

**ZEBULON  
BOARD OF COMMISSIONERS  
WORK SESSION  
AGENDA  
November 17, 2022  
6:00pm**

This meeting will be recorded and posted to YouTube the next day.

**1. Approval of Agenda**

**2. Health Insurance Renewal**

This presentation details the renewal quotes and health insurance coverage of Zebulon employees for 2023. Staff recommends renewal, and the Board may vote on this item.

**3. Retention Incentive Funding Agreement**

The contract accepting funds from Wake County for employee retention incentives reflects their April Work Session presentation (April 21, 2022), describing the cost and service delivery strain caused when employees leave the public sector in a competitive labor market. The Board of Commissioners budgeted Zebulon's match to the program with the adoption of the FY '23 Budget. Staff recommends adoption, and the Board may vote on this item.

**4. Special Event Standards**

These standards provide guidance to private and non-profit organizations who host events, festivals, and parades on public property and right of way with the assistance of public services (police, fire, public works, parks and recreation). These standards reflect feedback from the August Work Session (August 18, 2022), and follow-up on the draft delivered at the October Regular Meeting (October 3, 2022). The Board voted to table a decision at their November Regular Meeting. Staff recommends adoption, and the Board may vote on this item.

**5. Main Street Program Organizational Structure**

The Board of Commissioners will provide feedback for use in developing the organizational structure for managing Zebulon's Main Street Program. This presentation follows the NC Department of Commerce's presentation (September 15, 2022), where details and functions of the three organizational models (public, public-private, private) were described. Staff will develop recommendations for the Board to consider at a future meeting.

**6. Town of Zebulon Governing Board Rules of Procedure**

The Board of Commissioners will receive a revised draft of the "Agenda Setting" section. This presentation is a follow-up to the first presentation (October 20, 2022) and addresses comments and questions raised regarding the schedule and process of agenda preview and topic addition. Staff will use the feedback to develop recommendations for the Board to consider at a future meeting.

**7. FY '23 First Quarter Reports: Fire, Planning, Public Works**

The Board of Commissioners will receive departmental reports on workload indicators, performance measures, service need projections, and updates on select projects or programs. The Board will not vote on this item. These reports provide the Board with the framework to prioritize funding in the FY '24 Budget.

**8. Adjourn**

**Topic: 2023 Insurance Proposal and Renewal**

Speaker: Bobby Fitts - Finance Director and Lisa Markland – HR Director  
introducing  
Paul Sydor - IBA  
From: Bobby Fitts, Finance Director and Lisa Markland, HR Director  
Prepared by: Bobby Fitts, Finance Director and Lisa Markland, HR Director  
Approved by:  Joseph M. Moore II, PE, Town Manager

**Executive Summary:**

The Board will consider insurance quotes for the 2023 Benefits Plan.

**Background:**

The Town renews employee benefit plans on January 1 each year. Independent Benefits Advisors (IBA) was selected to be the Town's partner and representative in negotiating with the insurance companies.

Currently, the Town offers one option that includes medical, dental, vision, basic life and accidental death and dismemberment (AD&D) insurance for the employees. The Town has traditionally offered one plan. Many municipalities provide options that can help the employees with the cost of coverage for their families.

**Discussion:**

The discussion before the Board is twofold:

First, is whether to provide the current plans offered for employees and

Second, is whether to offer a separate plan that would provide employees with a choice, that would lower the employee cost of dependent coverage.

**Fiscal Analysis:**

General Summary

- A 10% increase was included in this year's budget.

HEALTH

- *BCBS was negotiated down from 17% increase to a 9.7% total cost increase.*

DENTAL

- No Increase with Delta Dental

VISION

- No Increase with Superior Vision

LIFE & AD&D INSURANCE

- No increase in rates with Hartford

- Through negotiated reductions, the enhanced benefits are within budget.

**Policy:**

Continuing to provide better benefits to our employees has always been the Town's goal and is in keeping with the Family Core Value of "supporting our families at home, work and in the community".

This also meets the goal of the 2030 Strategic Plan of Growing Smart by using the savings to grow the benefits offered to employees so that we can recruit and retain high quality employees. The financial savings achieved by IBA negotiating on the Town's behalf makes it possible to reinvest it in our employees by enhancing the benefits the Town provides.

**Staff Recommendation:**

Staff recommends the following:

- Offering employees the choice of Plan A or Plan B for Medical Insurance from BCBSNC as presented.
- Delta Dental
- Superior Vision
- Hartford Life Insurance

**Attachments:**

None

**Topic:** Retention Incentive Funding Agreement  
**Speaker:** Joseph M. Moore II, PE - Town Manager

**Executive Summary:**

The Board of Commissioners will consider a contract with Wake County accepting funds to support employee retention incentives.

**Background:**

At their Work Session on April 21, 2022, the Board of Commissioners heard a report from Deputy County Manager Ashley Jacobs about Wake County's decision to incentivize the retention of skilled and tenured employees working under stressful conditions with options to apply their knowledge, skills and abilities elsewhere in a competitive labor market. The presentation, noting the Bureau of Labor Statistics' report on 52% of workers feeling burned out due to staffing shortages and stress, while also facing rising inflation and the high cost of housing, described employees leaving for higher wages and lighter workloads. The loss of public sector employees in particular, and the resulting turnover rate and length of vacancies, has proven costly and resulted in service delivery strains on effectiveness and efficiency. The County modeled the tiered retention program (the incentive amount varies between \$3,000 and \$4,000 based upon salary) after Wake County Public Schools' program. This month, the City of Raleigh adopted a similar program, with an additional amount for executives, for distribution November 23.

As service providers to Wake County's residents located outside of Zebulon's town limits, Wake County extended a proportional share of their incentive funds to Zebulon's firefighters (the proportional share of 39.95% represents the service breakdown in Zebulon's cost-share agreement with the County). The offer was extended as Zebulon was beginning the discussion on the FY '23 Budget.

Staff, in response to this offer, recommended both a complement to the firefighters allotment (to bring it to 100%) and an extension of Wake County's model to all Town employees (given their salaries, almost all employees fit within the \$4,000 tier).

The Board adopted a lower retention incentive of \$2,000 for all employees with passage of the FY '23 Budget. The contract outlining Wake County's offer is attached.

**Discussion:**

The Board will consider the Retention Incentive Funding Agreement with Wake County.

**Policy Analysis:**

The agreement is in keeping with the Board's FY '23 Budget goals to incentivize the retention of employees.

**Financial Analysis:**

Funds to complement the firefighters allotment and extend the incentive of \$2,000 is budgeted in the FY '23 Budget. Wake County's Retention Incentive Funding Agreement is valued at approximately \$34,000. Disbursements to employees will be made during the work-week of November 21, 2022.

**Staff Recommendation:**

Staff recommends adopting the Retention Incentive Funding Agreement with Wake County.

**Attachment(s):**

1. Retention Incentive Funding Agreement

**NORTH CAROLINA  
WAKE COUNTY**

**RETENTION INCENTIVE  
FUNDING AGREEMENT**

THIS AGREEMENT, is made and entered into this day of November 17, 2022, by and between **Wake County**, North Carolina (the "County") party of the first part; and the Town of Zebulon (the "Town"), party of the second part;

WITNESSETH:

WHEREAS, the parties have entered into an Agreement for Provision of Fire Protection Services whereby, the Town currently provides fire protection service in Wake County, subject to the terms, conditions, and guidelines under North Carolina General Statutes §69-25.5; and

WHEREAS, the County will issue retention incentive bonuses to full time County employees hired by February 1, 2022, upon certain terms and conditions established by the Manager, and such incentive bonuses shall range from \$1,000 to \$4,000 ("Retention Incentive"); and

WHEREAS, the County has budgeted to extend portions of this Retention Incentive to fire employees in all municipal cost-share departments in Wake County, including all personnel from these departments, in recognition of their dedication and talent in providing fire services to Wake County residents and to promote the retention of the Town employees providing contract fire protection services for the County.

WHEREAS the TOWN desires to accept and pay the Retention Incentive upon the terms and conditions set forth herein.

IT IS THEREFORE AGREED AS FOLLOWS:

**I. RETENTION INCENTIVE GUIDELINES**

The following guidelines apply to the Retention Incentive bonus to be paid to Town by County for distribution to eligible Town employees upon meeting all requirements set forth in this Funding Agreement:

1. The County will provide the Town with the Town's FY 2022 cost share percentage of \$4,000 for each eligible employee earning an annual salary of \$60,000 or less as of February 1, 2022.
2. The County will provide the Town with the Town's FY 2022 cost share percentage of \$3,750 for each eligible employee earning an annual salary of \$60,000 to \$99,999 per year as of February 1, 2022.
3. The County will provide the Town with the Town's FY 2022 cost share percentage of \$3,000 for each eligible employee earning an annual salary of \$100,000 or greater per year as of February 1, 2022.

4. The County will provide the Town with the Town's FY 2022 cost share percentage of \$1,000 for each eligible employee hired after February 1, 2022 and prior to November 30, 2022.
5. The County will provide the portion of the benefit detailed above consistent with the FY 2022 cost-share factor for the Town. The Town is under no obligation to provide the funds necessary to equal the full benefit paid to Wake County employees. All funds distributed to the Town by the County will be distributed to eligible employees, and not retained by the Town.
6. The Town shall pay full-time employees' Retention Incentive pay through a separate payroll by December 31, 2022. The Town shall provide the County with satisfactory documentation as a condition of payment within 30 days from receiving the payment from the County. The documentation may include, but is not limited to payroll registry, financial statements, and salaries and benefits information.
7. The Town shall submit to the County a list of eligible employees, along with hire date and the employee's annual base salary, including built-in overtime before the 5<sup>th</sup> of December 2022 for calculation of the onetime Retention Incentive payment.
8. The Town is responsible for distributing this incentive in accordance with the Retention Incentive Guidelines set forth herein by calendar year 2022.
9. The Town is responsible for the withholding, reporting and payment of all payroll taxes or matching benefits payable as a result of the Incentive Bonus. The County has no responsibility for a) payment beyond the onetime payment of the Retention Incentive calculated pursuant to Paragraph 6, which will not include any withholding of taxes or matching benefits or b) reporting requirements related to the Retention Incentive.

## II. TERM

This term of this Funding Agreement shall be September 1, 2022, through December 31, 2022.

## III. MANNER OF PAYMENT

The Town has opted for a one-time payment of the Retention Incentive before the end of calendar year 2022. The County will provide this onetime payment to the Town upon receipt, approval, processing of this agreement and requested roster of eligible employees no later than December 31 2022, provided that all requirements are met. The determined level of funding per employee is based upon on salary at the time of FY 2022 budget submittal and is frozen for the retention purposes. Payment of Funds from the County to the Town are contingent on the availability of funds. In the event that the information is not submitted by the specified date, then the Retention Incentive is forfeited by the Town with no further obligation of the County.

## IV. AGREEMENT FOR PROVISION OF FIRE PROTECTION SERVICES



This Funding Agreement is contingent upon the County and the Town having a current, active Agreement for Provision of Fire Protection Services in effect as of the date of payment of the Retention Incentive. All terms and conditions of the Agreement for Provision of Fire Protection Services shall apply to this Funding Agreement.

V.CANCELLATION [Intentionally omitted]

VI.NON-ASSIGNMENT

The Town shall not assign all or any portion of this Agreement, including rights to payments, to any other party without the prior written consent of the County.

VII.ENTIRE AGREEMENT

The parties have read this Agreement and agree to be bound by all of its terms, and further agree that it constitutes the complete and exclusive statement of the Agreement between the parties unless and until modified in writing and signed by the parties. Modifications may be evidenced by telefacsimile or electronic signatures.

VIII.GOVERNING LAW

Both parties agree that this Agreement shall be governed by the laws of the State of North Carolina.

IX.NON-DISCRIMINATION

In consideration of signing this Agreement, the Parties hereby agree not to discriminate in any manner on the basis of race, natural hair or hairstyles, ethnicity, creed, color, sex, pregnancy, marital or familial status, sexual orientation, gender identity or expression, national origin or ancestry, marital or familial status, pregnancy, National Guard or veteran status, religious belief or non-belief, age, or disability with reference to the subject matter of this Contract. The Parties agree to comply with the provisions and intent of Wake County Ordinance SL 2017-4. This anti-discrimination provision shall be binding on the successors and assigns of the Parties with reference to the subject matter of this Agreement.

X.E-VERIFY REQUIREMENTS

To ensure compliance with the E-Verify requirements of the General Statutes of North Carolina, all contractors, including any subcontractors employed by the contract(s), by submitting a bid, proposal or any other response, or by providing any material, equipment, supplies, services, etc, attest and affirm that they are aware and in full compliance with Article 2 of Chapter 64, (NCGS 64-26(a)) relating to the E-Verify requirements.

XI. IRAN DIVESTMENT

By signing this agreement, the Town certifies that as of the date of execution of this Agreement 1) it does not appear on the Final Divestment List created by the North Carolina State Treasurer pursuant to N.C.G.S. Chapter 147 Article 6E (G.S. 147-86.55 to G.S. 147-86.63) and published on the State Treasurer's website at [www.nctreasurer.com/Iran](http://www.nctreasurer.com/Iran) and 2) it will not utilize any subcontractor that appears on the Final Divestment List in the performance of duties under this Agreement.

**WAKE COUNTY**

By: \_\_\_\_\_  
Wake County

Date: \_\_\_\_\_

**TOWN OF ZEBULON**

By: \_\_\_\_\_  
Town Manager

Date: \_\_\_\_\_


This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
COUNTY FINANCE DIRECTOR

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
TOWN FINANCE DIRECTOR

**Topic: Special Event Standards**

Speaker: Sheila Long, Parks and Recreation Director  
From: Sheila Long, Parks and Recreation Director  
Prepared by: Sheila Long, Parks and Recreation Director  
Approved by:  Joseph M. Moore II, PE, Town Manager

**Executive Summary:**

The Board of Commissioners will consider adopting Special Event Standards.

**Background:**

Community input gathered during the development of Zebulon's 2030 Strategic Plan revealed the desire for "more community events/activities". In response, the Town funded, organized, and staffed the 2019 Tree Lighting Festival.

As discussed during the 2020 Retreat, the Town can more efficiently and effectively create more community events by indirectly encouraging and supporting the private and non-profit sectors in their efforts to host functions on public property and right of way. Indirect encouragement and support is accomplished through Town infrastructure, such as the Alley Activation projects that provide space and electricity, and Town services, such as the permitting, logistics, or operational support that facilitate the events.

The Town has worked with several private organizations to authorize special events over the past year with Board approval. This provided the Town the opportunity to learn from each occurrence and to guide in the development of standards for moving forward.

At the August Work Session, the Board received an early working draft of the Special Event Standards and participated in discussion to help shape the final documents. Based on discussion from the Work Session, updates were made to the document and a legal review was conducted.

The Board was provided with the final draft at their October Regular Meeting. Staff requested the Board provide any questions or comments in preparation for the document to come before the body for a vote. Commissioner Baxter requested language to disallow balloon releases due to environmental impacts from such activities. The attached draft standard does not include this language as Staff would like to hear from the Board at-large. If the Board is interested in a provision regarding balloon releases, the following language, or similar version, would need to be referenced in a motion adopting the Special Event Standards:

**Balloon & Paper Lantern Releases**

Balloon & paper lantern releases have a negative impact on the environment and such activities will not be authorized for events approved by the Town.

*Postscript: The Board tabled this item to the November Work Session to allow more time to review. The Board did not request Staff prepare anything new for their consideration. The typo identified at the meeting has been addressed in the provided draft.*

*Commissioner Miles provided a document with feedback on November 15<sup>th</sup> (attached) 16<sup>th</sup> (not attached). Due to the timing of such feedback, Staff was unable to review and respond in preparation of this report.*

**Discussion:**

The discussion before the Board of Commissioners is to consider adoption of the Special Event Standards.

**Policy Analysis:**

The proposed Special Event Standards are consistent with the following focus areas and goals of the Board-adopted *Zebulon 2030* Strategic Plan:

Vibrant Downtown: We will have a clean, attractive, and historic downtown with a variety of special events, entertainment, shops, restaurants, businesses, and housing to serve as the heart of Zebulon, providing a gathering place for the community and a destination for visitors, by:

- developing events, entertainment, and cultural attractions to draw people downtown

Small Town Life: We will preserve and enhance our small-town feel by developing more activities and locations to gather with family and neighbors, making Zebulon a safe, connected, family friendly and walkable town, by:

- promoting more community events and festivals
- enhancing and creating more community gathering places

Growing Smart: Our community is growing, and we will plan for the growth with appropriate staffing and service levels to address land use and traffic concerns; promote economic development and preserve the affordability of our community, by:

- Pursuing economic development opportunities with our community partners
- Maintaining appropriate staffing to support expected service levels for the growing community

The proposed event is consistent with, and specifically addresses a recommendation of, the Board-adopted *Play Zebulon* Parks and Recreation Master Plan by increasing “community-based events and identify opportunities to support and encourage private organizations and partners to offer events”.

