

**ZEBULON
BOARD OF COMMISSIONERS
AGENDA
November 7, 2022
7:00pm**

The meeting will be posted to YouTube the following day.

I. PLEDGE OF ALLEGIANCE

II. APPROVAL OF AGENDA

III. SCHOOL RECOGNITION

A. Zebulon Middle School

- i. Antonio Ponzio – Student
- ii. Abigail Pearce – Teacher

IV. PRESENTATION

- A. Zebulon National Historic District Proclamation*
- B. Recognition Proclamation*

V. PUBLIC COMMENT PERIOD

- A. All wishing to speak must sign up prior to 6:50pm. The comment period will be no longer than 15 minutes with speakers having three minutes each to speak. No speaker can speak on a public hearing item or any item that would need to be discussed under closed session. Speakers cannot give their minutes to another speaker. If you would like to submit comments to be read into the record at the meeting, please send comments, of 400 words or less, to Stacie Paratore (sparatore@townofzebulon.org) by 3:00pm on November 7, 2022.

VI. CONSENT

A. Minutes

- i. September 15, 2022 – Work Session
- ii. September 19, 2022 – Joint Public Hearing
- iii. September 22, 2022 – Mini Retreat
- iv. October 10, 2022 – Joint Public Hearing
- v. October 20, 2022 – Work Session
- vi. October 25, 2022 – Special Called Meeting

B. Finance

- i. August Tax Report
- ii. Monthly Items
 - 1. Monthly Financial Report

C. Public Works

- i. Ordinance 2023-14 – Appropriation of Insurance Proceeds

D. Parks and Recreation

- i. Resolution 2023-11 – Holiday Event Street Closure (Amended)

VII. OLD BUSINESS

A. Parks and Recreation

- i. Resolution 2023-16 – Little River Park Site Specific Master Plan
- ii. Special Event Standards

B. Planning

- i. Ordinance 2023-09 – TA 2023-02 Public Hearing Notifications
- ii. Ordinance 2023-10 – TA 2023-03 Industrial Ground Signs
- iii. Ordinance 2023-11 – TA 2023-04 Building Height Limitation
- iv. Ordinance 2023-12 – TA 2023-05 Article 10 Corrections
- v. Ordinance 2023-13 – Rezoning/Future Land Use Map
Amendment – 125 W. Vance St.
- vi. SUP 2023-01 – Written Findings of Fact

C. Public Works

- i. Ordinance 2023-08 – Zebulon Swimming Pool Demolition

VIII. NEW BUSINESS

A. Administration

- i. Appointed Boards
 - 1. Update on Board make-up and participation requirements
 - 2. Board Appointments

B. General

- i. Resolution 2023-15 – 2023 Street Closures for Events
- ii. 100 County Quilt Program

C. Planning

- i. Public Hearing
 - a. Storage Max Special Use Permit 2023-02
- ii. Storage Max Special Use Permit 2023-02 - Deliberations

IX. BOARD COMMENTS

X. MANAGER'S REPORT (Verbal Report Out Only)

- A. Development Updates*
- B. Work Session Preview*
- C. Standard Procedures Update*

XI. ADJOURN

ZEBULON
NORTH CAROLINA

**PROCLAMATION
ZEBULON NATIONAL HISTORIC DISTRICT**

WHEREAS, a group of committed citizens worked collaboratively with government leaders in 1966 to establish the National Historic Preservation Act, and

WHEREAS, the National Historic District Preservation Act has preserved the architectural and cultural history in countless communicates across the United States.

