com

Section 1: Table of Contents

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Section 2: Vicinity Map



Section 3: Project Data

Name of the Project: 901 Mack Todd Road

Applicant/Prepared by:

Pamela Porter, PLA, LEED AP
TMTLA Associates
5011 Southpark Drive, Suite 200
Durham, NC 27713
Phone: 919-484-8880
pam@tmtla.com

Current and Proposed Zoning:

Current: R-4
Proposed: PD

Proposed Land Use:

Suburban Residential

Size of Project:

2.30 acres

Section 4: Purpose Statement

901 Mack Todd Road is a small 2.30-acre parcel that sits about one mile west of Downtown Zebulon. The location and size of this lot position it perfectly for a small single family attached infill development.

This development is currently zoned R-4C. The Future Land Use Map designates this lot as IL. This lot, however, is not suited for industrial development given its size and the amount of environmentally sensitive areas located within it's boundary. We are proposing the Future Land Use Map be changed to Suburban Residential, which supports single family attached development, to accommodate this request.

The intent of this Planned Development is to provide high-quality single family attached housing tucked in around the environmentally sensitive areas within the boundaries of our development while also providing opportunities for gathering and recreation. The commitment to preservation of open space and providing a variety of amenities is to reconnect people within the community to nature as well as each other.

Bordered by a stream to the east, this development will protect the riparian buffer from development. A greenway, as shown on the Town's Greenway Plan, will be constructed as part of this development.

The residential development will fulfill the need for housing stock. The preservation of the environmentally sensitive areas and the greenway fulfill the Zebulon Town of Zebulon Comprehensive Plan and Land Use Map for Open Space.

Access to the site will be provided via a private alley. The units in this development will be rear-loaded and either front on Mack Todd Road or front on open space. No public street are proposed with this development.

The proposed Planned Development will meet all requirements of the Zebulon Transportation Plan. Open space shall exceed the Town of Zebulon minimum requirement of 10% as over 50% of the development will be open space.

The 901 Mack Todd Road Planned Development will be sensitive to and compatible with surrounding uses and proposed development character. The development will enhance the value of surrounding property values.

Phasing:

This development is proposed to be developed in no more than two phases.

Section 5: Permitted Uses

Table 1 below provides a listing of the proposed permitted uses for the 901 Mack Todd Road PD Development. This listing allows the development to fulfill the intent of the commitment to a mix of residential uses. Uses are subject to general and specific regulations of the Town of Zebulon UDO.

Table 1

PERMITTED USES TABLE	
P = Permitted Use	
USE TYPE	
Residential Uses	
Single Family Attached and permitted accessory uses	P

Section 6: Design Controls

Residential – 2.30 acres

Density

Density: 5.65 dwelling units per acre max (overall)

Units: 13 dwelling units max
All units shall be Single Family Attached.

Building Height

Maximum Height / # of Stories: 35 ft. / 3 Stories

Building Setbacks (see below)

Front:	5 ft. min. for lots 10-13 7.5' min. for lots 1-9
Side:	5 ft. min.
Rear:	10 ft. min.

Note: All single family attached units shall be rear loaded.

Buffers (Refer to PD Map)

Streetscape Buffers:

Mack Todd Road

None proposed in front of units; foundation plants along the front façade of the units that front on Mack Todd Road in lieu of a streetscape buffer.

A modified 15' Type C buffer shall be provided along the frontage that does not contain residential units.

Perimeter Buffers:

Adjacent to the adjoining lots

Type A buffer along PIN 1795-82-9159 where single family attached units are located adjacent to the shared property line as shown on concept plan.

All streetscape and perimeter buffers shall be provided in accordance with the Town of Zebulon UDO

Section 7: Architectural Standards

Standard Rezoning Conditions

The style of buildings will be any variety of the following: Craftsman, Traditional, Colonial, Neoclassical. the intent is to foster multiple styles to create a community that is not monotonous.

All residential structures shall have three (3) or more of the following features:

- Front Porch
- Awnings
- Columns
- Balconies
- Broken Roof Lines
- Dormer
- Arched Architectural Features
- Chimney
- All Brick -or All Stone Façade
- Other architectural features approved by the Planning Director

All residential structures shall have at least four (4) of the following features:

- Decorative Shake
- Decorative Porch Railings/Posts
- Shutters
- Decorative/Functional Air Vents on Roof or Foundation
- Trimmed Windows or Recessed Windows
- Decorative/Period Windows
- Decorative Brick or Stone (10% min. required on the front elevation)
- Decorative Gables
- Decorative Cornices
- Tin/Metal Roof
- Other decorative features approved by the Planning Director.

Roofs:

Roof lines shall be varied to reduce the scale of the structure and add visual interest. Roof shapes (for example: flat, hip, mansard, gable, or shed) and material shall be architecturally compatible with façade elements and the rest of the structures. Shed roofs may be used on porches and dormers.