While the Town has closed public rights of way for Town-sponsored events, such as the Tree Lighting Festival, there isn't a regulatory mechanism within the Code of Ordinances to close public rights-of-way for private functions. The closest guidance is found in the Police Chief's authority to permit parades (Code § 98.02). Absent a text amendment to the Town's Code of Ordinances allowing the private use of public space for public purposes, continuing to adopt individual Resolutions recognizing the event's consistency with adopted public purpose and the Board's utilization of statutory authority to temporarily close rights-of-way (NCGS §160A-296) is necessary.

STAFF REPORT  
SPECIAL EVENT STANDARDS  
NOVEMBER 17, 2022

There are currently no clear standards for authorization of private events planned on public property outside of facility use agreements for picnic shelters, athletic fields, the Community Center, and the Municipal Complex. The proposed special event standards will provide clear guidance for the Board, the community, and Staff moving forward.

**Financial Analysis:**

Adopting this Special Event Standard will provide guidance for staff and the Board to evaluate the impact on Town resources and to recoup costs associated with sporting events. The standard also provides the Board with guidance to consider reduction of fees.

Should the Board adopt the Standards as proposed, the Board will need to hold a Public Hearing at the December Meeting to update the fee schedule to allow for charging associated fees.

**Staff Recommendation:**

Staff recommends adoption of the Special Event Standards subject to any final edits and corrections included by Board motion. Staff cannot process applications by private and non-profit organizations for use of public property and right-of-way with public service assistance until Special Events Standards have been adopted.

**Attachments:**

1. Proposed Special Event Standards (updated)
2. Commissioner Miles Feedback Instructions
3. Commissioner Miles Feedback

## Special Event Standards

### Who Needs a Special Event Permit?

Special Event Permits are required for events that use public spaces and buildings, such as roads, greenways, public spaces, alleys, and the Zebulon Municipal Complex. Events contained to private property do not require a Special Event Permit. The use of town parks requires a Use Permit from the Town and would require coordination with the Parks and Recreation Department and/or the Special Events Committee. Use of picnic shelters, athletic facilities and the Community Center will follow the corresponding facility use policies adopted by the Board of Commissioners.

### Application

An application must be submitted to the Town of Zebulon to seek authorization to host a special event. Applications must be completed in their entirety and the application fee must be paid before an application can be submitted for review. Once applications are received, staff will review the event and contact the event planner to set up a time to discuss the event further. Following application review by the Special Events Committee, applications must be approved by the Board of Commissioners.

*APPLICATION FEES ARE NON-REFUNDABLE. APPLYING FOR AN EVENT DOES NOT GUARANTEE THAT YOUR EVENT WILL BE APPROVED.* The Town of Zebulon assumes no liability if an event is not approved — Selling tickets, advertising, gaining sponsorship and other activities done prior to event approval is done at the risk of the event organizer.

### Role of the Special Events Committee

It is the Town's goal to enhance the quality of life and economic prosperity of Zebulon through the support of special events while balancing the needs of the residents and business owners affected by these events. The Special Events Committee is responsible for:

- processing applications,
- receiving event feedback from citizens,
- reviewing event requests for compliance with Town Code, the Town's Special Event Policy, and other relevant policies,
- and serving as a liaison between event organizers, Town departments, and partner agencies throughout the permit process and during events.
- prepare documents for Board of Commissioners consideration

The Special Events Committee consists of at least 1 representative from the following departments: Planning, Fire, Police, Public Works, and the Parks & Recreation Department. The committee chair is assigned by the Town Manager.

### Role of Event Organizer

Event organizers should be responsive to correspondence from the Special Events Committee and must submit all required items by their deadlines. Communication between the organizer and the Special Events Committee is critical before, during, and after the event to ensure a smooth permitting process and a successful event. All special events are subject to the conditions outlined in the Special Event Permit and it is the organizer's responsibility to ensure compliance. Event Organizers are responsible for planning and implementation of their event.

## Definitions

**Parades, Races, and Walks** are organized activities following a set course that involve full or partial closure of Town streets, sidewalks, or greenways.

**General Events** are organized activities that have a stationary footprint requiring the closure of streets, public spaces or alleys, often involving amplified noise/sound, food, beverage, merchandise, or other entertainment. Examples include festivals, markets, and ceremonies.

### General Events fall into three tiers based on impact and size:

- General Event Tier I:  
Greater impact on the community, which may involve the closure of multiple town blocks, closure that inconveniences numerous residents or establishments; excessive noise/sound; attendance of 500 or more people; and significant event infrastructure that requires inspection and permitting by the Zebulon Fire Department's Fire Marshal.
- General Event Tier II:  
Low-impact events that close only one town block and/or an off-street venue such as alleys; have fewer than 500 total attendees; affect a minimal number of residents or establishments; and has no significant event infrastructure.
  - Event cannot include or require any of the following:
    - Event attendance of more than 500 people
    - Tents over 1800 square feet or inflatable structures over 400 square feet
    - Fireworks, pyrotechnics, open flame performances, or bonfires
    - Special amusement buildings or rides
    - Amplified sounds beyond the use of small speakers
    - Closure of more than one town block
- General Event Tier III:  
Minimal-impact events that take place in off-street venues and do not close roads; have fewer than 200 total attendees; affect a minimal number of residents or establishments; and have no significant event infrastructure.
  - Event cannot include or require any of the following:
    - Closure of the public right-of-way
    - Event attendance of more than 200 people
    - Tents over 1800 square feet or inflatable structures over 400 square feet
    - Fireworks, pyrotechnics, open flame performances, or bonfires
    - Special amusement buildings or rides
    - Amplified sounds beyond the use of small speakers
  - Note: There is no special event application or permit fees for Tier III events. However, fees to other departments (e.g., Zebulon Police, Fire, etc.) still apply. Facility Use fees identified by the Board of Commissioners will apply.

### Not sure what type of event you're hosting?

Contact us before proceeding any further! We will help you identify what type of event you are requesting, and we can advise as to which fees may apply. We are happy to help you with this in advance.

**Application and Permit Deadlines and Fees**

An application is not considered a complete application until both the application form and the non-refundable application fee has been received. Permit fees are collected upon an event’s approval and are refundable up to 30 days prior to the event. Permit fees should be paid within 30 days of Board of Commissioners approval.

Refunds must be requested in writing and will be 75% of collected permit fees. There is no reimbursement of permit fees if an event is cancelled by the applicant within 30 days of the event date. Fees may be transferable towards future event permits if the event is cancelled due to inclement weather or other emergency situations, which will be determined at the discretion of the Special Events Committee. Application and late fees are non-refundable.

Event Type	Application Fee	Permit Fee	Late Fee
Parade	\$100	\$100	\$250, applications will not be accepted after 1 week following the application deadline.
Walk/Race 5K and under	\$100	\$100	
Race Over 5K	\$100	\$100	
General Event Tier I	\$100	\$250	
General Event Tier II	\$100	\$100	
General Event Tier III	N/A	N/A	
Municipal Complex	\$25	Rental Fee payment in full	

Deadlines are the minimum required time for Town consideration of a request. Event planners must consider the time they need to plan and implement a successful event after the Board of Commissioners approves the Special Event. Event planners should contact Town staff as soon as possible to initiate an application. Event planners should also consider the Board’s regular meeting schedule where requests are considered for authorization. The Board will consider Special Event requests on a quarterly basis during a regular Board meeting. Regular Board meetings are typically held on the First Monday of the month. These requests will be considered as follows:

Review Cycle	Board of Commissioners Meeting	Proposed Event Day	Material Due for Agenda Development	Event Application Due Staff Review
1	February	May or After	Due three weeks prior to the scheduled Board Meeting.	Due seven weeks prior to the regular scheduled Board Meeting.
2	May	August or After		
3	August	November or After		
4	November	February or After		

Events will be reviewed and considered up to a year in advance. It is the Board’s goal to transition consideration to a bi-annual submission cycle by Fiscal Year 2025.

*Fees and deadlines are subject to change through the Board adopted fee schedule or other Board action.*

**Venue Rental, Staff, and Equipment Fees**

Fees applicable to Special Events are identified in the Board of Commissioners adopted fee schedule.



**Additional Expenses and Service Fees**

Pricing structures of listed agencies are outlined for the convenience of the event organizer and are subject to change. The event organizer is responsible for identifying and paying any necessary fees to agencies in addition to the Town of Zebulon. This list reflects common event expenses and is not inclusive of all charges a special event may incur. It is the event organizer’s responsibility to provide barricading, tents, and other event infrastructure needs. Refund policies vary.

Other Expenses	Cost	Agency
Off-Duty Police Officers	\$35 per hour, per officer	Zebulon Police Department
Utilities Set-Up	Varies	Zebulon Public Works
Solid Waste Services Clean-Up	Varies	GFL
Alcohol Permit	Varies	ABC Commission
Temporary Food Establishment	\$75	Wake County
Insurance	Varies	Insurance Provider
Barricades and Portable Toilets	Varies	Varies
Notification Materials	Varies	USPS or Other

**Facility Use, Services, & Equipment Invoice Payment Due Dates**

Event organizers receive a Special Event Services Invoice for all Town-related costs such as facility use, services, and equipment, associated with their event. Invoice payments are due by the deadlines listed below. *Or within 30 days of event approval, not to be less than.*

Event Type	Invoice Payment Due
Parade	4 weeks prior to event date
Walk/Race 5K and under	
Race Over 5K	
General Event Tier I	2 weeks prior to event date
General Event Tier II	
General Event Tier III	
Municipal Complex Rentals/Events	Within 5 business days of authorization from the Board of Commissioners.

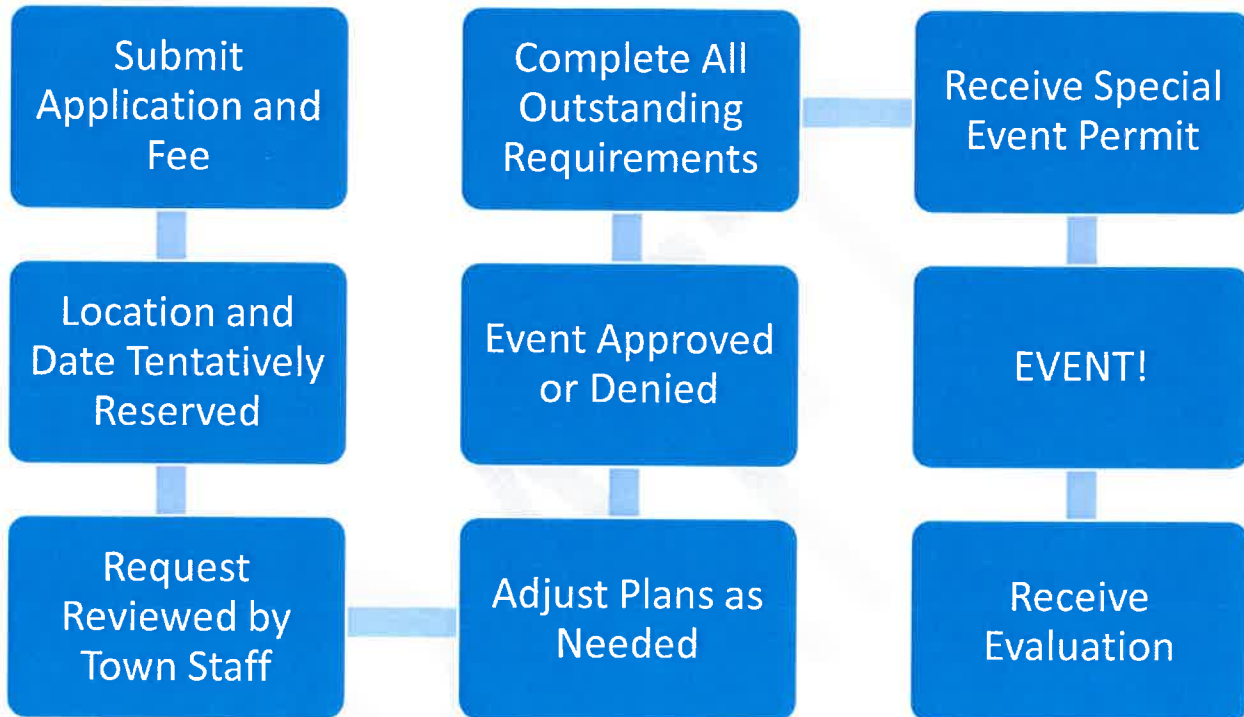
Cancellations initiated by the applicant more than 30 days prior to the event date shall be granted a refund of paid facility use, service and equipment fees and any deposits minus a \$25 administration fee. Cancellations initiated by the applicant within 30 days of the scheduled event shall be granted a refund of any paid deposits and 50% of the total facility use, service and equipment fee. Cancellations initiated by applicant less than 48 hours prior to a reservation shall be granted a refund of only any security deposit paid. There will be no refund of fees if cancellation occurs less than 48 hours prior to any scheduled event.

**Application Review & Permit Process**

Following the submission of a complete application, staff will contact you with updates and requests to facilitate the process for Board of Commissioners consideration. There will be coordination with multiple Town departments and other agencies to assess the needs of your event and to determine town resources required for the event and identify conditions or other considerations that will be needed for the Town to support the event.

The Board of Commissioners will consider applications for any event covered by this policy, any street closures, and the consumption of alcohol on public property and right of way.

Depending on the scale of your event, the process can take up to several months to complete, which is one of the reasons why it is critical that you meet the corresponding application deadlines.



#### Staff Review Considerations

The Town of Zebulon will consider the following when evaluating and advising the Board of Commissioners regarding Special Event requests:

1. The nature of the event and how it can serve the Town of Zebulon and its residents.
2. The dates and times during which the proposed event will occur including setup and breakdown time.
3. The location(s) of the Special Event and whether the location(s) inhibit the safe flow of vehicular and pedestrian traffic in the Town.
4. Whether the activities are in compliance with other applicable laws and Town ordinances.
5. Whether the event serves a public purpose or is to benefit non-profit community service organizations.
6. The general health, safety and welfare of the participants in/or attending the event and the citizens of Zebulon.
7. The impact and /or cost of the event on Town support services.
8. The frequency of the event or similar event(s).
9. If alcohol will be served.

Staff will produce the results of their evaluation, requirement/availability of town resources, and recommended terms of approval for Board of Commissioners consideration.

Applications that are incomplete or seek approval of activities outside the scope of this policy will not be submitted to the Board of Commissioners. Event Planners who are unresponsive during the review process may find their review period delayed.

**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.

The Special Events Committee has the discretion to deny any event if it is not in the best interest of the Town or will create an undue burden on a particular geographic area.

**Criteria for Reduced Fee Consideration**

The Town encourages development of public events by private organizations and recognizes that to support such efforts, financial support may be requested to offset costs of town fees. 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 (see Reduction Waiver Rubric in the appendix).

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.

The Board of Commissioners' goal is to help events get started and, as they grow over time, to become self-sustainable. Repeat reduced or waived fees should not be expected, though, previous Town-approved events may still be considered for reduced or waived fees.

To request a fee waiver the applicant should submit a letter with a detailed explanation of how the event will benefit Town of Zebulon residents directly. The letter should also specifically state the requested needs from the Town.

### **Conditions of Reduced Fee**

The Event Organizer should understand and agree to the following if requested:

1. Where booth or vendor spaces are part of the event, the applicant shall provide, at no cost, one booth space (or the equivalent thereof), at a mutually agreeable location at the event for the use by the Town of Zebulon as determined by the Town.
2. The Board of Commissioners may request the group or organization include in all publications, including print, video, television and radio, that the event is co-sponsored by the Town of Zebulon. Any expense associated with this recognition shall be borne by the applicant and approved at least 30 day in advance by the Town.
3. The Board of Commissioners may request the Town of Zebulon be given name, logo and banner representation in tandem with the sponsors name, logo and banner representation. Any expense associated with that representation shall be borne by the applicant.
4. Applicant will provide clear spoken recognition of the Town of Zebulon and its contribution at any events or functions utilizing live entertainment or speakers. Any expense associated with that representation shall be borne by the applicant.
5. Applicant will provide for the Town of Zebulon an end of the event summary no less than 30 days after the event. Any expense associated with that representation shall be borne by the applicant The summary should include:
  - a. Results of the event
  - b. How goals of the event were met
  - c. Two examples of marketing.

## **Reservations & Limitations**

### **Reservation Policy**

**New events** reserve dates and locations on a first-come, first-serve basis. Your date will be tentatively held once the Special Events Committee has received a completed application and application fee.

New event organizers should contact us before applying to ensure their preferred date and location is available.

**Annual events** that receive a satisfactory evaluation have the priority to reserve the same annual date through a Letter of Intent. Event organizers are invited to submit this letter immediately after receiving their evaluation for the current year's event. Failure to submit a Letter of Intent within two weeks will open that date or location up to other interested parties. Please note, annual events will need to submit a complete application annually for Board of Commissioners approval.