WHEREAS, historic preservation is relevant for communities across the nation, both urban and rural, and for Americans of all ages, all walks of life, and all ethnic backgrounds; and

WHEREAS, the Town of Zebulon recognizes the value of historic preservation as an effective tool for revitalizing neighborhoods, fostering local pride, and maintaining community character while enhancing livability; and

WHEREAS, it's important to celebrate the role of history in our lives and the contributions made by dedicated individuals in helping to preserve the tangible aspects of the heritage that has shaped us as a people; and

WHEREAS, historic preservation is an effective tool for managing growth and sustainable development, revitalizing neighborhoods, fostering local pride, and maintaining community character while enhancing livability; and

WHEREAS, many Zebulon residents, groups, and organizations, work hard to preserve Zebulon's past for future generations; and

WHEREAS, the National register is a list of properties significant in American history and therefore deserve to be preserved by their owners as part of the cultural heritage of our nation; and

WHEREAS, the Town of Zebulon and Wake County Historic Preservation were recognized as a Certified Local Government in 2021, demonstrating a strong commitment to historic preservation; and

WHEREAS, the Town of Zebulon continues to demonstrate its commitment to preservation through ongoing historic survey work; recognition of our historically significant landmarks and sites; the protection of our traditional neighborhoods and historic downtown; the integration of historic elements with redevelopment; and the recognition, rehabilitation and restoration of historic properties.

NOW, THEREFORE, I, Mayor Glenn L. York of the Town of Zebulon, do hereby proclaim recognition of the adoption of the Zebulon National Historic District by the National Park Service and call upon all citizens of our town to join their fellow citizens across the Town of Zebulon in celebrating this accomplishment.

Proclaimed this 7th day of November 2022

Glenn L. York – Mayor

SEAL

Lisa M. Markland, CMC – Town Clerk

Zebulon Board of Commissioners
Work Session
Minutes
September 15, 2022

Present: Glenn York, Beverly Clark, Quentin Miles, Shannon Baxter, Jessica Harrison, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Bobby Fitts-Finance, Chris Perry-Fire, Chris Ray-Public Works, Sheila Long-Parks and Recreation, Jacqui Boykin-Police, Michael Clark-Planning, Eric Vernon-Attorney

Absent: Larry Loucks

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

APPROVAL OF AGENDA

Commissioner Baxter made a motion, second by Commissioner Miles to amend the agenda to add rules of procedure and dissemination of information. There was no discussion and the motion passed unanimously.

MAIN STREET PROGRAM ORGANIZATIONAL STRUCTURE

Michael Clark introduced Chuck Halsall, Jr. the coordinator for the Downtown Programing and Technical Assistance. History of the Main Street Program was given, and a map of the North Carolina Main Street and Small-Town Main Street Communities was shown.

The Main Street four-point approach was organization, economic vitality, promotion and design. The North Carolina Main Street Program ("NCMS") organization models were: 1) Non-profit, 2) City Department, and 3) Quasi: Public/Private. The strengths and challenges of each were discussed. It was stated the Quasi Public/Private process had become the most popular. Mr. Halsall reviewed the roles and responsibilities of the Town in the Quasi Public/Private structure. Once the population was 10,000 citizens there was a requirement to have a full-time director to manage the program.

Sources of revenue for the program included:

- Government
- Special tax assessments
- Sponsorships
- Earned income/special events
- Grants
- Signature fundraising events
- Membership/donors/bequests
- Interest

A graph was shown reflecting the average NC Main Street budget for FY 2021-2022. For designated communities the NC Main Street budget was \$240,013 on average and a range up to \$849,875. A City/Town's investment in the program was \$126,353 on average and a range up to

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\$494,246. The average budgets for Quasi Public/Private were shown. The average Director's salary was \$57,512 and a range up to \$96,000. A breakdown of the budgets was discussed.

Mr. Halsall explained the importance of volunteers in the program. The roles and responsibilities of the Main Street Director were explained for each structure.

Commissioner Baxter asked who created the Economic Development Implementation Plan and when it was created. The plan was created as part of the process by the Downtown Alliance Council ("DAC") in October 2021 and there were details about how the plan was created.

The Board would receive PowerPoint recordings with the other types of organizational structures.

Commissioner Miles inquired about training in the program. Mr. Halsall spoke about the monthly orientation trainings for directors.

The roles and responsibilities of the director were similar for each organization structure.

Each Board member spoke about the organizational structure they like the most and which they liked the least. The Board was encouraged to visit <https://www.ncmainstreetandplanning.com/> for more details.

Michael Clark encouraged the Board to send any information they wanted to see to staff as soon as possible. The goal was to have everything in place prior to July 1, 2023.