Facades:

- The principal structure's front façade must incorporate recesses and projections along at least 50% of the length of the façade. Windows, awnings, and porch area shall total at least 50% of the façade length abutting a public street.
- Façades shall incorporate a repeating pattern of change in color, texture, and material modules.
- Façade renovations shall incorporate original building details to the maximum extent practicable.
- If roof cornices have been removed or damaged on an existing structure, renovations of that structure must include retaining, repairing, and replacing the roof cornices.

Entryways:

- Doors shall have built-in windows; alternatively, a solid door is allowed provided side lights (side windows) are installed immediately adjacent to the solid door.
- Variations in color schemes and textures are encouraged in order to articulate entryways so as to give greater recognition to these features.

Materials and Color Palette:

- Predominant exterior building materials shall be high quality materials, including brick, wood, stone, fiber cement, and/or wood composite. Vinyl siding is not permitted; however, vinyl windows, decorative elements and trim are permitted.
- Front and side porches with open foundations shall have brick or stone piers and openings shall be fully screened with evergreen plantings.
- A varied color palette shall be utilized on homes throughout the subdivision and shall include siding, trim, shutter, and accent colors complementing the siding colors.

Single-family Attached (Townhomes) - Specific Requirements:

1. Each house will have a min. of 2 stories and a maximum of 3 stories.
2. Min. dwelling size shall be 1,200 s.f.
3. All townhomes may have a raised slab foundation or crawl space.
4. Garage doors must have windows, decorative details or carriage-style adornments.
5. The front elevation of each single family attached unit shall contain a min. of 10% masonry (brick or stone) and shall contain a min. of two siding materials (i.e. stone and hardiplank; brick and shake). No two

consecutive units within a single building shall contain the exact same front elevation with regard to materials or color palette.

6. All sides of a principal structure that face an abutting public street shall have architectural and decorative features as described above.
7. A mail kiosk shall be located internal to the development as shown on the conceptual plan. If a kiosk shelter is incorporated it shall be designed with similar architectural style, materials, and color palette as the homes in the neighborhood. The kiosk shelter may be partially enclosed or open on all 4 sides.

We commit to exceed the architectural requirements in Section 5.2.4 of the UDO.

Section 8: Parking and Loading

All parking and loading areas shall comply with all applicable requirements of the Town of Zebulon UDO Section 5.8. Electric vehicle (EV) charging stations shall be provided for two of the parking spaces.

Section 9: Signs

All signage shall comply with applicable standards and requirements of the Town of Zebulon UDO Section 5.11.

Section 10: Public Facilities

Water and Sanitary Sewer:

All lots shall be served by City of Raleigh water and sanitary sewer.

Streets:

No streets being proposed internal to the development.

Mack Todd Road - dedicate 5' of right of way. Build $\frac{1}{2}$ of the ultimate 70' Right-of-Way section less median. Provide a fee in lieu for $\frac{1}{2}$ of the 12' wide median. Roadway section will include 5' wide sidewalk for the full length of property.

Sidewalks:

A 5' wide sidewalk shall be provided along the frontage of 901 Mack Todd Road.

Alleys:

All residential alleys shall be public and shall be a 26' asphalt pavement within a 30' wide Town of Zebulon Alley Right of Way. Alleys shall be maintained by the HOA.

Greenway Trails:

Developer shall provide easement for and construct the section of the Corridor 8 greenway that runs along the east side of the development.

Section 11: Natural Resource and Environmental Data

Existing Vegetation:

This development site consists of wooded forests and scrubby undergrowth. Wooded areas differ from dense hardwood forested areas to softwood pine stands typical of the region and is mainly located within the extents of the stream buffer along the east side of the site. The area of scrubby undergrowth is situated where site development will take place.

Existing streams with designated and delineated buffers protected by and in accordance with the Town of Zebulon UDO and NCDWR Regulations. Any and all impacts requiring permits shall be obtained and permitted thru the Town of Zebulon, NCDWR. and the US Army Corps of Engineers where applicable.

This site is within the Neuse River Basin.

No portion of this site are located within Special Flood Hazard areas defined by FEMA FIRM Map 3720179500K dated July 19, 2022.

Historic Structures and Significance:

This site does not contain any historic structures or contains any historical significance.

Section 12: Stormwater Management

901 Mack Todd Road will meet all applicable requirements and standards as described in the Town of Zebulon Street and Storm Drainage Standard and Specifications Manual. This project will meet all stormwater reduction requirements including limiting the post-development stormwater flows to not exceed the pre-development stormwater runoff.

The 901 Mack Todd Road Development will use approved devices to control the stormwater and sediment runoff. These devices may include detention ponds, retention ponds, bio-retention areas or any other approved BMP stormwater control. Stormwater control devices shall be landscaped and constructed to be an amenity to the development and shall blend into the surroundings.