### **Limitations on Race and Walk Events**

Zebulon is proud to assist with races and walks which promote a healthy lifestyle and support many great causes. To manage the impacts to traffic flow and access to local neighborhoods, the following limitations have been placed on all races and walks hosted within the Town:

- No new races or walks may host an event in high-impact areas of the Town where road closures are required unless otherwise recommended by the Zebulon Police Chief.
- Races and walks that impact the same geographic area cannot be held on the same or consecutive weekends.
- Town-wide, there can be no more than one race or walk per weekend.

### **Municipal Complex**

Events, including set up and clean up, may take place only on Friday between the hours of 6:00 o'clock pm to 11:00 o'clock pm (with Board approval) and Saturday or Sunday between the hours of 6:00 o'clock am to 11:00 o'clock pm. The Board may grant early access to the applicant to set up for the event.

Use of the Complex shall be limited to the Complex grounds and, if approved by the Board of Commissioners, designated restroom facilities inside the Town Hall. The Board of Commissioners may require outdoor toilet facilities be provided at the applicant's cost. Adequate supervision must be provided for any indoor use, which must be provided by professional security officers, Town employees or Town officials.

The Town shall charge a fee for the use of the Complex pursuant to a fee structure adopted by the Town. This policy and rental rates can be changed at any time, without notice, by the Board of Commissioners.

Use of the Complex shall be limited to one (1) event per month, provided the Board of Commissioners may approve more than one (1) under some circumstances. Applications shall be considered on a first come, first served basis.

Other governmental entities may have use of the Complex as deemed appropriate by the Town Manager. Governmental entities mean federal, state or municipal entities and subdivisions of the same, including use by public officials for purposes other than campaigning. Group tours conducted by Town employees or Town officials are not prohibited nor regulated by this policy.

### **Alleys**

Use of downtown alleyways is encouraged. Small scale free experiences such as a meet up or story time that have a duration of less than one hour, free to the public, require no impact to vehicular traffic, require no amplification of sound, and will not impede safe pedestrian access through the alley may be scheduled with the Special Events Committee and will not require Board of Commissioners approval. Fees may be applied per the fee schedule. Other events will require Board of Commissioners approval.

## **EVENT INFRASTRUCTURE**

### **Closure of Town Streets**

The temporary closure of Town streets for an event is handled by the Zebulon Police Department and the Public Works Department. If granted, a street closure gives the requestor use of the streets and sidewalks within the areas designated by the Special Event Permit. Typically, this will also include access to all public parking spaces within the closed street. To manage the impacts to traffic flow and access to

local businesses and neighborhoods, the Board will consider such impacts so that the benefits of events do not become a continuous burden on businesses and residents.

#### **Closure of NCDOT Streets**

NCDOT streets require notification and approval from [NCDOT](#). Communication between the event organizer and NCDOT is the responsibility of the applicant and will require cooperation and coordination with the Zebulon Police Department. NCDOT requires 60 days notice.

#### **Amplified Sound**

The temporary waiver of Town sound ordinances for an event is handled by the Zebulon Police Department. If granted, a sound ordinance waiver gives the requestor permission to use amplified noise within the areas designated by the Special Event Permit. Event organizers should be mindful of the impacts of the sound on the surrounding neighborhoods. The Town reserves the right to revoke the amplified sound variance or impose decibel limits at any time.

#### **Food**

The sale or preparation of food at a special event may require a Temporary Food Establishment (TFE) permit from the Wake County Environmental Services (WCES) Department. The event organizer is solely responsible for ensuring any food vendors meet any state or local permits related to preparation and distribution of food. Please note: Wake County requires 15 days notice prior to an event for a Temporary Food Establishment permit.

#### **Waste Management Plan**

Event spaces must be thoroughly cleaned during and following each event at the expense of the applicant. It is imperative that event organizers have a detailed plan of how they intend to manage and dispose of trash and recyclables, and a general plan to not only clean up after the event, but to ensure a clean space throughout the duration of the event. Event organizers may use volunteers, professional cleaning or contracted companies for these services, but all materials must be removed completely from the site and all trash and recycling receptacles must be emptied immediately after the end of the event. The applicant must submit a detailed plan with their application to address waste, trash and recyclables at the time of application and work in coordination with Zebulon Public Works. Existing onsite trash receptacles may not be used for special event waste. Space must be returned to its pre-event state.

#### **Restrooms**

Event organizers are required to provide restroom facilities for participants and attendees, with at least 5% (and at least one) being ADA compliant. The minimum requirement is one toilet per every 300 attendees. Event organizers can meet this minimum either by renting portable toilets or by attaining written permission to use the facilities of adjacent businesses. Portable toilets may only be placed in agreed-upon designated areas.

#### **Fire Department Permits**

##### **Tents, Inflatables, and Flame-Related Activities**

Your event will require a Fire Department Permit if it involves:

- A tent over 800 square feet
- Any inflatable that persons will enter, such as a bouncy house, that is over 400 square feet in size or that requires constant motorized inflation
- An amusement building, such as a fun house or haunted house
- Fireworks displays
- Pyrotechnics or fire performances

- Bonfires, luminaries, or any other use of open flame (sky lanterns are always prohibited)

The NC Fire Prevention Code (NCSFC) requires tents, canopies, and other membrane structures of a certain size and configuration to be evaluated for safety and a permit issued prior to the event. Compliance with NCSFC is the applicant's full responsibility. Permits are issued by the Town of Zebulon Fire Department. The Special Events Committee will work with you to coordinate these services.

### **Festivals, Carnivals, and Exhibits**

The following types of events may require a Fire Department Inspection:

- Exhibits or trade shows (events that showcase products or services)
- Street Festivals or carnivals (large public entertainment events, which may include performances, tents, rides, amusement structures, animals, etc.)

An inspection requirement will be determined on a case-by-case basis by the Zebulon Fire Department.

### **ALCOHOL**

#### **Alcohol on Town Property**

If your event will involve the possession or consumption of alcoholic beverages on Town property, regardless of whether it is being sold, given away, or supplied by attendees, you will require a Town ordinance waiver. If granted, an alcohol waiver gives the event participants permission to possess and consume beer or wine within the areas designated by the Special Event Permit. Note that the sale of liquor will not be allowed on public streets or in any permissible Town venue, and organizers and patrons must remain in compliance with all local and state laws. Having alcohol at your event may result in additional insurance and security requirements.

#### **ABC Permit Requirements**

An event will require an alcohol permit if the event involves the sale of alcohol in any capacity, including providing complimentary alcohol only to ticketed or registered participants and similar arrangements.

Alcohol permits are controlled and issued by the North Carolina Alcoholic Beverage Control (ABC) Commission. More information on ABC alcohol permit requirements can be found on the ABC website or by phone at 919-779-0700. Event organizers are responsible for all aspects of their alcohol permit, and they should ensure that patrons comply with relevant policies. Failure to comply can result in the revocation of the permit or the issuance of citations to the event organizer and/or patrons.

The ABC Commission's current deadlines require that a completed application be submitted to the Zebulon Police Department at least 21 days prior to the event. The issued Special Event Permit must be included in this application. This means that you must meet all Special Events Committee requirements prior to this 21-day deadline, so that you will have your Special Event Permit to submit with your ABC application materials.

Attaining an ABC Permit can be a complex process. It is crucial to plan ahead and coordinate with the Special Events Committee to ensure that this process runs as smoothly as possible. ABC deadlines and requirements are subject to change and are not controlled in any way by the Town of Zebulon.

### **EVENT SAFETY**

#### **Safety Barricades**

Events involving the closure or obstruction of a public street will require safety barricades, variable message boards, and/or hiring sworn law enforcement officers. The number, type and placement of barricades is determined by the Zebulon Police Department and Zebulon Public Works. This is a critical

measure and is strictly enforced to help ensure public health and safety at special events. Event organizers are responsible for providing barricades for their event. The Town can provide information about rental options if needed. Town staff reserves the right to require additional safety measures to protect the public and drivers based on the event and location. Safety barricades must meet NCDOT road closure standards.

### **Emergency Action Plan**

All events are required to submit an Emergency Action Plan (EAP) during the permitting process. This plan should identify emergency access, crowd managers, emergency notification methods, and how organizers will deal with emergencies. Town personnel will review each plan and make recommendations. The purpose of this EAP is to outline the plan for crisis management at your event and to communicate this plan to Town officials. Town personnel will review each plan and make recommendations as needed. These guidelines were created to help event organizers understand what information should be considered when creating an EAP for a special event. Failure to submit an EAP 30 days prior to the event may result in cancellation of the event. A daily penalty of \$25 per day will be issued for failure to submit an EAP on time. The fine must be paid at the submission of the EAP.

### **GENERAL CONSIDERATIONS**

When creating an EAP, please address all of the following considerations:

1. Who will serve as the EAP representative and point-of-contact at your event?
2. Will there be on-site medical care? If yes, provide details and contact information.
3. Will there be on-site security? If yes, provide details and contact information.
4. How will you broadcast emergency information to your vendors and event attendees, both before and during your event?
5. How do you plan to evacuate people from your event footprint in the case of emergency? Where are the emergency exits?
6. If evacuation is not possible, what is your plan to shelter in place?
7. How do you plan to ensure emergency vehicle access at this event?
8. How are you planning to monitor weather conditions and what will be your protocol for a weather-related event cancellation?
9. Are there any special hazards at this event? If yes, list them and explain how you are managing these hazards, including a list of all relevant safety equipment that will be present at event.
10. As needed, provide additional contact information and special roles for anyone involved with emergency management at this event, such as crowd managers, additional event managers, security supervisors, etc.

### **LARGE-SCALE EVENTS**

For major events that will draw large crowds, or for any otherwise high-risk events, event organizers will need to create an extensive EAP. These guidelines may not cover all the necessary components for such an event. Please contact the Special Events Committee if you need assistance creating a comprehensive EAP for your large-scale event and we will provide you with a template.

### **Weather Conditions**

It is the responsibility of the event organizer to track and monitor the weather and ultimately make the call on the potential cancellation of an event. The only exception to this is in times of a major crisis or an occurrence that is a direct threat to public health and safety, in which case Town staff reserves the right to cancel the event.



### **Security/ Off-Duty Officers**

Zebulon Police Officers are the most common and preferred method of security at special events in the Town. During the event permitting process, the Zebulon Police Department (ZPD) will review each application and provide recommendations on the number of officers or other security needed for your event. To hire off-duty officers, the event organizer will need to complete a contract with ZPD. Contracts are due to ZPD no later than four weeks prior to the event. ZPD reserves the right to require hiring off-duty law enforcement officers from a partnering agency and/or private security.

### **PUBLIC NOTIFICATION**

Organizers must notify all affected community members (including residents, businesses, schools, and places of worship) about their event, associated road closures, and other impacts. Any establishment that will be blocked, detoured, or heavily inconvenienced must be notified. Neighborhood partnerships and homeowner associations must also be notified when applicable.

Each notification must include the following:

- Header reading "Official Notice: Special Event Road Closure"
- Name of Event
- Sponsoring Organization(s)
- Date and time of event
- Description of road closures (locations and times)
- Description of event
- Noise impacts, such as music or fireworks including timeframe
- Name, email address, and phone number of event organizer
- Website associated with event
- Event Feedback QR code or Link

### **Approved Notification Methods**

- **Option 1: Mailed Postcards:** Event organizers may mail standardized bright yellow postcards detailing event information to all affected community members. Instructions for Mailed Notifications are provided in the glossary.
- **Option 2: Individualized Establishment Notification:** Event organizers may individually contact affected community members in person, over the phone, or via email and submit their tracked interactions to the Special Events Committee using the Establishment Notification Form, which is included in the glossary.
- **Option 3: Apartment or Business Complex Notification:** Event organizers may coordinate with property managers to alert all tenants of a large complex via the preferred communication method of the complex. Proof of this alternate form of notification must be submitted to the Special Events Committee.

Event Organizers may use a combination of the above methods of notification or may submit a suggested alternate notification plan to the Special Events Committee in advance, which may be approved, modified, or denied.

Event Organizers may submit a suggested alternate notification plan to the special events committee in advance, which may be approved, modified, or denied. For the benefit of both the event organizer and

the Zebulon community members, we encourage event organizers to use additional notification means such as social and broadcast media, local calendars, and newspapers, etc.

The planning Department can assist the organization by providing a list of affected address.

**Public Notification Due Dates**

Notifications must be distributed to the community using one of the methods outlined above by the deadlines listed below.

Event Type	Notifications Due
Parade, Walks, & Road Races	4 weeks prior to event date
General Event Tier I	
General Event Tier II	15 days prior to event date
General Event Tier III	

The above identifies minimum requirements — it is recommended, for the benefit of both the event organizer and Zebulon community members, that organizers use additional notification means such as social and broadcast media, local calendars, and newspapers, etc.

**NOTE:** No advertisements should be made prior to receiving approval for your event. The Town is not responsible for any losses incurred by advertisements made for an event that is subsequently denied.

**PARKING AND TRANSPORTATION**

**No Parking Postings**

If your event will close roads within a business district, it may be necessary to post “No Parking” signs. The event organizer will post the signs at least 48 hours before the start of the restrictions. Not all events will require signs and it will be at the discretion of the Special Events Committee on when to post them. This will be determined during the permitting process. Pending availability, the Town will provide this service for a fee as identified in the fee schedule.

**Towing**

At times, events will require vehicles be removed from within the footprint of the event. A car can only be towed if the parking space was clearly posted “No Parking” at least 48 hours before the start of the road closure and only pre-determined event organizers or representatives may request that the police have a car towed during a special event. To request a car towing, event organizers should contact an on-site event police officer or the local Zebulon Police Office.

**Event Set Up Rules and Regulations:**

1. Oil/grease/pig mats must be used on any sidewalk pavers along public streets, spaces, or greenways during use of grills and/or cookers that will leave residue
2. All tents must be anchored by weighted devices and not stake-driven.
3. All tents must be placed on hardened surfaces, not on mulched planter or landscape areas. Use of tents on Lawn Areas at the Zebulon Municipal Complex is permitted with approval from the Special Events Committee.
4. Do not attach items to trees, benches, hydrants, trash cans, light poles, trash cans or other infrastructure.

5. Do not move fixtures, including benches, planters, tables, chairs, or trash cans unless permitted to do so by the Special Events Committee.
6. Stay off plant beds. No infrastructure of any kinds should be placed in plant beds.
7. Do not pour anything into plant beds, including ice or water.
8. All grease and cooking materials must be properly contained and disposed of; nothing may be placed in the storm drains.
9. Barricades and fencing are subject to be required for any special event. The event coordinator must coordinate with the Special Events Committee and departments within the town to discuss the proper barricades or fencing that can be required for the event.
10. If electrical service or portable water is required, access fees will apply. The Zebulon Public Works Department will coordinate these services and can provide information on fee structures and power limits.
11. You must schedule a walk through with the Special Events Committee prior to your event. Committee staff will work with you to arrange an appointment.
12. Event setup must be approved by the Special Events Committee.
13. Food trucks and other vehicles can park as agreed upon with the Special Events Committee, but you must detail the exact location of all vehicles to ensure adherence to weight limitations.

## **INSURANCE & INDEMNIFICATION REQUIREMENTS**

### **Certificate of Insurance**

Events using public property are required to secure an insurance policy for the event that includes the Town of Zebulon as additional insured with limits determined by the Special Events Committee and authorized by the Board of Commissioners. The event organizers (primary and/or secondary) shall purchase and maintain this insurance, providing coverage for the event with an insurance company authorized to do business in the State of North Carolina.

Licensee or permitted caterer will provide a general liability insurance policy (and liquor liability insurance policy if applicable) in the amount of \$1,000,000 (or higher dependent upon the size or nature of the event) per claim naming the Town of Zebulon as additional insured covering claims for injuries, deaths, and/or property damage arising out of the use of the premises by Licensee. Proof of this liability insurance coverage must be provided to the Town of Zebulon no later than 1 month prior to the event, and if not, the Town may cancel the event, and Licensee shall forfeit all rights to refund of any monies paid. The Town reserves the right to purchase a policy if the event organizers fail to meet the deadline and charge the cost of the policy plus a \$250 processing fee.

The Certificate Holder address should read:

Town of Zebulon, 1003 North Arendell Avenue, Zebulon, North Carolina, 27597

**Coverages:** Insurance must cover activities as identified for the event. The town may request specific activities be listed on the COI.

Please note that the policy coverage period should cover the time period of the event, contract and/or project. Be sure to obtain an updated COI for the period and duration of the event, contract and/or project.

### **Third Party Insurance**

The event organizer must ensure all safety-sensitive contractors providing goods or services for the event maintain appropriate insurance coverage and limits. Examples of such contractors include but are

not limited to inflatable companies, providers of amusement rides, vendors of all food and beverage items, etc.

### **INDEMNIFICATION CLAUSE**

The town will require the following indemnification clause to be included in all participant registration materials. Such registration may include race participants, parade participants, vendors, or anyone else registering to participate in a particular special event.