Joe Moore stated in order to be in a position to be a full member by July 1, 2023, the program needed to be included in the budget and staff would begin putting budget items together in October.

DEVELOPMENT REVIEW PROCESS MODIFICATIONS

Michael Clark spoke about the possible future text amendments. The amendments for discussion included:

- Convert Joint Public Hearing to Board of Commissioner Public Hearings
- Introduce Parks and Recreation Advisory Board
- Maintain Planning Board Recommendation
- Determine Public Hearing Mailed Notice Radius
- Amend Height Limits
- Board of Adjustment

The current Joint Public Hearing process and proposed process were shown. The proposed process introduced the items to the Board of Commissioners, then the Planning Board and Parks and Recreation Advisory Board and lastly the Board of Commissioners Public Hearing and decision. The amendment allowed more opportunities for public comment, additional recommendation from Parks and Recreation, increased transparency of development process, implementation of the Parks and Recreation Master Plan and maintained a current timeline.

Commissioner Miles asked for Sheila Long's thoughts on the process.

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Sheila Long stated it was a good way to engage the Parks and Recreation Advisory Board and made it a more unified decision-making process.

The structure would be the same as the Planning Board where the Parks and Recreation Advisory Board would make a recommendation to the Board of Commissioners.

There was consensus among the Board to include the Parks and Recreation Advisory Board in the process.

There was discussion if the recommendations should be taken into consideration at the Public Hearing.

The Town adopted a new UDO, Comprehensive Land Use Plan and Transportation Plan and Parks and Recreation Master Plan last year. The documents were adopted to reflect the communities wishes and needs to provide guidance to the advisory groups. The amendment would include the Parks and Recreation Advisory Board in the process. Other successful communities in North Carolina had similar processes.

There was consensus among the Board was to change the regulation as soon as possible.

Michael Clark spoke about the mailing notification requirements for Public Hearings. The Town's internal policy was 150ft of the outer boundaries of the subject development. Other notification methods the Town utilized included signs on the property, publication in the newspaper, an emailed newsletter, a post on the Town website and the interactive development map.

Staff showed examples of various radiuses on a map of abutting properties at 150ft, 300ft, 500ft, 750ft and 1,000ft. No other municipalities in Wake County utilized the 1,000ft radius.

Commissioner Baxter asked how email addresses were obtained for the emailed newsletter. Citizens were able to register for the newsletter on the Planning website.

Commissioner Miles stated the Public Hearing signs were not noticeable enough. Staff were willing to take suggestions on the signs and would review the signs once the branding process was completed.

The consensus among the Board for the mailing notification distance was 750ft to give more information to the citizens who have a vested interest in the area.

There was discussion about who should pay for the mailed notices. There were conversations about homeowners vs. developers paying for notifications.

Michael Clark stated with the example, given a 750ft radius would have an average cost of \$53.00 for mailing notification.

Commissioner Baxter wanted more time to think about the radius requirement. Staff had the information they needed to craft a text amendment.

There was a ten-minute recess.

Mayor York called the meeting back into session at 7:45pm.

Michael Clark explained building heights were limited based on zoning and adjacent use and the current limitation did not allow conditional zoning or planned development changes. The Board was asked if they wanted the authority to approve conditions to modify height limits next to residential dwellings as part of a Conditional Rezoning or Planned Development.

Staff gave a local example of height requirements at Shepard's Greene.

Commissioners Harrison and Clark stated the Board should have the authority to modify the height limit. Commissioner Miles needed more time and Commissioner Baxter was agreeable on a case-by-case basis.

Michael Clark stated ground signs were not permitted in industrial districts under the UDO regulations. The Board was asked if free standing ground signs should be permitted in industrial zoned developments. The consensus among the Board was to allow it if the view of the sign was not blocked. The UDO dimensional standards were 15-foot maximum height and 36 square foot maximum surface area for sign face. The sign base was required to be brick or stone, so it was consistent with the building. There was discussion about having taller signs.