A fountain will be provided in the SCM.

Section 13: Parks and Recreation

50% of our open space shall be urban open space per UDO Sec. 5.7.4.

The following list of amenities shall be included in the urban open space area as noted on the concept plan:

Open Space #1:

- Pocket Park (5,000 s.f.)
- Outdoor Grill
- Two Picnic Tables
- Pollinator Garden (min. 225 s.f.)

Open Space #2:

- Community Garden (with storage shed)

Open Space #3:

- Dog Park: Min. 1,500 s.f. of fenced area; shall include a min. of one benches, one trash can, one dog waste station, and one drinking

fountain with dog fountain. Dog park fence shall be a min. of 4' tall chain link fence – either galvanized or vinyl-coated.

Design of these areas will be done at site plan.

In addition to the amenities in the open space area the following amenities shall be provided:

- A private connection to the Corridor 8 greenway trail shall be provided. Exact location to be determined at site plan.
- An artist designed bicycle rack shall be provided adjacent to the mail kiosk.
- Outdoor display of public art (TBD) to be located adjacent to guest parking.
- Pollinator Garden. Exact location to be determined at site plan.

Developer shall provide easement for and construct the section of the Corridor 8 greenway that runs along the east side of the development.

Section 14: Consistency with Comprehensive Plan and Land Use Map

901 Mack Todd Road is consistent with the Town of Zebulon Comprehensive Plan and Land Use Map goals and objectives.

1. This development proposes single family attached residential development, which supports the desire for a variety of housing types and price points within the Town limits. This will help to draw new residents to the Town as well as keep existing residents within Town limits when looking to move.

2. This development proposes a higher density residential development that is nestled around the environmentally sensitive areas located on this site. This helps to buffer our development from adjacent development that is not as dense as our proposal.

3. This development will assist in the expansion of the sidewalk and greenway network in the Town.

In summary, this development proposal is consistent with the goals and objectives of the Town of Zebulon Comprehensive Plan.

While this development is not consistent with the Future Land Use Map, this parcel is not suited to light industrial development due to its size, shape, and the presence of environmentally sensitive areas. Given the proximity to Downtown Zebulon, this site is suited better towards a small residential infill development.

Section 15: Compliance with the UDO

The Project will comply with all other relevant portions of the Town of Zebulon Unified Development Ordinance.

Section 16: Features of Development Included per the Utility Allocation Policy

Points Required: 60

Point Item	Point Value	Location (if known)
Base Points	20	
EV Charging Station (two-port)	5	Guest Parking
Fountain/Stormwater Amenity in SCM	4	SCM
Compliance with UDO Sec. 5.2	10	Building Design
Outdoor Display of Public Art	4	TBD at Site Plan
Pollinator Garden (225 sf. Min)	3	Open Space #1
Enhanced Buffer Landscaping	2	Next to Lots 1 & 13
Installation of Native Shade Trees	1	In Type A Buffer
Outdoor Kitchen or Grill	2	Open Space #1
Pocket Park (5,000 sf. Min.)	3	Open Space #1
Community Garden (15' x 15' with water access & potting shed)	3	Open Space #2
Drinking Fountain with Pet Fountain	2	Open Space #3
Artist-Designed Bicycle Rack	1	Next to Mail Kiosk
TOTAL	60	

Section 17: Zoning Conditions

The following zoning conditions are being offered for consideration:

- 1) Uses shall be limited to single family detached, single family attached, and permitted accessory uses.
- 2) Minimum single family attached unit shall be a minimum of 1,200 s.f..
- 3) Minimum driveway stem length shall be 20'.
- 4) Mack Todd Road - dedicate 5' of right of way. Build $\frac{1}{2}$ of the ultimate 70' Right-of-Way section. Roadway section will include 5' wide sidewalk for the full length of property.
- 5) Provide a 10' wide Type A buffer along PIN 1795-82-9159 where single family attached units are located adjacent to the shared property line as shown on concept plan.
- 6) Provide foundation plants along the front façade of the units that front on Mack Todd Road in lieu of a streetscape buffer. A minimum of the following shall be planted: 3 evergreen shrubs (12" height @ installation) per unit and shall be a plant than can be maintained at 18" height where located in the sight triangle. Plant selection to be determined at site plan. See detail on L-2 for typical example of foundation landscaping.
- 7) Slab foundation shall be permitted.
- 8) Vinyl siding shall not be permitted but vinyl accents, such as windows, decorative trim, and other elements shall be permitted.
- 9) Developer shall provide easement for and construct the section of the Corridor 8 greenway that runs along the east side of the development.
- 10) Native trees shall be used for any street tree or buffer planting.
- 11) 50% of the required open space shall be dedicated to urban open space.

Planned Development for 901 Mack Todd Road Zebulon, NC with Pin# 1795827060 is approved.