“I, \_\_\_\_\_, (the “Participant”) release and forever and hold harmless the Town and each of its officers, elected officials, employees and agents from any and all liability, claims, and demands of whatever kind or nature which arise or may hereafter arise from my participation in the activities related to the special event, including claims that arise out of negligence. The Participant understands and acknowledges that this release discharges the Town from any liability or claim that the Participant may have against the Town with respect to bodily injury, personal injury, illness, death, or property damage that may result from the Participant’s involvement in the special event. Participant understands that the activities related to the special event in which the Participant is involved may include activities that are inherently dangerous to the Participant. Participant hereby expressly assumes the risk of injury or harm to the Participant from these activities and release the Town from all liability for injury, illness, death, or property damage resulting from these activities. Participant grants and conveys to the Town all right, title and interest in any and all photographs, images, video or audio recording of the Participant or his likeness or voice made or used by the Town in connection with the Participant’s involvement in the special event and related events.”

### **Contract**

The event organizer will be required to complete a contract with the Town of Zebulon. The event should not be promoted in any way until a contract is fully executed by both the event organizers and the Town. A sample contact can be found in the Appendix.

## **EVENT EVALUATION**

### **Site Visit**

The Special Events Committee performs routine site visits for special events. During this visit we will continue to serve as a liaison for event organizers to address last-minute event needs should they arise. We will also ensure compliance with the regulations outlined in the Special Event Permit and with the regulations enforced by other Town departments or partner agencies as applicable.

### **Event Evaluation**

The Special Events Committee will complete an Event Evaluation Form following each event to measure the success of the event organizers in conforming to policies and permitted activities. Events with an unsatisfactory evaluation may have additional requirements imposed for future years or may be denied for future events. Event organizers will receive their evaluation shortly after their event. A sample *Event Evaluation Form* is in the glossary.

The Town of Zebulon welcomes citizen and participant feedback and utilizes this information in future planning. All event organizers are required to provide the community an opportunity to submit feedback on the event. The town will provide a link and QR code to event organizers to use for community feedback.

- **Option 1: Feedback Form QR Code**  
This QR code must appear on all methods of notification to the community including the following statement:  
“LEAVE US A COMMENT. The Town of Zebulon welcomes citizen and participant feedback. Scan the QR code with your phone camera to provide comments about Zebulon Events”
- **Option 2: Feedback Form Link**  
This link must appear on all methods of notification to the community including the following statement:  
“LEAVE US A COMMENT. The Town of Zebulon Welcomes citizen and participants’ feedback. Use the Event Feedback Form to provide comments about Zebulon events.”

### **Damages and Outstanding Bills**

Event organizers will receive a post-event invoice for any damages to Town property or unanticipated event needs such as additional utilities access and staffing needs.

### **Letter of Intent**

If an event organizer receives a satisfactory evaluation following their event, they will be invited to submit a Letter of Intent to reserve the same date and location for the event the following year. Failure to submit a Letter of Intent within two weeks will open that date or location up to other interested parties. Please note, annual events will still need to submit a complete application every year.

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# Appendix

**Fee Waiver or Reduction Rubric**

<b>Board Criteria</b>	<b>Meets</b>	<b>Does Not Meet</b>
Represents a non-profit organization as defined by state or federal tax law.		
Zebulon based group, chapter, organization.		
Community focused event.		
Recreational event in nature.		
Event is open to the general public.		
Purpose to facilitate a positive impact to the community.		
Meets the Strategic Plan		
Vibrant Downtown		
Small Town Life		
Growing Smart		

## **Mailed Postcard Instructions**

In order to comply with the Special Events Notification Policies, event organizers have the option of mailing standardized postcards to affected community members provided they follow these guidelines:

### **Required Postcard Specifications**

- Postcard size: minimum 5.5" x 8.5"
- Paper Type: minimum 80# cover weight; black in on bright yellow paper
  - Such as Astrobrights Lift-Off Lemon
- Type of Mail: First class is recommended, but any service is permissible as long as the postcards are received by the community at least 4 weeks prior to the event date. Coordinate with USPS or a local mailing facility to determine the best method for your delivery.

### **Required Postcard Text**

- Header reading "Official Notice: Special Event Road Closure"
- Name of Event
- Sponsoring Organization(s)
- Date and time of event
- Description of road closures (locations and times)
- Description of event
- Noise impacts, such as music or fireworks including timeframe
- Name, email address, and phone number of event organizer
- Website associated with event
- Event Feedback QR code or Link

### **Required Proof of Notification**

- Submit a notification template to the Special Events Committee at least 6 weeks prior to the event date.
- Submit a copy of your mailing receipt to the Special Events Committee at least 4 weeks prior to the event date.
- Submit either of the following:
  - List of addresses contacted
  - Map depicting the geographical boundaries of the area that received notifications

### **Tips and Resources**

- To avoid returned postcards, add "or current resident" after the name of each recipient
- Design a USPS compliant Every Door Direct Mail for smaller events

## **Individualized Notification Instructions**

### *Individualized Notifications*

To comply with the Town of Zebulon Notification Policies, event organizers have the option of notifying affected community members individually and tracking these interactions with the form. Notifications may be made in person, over the phone, or via direct email. Always request to speak with the owner or manager when possible. Ensure that you provide a document that covers all the information noted above as required text for postcards.





## Sample Contract

### Public Event Agreement & Expectations

The Town of Zebulon owns and manages the majority of streets within Town limits. The Town's Strategic Plan includes the following areas of focus: Grow Smart, Vibrant Downtown, and Small Town Life. The primary purpose of streets is to provide transportation access connecting businesses, residents, and visitors to Zebulon. When the impact is manageable it is common for streets to be closed for events and made available to the public by private organizations. Private organizations may request closure of streets from the Town. All events must be evaluated on a case-by-case basis due to the complexity of closing streets and each town department will identify appropriate requirements necessary to approve a street closure for events.

#### GENERAL POLICIES

1. If the applicant ("Licensee") is an individual, Licensee must be an adult, age 21 years of age or older. If Licensee is an entity, a responsible adult, age 21 years of age or older, must be present and supervising at all times.
2. Fees are charged in accordance with the adopted Fee Schedule and the Recreation Cost Recovery Policy.
3. Licensee will comply with all laws, ordinances (including Town of Zebulon Noise Ordinance), and regulations adopted or established by federal, state, county, or Town of Zebulon and require that all its attendees comply with same. Licensee will comply with all Zebulon Community Center rules and regulations and will require that all its attendees comply with same.
4. The Town of Zebulon or its agents will not be responsible for any accidents or personal injuries that occur during the special event. Licensee is responsible for the actions of the participants in their group and/or event.
5. The Town of Zebulon will not be responsible for any stolen or damaged goods.
6. Licensee is responsible for the cost of any professional repairs or replacement of any damages to Town assets or equipment.
7. The Town of Zebulon reserves the right to require Licensee to provide security for its event. In such cases, Licensee will be required to hire off-duty officers of the Zebulon Police Department at their designated rate. This fee will be paid directly to the hired police officer prior to the event starting or as directed by the Police Department. If a Zebulon Police Officer is not available, the Licensee may hire a "sworn officer" approved by the Town of Zebulon.
8. Licensee and permitted caterer will provide a general liability insurance policy (and liquor liability insurance policy if applicable) in the amount of \$1,000,000 (or higher dependent upon the size or

nature of the event) per claim naming the Town of Zebulon as additional insured covering claims for injuries, deaths, and/or property damage arising out of the use of the premises by Licensee. Proof of this liability insurance coverage must be provided to the Town of Zebulon no later than 30 days prior to the event, and if not, the Town may terminate this agreement and cancel the special event, and Licensee shall forfeit all rights to refund of any monies paid. In lieu of cancelling the special event, the Town may seek and acquire an insurance policy that provides the required coverage. Should this occur, the licensee will be charged the reimbursement of 100% of the cost incurred by the Town plus a processing fee of \$250.

9. No alcoholic beverages are permitted to be sold, possessed, or consumed without the appropriate permit from the Alcohol Beverage Control Board and approval from the Board of Commissioners. Persons holding such permit must be who provides the beverages to be consumed at the event. A copy of the ABC permit for providing alcoholic beverages at the event must be presented to the Town of Zebulon no later than 1 week prior to the event. Attendees cannot bring in their own alcoholic beverages. No brown bagging is allowed. All applicable Alcohol Beverage Control laws shall be complied with.
10. Nothing is to be installed on or fastened to the streets, sidewalks, or other privately owned businesses that may cause damage to the property.
11. The Town of Zebulon reserves the right to make any public announcements before, during, or after the special event.
12. Licensee's event shall end no later than 11:00pm, not to include clean up time. A later ending time than 11:00pm must be requested and approved by the Town's Special Events Committee during the application process.
13. Licensee's road closure or use of town property is for the hours specified on Licensee's public event application that has been approved by the Town of Zebulon. This should include the time needed to setup and cleanup. Please make sure that you request enough time for set up and clean up. Licensee will be subject to additional charges for time that exceeds the approved hours.
14. Special event applications should be submitted per the terms of the Board of Commissioners adopted Special Event Standards. Application fees, permits, facility use fees, service fees, and equipment fees are due per the terms of the Board of Commissioners adopted Special Event Standards and the Fee Schedule.
15. A refundable security deposit equivalent to half of the facility use rate may be required. Assuming there are no damages to the Town's assets or equipment, the security deposit will be refunded within two weeks after the rental.

16. Cancellations initiated by the licensee more than 30 days prior to the event date shall be granted a refund of paid facility use, service and equipment fees and any deposits minus a \$25 administration fee. Cancellations initiated by the licensee within 30 days of the scheduled event shall be granted a refund of any paid deposits and 50% of the total facility use, service and equipment fee. Cancellations initiated by licensee less than 48 hours prior to a reservation shall be granted a refund of only any security deposit paid. There will be no refund of fees if cancellation occurs less than 48 hours prior to any scheduled event.

Permit fees are refunded at 75% of collected fees. There is no reimbursement of permit fees if an event is cancelled by the licensee within 30 days of the event date. Fees may be transferable towards future event permits if the event is cancelled due to inclement weather or other emergency situations, which will be determined at the discretion of the Special Events Committee. Application and late fees are non-refundable.

Refund requests must be made in writing.

17. Licensee agrees that at all times the special event and all activities will be conducted with full regard to public safety and will observe and abide by all applicable regulations and requests by duly- authorized governmental agencies responsible for public safety and with the Town of Zebulon to assure such safety.
18. Walkable and ADA accessible ingress or egress to and from the special event location and the impacted private property owners shall not be obstructed.
19. Licensee assumes all costs, liabilities, and claims arising from the use of patented, trademarked, franchised, or copyright music, movies, devices, processes or dramatic rights used on or incorporated in the special event.
20. The Town of Zebulon reserves the right to make cancellations to any road closure or facility use at any time due to public health, safety, and welfare concerns including after the event has commenced. Cancellation notices will be issued as far in advance as possible. All rental fees and deposits paid to the Town will be returned in full if the cancellation is initiated by the Town of Zebulon. The Town of Zebulon will not be liable for any other costs incurred by Licensee due to cancellations made by the Town of Zebulon.
21. The Town of Zebulon reserves the right to refuse road closures or facility use to any person or group for any event that, at the sole discretion of the Town, is deemed to potentially impair the health, welfare, and/or public safety of citizens or the efficient operation of the Town.
22. Licensee must ensure that the impacted streets and town facilities are left in a manner that is consistent with the way it was upon their arrival. Licensee is expected to make sure all trash,

paper, cups, food, bottles, etc. is placed in the provided and appropriate containers. A cleaning fee will be charged to events that require Town staff cleaning of the streets. This will be calculated based on the staff resources required to address any issues and the adopted Fee Schedule.

23. At the conclusion of the Event, Licensee will be expected to complete a final walk-through of the event area with Town staff to ensure that the event area is clean and free of damage, and that all provided equipment is accounted for, clean, and damage free. Licensee understands that they will be held financially responsible for any damages to the event area that may occur during the event and are responsible at all times for their guests' behavior. The Town of Zebulon endeavors to provide and maintain a family atmosphere. The Town of Zebulon expects each user group to treat our public spaces with care and respect.
24. The Town of Zebulon reserves the right to alter these policies if necessary or it is in the best interest of the Town of Zebulon.
25. Any missed deadlines may result in the cancellation of the event or rescinding of any offer to waive or reduce fees associated with the event. If the applicant seeks more time, it must contact the Town at least one business day before the deadline to discuss the possibility of an extension. An extension may be granted based on staff availability to continue town obligated logistics.
26. Following Licensee's use, if the Town incurs costs in excess of the License Fee for the use contemplated by this License, the Town will invoice Licensee for same ("Additional Charges"). This includes the cost of any repairs or replacement required because of use or damage to the Complex or equipment during the License Period or additional staffing or security. Payment of the Additional Charges is due to the Town within 15 days of invoice, and the Town may retain the Security Deposit as security for the payment of the Additional Charges.
27. Licensee will not cover or block from view any permanent signage installed on town property.
28. The parking lot and front drive of the Municipal Complex cannot be blocked during regular business hours without the permission of the Town Manager. The emergency 911 phone located at the police department must be accessible at all times by the public.

*There space has been intentionally left blank.*

**Event Specific Details and Requirements:**

**This section is developed on a case by case basis based on the application and type of event.**

Licensee: \_\_\_\_\_  
Location: \_\_\_\_\_  
Street Closure Time: \_\_\_\_\_  
Additional Closures: \_\_\_\_\_  
Event Start Time: \_\_\_\_\_  
Event Purpose: \_\_\_\_\_

Each Town department has reviewed the event request, the following terms apply:

- 1.
- 2.
- 3.
- 4.

**Hold Harmless and Indemnification**

The Licensee hereby releases and holds harmless the Town and each of its officers, elected officials, employees and agents from any and all liability, claims, and demands of whatever kind or nature which arise or may hereafter arise from the activities related to the special event, including claims that arise out of negligence. The Licensee understands and acknowledges that this release discharges the Town from any liability or claim that the Licensee may have against the Town with respect to bodily injury, personal injury, illness, death, or property damage that may result from the Licensee's involvement in the special event. Licensee understand that the activities related to the special event in which the Licensee is involved may include activities that are inherently dangerous to the Licensee. Licensee hereby expressly assumes the risk of injury or harm to the Licensee from these activities and release the Town from all liability for injury, illness, death, or property damage resulting from these activities. The Licensee agrees to defend the Town in and to pay any attorneys' fees as a result of any action brought by or against the Town, its agents and employees, for any acts or conduct of the Licensee or its Participants of whatever kind or nature whatsoever, while in, on, or about any Town property. Furthermore, Licensee shall cause each participant in the special event to sign, print name and date a release in the form set out below as a condition of participating in the special event:

"I, \_\_\_\_\_, (the "Participant") release and forever and hold harmless the Town and each of its officers, elected officials, employees and agents from any and all liability, claims, and demands of whatever kind or nature which arise or may hereafter arise from my participation in the activities related to the special event, including claims that arise out of negligence. The Participant understands and acknowledges that this release discharges the Town from any liability or claim that the Participant may have against the Town with respect to bodily injury, personal injury, illness, death, or property damage that may result from the Participant's involvement in the special event. Participant understands that the activities related to the special event in which the Participant is involved may include activities that are inherently dangerous to

the Participant. Participant hereby expressly assumes the risk of injury or harm to the Participant from these activities and release the Town from all liability for injury, illness, death, or property damage resulting from these activities. Participant grants and conveys to the Town all right, title and interest in any and all photographs, images, video or audio recording of the Participant or his likeness or voice made or used by the Town in connection with the Participant's involvement in the special event and related events."

A copy of signed waivers will be made available to the Town of Zebulon no less than 2 weeks prior to the event.

The undersigned Licensee certifies that it has read the above agreement and understands that it is responsible for Licensee and its guests adhering to the expectations at the event for which Licensee has requested use of public streets.

**IF LICENSEE IS AN INDIVIDUAL:**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**IF LICENSEE IS AN ENTITY:**

\_\_\_\_\_  
(Print Entity Name)

By: \_\_\_\_\_  
(Signature of authorized person)

Name: \_\_\_\_\_  
(Print name of authorized person)

Title: \_\_\_\_\_  
(Print capatown of authorized person  
(President, Vice President, etc.))