Michael Clark explained the Board of Adjustment currently had no ETJ representation and typically had less than one case per year. Options for the Board included finding and appointing a new member, granting authority to the Board of Commissioners, or granting authority to the Planning Board. Each Board member gave their thoughts on the options and the majority was to find and appoint new members. Joe Moore asked the Board of Commissioners to forward names of people who would be interested in serving on the Board of Adjustment.

POLICE STRATEGIC PLAN

Jacqui Boykin gave the redefined mission statement and core values. The fundamental goals of the Police Department included:

- Prevent, deter, thoroughly investigate crime
- Mitigate traffic concerns
- Build community partnerships
- Adhere to best practices in the law enforcement profession
- Commit to employee wellness and satisfaction

Chief Boykin spoke about how the Police Department would meet each goal item. Steps the department was taking to decrease crime was by increasing foot patrol, increasing drug investigations, growing the patrol division and increasing education and awareness programs.

The Board spoke about education and awareness programs that would be useful in the community. Some items mentioned were human trafficking training, bike safety, Citizens Academy, self-defense cases, CPR classes and internet safety for children

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To mitigate traffic the department planned to deploy TAPS, define East Wake Enforcement task force, develop and deploy education programs and grow the camera program.

The Board was asked about the traffic concerns they wanted to see become a priority for the department. Some items included the HWY 64 ramps, Sheetz area, Taryn Meadows entrance, Green Pace Road, Old Bunn Road and speeding on S. Arendell.

The department was building partnerships in the community by expanding community outreach, developing Citizen's Police Academy, youth academy, police athletics league, community alliance and marketing strategy. The Board was asked what outreach programs they felt would benefit the community. Commissioner Miles spoke about citizens in the housing authority who felt they were being watched by the Police Department. Chief Boykin talked about the importance of having conversations in the community and making better use of the satellite Police Station. Commissioner Baxter suggested expanding the Popsicles in the Park program and increasing outreach in the faith community.

Some ways the Police Department was building upon their best practices included obtaining state and national accreditation, conducting complete policy review/revisions, develop a strategic plan, implement requirement plan and develop a succession plan.

There was a ten-minute recess.

Mayor York called the meeting back into session at 9:03pm.

The Board was asked what recurring strategies they believed would help increase female and minority representation in the applicant pool and ranks. Examples given included internships, recruiting efforts with community college, working with minority groups and working with Law Enforcement Officers and teachers in the community.

Chief Boykin spoke about the career development program and succession plan for the department.

Action items to enhance employee wellness and satisfaction in the department included establishing a career development program, promoting leadership development, succession planning, implementing a wellness program, maintaining staffing forecast, and exploring options for an incentive program. It was stated 14 employees were immediately eligible for increases between 5-22% and four more employees were eligible in the coming 10 months. In 2022, the department had two interns work 134 hours and a volunteer who worked 228 hours.

Chief Boykin spoke about how the department interacted with the Spanish speaking community, fit for duty evaluations, training and standards and background and reference checks performed on employees.

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RULES OF PROCEDURE AND DISSEMINATION OF INFORMATION POLICY

Commissioner Baxter asked for an update on the process.

Joe Moore stated when the Board met at the August Work Session a rules of procedure policy was introduced. Mr. Moore had suggested moving the topic to the September 22, 2022 mini retreat to allow more conversation and to wait so Commissioner Loucks could be part of the conversation. The rules of procedure would also cover the expectations of each Board member, setting agendas, Board conduct and open meetings law.

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

Adopted this the 7th day of November 2022.

Glenn L. York—Mayor

SEAL

Lisa M. Markland, CMC—Town Clerk

**Zebulon
Joint Public Hearing
Minutes
September 19, 2022**

Present: Glenn York, Beverly Clark, Quentin Miles, Shannon Baxter, Jessica Harrison, Larry Loucks, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Michael Clark-Planning, Aaron Chalker-Planning, Sam Slater-Attorney

Planning Board Present: David Lowry, Michael Germano, Domenick Schilling, Genia Newkirk

Absent: Stephanie Jenkins and Laura Johnson

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

APPROVAL OF THE AGENDA

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

PUBLIC HEARING

A. 125 W. Vance Rezoning

Mayor York opened the public hearing and asked for a staff report.