This the 4th day of November, 2024

Glenn L. York - Mayor

SEAL

Lisa M. Markland, CMC - Town Clerk

STAFF REPORT
RESOLUTION 2025-05
ZEBULON CHAMBER CHRISTMAS PARTY
PUBLIC EVENT APPLICATION
NOVEMBER 4, 2024

Topic: Resolution 2025-05 – Zebulon Chamber Christmas Party
Speaker: Chris D. Ray, Interim Asst. Town Manager
From: Chris D. Ray, Interim Asst. Town Manager
Approved by: Taiwo Jaiyeoba, Interim Town Manager

Executive Summary:

A request to close public right of way of West McIver Street to host an Annual Chamber Christmas Party.

Background:

The Zebulon Chamber of Commerce is a non-profit located within the Town of Zebulon and dedicated to promoting economic development and advancement of civic, commercial, and industrial industries.

The Chamber requests closure of the right of way from 4 pm to 7 pm on December 12, 2024, for a block party. The event set-up starts at 4pm and breakdown will be complete by 7:00 pm. Attendance is free to the public.

Staff reviewed the event request and identified the expectations of the applicant. The applicant will sign an Events Agreement. Public Works staff will complete set-up and teardown of roadway closure. Due to the small and temporary nature of the closure, minimal or no impacts are expected on traffic.



Parking will be available at the Chamber Site off Arendell Ave and along West McIver Street.

Both fire and police have reviewed the request and confirmed the impacts to operations are minimal to none.

Discussion:

The discussion before the Board includes: 1) use and closure of Town-maintained roads, and 2) reducing or waiving fees for the event.

STAFF REPORT
RESOLUTION 2025-05
ZEBULON CHAMBER CHRISTMAS PARTY
PUBLIC EVENT APPLICATION
NOVEMBER 4, 2024

Policy and Program Analysis:

This event falls under the purview of the Special Event Standard. The event meets the standards for road closure and is within the Public Works Department's capacity to complete. The event meets the standards for fee reduction or waiver.

Board Criteria for Waiving or Reducing Fees	Met	Not Met
Applicant is a non-profit organization (per state or federal tax law).	✓	
Zebulon-based group, chapter, or organization.	✓	
Community-focused event.	✓	
Recreational event in nature.	✓	
Event is open to the general public.	✓	
Purpose is to facilitate a positive impact to the community.	✓	
Meets the Strategic Plan		
Vibrant Downtown		
Small Town Life	✓	
Growing Smart		

Fiscal Analysis:

Per the FY '25 Fee Schedule, up to \$255.25 could be charged for personnel and equipment to close the roadway. Direct personnel costs of \$119.25 are to cover the event.

The Board may reduce the fees by \$166.00 for equipment rental and charge of \$119.25 to cover the Town's direct personnel costs.

The applicant requests waiving fees as the Chamber partners with the Town on economic development and promotion of the Town's initiatives.

Staff Recommendation:

Staff recommends the closure of approximately 125 feet of West McIver Street through adoption of Resolution 2025-05. Board clarification on the amount of fees to charge (e.g., no waiver, partial waiver, full waiver) is required when adopting the resolution.

Attachments:

1. Resolution 2025-05
2. Board of Commissioners Consideration for Event Authorization
3. Application

**RESOLUTION 2025-05
TO AUTHORIZE TEMPORARY ROAD CLOSURE
ON DECEMBER 12, 2024**

WHEREAS, the Board of Commissioner adopted Special Event standards on November 17, 2022 to provide guidance for Staff and the Board to consider when private groups seek to host events on public property such as streets; and

WHEREAS, the 2030 Strategic Plan identifies Small Town Life as a Focus Area and strives to developing more activities and locations to gather with family and neighbors; and

WHEREAS, the Town encourages the private sector to participate and contribute to preserve and enhance Zebulon's Small Town Life; and

WHEREAS, the Town has received a request from the Chamber of Commerce to host its annual Christmas party ; and

WHEREAS, the Chamber of Commerce is dedicated to promoting economic development and advancement of the Zebulon community; and

WHEREAS, the Chamber of Commerce has successfully planned and implemented road closures in Zebulon in previous years; and

WHEREAS, such an event will require closure of approximately 125 feet of West McIver; and

WHEREAS, the Board has considered a request by the Chamber of Commerce for the Town to waive fees associated with the event as permitted by the Special Event Standard; and

NOW, THEREFORE, BE IT RESOLVED, the Town of Zebulon does hereby approve the request to close a portion of West McIver Streets on December 12, 2024 as described in the submitted special event application. The Town [*does not waive, partially waives, completely waives*] fees as permitted by the Special Event Standard for the requested event. The Town reserves the right to cancel or cause the interruption of the event when, in the sole discretion of the Town, such an act is necessary in the interest of public safety or protection of public property. The Town Manager or designee will execute an Event Agreement with event organizers. The Town Manager may authorize rescheduling of the event should extenuating circumstances arise.