Town Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Event Evaluation Form**

Evaluated By: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Event Name:</b>
<b>Strengths</b> <ul style="list-style-type: none"><li>- <i>Example strengths: All requirements submitted in a timely manner; thorough notification provided to affected community; event organizer readily available and responsive during permit process and on-site at event; full compliance with all relevant town, county and state policies; positive response from community and attendees; event engaged local businesses and residents.</i></li></ul>
<b>Violations</b> <ul style="list-style-type: none"><li>- <i>Example violations: Missed deadlines, improper notifications, barricades improperly placed, insufficient number of restrooms, event organizer not accessible by cell phone on-site; shortage of required volunteers/security; amplified noise played outside of permitted hours; alcohol consumption outside of designated footprint.</i></li></ul>
<b>Considerations for Future Planning</b> <ul style="list-style-type: none"><li>- <i>Example considerations: A more comprehensive egress plan for vendors is required; Recommended change to stage set-up to accommodate pedestrian access; Road closure timeframe should be lengthened to allow more set-up time; Event footprint should be reduced for future years</i></li></ul>
<b>NOTE: All invoices must be paid within 30 days of receipt. Failure to pay outstanding bills will result in the inability to host future events.</b>



### **How to read the edited document:**

-Existing text from document is written in black text.

*-Feedback, notes, questions, comments about proposed current document are italicized and/or highlighted in yellow and/or written in blue text.*

*-Potential prompts for rewriting sections as well as examples of rewritten sections are written in red text.*

### **A Few General Comments**

*-Possible additions:*

- Table of Contents
- Section on Community Block Parties
- Appendix with all forms, documents, and schedules the majority of Event Organizers would need would be beneficial to all
- Links throughout document to forms, documents, and schedules as well as contact information for the Special Events Committee or whomever/whichever department is mentioned (eg Zebulon Planning Department for assistance on identifying addresses) would be also beneficial

*-General grammatical suggestions:*

- Consistency in referring to various subjects – eg “fee schedule” or “Board Adopted Fee Schedule” and “alleys” or “alleyways”
- Capitalize all document names as well as Town and Event Organizer

## Special Event Standards *(Standards or Policy??)*

### Who Needs a Special Event Permit?

Special Event Permits are required for events that use public spaces and buildings, such as roads, greenways, ~~public spaces~~, alleys, and the Zebulon Municipal Complex. Events contained to private property do not require a Special Event Permit. The use of Town parks requires a Use Permit (?) from the Town and ~~would require~~ requires coordination with the Parks and Recreation Department and/or the Special Events Committee. Use of picnic shelters, athletic facilities, and the Community Center will follow the corresponding Facility Use policies adopted by the Board of Commissioners.

### Who Needs a Special Event Permit?

Special Event Permits are required for any event that will utilize public spaces and public buildings, including, but not limited to public right of ways and roads, greenways, alleyways, and the Zebulon Municipal Complex.

Special Event Permits are not required for any event that will utilize Town parks, picnic shelters, athletic facilities, and the Community Center. These events do require a Use Permit (link here), are required to follow the Facilities Use Policy (link here), and may require additional permits depending on usage.

Special Event Permits are not required for any event that will utilize private property only.

Special Event Permits, Use Permit, and Facilities Use Policy can also be found in the Appendix.

Please call 919.XXX.XXXX or email [XXX@townofzebulon.org](mailto:XXX@townofzebulon.org) if you have questions.

*---OR--- if events held at parks, picnic shelters, athletic facilities, and Community Center require a Special Use permit.*

Special Event Permits are required for any event that will utilize public spaces and public buildings, including, but not limited to public right of ways and roads, greenways, alleyways, and the Zebulon Municipal Complex.

Special Event Permits are required for any event that will utilize Town parks, picnic shelters, athletic facilities, and the Community Center. These events also require a Use Permit (link here), are required to follow the Facilities Use Policy (link here), and may

require additional permits depending on usage.

Special Event Permits are not required for any event that will utilize private property only. These events will require a XXX Permit (link here).

Special Event Permits, Use Permit, Facilities Use Policy, and XXX Permit can also be found in the Appendix.

Please call 919.XXX.XXXX or email [XXX@townofzebulon.org](mailto:XXX@townofzebulon.org) if you have questions.

*\*Too much from Raleigh's documents.*

*\*Too much in one paragraph.*

*\*Advisable to not explain a term using the term – “public spaces and buildings such as roads, greenways, PUBLIC SPACES,...”*

*\*alleys or alleyways – be consistent*

*\*Confusing - If events held on private property only do not require any permits, which includes Special Event Permit, this sentence is unnecessary. If events held on private property do require a permit of some sort, just not a Special Event Permit, state what that permit is with a link and include in Appendix.*

*\*What is a Use Permit? Where is the application? Where is the Special Event Permit? These things can be in the Appendix and give a link...*

*\*If the use of Town parks requires a Use Permit from “the Town and would require coordination with the Parks and Rec Department and/or the Special Events Committee,” why the either/or – the Special Events Committee would not have a role in this if there is no Special Events Permit.*

*\*And as this reads, events that use parks, picnic shelters, athletic facilities, and the Community Center do NOT need a Special Use Permit or a Special Event Permit ? This is confusing.*

*\*Should also add in that events at parks, picnic shelters, athletic facilities, and Community Center may require additional permits depending upon usage and include a contact number and email.*

*\*This last sentence is confusing with the word “corresponding” because there is no “Facilities Use policies” in this document.*

### **Application**

An application must be submitted to the Town of Zebulon to seek authorization to host a special event. Applications must be completed in their entirety and the application fee must be paid before an application can be submitted for review. Once applications are received, staff will review the event and contact the event planner to set up a time to discuss the event further. Following application review by the Special Events Committee, applications must be approved by the Board of Commissioners.

~~APPLICATION FEES ARE NON-REFUNDABLE. APPLYING FOR AN EVENT DOES NOT GUARANTEE THAT YOUR EVENT WILL BE APPROVED.~~

~~The Town of Zebulon assumes no liability if an event is not approved—Selling tickets, advertising, gaining sponsorship and other activities done prior to event approval is done at the risk of the event organizer.~~

### **Application**

The Special Events Permit Application can be found here (link) and in Appendix.

----OR----

### **Application Process Overview**

To ensure the greatest level of success, Event Organizers are encouraged to start the Special Event Permit Application process as early as possible.

The first step an Event Organizer must do is submit a Special Event Permit Application, along with applicable Application Fees, to Special Events Committee.

The Special Events Committee will ensure application is complete, tentatively reserve date and location.

The Special Events Committee will review the Special Event Permit Application and then meet with the Event Organizer to prepare the Special Event Permit Application to the Board of Commissioners for consideration.

Please note:

-Special Event Permit Application can be found here (link) and in Appendix.

-Special Event Permit Application Fees can found in Board Adopted Fee Schedule here (link) and in Appendix.

-Special Event Permit Application Fees are non-refundable.

-Special Event Permit Application submission and fee payment does not guarantee event will be approved.

-The Town of Zebulon assumes no liability for an event that is not approved by Board of Commissioners; all activities to procure an event (including but not limited to marketing, sponsorship solicitation, ticket selling, etc) done prior to Board of Commissioner approval is done at the sole risk of the Event Organizer.

*Overall, this is redundant as there is a section entitled “Application Review and Permit Process” that covers this as well as the flowchart (that is incorrect because it is copied directly from Raleigh) and out of place.*

*If it must stay,*

*\*Either limit this to where the Special Events Permit Application can be found or change the title to “Application Process Overview.”*

*\*Where is the application found? Post link and put in Appendix.*

*\*And the all caps is a bit much – this info should be in the Application and Permit Deadlines and Fees. You could also combine the two sections or at least put them closer to each other. - also see edits for Application and Permit Deadlines and Fees.*

*\*It is advisable for ease of reading flow and logic to explain what the Special Events Committee and the Event Organizer are prior to explaining the Application Process which includes both parties.*

### **Role of the Special Events Committee**

~~It is the Town's goal to enhance the quality of life and economic prosperity of Zebulon through the support of special events while balancing the needs of the residents and business owners affected by these events.~~ The Special Events Committee is responsible for:

- processing applications,
- receiving event feedback from citizens,
- reviewing event requests for compliance with Town Codes, the Town's Special Event Policy, and other relevant policies,
- ~~and~~ serving as a liaison between event organizers, Town departments, and partner agencies throughout the permit process and during events.
- preparing documents for Board of Commissioners consideration

The Special Events Committee consists of at least 1 representative from the following departments: Planning, Fire, Police, Public Works, and the Parks & (formal document, ampersand is informal) Recreation Department.

The committee chair is assigned by the Town Manager.

### **Special Events Committee**

The Special Events Committee is an impartial body responsible for

- vetting Special Event Permit Applications
- assisting Event Organizers in planning successful events
- presenting vetted Special Event Permit Applications to the Board of Commissioners

The Special Events Committee is comprised of representatives from:

- Zebulon Parks and Recreation Department
- Zebulon Planning Department
- Zebulon Public Works Department
- Zebulon Police Department
- Zebulon Fire Department

*\*The first sentence and most of this is unnecessary and not applicable. It is too much like the Raleigh, who uses a Special Event Office.*

*\*To avoid any appearance of picking staff to sway the outcome of an event, can you list the positions from the department that will be on the committee, eg Parks and Recreation Department Head, Police Chief, Fire Chief. Same with the assigning of the "Committee Chair." What is the role of the Committee Chair?*

*\*Additionally, wouldn't it make for a smoother overall process if one member of this committee acted as the point of contact to interact with the Event Organizer or is this the duty of the Committee Chair? Make this clear for Event Organizers.*

*\*Commas aren't necessary in the list; really the list itself isn't entirely necessary either.*

*-If list must stay, nix some of the redundancy, the commas, "and" on the 4<sup>th</sup> bullet point and "prepare" needs to be "preparing" for consistency in tense.*

**Role of Event Organizer**

Event organizers should be responsive to correspondence from the Special Events Committee and must submit all required items by their deadlines. Communication between the organizer and the Special Events Committee is critical before, during, and after the event to ensure a smooth permitting process and a successful event. All special events are subject to the conditions outlined in the Special Event Permit and it is the organizer's responsibility to ensure compliance. Event Organizers are responsible for planning and implementation of their event.

**Event Organizer**

For purposes of this process, the Event Organizer is the point of contact for the organization, business, group, or entity applying for a Special Event.

*You're dealing with adults and this paragraph is rather condescending with borderline inflammatory wording, eg "responsive to correspondence," "ensure compliance"*

## Definitions

Parades, Races, and Walks are organized activities following a set course that involve full or partial closure of Town streets, sidewalks, or greenways.

General Events are organized activities that have a stationary footprint requiring the closure of streets, public spaces, or alleys, often involving amplified noise/sound, food, beverage, merchandise, or other entertainment. Examples include festivals, markets, and ceremonies.

General Events fall into three tiers based on impact and size:

## Categories of Special Events

### Parades, Races, and Walks

Special Events that involve following a set course and may require the full or partial closure of public right of ways (Town streets), sidewalks, and/or greenways are categorized as Parades, Races, and Walks.

### General Events

Special Events that involve one geographic location, may require the full or partial closure of public right of ways (Town streets), public spaces, and/or alleyways and may involve the following: amplified sound/noise, food and beverage vendors, merchandise vendors, and/or other entertainment are categorized as General Events.

General Events are further divided into three (3) tiers based on impact on community and size of event:

*\*These are more "Types or Categories of Events" than definitions*

*\*Should Events held at Municipal Complex be explained here as well since that is listed under the Limitations section?*

*\*This is almost all from Raleigh's.*

*\*"stationary footprint" is not a common term – people won't know what this means*

*\*Town Streets/streets/public right of ways – pick one and use consistently*

*\*comma after "public spaces"*

*\*alleys or alleyways – pick one and use consistently*

*\*Last 2 sentences - "often" is passive - use "may or may not involve the following: "*



<p>• <b>General Event Tier I:</b>  Greater impact on the community, which may involve the closure of multiple city blocks, closure that inconveniences numerous residents or establishments; excessive noise/sound; attendance of 500 or more people; and significant event infrastructure that requires inspection and permitting by the Zebulon Fire Department's Fire Marshal.</p>	<p><b>Tier I General Events</b> are events that have a significant impact on the community. These events may involve the closure of multiple town blocks, affect a significant number of residents and/or establishments, may include excessive noise/sound, may have 500 or more attendees, and/or may involve significant event infrastructure requiring inspection and permitting by Zebulon Fire Department's Fire Marshal.</p> <p>Please see Appendix for more information on inspections and permits by Zebulon Fire Department</p>
<p><i>*This is verbatim from Raleigh's, sans the very last few words.</i>  <i>*This is an incomplete sentence; city block in this description, town block in the next (we are a town) and "public right of way" and "roads" in the third</i>  <i>* "inconveniences" is too negative – and events might not be an inconvenience.</i>  <i>*Inspection and permitting by ZFD's Fire Marshal – Is there a link to more information on this, the costs involved, etc?</i></p>	

**General Event Tier II:**

Low-impact events that close only one town block and/or an off-street venue such as alleys;  
have fewer than 500 total attendees; affect a minimal number of residents or establishments;  
and has no significant event infrastructure.

~~Event cannot include or require any of the following: Can we have a list like this for Tier I events or no list at all?~~

- ~~• Event attendance of more than 500 people (this is already stated in the paragraph)~~
- ~~• Tents over 1800 square feet or inflatable structures over 400 square feet~~
- ~~• Fireworks, pyrotechnics, open flame performances, or bonfires~~
- ~~• Special amusement buildings or rides~~
- ~~• Amplified sounds beyond the use of small speakers~~
- ~~• Closure of more than one town block (this is already stated in the paragraph)~~

**Tier II General Events** are events that have a smaller impact on the community than Tier I. These events may require the closure of one town block and/or an off-street venue such as an alleyway, affect a minimal number of residents and/or establishments, have fewer than 500 attendees but more than 200, and have no significant event infrastructure requiring inspection and permitting by Zebulon Fire Department's Fire Marshal.

*\*Almost verbatim Raleigh's definition/explanation (which is not a good look)*

*\*This is also an incomplete sentence; town block in this, city block in previous and "public right of way" and "road" in the third; "an off street venue is singular yet "alleys" is plural and is referred to "alleyways" elsewhere; should be written in the same manner and phrasing as previous; "affect a minimal" is used for Tier 2 and Tier 3?*

• **General Event Tier III:**

Minimal-impact events that take place in off-street venues and do not close roads; have fewer than 200 total attendees; affect a minimal number of residents or establishments; and have no significant event infrastructure.

~~o Event cannot include or require any of the following:~~

- ~~• Closure of the public right of way (this is already stated in the paragraph and can we be consistent with "town block"/"city block"/"road"/"public right of way")~~
  - ~~• Event attendance of more than 200 people (this is already stated in the paragraph)~~
  - ~~• Tents over 1800 square feet or inflatable structures over 400 square feet~~
  - ~~• Fireworks, pyrotechnics, open flame performances, or bonfires~~
  - ~~• Special amusement buildings or rides~~
  - ~~• Amplified sounds beyond the use of small speakers~~
- ~~o Note: There is no special event application or permit fees for Tier III events. However, fees to other departments (e.g., Zebulon Police, Fire, etc.) still apply. Facility Use fees identified by the Board of Commissioners will apply.~~

**Tier III General Events** are events that have a minimal impact on the community. These events may take place in venues that do not require the closure of any town blocks, have fewer than 200 attendees, affect a minimal number of residents and/or establishments, and have no significant event infrastructure requiring inspection and permitting by Zebulon Fire Department's Fire Marshal.

Please Note:

- There are no Special Event Application and Permit Fees required for Tier III Events
- Facility Use Fees and other permits may be required, see Appendix for more information (?)

*\*Almost verbatim from Raleigh's.*

*\*roads/city blocks/public right of way????*

*\*As this reads, Tier III Events do not need a Special Events Permit, and therefore no Special Events Permit Application is necessary and this document does not apply to these events. So what do these events need to do to reserve a time and place? What permit do they need? Where is this found?*

*\*Also, as this reads, these events are the only ones that will incur Facility Use fees (which are???)*

### **Not sure what type of event you're hosting?**

Contact us before proceeding any further! We will help you identify what type of event you are requesting, and we can advise as to which fees may apply. We are happy to help you with this in *advance*.

*\*This is verbatim from Raleigh's.*

*\*\*"You're" in a title is informal; this is a formal document.*

*\*No comma needed after "requesting."*

*\*The "!" after "Contact us before proceeding any further" is aggressive. Could we rephrase this so it's a bit friendlier:*

### **Not sure what type of event you are hosting?**

If you are unsure of which category your event falls under, we are happy to help. Please contact us at (email, phone number) and we can advise.

### **Application and Permit Deadlines and Fees**

An application is not considered a complete application until both the application form and the non-refundable application fee has been received. Permit fees are collected upon an event's approval and are refundable up to 30 days prior to the event. Permit fees should be paid within 30 days of Board of Commissioners approval.

~~Refunds must be requested in writing and will be 75% of collected permit fees. There is no reimbursement of permit fees if an event is cancelled by the applicant within 30 days of the event date.~~

~~Fees may be transferable towards future event permits if the event is cancelled due to inclement weather or other emergency situations, which will be determined at the discretion of the Special Events Committee. Application and late fees are non-refundable.~~

### **Deadlines and Fees for Special Event Applications and Fees**

Special Event Application Fees are due with the submission of a Special Event Application.

Special Event Application Fees and Late Fees are non-refundable.