Aaron Chalker presented the proposed request to rezone 125 W. Vance Street from DTC – Downtown Core to DTP – Downtown Periphery. Staff initiated the rezone from DTC to DTP of the 0.18-acre parcel. The property, located between Arendell Ave and N. Church St. was bounded by Vance Street to the north and railroad tracks to the south. The property contained an 8,625 square-foot warehouse building that encroached onto the adjacent lot to the west. The rezoning was a conventional rezoning application and did not propose any conditions.

The notification information was reviewed, and Mr. Chalker showed the zoning and aerial maps.

The Downtown Core zoning district contained the Town's oldest commercial structures. The development ordinances for this zoning district were intended to preserve and protect the established development character of the district, which encouraged redevelopment and infill consistent with the established character of the district. The structure at 125 W. Vance St. located at the zoning district boundary line was a modern style warehouse constructed in 1983. The remaining buildings to the east of the property were older in construction and retained the DTC zoning designation. The rezoning would provide a logical transition between the traditional and historic architecture of the buildings.

Pictures of the property and adjacent properties were shown.

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The proposed DTP zoning district provided greater flexibility of permitted uses and allowed all the uses within the DTC district, plus additional uses including, but not limited to warehousing, flex space, and research and development

Staff explained the current zoning hindered the potential uses of the existing warehouse building. Rezoning the property to DTP increased its potential to redevelop into a functioning business.

Mayor York asked if the Board had any questions.

Commissioner Baxter asked why more of the possible uses were not listed. Aaron Chalker stated any of the permitted uses within the zoning designation could be used on the parcel.

There was discussion about the character of the buildings in the DTP and DTC. Commissioner Baxter stated there was a brick building across the street from the subject property that was in the DTC district.

David Lowry asked why staff was requesting the rezoning. Aaron Chalker explained the DTC district could only be amended by the Town and not by a landowner or citizen and could only be based on character or architecture.

Michael Germano stated the property was split in half with one part in the DTC and one part in DTP. One part needed to be amended to make it whole.

Staff showed on the map where the building encroached onto the adjacent parcel.

It was stated by Michael Germano that the structure straddled two parcels and was in the process of being replatted. Currently two zoning designations were assigned to one building.

Michael Clark gave clarification and showed the building and property line in question on the map.

Commissioner Baxter asked if the owners could get the parcel replatted and come before the Board.

Michael Clark stated the property owner could not make modifications after the parcel was replatted due to a stipulation in the UDO prohibiting property owners from making modification to the DTC zoning district.

Commissioner Miles asked if there was a purpose behind the rezoning for the building.

Michael Clark explained no one had approached him about a particular use of the building and could not speak to the marketability to sell the property as it was currently zoned but in terms of uses the proposed rezoning would open the parcel to more opportunities. The Downtown Core had a specific character, and this building was not like the rest of the district. The building contrasted with other buildings in its current district. Mr. Clark stated once the parcel was replatted it could come back to be rezoned.

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There was discussion about how the property was originally zoned and the zoning designations for the property located across the street.

Mayor York asked if either Board had any more questions. There were none.

Mayor York asked if anyone else wished to speak in favor. There were none.

Mayor York asked if anyone wished to speak in opposition. There were none.

Mayor York closed the public hearing and referred the matter to the Planning Board.

Commissioner Loucks made a motion, second by Commissioner Miles to adjourn the meeting. There was no discussion and the motion passed unanimously.

Adopted this the 7th day of November 2022.

Glenn L. York—Mayor

SEAL

Lisa M. Markland, CMC—Town Clerk

Zebulon Board of Commissioners
Mini Retreat
Minutes
September 22, 2022

Present: Glenn L. York-Mayor, Beverly Clark, Shannon Baxter, Larry Loucks, Quentin Miles, Jessica Harrison, Joe Moore-Town Manager, Lisa Markland - Town Clerk, Mike Clark - Planning, Sheila Long – Parks & Recreation, Chris Ray – Public Works, Chris Perry – Fire, Jacqui Boykin – Police, Eric Vernon-Attorney, Sam Slater – Attorney, Chidi Madu – Attorney

Michelle Ferguson – Facilitator

Mayor York called the meeting to order at 9:05am.