Adopted the 4th day of November, 2024.

Glenn L. York - Mayor

Attest:

Lisa M. Markland, CMC - Town Clerk

Board of Commissioners Considerations for Event Authorization

The Board of Commissioners will consider each application on a case-by-case basis on the quarterly application consideration schedule set forth herein. Event application approval or denial rests solely with the Board of Commissioners. In order to assist the Board of Commissioners in deciding whether to permit private use of public property for an event, the Board of Commissioners will consider the following:

1. Nonprofit status or public purpose of the applicant and/or event.
2. The applicant's substantial presence in the community, including but not necessarily a permanent physical presence.
3. The applicant's history of positive contributions to the Town of Zebulon, its institutions and citizens.
4. Whether the event stimulates or encourages community participation in nonprofit/civic activities.
5. The event's consistency with the plans, goals and policies of the Town.
6. Potential for damage to property or harm to people arising from the nature and size of the proposed activity.
7. Ability of the Town to support the proposed activity.
8. Ability of the Organization to implement the event.

Criteria for Reduced Fee Consideration

The Board of Commissioners will review fee reduction requests on a case-by-case basis. Reduction and/or waiver of fees is not guaranteed and is at the discretion of the Board.

Application, permit, and late fees cannot be waived. Fee reduction and/or waiver may only be authorized by the Board of Commissioners by action taken at a regular Board of Commissioners meeting at the time of the application. The following criteria will be used when determining consideration of reduced or waived fees for special event implementation.

1. The requesting applicant must represent a non-profit organization as defined by state or federal tax law.
2. Priority will be given to Zebulon based groups / chapters / organizations.
3. The proposed event is community focused and / or recreational in nature.
4. The proposed event is open to the general public.
5. The proposed event has been planned to facilitate a positive impact to the community.
6. The proposed event meets the town's strategic plan.



Zebulon Events Committee Public Event Application

The events committee reviews public event requests that may impact town operations such as facility or street use, public safety and closing down a street in order to determine next steps to support safe and successful community events. For more information about the public event application process contact the Zebulon Parks and Recreation Department at (919) 823-1814 or slong@townofzebulon.org.

Applicant Information

Company/Organization Name Zebulon Chamber of Commerce
Address 815 N Arendell Ave City Zebulon State NC Zip Code 27597
Event Contact Person John D Saffold E-mail jsaffold@zebulonchamber.org
Daytime Phone Number 919 269-6320 Cell Phone Number 949-444-8228

Event Name Merry Meet Up on Melver
Event Location W Melver St
Event Date Dec 12, 2024 Alternate Date Dec 10, 2024
Set Up Time 4 pm Event Time 5 pm to 6:30 pm
Break Down Time 6:30 pm to 7:00 pm
Number of Attendees 50 - 60

Event Description and anticipated activities: Annual chamber Christmas party hosted by Narsan Merritt CPA for chamber members, their guests + MM clients. We like to plan "neighborly, small town feel" block party for our guests w/ cocktail + outdoor games. Donations of toys for those in need will also be accepted during the party.

Mark any of the following that apply to your proposed event:

- | | |
|---|---|
| ☒ Alcohol sale/distribution | ☐ Stage |
| ☒ Street closure | ☐ Food Trucks |
| ☐ Sidewalk closure | ☐ Bounce Houses |
| ☐ Use of Tents | ☐ Requires Power |
| ☐ Band, DJ, or Amplified Sound | ☐ Vendors |

Anticipated Safety Measures: Street closure

Anticipated Sanitary Measures (Restroom, trash cans, litter pick up)

Restrooms available in Zebulon chamber of commerce

Please list any event partners or anticipated sponsors Zebulon chamber of commerce

Requested support from the town (if any): would like to block off the section of Melver from 2nd driveway along Melver to the intersection @ Arendell Ave. Traffic cones will be placed along section to be closed open to recommendations from Zeb Police Department + town to ensure safety of the section requested to be close

Be aware of the below requirements which may impact your event. The events committee will respond with information concerning items on this list as it pertains to your events

- | | |
|---|---|
| <ul style="list-style-type: none">• Certificate of Insurance• Noise Ordinances• Permits & Fire Code Tents• Alcohol Permits• Street Closure notifications• Impacted Neighbor Notification | <ul style="list-style-type: none">• NCDOT Notification of street closure• Sidewalk Encroachment Permit• Off-Duty Law Enforcement• Health Department Regulations• Sign Permits• Crowd Manager |
|---|---|

If your event is scheduled to take place at a town facility or park. Please note that all rental rates, applications, and guidelines still apply to your event.

Please submit a site map with your application.