Special Event Application submission and Special Event Application Fee paid does not guarantee approval of event.

*\*The "application fees are non-refundable" has been mentioned at least 3 times up to this point, once in all CAPITALS. We can combine the first paragraph with the Application section on page 1 and perhaps create a separate section to explain the fees and refunds.*

*\*The use of the word "should" in a policy indicates it is flexible and it is used a few times... in this section, instead of saying "Permit fees*

*should be paid within..” say “Permit fees are due within 30 days of Board of Commissioners approval.”*

*The cancellation information is a different topic.*

*Overall, this section might not be necessary and can be combined with others...*

*\*Notes on the chart: can condense it - since Parades, Walks, and Races are one category, they could be on one row. Rental Fees for renting Municipal Complex are just rental fees, not permit fees.*

<b>Event Type</b>	<b>Application Fee</b>	<b>Permit Fee</b>	<b>Late Fee</b>
Parades, Races, and Walks	\$100	\$100	\$250 imposed up to seven (7) days after application deadline
Tier I General Event	\$100	\$250	
Tier II General Event	\$100	\$100	
Tier III General Event	N/A	N/A	
Municipal Complex	\$25	N/A	

Deadlines are the minimum required time for Town consideration of a request. ~~Event planners~~ **(Organizers)** must consider the time they need to plan and implement a successful event after the Board of Commissioners approves the Special Event. ~~Event planners~~ **(Organizers)** should contact Town staff as soon as possible to initiate an application. ~~Event planners~~ **(Organizers)** should also consider the Board’s regular meeting schedule where requests are considered for authorization. The Board will consider Special Event requests on a quarterly basis during a regular Board meeting. Regular Board meetings are typically held on the First Monday of the month. These requests will be considered as follows:

~~Events will be reviewed and considered up to a year in advance. It is the Board’s goal to transition~~

~~consideration to a bi-annual submission cycle by Fiscal Year 2025.~~  
Fees and deadlines are subject to change through the Board adopted fee schedule or other Board action.

- \*People know what deadlines are. Deadlines are when something is due, not the min time the Town needs. If the Town requires more time, change the deadlines. This doesn't need to be explained in such a condescending manner.*
  - \*Most of this whole paragraph uses a lot of words to say not very much.*
  - \*As such with so many words, it is all very confusing, including the chart.*
  - \*The "goal" of the Board to go to a bi-annual review by 2025 is not relevant to this document. In the event the Board does not go to this bi-annual review, the optics are that something went wrong.*
  - \*The last clause that fees and deadlines are subject to change covers changes but needs reworded.*
- This section is not needed.*

The chart would be easier to read if you list the Proposed Event Day in column 1 and used dates for deadlines instead leaving it up to the applicant to determine “weeks” – this could also be used to add a late fee indiscriminately and unfairly. The applicant also does not need to know when the “material due for agenda development” is as they cannot submit material for the agenda)

<b>Month of Proposed Special Event</b>	<b>Special Event Application Due</b>	<b>Special Event Application Considered Late; \$250 late fee added</b>	<b>Month Special Events Committee Presents Permit Application to Board of Commissioners for Consideration</b>
May, June, July	December 15	December 16-22	February Regular Meeting
August, September, October	March 15	March 16-22	May Regular Meeting
November, December, January	June 15	June 16-22	August Regular Meeting
February, March, April	September 15	September 16-22	November Regular Meeting

Please note:

- Board of Commissioners Regular Meetings are typically held on the first Monday of every month; are subject to change due to holidays and extenuating situations. Please consult the Town of Zebulon’s website ([www.townofzebulon.org](http://www.townofzebulon.org)) to stay current on meeting dates
- The Town highly recommends Event Organizers to be in attendance at these Meetings
- Fees are subject to change yearly with annual adoption of Board Adopted Fee Schedule.

**Venue Rental, Staff, and Equipment Fees**

Fees applicable to Special Events are identified in the Board of Commissioners adopted fee schedule.

*\*What other fees are applicable to Special Events?*

*\*Is there a reason this chart and/or explanation isn't included here as this is the Special Events policy? This is important to folks planning an event. It can even be just in the Appendix, but it needs to be included.*

*\*Board Adopted Fee Schedule – is how it is referred in other sections.*

*\*How is this different than the next section?*

**Additional Expenses and Service Fees**

Pricing structures of listed agencies are outlined for the convenience of the event organizer and are subject to change. The event organizer is responsible for identifying and paying any necessary fees to agencies in addition to the Town of Zebulon. This list reflects common event expenses and is not inclusive of all charges a special event may incur. It is the event organizer's responsibility to provide barricading, tents, and other event infrastructure needs. Refund policies vary.

Other Expenses	Cost	Agency
Off-duty Police Officers	\$35/per hour/per officer	ZPD
Utilities Set Up	Varies	ZPW
Solid Waste Services Clean-Up	Varies	GFL
Alcohol Permit	Varies	ABC
Temporary Food Establishment	\$75	Wake
Insurance	Varies	
Barricades and Portable Toilets	Varies	Varies
Notification Materials	Varies	USPS/

**Additional Expenses and Service Fees:**

The Special Events Committee will discuss with the Event Organizer early in the process potential additional expenses and service fees that are likely to be incurred to host the special event.

These expenses and fees may include, but are not limited to:

- Off-Duty Police Officers through Zebulon Police Department
- Utilities Set-Up through Zebulon Public Works
- Solid Waste Service Clean-Up through GFL
- Alcohol Permit through ABC Commission
- Temporary Food Establishment Permits through Wake County
- Insurance
- Road Barricades through Zebulon Public Works
- Notification Materials

*\*This is almost exactly like Raleigh's, although Raleigh's lists the ABC permit as \$50.*

*\*If the Event Organizer is responsible for identifying "additional expenses and service fees," this means they have the option to not identify any additional expenses and service fees.*

*\*The criteria for additional expenses and service fees needs to be explained, otherwise future committees and staff can tack on*



*expenses and fees indiscriminately, which needs to be avoided.*

*\*This chart is confusing and essentially irrelevant, as it only provides the cost for 2 “other expenses.”*

*\*Also, “Barricades and Portable Toilets” are not in the same category if barricades are to be provided by Event Organizer or can be available for a cost from Public Works and “portable toilets” can’t be.*

**Facility Use, Services, & Equipment Invoice Payment Due Dates**

Event organizers receive will be invoiced a ~~Special Event Services Invoice~~ for all Town-related costs such as facility use, services, and equipment, associated with their event. Invoice payments are due by the deadlines listed below. ~~Or within 30 days of event approval, not to be less than.~~

**Town-Related Cost Invoices:**

The Special Events Committee will invoice Event Organizer all Town-related costs associated with the special event.

These expenses and payment due dates will be discussed with the Event Organizer prior to issuing invoice.

Typically, all invoices must be paid at least 2 weeks prior to event date.

*\*Copied from Raleigh, with the notable and not accurate last sentence.*

*\*So in the previous section, it stated that Event Organizers are responsible for identifying fees, this paragraph states they will be invoiced from the Town – which is it?*

*\*Facility Use? What does this include?*

*\*The last sentence does not make sense and it is not the same as the info in the table.*

*\*Will these fees be discussed prior to the invoice? Could this be part of the Special Events Committee meetings with the Event Organizer along with actual agreed-to due dates that are all mapped out in the contract?*

*\*People budgeting for events need this information sooner rather than later and need to know the criteria for fees that they may be incurring prior to even applying – you cannot surprise people who have already invested at least \$200 in the application and permit fees with a boatload of fees they didn’t know they could incur.*

*\*When will the invoice be sent? Particularly with the Municipal Complex, if the event is approved on a Monday, according to this the*

*Invoice is due that following Monday, which means the invoice would have to be send as soon as the event is approved. This seems a bit unfair and impossible.*

*\*Could this not just be simplified to indicate there will be an exact due date the invoice is due?*

*\*Why is there a distinction between "Parade," "Walk/Race 5K and Under," and "Race Over 5K" when the requirements are the same and they are considered one category as defined in a previous section?*

Event Type	Invoice Payment Due
Parade	
Walk/Race 5K and under	
Race Over 5K	4 weeks prior to event date
General Event Tier I	
General Event Tier II	
General Event Tier III	2 weeks prior to event date
Municipal Complex Rentals/Events	Within 5 business days of authorization from the Board of Commissioners

Cancellations initiated by the applicant more than 30 days prior to the event date shall be granted a refund of paid facility use, service and equipment fees and any deposits minus a \$25 administration fee. Cancellations initiated by the applicant within 30 days of the scheduled event shall be granted a refund of any paid deposits and 50% of the total facility use, service and equipment fee. Cancellations initiated by applicant less than 48 hours prior to a reservation shall be granted a refund of only any security deposit paid. There will be no refund of fees if cancellation occurs less than 48 hours prior to any scheduled event.

### **Cancellations and Refunds**

In the event the Event Organizer has to cancel the event,  
-if the event is canceled 30 days prior to the scheduled event date, the Town will refund all paid Facility Use Fees, Services and Equipment Fees, and any deposits minus a \$25 administration fee

-if the event is canceled less than 30 days prior to the scheduled event date, the Town will refund 50% of the Facility Use Fees, Service and Equipment Fees, and any deposits

-if the event is canceled less than 48 hours prior to the scheduled event date, the Town will only refund any security deposits

In the event the Town has to cancel the event,  
-(Whatever the Town policy is?)

*\*Applicant? Event Organizer for consistency.*

*\*In a previous section, refunds were discussed.*

*\*Can we combine to have one section of refund information?*

*\*Can we also add if the Town cancels the event....*

*\*With that said, this is a bit wordy and confusing.*

## Application Review & Permit Process

### How does it work?

Following the submission of a completed application, staff will contact you Event Organizer with updates and requests to facilitate the process for Board of Commissioners consideration. There will be coordination with multiple Town departments and other agencies to assess the needs of your event and to determine town resources required for the event and identify conditions or other considerations that will be needed for the Town to support the event.

The Board of Commissioners will consider applications for any event covered by this policy, any street closures, and the consumption of alcohol on public property and right of way. Depending on the scale of your event, the process can take up to several months to complete, which is one of the reasons why it is critical that you meet the corresponding application deadlines.

### Permit Process

Once a Special Events Permit Application is submitted to the Special Events Committee and Special Events Application Fee paid, the Special Events Committee will review the Application and schedule a meeting with the Event Organizer.

Once the Special Events Committee and Event Organizer have agreed to terms and details, the Special Events Committee will present the Special Events Permit Application to the Board of Commissioners at the Monthly Regular Meeting (typically held on the first Monday of the Month) for Board consideration. While the Special Events Committee will present to the Board of Commissioners, it is highly recommended the Event Organizer be in attendance at the meeting.

The Board of Commissioners will consider the Application, ask questions, and will either approve event or deny event. Only Special Event Applications approved by the Board of Commissioners will be held.

If the event is approved by the Board of Commissioners, the Special Events Committee will coordinate with Event Organizer on a timeline for the remainder of the process.

After the event occurs, the Special Events Committee will conduct a brief event evaluation and request feedback from the Event Organizer.

*\*If the Town has a Special Events Committee, stating "staff" and then coordination with multiple Town departments gives the impression that the Special Events Committee is useless, nor does it add to or explain the flow of the process.*

*\*Overall this is all stated very strangely with no flow, which is what would be expected under the subsection "How does it work?"*

*\*Also, regarding the flowchart – there's no mention of the Special Events Committee or Board of Commissioners....see next*

**Current Flow Chart Text:** *(copied from Raleigh and doesn't seem accurate to Zebulon's process)*

Submit Application and Fee

Location and Date Tentatively Reserved *(this is the first time this has been mentioned?)*

Request Reviewed by Town Staff *(who?)*

Adjust Plans as Needed *(who adjusts plans? The town? The Event organizer?)*

Event Approved or Denied *(by whom? What happens if denied?)*

Complete All Outstanding Requirements

Receive Special Event Permit

EVENT!

Receive Evaluation

*Zebulon does not follow Raleigh's process and should not use Raleigh's flowchart.*



### Staff Review Considerations

The Town of Zebulon/Special Events Committee/Parks and Rec Staff??? will consider the following when evaluating and advising the Board of Commissioners regarding Special Event requests:

1. The nature of the event/Special Event/activities (pick one and be consistent) and how it can serve the Town of Zebulon and its residents.
2. The dates and times during which the proposed event will occur including setup and breakdown time.
3. The location(s) of the Special Event and whether the location(s) inhibit the safe flow of vehicular and pedestrian traffic in the Town.
4. Whether the activities are in compliance with other applicable laws and Town ordinances.
5. Whether the event serves a public purpose or is to benefit non-profit community service organizations.
6. The general health, safety and welfare of the participants in/or attending the event and the citizens of Zebulon.
7. The impact and /or cost of the event on Town support services.
8. The frequency of the event or similar event(s).
9. If alcohol will be served.

Staff/Town Staff/Special Events Committee/Parks and Rec Staff??? will produce the results of their evaluation, requirements/availability of town resources, and recommended terms of approval for Board of Commissioners consideration.

~~Applications that are incomplete or seek approval of activities outside the scope of this policy will not be submitted to the Board of Commissioners. Event Planners (this was called Event Organizers earlier) who are unresponsive during the review process may find their review period delayed.~~

### Application Tips and Notes:

-Special Events Permit Application must be completed in its entirety.

-Application fees must be submitted with the Special Events Permit Application

-Event must meet at least one of Zebulon's strategic goals as defined in Zebulon 2030: XXX

-Vibrant Downtown

-Small Town Life

-Growing Smart

Please do not hesitate to contact the Special Events Committee at XXXX if you have any questions.

*\*This is confusing – this states that the Town of Zebulon will consider..., then “Staff will produce the results of the evaluation...” but*

*earlier it was stated the application goes before a Special Events Committee – who does what when and where does the Special Events Committee come into this process? And ultimately the final decision is up to the Board of Commissioners.*

*\*\*\*Also, these “considerations” have what bearing on the evaluation – could it be interpreted that say events with alcohol will not be considered if the Town of Zebulon or Staff or Special Events Committee doesn’t believe in alcohol consumption?*

*This is saying the quiet part out loud.*

*These could be used to justify indiscriminately denying events.*

*Who is to say at what level of frequency would “the frequency of the event or similar events” be reason do deny an event from moving forward?*

*You have to eliminate any appearance that events can be indiscriminately denied, which has been an ongoing theme of this entire document.*

*This may not be an issue now, but as your town grows, event applications will grow from a variety of organizations, and you can’t have policies that will allow a bigoted staff member and/or committee and/or Board of Commissioners the leeway to deny an LGBTQ event or a Jewish event or a Muslim event for no justifiable reason if they have done all they are required to do.*

*It almost would be best to not list these for folks...and considering the Event Organizer is supposed to meet regularly with Town Staff (an undisclosed Staffer and not a committee) and/or Special Events Committee for them to advise from beginning to end, this would naturally lead Event Organizer to believe they’ve addressed all they need to address to have an event...*

*But if it must be kept, edits are highlighted and crossed out. Everything does not need to be stated and restated again and again.*

*Overall, this is not a section that adds to the clarity or value of this process for the Event Organizer and should not be included. You could keep a section that provides tips for Event Organizers to help them, like proposed in the possible rewrite.*

### **Board of Commissioners Considerations for Special 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:

The Board of Commissioners considers Special Event Applications on an individual, case-by-case basis. The

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.

The Special Events Committee has the discretion to deny any event if it is not in the best interest of the Town or will create an undue burden on a particular geographic area.

*Same issues from previous section apply here.*

*Applicant? Event Organizer for consistency.*



*#s 1, 2, 3, 4 - implies only locals can host events who have already contributed to the town and should be non-profit and civic oriented, which means you could cut out festivals, concerts, art events, sporting events and tournaments...*

*This section is not needed. Not only is it a jumbling of words that repeat concepts, it gives the appearance that events can be indiscriminately denied as these are very subjective measurements on which to judge a potential event. For example, who is to say if an organization (doesn't need to be capitalized) has the ability to implement an event if they have done everything the Town wishes them to do? You cannot deny an event based on a gut feeling that they might not be successful or that the event will or will not stimulate or encourage community participation in civic/nonprofit activities? How do you measure this?*

*The second sentence in the first paragraph is contradictory to the last sentence in the section and neither are needed.*

*The only really relevant notions in either of these 2 sections that Event Organizers possible would need to know is how #1 is interpreted from the "Staff Review Considerations" – which is interpreted as the event must meet one of the three Town objectives – Small Town Life, Vibrant Downtown, and/or Growing Smart.*

INTRODUCTORY STAFF REPORT  
MAIN STREET PROGRAM  
ORGANIZATIONAL STRUCTURE  
NOVEMBER 17, 2022

**Topic:** Main Street Program Organization Model  
**Speaker:** Michael Clark, CZO, AICP, Planning Director  
**From:** Joseph M. Moore II, PE, Town Manager

**Executive Summary:**

The Board of Commissioners will provide feedback for use in developing the organizational structure for managing Zebulon's Main Street Program.