APPROVAL OF AGENDA

Commissioner Baxter asked to amend the agenda to add Bee City presentation and dissemination of information.

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

Town Manager Joe Moore gave some general information and a recap of what to expect for the day.

ZEBULON 2030 STRATEGIC PLAN DISCUSSION

Michelle Ferguson spoke on the Strategic Plan and the need to prioritize the projects. It was explained that the list of projects would not go away, it would just change and grow over time.

There was discussion about each of the projects on the list and where they fell as far as Small Town Life, Growing Smart and Vibrant Downtown.

Michelle asked to state if the following projects had a big pay off or small pay off and if they were easy to accomplish or hard to accomplish.

Vibrant Downtown

Economic Development Plan – Big payoff/ Easy
Municipal Service District – Small payoff/ Hard
Action Plan Main Street Program – Big payoff /Easy
Enforcement Updates – Small payoff/ Easy
Broadband Downtown – Big payoff/ Hard
Event Lighting in Downtown – Big payoff/ Easy
Long Term Lighting plan Downtown – Big payoff/ Easy
Design Standards Downtown – Big payoff/ Hard
Main Street Program – Big payoff/ Hard

Small Town Life

Painted Crosswalks – Small payoff/ Easy
Gathering Spaces outside of Downtown – Big payoff/ Hard
Town Events – Big payoff/ Hard
LED Boards – Big payoff/ Easy

Branding – Big payoff/ Hard
Job Fairs for schools – Big payoff/ Easy
School Outreach – Small payoff/ Easy
Volunteer Opportunities – Small payoff/ Easy
Increase Community Events - Big payoff/ Medium
Citizen Academy – Big payoff/ Hard
Community Event – Big payoff/ Easy
Update Website – Big payoff/ Hard

Growing Smart

Broadband – Big payoff/ Hard
Economic Development Plan – Big payoff/ Medium
Code Enforcement – Small payoff/ Hard
Appearance Committee – Small payoff/ Hard
Civil Fine Increase – Small payoff/ Easy
Update Uses in the Downtown Core – Small payoff/ Easy
UDO Amenities update – Big payoff/ Medium
Trash Can Ordinance – Small payoff/ Easy
Tree City/Bee City – Small payoff/ Easy
Paper Street Listing – Small payoff/ Easy
Go Transit – Big payoff/ Easy
DEI Initiative – Big payoff/Hard
Little River Park Greenway – Big payoff/ Easy
Sustainability of Assets – Big payoff/ Easy
Alley Activation Policy – Big payoff/ Easy
Zebulon App – Big payoff/ Hard

Michelle asked the Board to take their dots and place them on the topics that had the most value to them.

The top votes in each area were as follows:

Vibrant Downtown

Action Plan for Main Street (5)
Economic Development Plan for Downtown (4)
Upgrade Lighting for Events in the Downtown (3)
Consider taking over Portions of Arendell (2)
Upgrade Broadband Infrastructure in Downtown (2)
Municipal Service District for Downtown(1)
Design Standards for Downtown (1)

Small Town Life

Update Town Website (5)
Host Community Day Event to highlight Clubs and Organizations (4)
Finalize Branding Plan (3)
LED Information Boards (3)

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Volunteer Opportunities (3)
Enhance Communication of Town Events (2)
Increase number of Community Events (2)
Enhance Outreach to the Schools (1)
Create Gathering Spaces outside of Downtown (1)

Growing Smart

Little River Park Greenway Expansion (4)
UDO required amenities and infrastructure (4)
DEI approach to initiatives (3)
Zebulon App (3)
Tree City/Bee City (3)
Economic Development Plan (3)
Update Use Policies (3)
Upgrade Broadband Infrastructure outside of Downtown (2)
Enhance Code Enforcement (2)
Inventory of Paper Streets (1)
Review list of Allowable Uses in Downtown Core and Periphery (1)

There was discussion about the funding mechanism for these projects. It was explained that it would require not just money to pay for the project but the staffing necessary to oversee and be responsible for the project from beginning to end and then oversight after completion.