SUBMITTING THE APPLICATION:

Town of Zebulon
Attn: Sheila Long
1003 N Arendell Ave
Zebulon, NC 27597
or
slong@townofzebulon.org

Signature: John D. Saffold

Date: 10/28/24

Topic: FY 2025 - Third Lease Amendment Agreement
Speaker: Chris D. Ray, Interim Asst. Town Manager
Eric Vernon, Town Attorney
Taylor Emory, Town Attorney
Prepared by: Chris D. Ray, Interim Asst. Town Manager
Approved by: Taiwo Jaiyeoba, Interim Town Manager

Executive Summary:

This report is to provide the Board of Commissioners with a general update on the discussions with the Carolina Mudcats/Milwaukee Brewers organization regarding termination of the existing Lease, subject to Rule 408 of the Federal Rules of Evidence, which governs the admissibility of statements during compromise negotiations that involve admissions of liability and/or opinions.

Background:

The Carolina Mudcats, owned by Steve Bryant, moved to Zebulon in 1990, and the first game was played at Five County Stadium in the spring of 1991. In the summer of 1997, Wake County and the City of Raleigh invested \$15 million into the facility via an interlocal agreement.

In December of 2002, the Town of Zebulon transferred the majority interest of the stadium to the County. The Town and County became tenants in common, with 85% owned by the County and 15% owned by the Town. On January 1, 2003, the County and Town completed the lease agreement with the Mudcats.

In January of 2017, the controlling interest of the Mudcats was sold to the Milwaukee Brewers. On February 22, 2017, a first amendment to the lease was executed to reflect this change in ownership.

In 2021, the Town of Zebulon and Wake County entered into the first lease extension, which expires December 31st, 2027. On April 4, 2022, the Town and County approved a second amendment to the lease, which allowed the Mudcats/Brewers to terminate the lease extension at the end of one year instead of year five. The Mudcats/Brewers did not exercise this option. The Lease is currently set to expire on December 31, 2027.

On April 21, 2024, the Brewers/Mudcats publicly announced a relocation of the Carolina Mudcats to Wilson, NC, effective with the 2026 minor league baseball season. Shortly thereafter, the Mudcats requested an early termination of the lease.

Policy Analysis:

Negotiation conversations are protected by Rule 408, which provides security for parties by prohibiting settlement offers, or other statements made during settlement negotiations, from being admitted as evidence to prove the validity or amount of a claim in dispute.

For this reason, the Town and County staff and both entities' attorneys have been working closely with the Mudcats/Brewers to build a framework for decision-making by the County's and Town's respective Boards.

Negotiation Goals Framework:

1. Development of a third amendment to the lease that allows 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 provides 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 requires 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 is a significant number of personal items, including repainting the elevated tank).
4. Development of a third amendment that guarantees that neither the County nor Town will have to make MLB-mandated or Mudcats/Brewers-requested improvements to the stadium that will not serve or benefit a new tenant/partner.

Wake County hired (at their expense) CAA, Icon as subject matter experts (SMEs) to assist with facility plans and the negotiation of a new lease under the new Player Development League (PDL) requirements for the Mudcats to stay in Five County Stadium. Upon the Mudcats' announcement to leave, Wake County transitioned the CAA, Icon contract to assisting the Town and County with the third lease amendment negotiations for termination of contract. CAA, Icon specializes as an owner's representative and strategic management consultant firm for public/private sports and entertainment facility owners and operators, professional franchises, and leagues.

Financial Analysis:

The 2024 rent payment of \$34,669.15 has been collected by the County in October consistent with the lease. Annually, the rent amount increases by the Consumer Price Index (CPI). Attached is a financial analysis of expenditures and revenues since FY2014.

Stadium Tours:

The Town and County have received unsolicited interest from multiple entities for the redevelopment and future occupancy of Five County Stadium. The Town and County are developing an RFP, in conjunction with CAA Icon, to solicit formal proposals.

Next Steps:

1. The County's and Town's consideration, discussion, and concurrence regarding the draft third amendment for early termination of the agreement with Carolina Mudcats/Brewers
2. With the assistance of CAA, Icon, the Town and County are 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 will ultimately be negotiated and approved by both Wake County and the Town of Zebulon.

Attachments:

1. Financial analysis

ATTACHMENT
FIVE COUNTY STADIUM FINANCIALS
NOVEMBER 4, 2024
Expenditures

FY	Zebulon Rent (15%)	Electricity	Water/Sewer	Maintenance	Materials/Supplies	Insurance	Capital	Total Annual	Revenue - Expenditures
FY14	\$ 3,849.98	\$ 17,874.82	\$ 24,463.37	\$ 6,874.55	\$ 1,939.48	\$ 1,231.53	\$ -	\$ 52,383.75	\$ (48,533.77)
FY15	\$ 3,959.63	\$ 13,147.90	\$ 20,847.37	\$ 3,588.78	\$ 3,024.27	\$ 1,239.89	\$ -	\$ 41,848.21	\$ (37,888.58)
FY16	\$ 4,084.24	\$ 14,757.09	\$ 27,541.68	\$ 4,511.84	\$ 4,305.92	\$ 1,225.03	\$ -	\$ 52,341.56	\$ (48,257.32)
FY17	\$ 4,141.84	\$ 12,673.28	\$ 32,070.92	\$ 2,929.10	\$ 3,055.98	\$ 1,182.00	\$ 30,366.02	\$ 82,277.30	\$ (78,135.46)
FY18	\$ 4,238.92	\$ 7,818.00	\$ 28,998.58	\$ 3,283.75	\$ 4,205.59	\$ 1,363.00	\$ -	\$ 45,668.92	\$ (41,430.00)
FY19	\$ 4,346.80	\$ 8,426.22	\$ 28,724.02	\$ 2,339.57	\$ 3,856.32	\$ 1,417.00	\$ -	\$ 44,763.13	\$ (40,416.33)
FY20	\$ 4,455.47	\$ 8,169.89	\$ 24,290.36	\$ 3,160.29	\$ 3,917.36	\$ 1,564.94	\$ -	\$ 41,102.84	\$ (36,647.37)
FY21	\$ -	\$ 8,169.19	\$ 19,444.00	\$ 2,875.18	\$ 2,452.19	\$ 1,704.00	\$ 9,653.34	\$ 44,297.90	\$ (44,297.90)
FY22	\$ 4,697.95	\$ 9,875.68	\$ 25,601.59	\$ 2,179.81	\$ 3,769.36	\$ 1,705.00	\$ -	\$ 43,131.44	\$ (38,433.49)
FY23	\$ 4,848.52	\$ 8,617.85	\$ 23,015.57	\$ 2,603.99	\$ 4,080.69	\$ 1,847.00	\$ 36,255.04	\$ 76,420.14	\$ (71,571.62)
FY24	\$ 5,028.16	\$ 11,521.34	\$ 30,529.16	\$ 3,631.48	\$ 3,566.66	\$ 2,309.00	\$ -	\$ 51,557.64	\$ (46,529.48)
Total	\$ 43,651.51	\$ 121,051.26	\$ 285,526.62	\$ 37,978.34	\$ 38,173.82	\$ 16,788.39	\$ 76,274.40	\$ 575,792.83	\$ (532,141.32)

Bobby Filer:
FY 2017: Parking lot
lights conversion to LED

Bobby Filer:
FY 2021: Pressure
reducing water valve

Bobby Filer:
FY 2023: Entrance
Apron/Gate Repair

Topic: FY 2025 Monthly Financial Report Addendum

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 October 17, 2024.

Information:

Expenditures

With approximately 4 months into Fiscal Year 2025 expenditures complete, the Town has spent approximately 19% (~ \$6,734,000) of its General Fund budget of \$35,553,709. 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: \$1,033,170 collected to date (~ 7% of budget).
 - + Observations:
 - # 9% less than collected last fiscal year (\$1,146,102).
 - # Three months of vehicle taxes have been collected for FY 2025.
- Sales Tax (second largest revenue stream)
 - + July's sales (reports lag 3-months):
 - # \$10,687 (5.2%) more collected than last July for all sales tax.
 - # \$5,089 (5.7%) more collected than last July for "local" sales tax.
 - # "Local" sales tax (Article 39) is generated within, and returns to, Wake County.
 - # For every \$100,000 in local sales, \$3.67 comes back to the Town of Zebulon.
- Utilities Sales Tax (5% of revenue stream): first quarterly disbursement to be received December 15.
- Permits & Zoning
 - + \$83,628 collected total (33% of budgeted revenues (\$250,000))
 - + 1% less than what was collected this time last fiscal year (\$85,157).
- Parks & Recreation
 - + 69,214 collected total (66% of budgeted revenues (\$115,500))
 - + 1% more than what was collected this month last fiscal year (\$63,009).

- Transportation Impact Fees
 - + \$201,631 collected to date in FY 2025
 - + 26.5% more than what was collected last fiscal year (\$159,455).
 - + Revenue placed in reserve for transportation projects to be spent within 10 years
- Recreation Impact Fees
 - + \$306,000 collected to date in FY 2025
 - + 58.6% less than what was collected last fiscal year (\$522,000).
 - + Collections since inception of fee (January 2022) ~ \$5,372,000

Policy Analysis: N/A

Financial Analysis: Budgeted revenue in FY 2025 is \$35,553,709 while year to date revenue collected is \$3,379,044 (9.5% of budgeted). Budgeted revenue includes \$11,115,195 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 October 17, 2024)
2. Sales Tax Collection Report – FY 2025