**Background:**

This presentation follows the NC Department of Commerce's presentation (September 15, 2022), where details and functions of the three organizational models (public, public-private, private) were described.

**Information:**

Staff will develop recommendations for the Board to consider at a future meeting.

**Policy Analysis:** N/A

**Financial Analysis:** N/A

**Staff Recommendation:** N/A

**Attachment(s):**

**Topic:** **Governing Board Rules of Procedure**  
**Speaker:** Joseph M. Moore II, PE - Town Manager

**Executive Summary:**

The Board of Commissioners will receive a revised draft of the "Agenda Setting" section. This presentation is a follow-up to the first presentation (October 20, 2022) and addresses comments and questions raised regarding the schedule and process of agenda preview and topic addition.

**Background:**

The Town of Zebulon is experiencing rapid and diversified growth while also undergoing a significant change in elected leadership. A Rules of Procedure can assist the Board of Commissioners in reaching informed decisions in an effective, efficient, orderly, courteous, and fair manner.

**Information:**

Staff will use the feedback to develop recommendations for the Board to consider at a future meeting.

**Policy Analysis:** N/A

**Financial Analysis:** N/A

**Staff Recommendation:** N/A

**Attachment(s):**

INTRODUCTORY STAFF REPORT  
FY 23 FIRST QUARTER REPORTS  
FIRE, PUBLIC WORKS, PLANNING  
NOVEMBER 17, 2022

**Topic:** FY 23 First Quarter Reports – Fire, Public Works, Planning  
**Speakers:** Chris Perry, Fire Chief  
Chris Ray, Public Works Director  
Michael Clark, Planning Director  
**From:**  Joseph M. Moore II, PE - Town Manager

**Executive Summary:**

The Board of Commissioners will receive departmental reports on workload indicators, performance measures, service need projections, and updates on select projects or programs.

**Background:**

Quarterly Reports have traditionally been included as a part of Regular Meetings. Given the reports do not represent topics for a Board vote, and may require more detail than can be communicated in writing, they are transitioning for inclusion as work sessions.

**Information:**

The Board will not vote on this item. These reports provide the Board with the framework to prioritize funding in the FY '24 Budget.

**Policy Analysis: N/A**

**Financial Analysis: N/A**

**Staff Recommendation: N/A**

**Attachment(s):**

1. Fire Quarterly Report
2. Public Works Quarterly Report
3. Planning Quarterly Report



# Town of Zebulon Fire Department

Quarterly Report for First Quarter of FY 2023 – July through September 2022

# 527

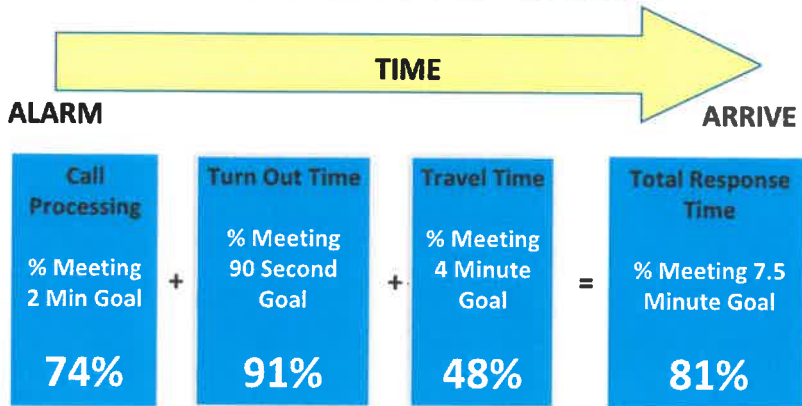
Total Emergency Incidents  
(This Quarter)

This is **9% more** than 2021  
(year to date).

This is **24% more** than 2020  
(year to date).



## RESPONSE TIME



Based on Emergency Calls within the Corporate Limits

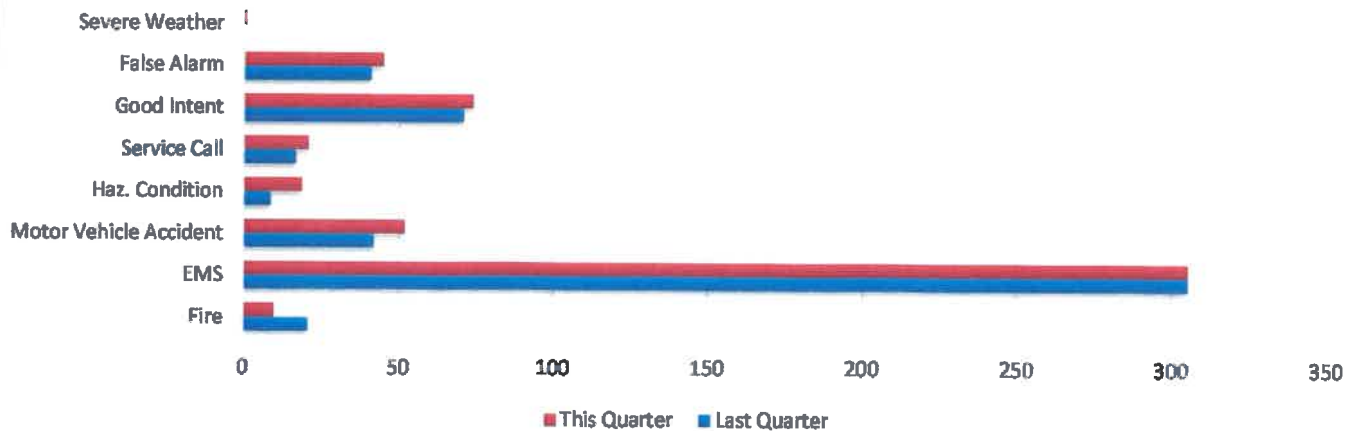
# 20.7%

Percentage of calls where  
two or more calls occurred  
at the Same Time

### Impacts?

- Extended Response Time
- Reduced Manpower

### Calls Per Quarter by Type





# Town of Zebulon Fire Department

Quarterly Report for First Quarter of FY 2023 – July through September 2022

## RESPONSE TO THE TRENDS

### Trends



### Action

Call Volume Increasing

Increased Simultaneous Calls is causing Response Delays and insufficiently staffed calls

Manpower is insufficient for larger emergencies which occur

Increase staffing (and fire crews) to meet demands



### Trends



### Action

Longer Response Times due to increased travel distance and traffic congestion

Current fire station facility inadequate

Relocation of current fire station centralizes facility in area served and addresses facility inadequacy

Continue to monitor need for additional station(s)



Wake County and Town of Fuquay-Varina recent ground breaking of new fire/EMS station.



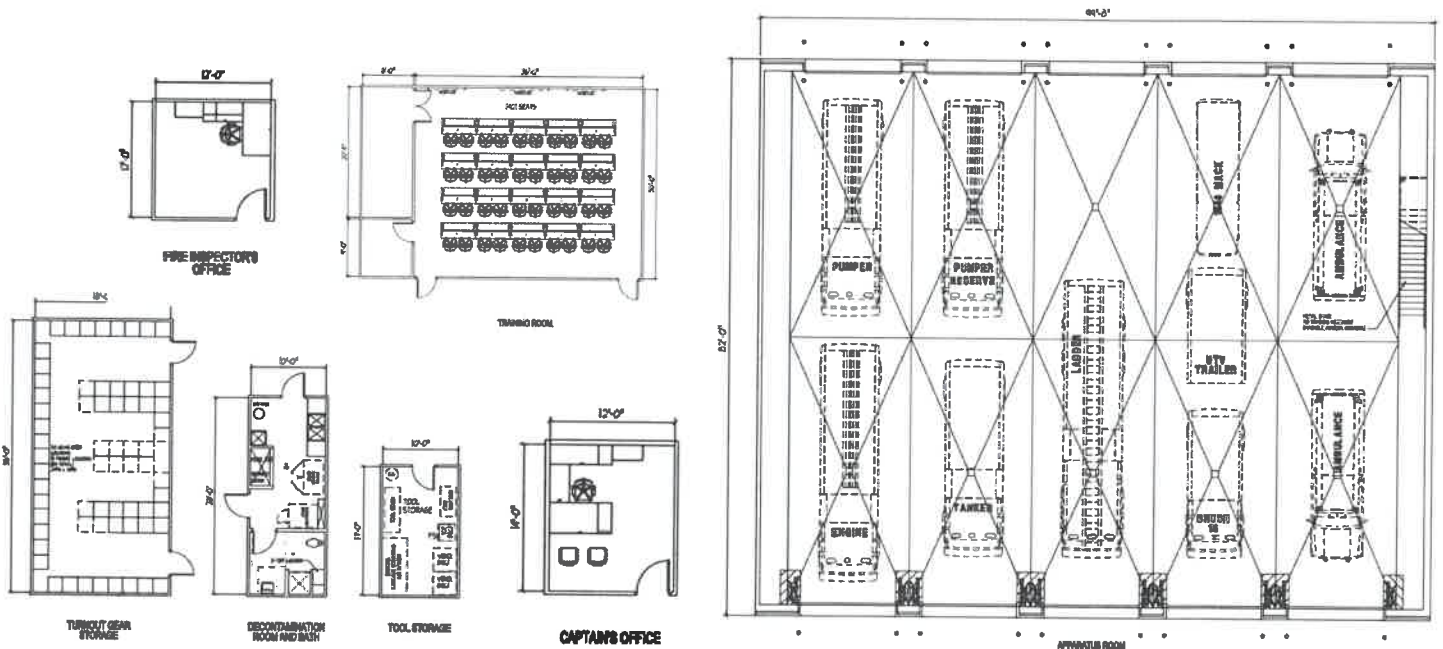
# Town of Zebulon Fire Department

Quarterly Report for First Quarter of FY 2023 – July through September 2022

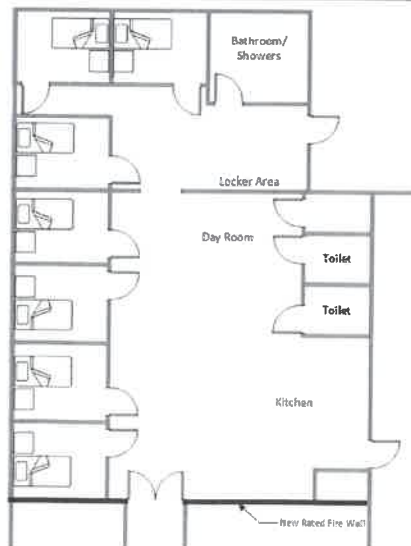
## CURRENT PROJECT UPDATES

### Fire/EMS Station

- Currently working with Wake County to determine type and number of different needed spaces for both EMS and Fire.
- After completion, next step will be preliminary floor plans.
- Coming soon - Public Engagement Sessions!



### Sleeping Quarters Renovations



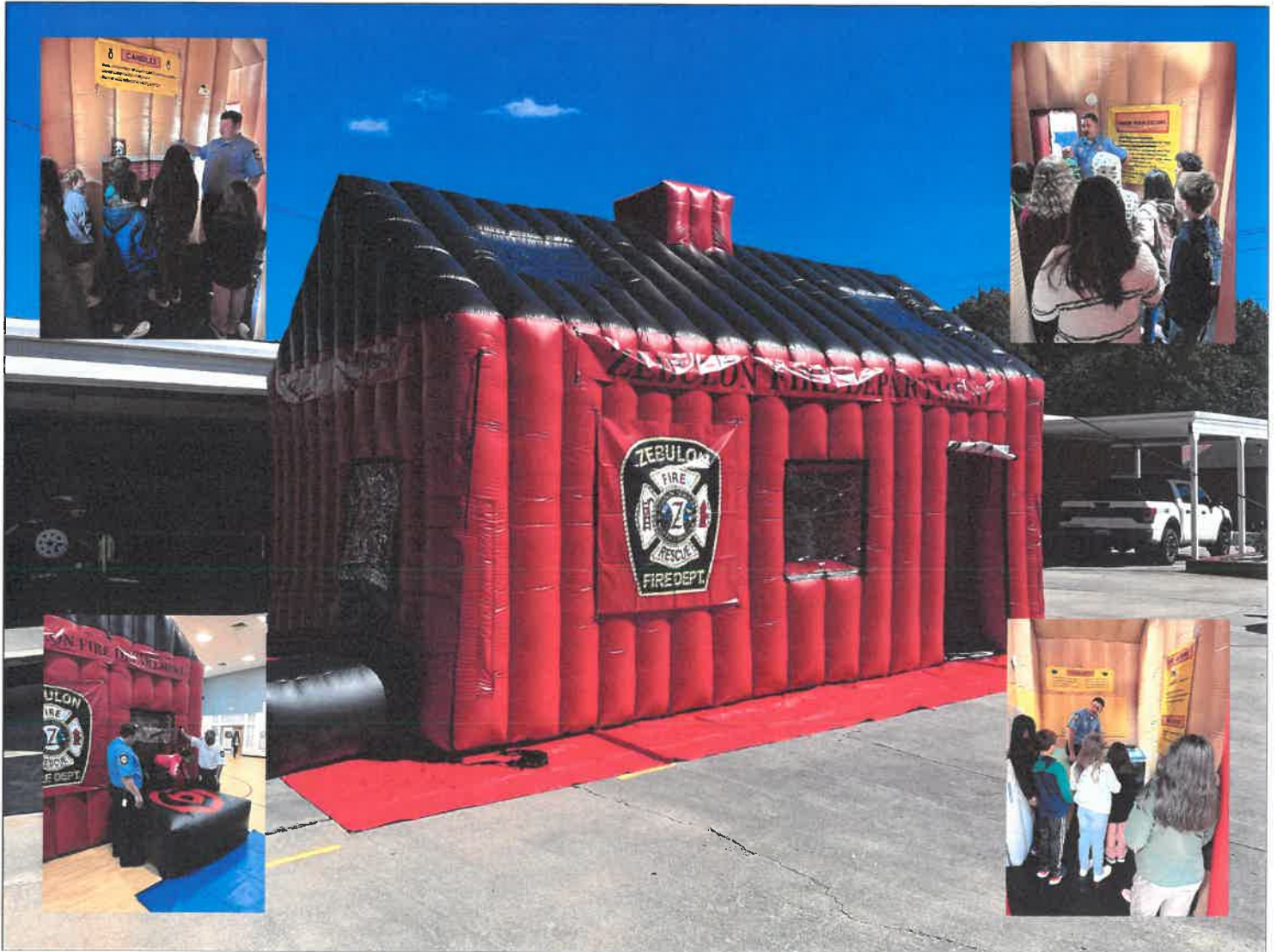
- Project Advertised for Bids
- All bids received were above budgeted funding
- Reducing scope in attempt to get project within budget



## Town of Zebulon Fire Department

Quarterly Report for First Quarter of FY 2023 – July through September 2022

### CURRENT PROJECT UPDATES



## Inflatable Fire Safety House

- Inflatable design can be moved and setup easily, including indoors or outdoors
- Three rooms for kitchen, living room, and exit drill safety and practice
- Already used for nearly 600 children at Zebulon GT Magnet Elementary School





# Town of Zebulon Fire Department

Quarterly Report for First Quarter of FY 2023 – July through September 2022

## STAFF UPDATES



After two extensive hiring processes, five new employees have been hired – one Lieutenant and four Firefighters.

This will enable us to staff two three-person crews, as compared to existing staffing on one four-person crew.

The new employees are scheduled to start mid-November, with the new crews going into effect in January.

# *Congratulations!*



**Lieutenant Justin Lee**

Lt. Lee was promoted to Lieutenant from Senior Firefighter in August, 2022.

He will be assigned to Ladder 9 in January on B Shift.



**Firefighter Peyton Richardson**

FF Richardson completed his N.C. Driver/Operator-Pumps and Driver/Operator-Mobile Water Supply certifications this quarter.



**Lieutenant Austin Morgan**

Lt. Morgan was promoted to Lieutenant from Senior Firefighter in August, 2022.

He will be assigned to Ladder 9 in January on A Shift.

Lt. Morgan also completed his N.C. Driver/Operator-Aerials certification this quarter.

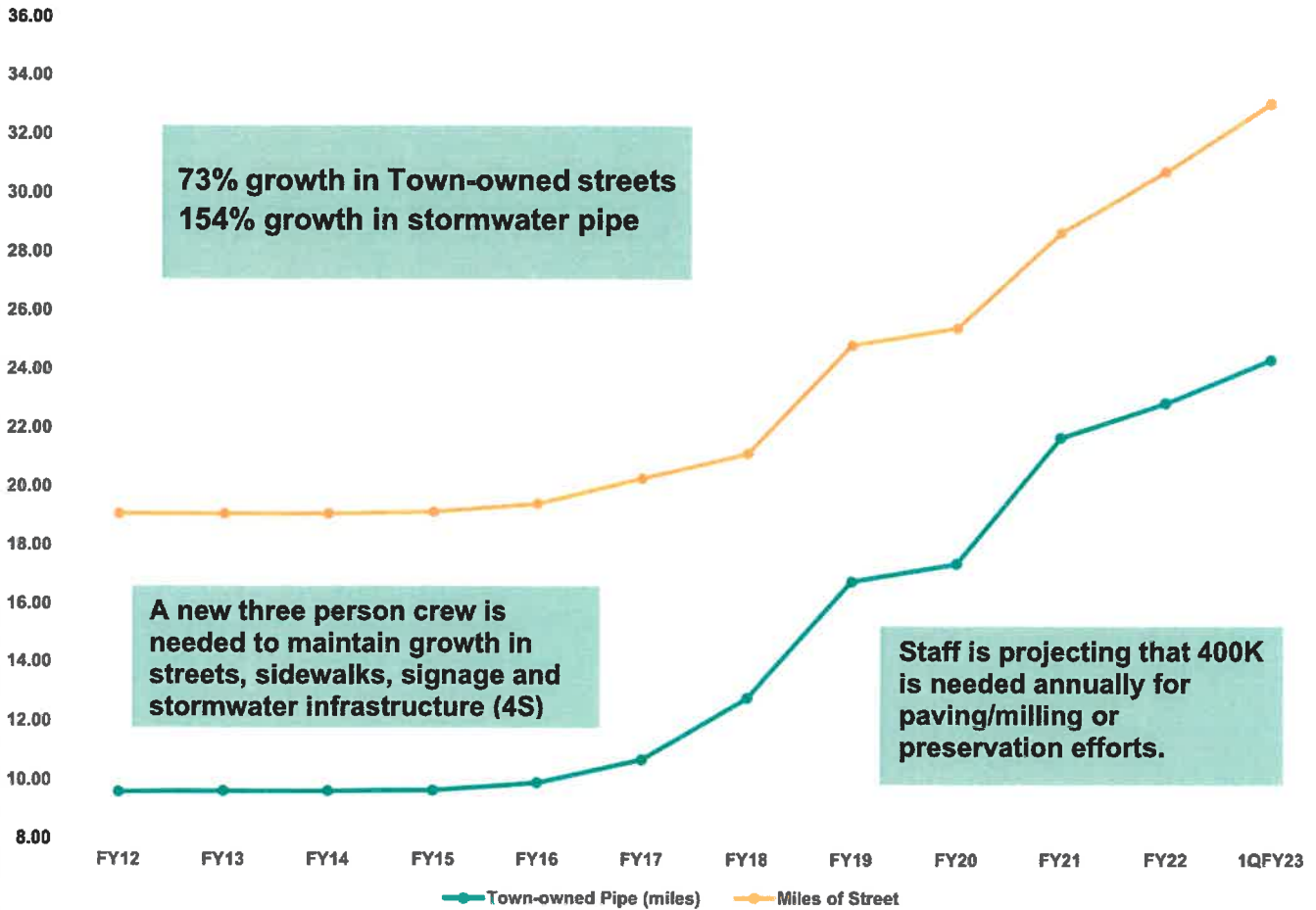


**Firefighter Brandon Turner**

FF Turner completed his N.C. Technical Rescuer certification this quarter.

## Infrastructure Growth

**Miles of Town-Owned Streets and Stormwater Pipe**



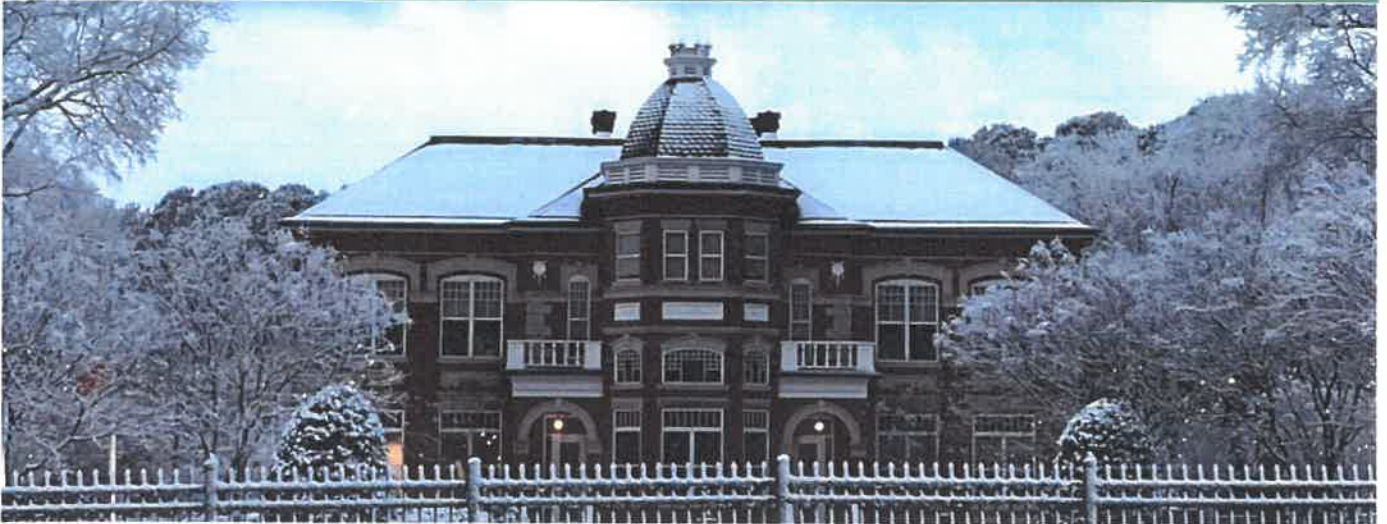
“Staff is doing as well as possible with the resources provided, but more resources will need to be allocated for you to meet the permit requirements over the next 5 years.” - DEQ auditor Thad Valentine

**2021-2022 Paving & Stormwater Project**

- ◆ 1.46 miles repaved, aging/undersized pipes replaced, & accessible parking and ramps added for downtown
- ◆ 1.65 miles needs repaving annually – 20-year cycle

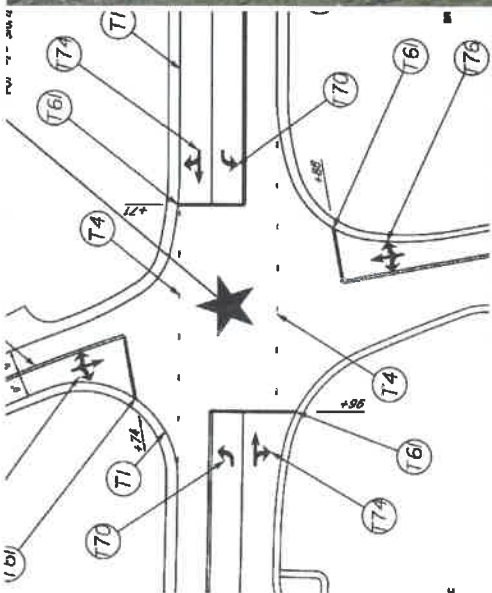


# Weather Camera



The Town of Zebulon weather camera will be online by Thanksgiving. The current view of Zebulon's beautiful Town Hall building will be broadcast by WRAL, promoting the Town of Zebulon and raising the community's profile in the Triangle.

# Green Pace Road & North Arendell Avenue Signals



This project will install traffic signals and turn lanes on North Arendell Avenue at the Green Pace Road Intersection. The estimated cost is \$1.4M.

- ◆ Plan approval from NCDOT is expected in November.
- ◆ The next step is construction funding.
- ◆ The bidding, award, and contracting phases for construction and for CEI/CA will take 4-6 months.
- ◆ Construction and project close-out will last approximately 9 months.

At completion, this will be a major improvement to traffic flow at the north end of Town by facilitating safer movements through this congested area.

# Sweeper Rehab



- ◆ The sweeper is in Alabama for 6 weeks for rehabilitation.
- ◆ It will return in mid-November with a new hopper and pickup head (the sweeping components).
- ◆ The rehab costs 1/3 of the price of a new sweeper.
- ◆ Zebulon will gain another 7-10 years of use from the current one.

## West Horton Street Drainage Improvements



ARPA – 1.885 million



Project Cost 1.6 M.

### Piping Issues:

- ◆ Undersized Pipe
- ◆ Significant Pipe under structures
- ◆ Highest Rated Stormwater - grade @ 90
- ◆ Horizontal/Vertical - Cracking
- ◆ Hammer Taps
- ◆ Protruding Taps

RFQ And Contracts For Engineering And Surveying  
4 Months

Survey, Design, And Permitting  
8 Months

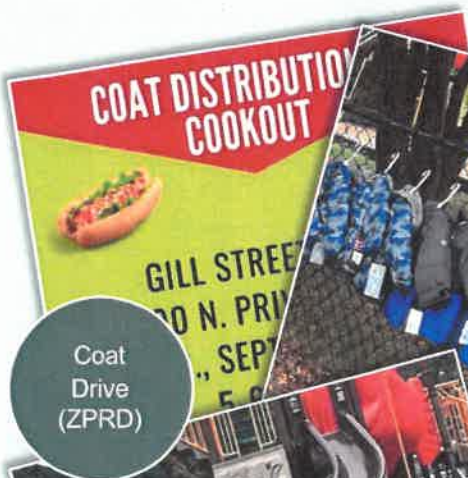
Property Acquisition  
4 Months (Up to 12 Months If Imminent Domain Is Necessary)

Formal Bidding, Award, And Contract Execution  
4 Months

Construction (Substantial Completion)  
8 Months

Punchlist And Final Completion  
1 Month

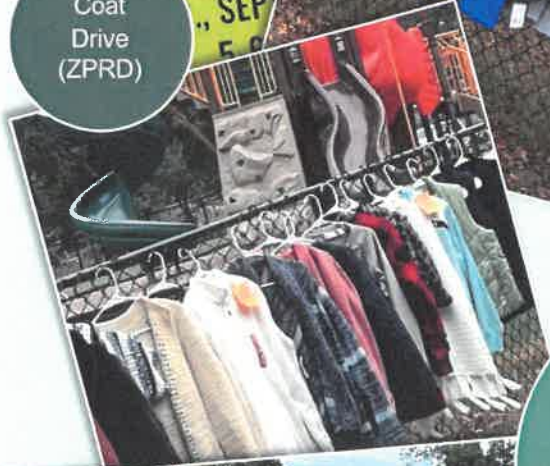
Grant Reimbursement And Project Closeout  
6-8 Months



Coat Drive (ZPRD)



Community Recycling Day



Public Works in the Community



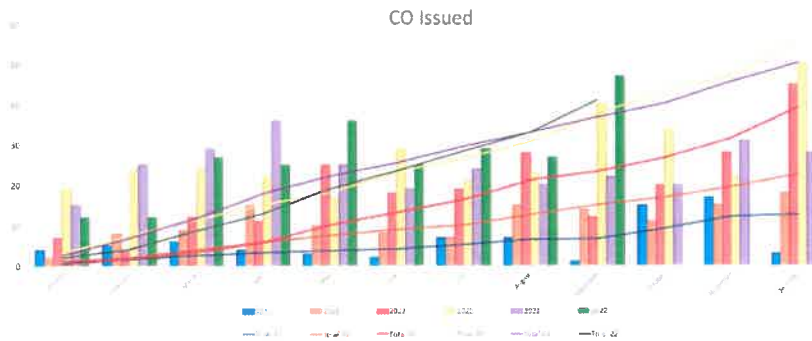
Rock the Block (ZPRD)



Faith & Blue (ZPD)



## BUILDING PERMITS:



The Planning Department issued 103 Certificate of Occupancies in Q1FY23. This is a record number for this time period, and we are on pace to issue a record number in CY22. By comparison we issued 74 COs in all CY17. As we continue to grow, we will need to hire an additional Planner 1 for the “Zoning” review for new permits

## Development:

Project Type	Number of Cases
Technical Review Committee Meetings	3
Plats Recorded	7
Commercial CO's Issued	3
Zoning Compliance Permits	3
Sign Permits	4
Temporary Use Permits	5

Commercial Developments Reiewed	
Tractor Supply	Rocket Express
Hwy 55	Presto Photo
Zebulon Longhouse	GNIC
La Mexicanita	Lounge 96

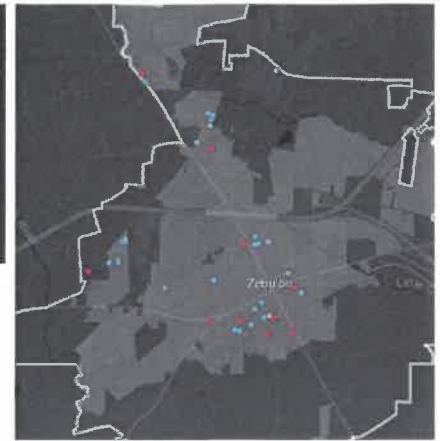
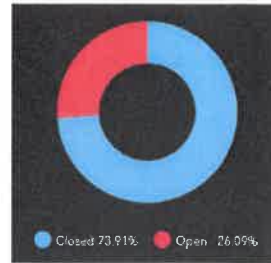
The Town has seen an increase in development interest as well as development activity. Furthermore, the activity that has been occurring is increasing in complexity and time commitment from staff. As previously noted, we will be requesting an additional Planner 1 in the FY 2024 budget year to offset some of the less intensive projects that staff has had to review such as Zoning Compliance Permits, Sign Permits, and basic site plan reviews.

Residential Developments In Reiew	
Wakelon Mills	Weavers Pointe
Zebulon South	Dorey Meadows
401 W. Gannon	E. Barbee Street
Old Bunn Rd	Jaseper Place
Cadence Meadows	Clifton Grove

Development Name	Total Lots Proposed	Lots Recorded	Lots with C/O	% of Total Approved Lots With CO	Remaining Lots W/O CO	Remaining SFD	Remaining TH
Shepard's Park	302	186	123	40.73%	179	179	0
Weavers Pond	708	708	615	86.86%	93	81	12
Autumn Lakes	466	466	390	83.69%	76	76	0
Barrington	837	171	75	8.96%	762	250	512
Sidney Creek	659	123	0	0.00%	659	439	220
Weavers Ridge	177	0	0	0.00%	177	55	122
Pearces Landing	377	180	24	6.37%	353	195	158
Jasper Place	97	0	0	0.00%	97	97	0
Cadence Meadows	406	0	0	0.00%	406	248	158
The Carrington	72 Unit Apartment Complex @ 303 Pony Rd				72	0	0
<b>Totals:</b>	<b>4029</b>	<b>1834</b>	<b>1227</b>				

## Code Enforcement:

Case Type	Number
Tall Grass & Weeds	51
Other	11
Parking/ Vehicle Violation	1
Stop Work	2
Trash/ Garbage	5
Zoning/ Permitting	2



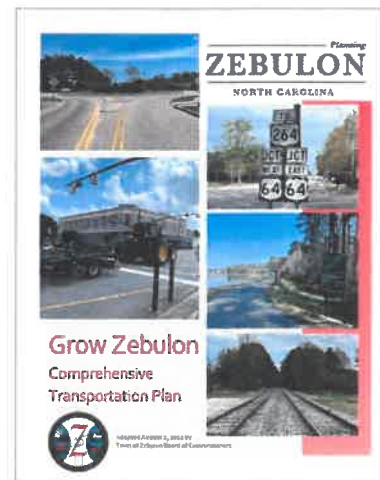
In addition to responding to code enforcement complaints, the Code Enforcement Officer is also responsible for measuring setbacks for all single-family dwelling units. Between the increased number of new homes, we see an increased demand for code enforcement responses. As such, the trends show that we will need a second Code Enforcement Officer in FY2024.

## Project Updates:

### Transportation Impact Fee:

As part of the FY2023 Budget, the Board approved funding for the Town to hire a consultant to review the Town's Transportation Plan, our existing infrastructure, development patterns, traffic patterns, and provide recommendations for a revised Transportation Impact Fee. A revised calculation will allow the Town to utilize our development and growth to implement the improvements of the Transportation Plan in a similar way as we used the Parks and Recreation Fee to implement the Parks and Recreation Plan.

We are in the process of finalizing the scope as part of a contact with Ramey Kemp Associates and work is expected to begin in the next couple of weeks. You will see their findings and recommendations as part of the Fee Schedule update in the FY2024 budget.



## Economic Development:

The Human Resources Department is accepting and reviewing applications for the Town's first Economic Development Specialist. This hiring process will be completed before end of December and will include an in-house assessment center where we will bring in Economic Development Professionals from around the region to provide guidance and feedback on how each the applicants do in a series of activities. These include a panel interview, a written portion, as well as a presentation, each geared towards measuring their understanding of Economic Development for a small, but very fast-growing town.

Once hired, one of their first tasks will be to prepare and RFQ to hire a consultant that will work with the Town on the creation of an Economic Development Strategic Plan. This plan was funded by the Board in the FY2023 budget and will review where we are best positioned in the market, what programs we have in place, and measure the objectives and goals of the community to provide a list of actionable items and recommendations for the Town to pursue.