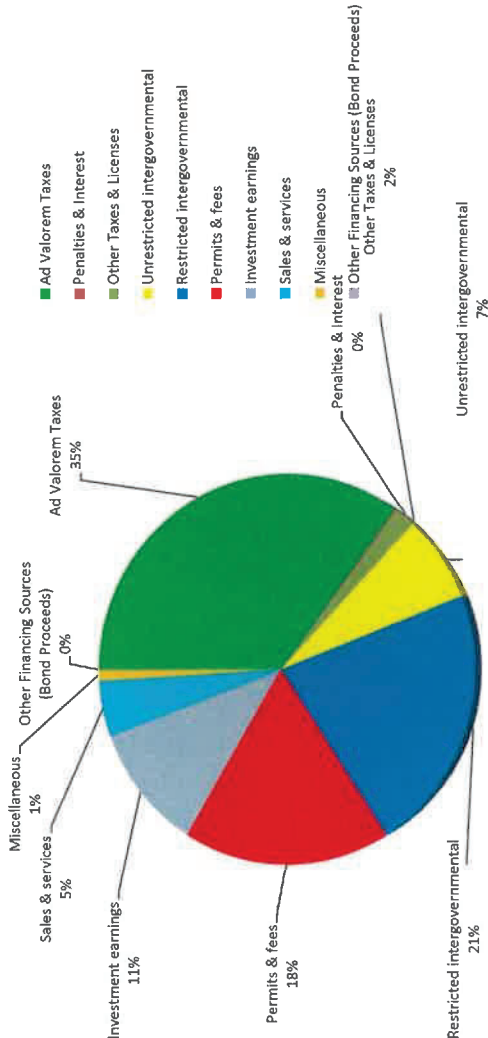


TOWN OF ZEBULON
Revenue Statement:2024 - 2025
for Accounting Period 6/30/2025
GENERAL FUND

As of 10/17/2024

Revenue Categories	Estimated Revenue	Revenue YTD	% Collected	% of Total Revenue YTD
Ad Valorem Taxes	\$ 14,857,000.00	\$ 1,185,970.23	8.0%	35.1%
Penalties & Interest	\$ 25,000.00	\$ 5,414.25	21.7%	0.2%
Other Taxes & Licenses	\$ 205,500.00	\$ 59,373.00	28.9%	1.8%
Unrestricted intergovernmental	\$ 3,328,000.00	\$ 239,406.22	7.2%	7.1%
Restricted intergovernmental	\$ 2,496,514.00	\$ 730,650.14	29.3%	21.6%
Permits & fees	\$ 1,659,500.00	\$ 599,806.23	36.1%	17.8%
Investment earnings	\$ 500,000.00	\$ 367,061.86	73.4%	10.9%
Sales & services	\$ 1,047,000.00	\$ 160,310.11	15.3%	4.7%
Miscellaneous	\$ 70,000.00	\$ 31,051.85	44.4%	0.9%
Other Financing Sources (Bond Proceeds)	\$ 250,000.00	\$ -	0.0%	0.0%
Fund Balance Appropriated	\$ 11,115,195.00	\$ -	0.0%	0.0%
Total Revenues	\$ 35,553,709.00	\$ 3,379,043.89	9.5%	100%

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





TOWN OF ZEBULON

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

As of 10/17/2024

<u>Dept #</u>	<u>Department</u>	<u>Approp Amount</u>	<u>Expenditure YTD</u>	<u>% Exp.</u>
410	GOVERNING BODY	\$944,300	\$156,709	16.6%
420	FINANCE	\$632,900	\$143,840	22.7%
430	ADMINISTRATION	\$1,366,075	\$357,993	26.2%
450	INFORMATION TECHNOLOGY	\$565,170	\$135,747	24.0%
490	PLANNING AND ZONING	\$1,015,474	\$225,357	22.2%
500	PUBLIC WORKS-PROPERTY & PROJECT MGMT	\$4,303,184	\$995,730	23.1%
510	POLICE	\$4,621,344	\$1,251,651	27.1%
520	PUBLIC WORKS-OPERATIONS	\$9,190,176	\$1,042,338	11.3%
530	FIRE	\$6,290,974	\$1,643,508	26.1%
570	POWELL BILL	\$279,460	\$3,008	1.1%
590	ENGINEERING	\$265,300	\$67,254	25.4%
620	PARKS & RECREATION	\$4,791,702	\$637,794	13.3%
690	COMMUNITY & ECONOMIC DEVELOPMENT	\$1,287,650	\$73,077	5.7%
Total Expenditures		\$35,553,709	\$6,734,004	18.9%

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	-	-	-	-	-	-	\$ 215,045	-100.0%
September	-	-	-	-	-	-	\$ 202,153	-100.0%
October	-	-	-	-	-	-	\$ 206,484	-100.0%
November	-	-	-	-	-	-	\$ 218,921	-100.0%
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	\$ 94,211	\$ 40,449	\$ 47,301	(7)	\$ 33,509	\$ 215,463	\$ 204,776	5.2%

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	\$ 49,712	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%

Monthly Summary of Sales Tax Collected