Lunch Break

GOVERNING BOARD RULES OF PROCEDURE

There was a presentation by Wyrick Robbins on the principles of agenda setting. Several hypotheticals were given to help the Board understand the process and any ramifications their choices might have.

Joe stated that at the October work session a draft procedure for agenda setting would be available for review.

ANNEXATION BARBEE STREET

Mike Clark gave a recap of the request before the Board and there was discussion on whether it was a good thing for the community on Barbee Street.

Commissioner Miles stated that he was concerned about gentrification in that area.

Commissioner Loucks and Harrison stated that an annexation did not have an adverse effect on gentrification because all it did was bring the property into the corporate limits where the Town could collect tax dollars.

There was discussion on the annexation effects and the effects of what a development could do, procedures for directing sufficiency and voting on the project.

Commissioner Miles made a motion, second by Commissioner Baxter to table Ordinance 2022-07 until the October 3, 2022 meeting at 7:00pm. There was no discussion and the motion passed with a vote of 4-1 with Commissioners Baxter, Loucks, Miles and Harrison voting in favor and Commissioner Clark in opposition.

BEE CITY USA

Commissioner Baxter gave a presentation on becoming a Bee City.

Mayor York stated that he would like to see a memorandum of understanding with those private groups that would be willing to partner with the Town on this project.

Commissioner Harrison requested a copy of the presentation so that she could gather additional information on becoming a Bee City.

DISSMINATION OF INFORMATION

There was discussion about the dissemination of information and whether it should be a standalone policy or part of the Board of Commissioners Procedures Manual. Some of the Board members wanted to act on it immediately and others were willing to wait.

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

The meeting was adjourned at 4:00pm.

Date

Glenn L. York—Mayor

SEAL

Lisa M. Markland, CMC—Town Clerk

**Zebulon
Joint Public Hearing
Minutes
October 10, 2022**

Present: Glenn York, Beverly Clark, Quentin Miles, Shannon Baxter, Larry Loucks, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Michael Clark-Planning, Aaron Chalker-Planning, Sam Slater-Attorney

Absent: Jessica Harrison

Planning Board Present: David Lowry, Michael Germano, Domenick Schilling, Genia Newkirk
Stephanie Jenkins

Absent: Laura Johnson

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

APPROVAL OF THE AGENDA

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

PUBLIC HEARING

A. Text Amendment 2023-01 Development Process Change, Public Hearing and Parks and Recreation

Mayor York opened the public hearing and asked for a staff report.

Michael Clark explained the public hearing notification process. The proposed text amendments would convert the Joint Public Hearing to a Board of Commissioners Public Hearing, introduced the Parks and Recreation Advisory Board into the development process and would provide clarification in Article five regarding open space requirements and Article six regarding the fee-in-lieu process.

The process changes for the Joint Public Hearing were discussed. The Board of Commissioners would be introduced to the case then would set the Public Hearing and refer the matter to the Planning Board and Parks and Recreation Advisory Board. Both boards would review the application request in context of their plans with the Comprehensive Land Use Plan and Transportation Plan for the Planning Board and the Parks and Recreation Master Plan for the Parks and Recreation Advisory Board. Once both Boards made a formal recommendation the Board of Commissioners would hold the public hearing with a possible decision.

The amendments to Articles 5 and 6 provided additional clarification pertaining to open space:

- Separated out land dedication requirements
- Provided specific standards for Parks and Recreation Board
- Allowed for reduction in Parks and Recreation Impact Fee

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Michael Clark stated the text amendment would give additional opportunity for public comment, as well as an additional recommendation from the Parks and Recreation Advisory Board. The amendment would also increase transparency of the development process and implement the Parks and Recreation Master Plan.

Staff recommended referring the matter to the Planning Board for recommendation.

Mayor York asked if the Board had any questions.

Commissioner Loucks asked if the Parks and Recreation Advisory Board chairman could come to the Joint Public Hearing to present their findings and recommendation. Michael Clark stated other municipalities in North Carolina did that and would need to ask the chairman of the Parks and Recreation Advisory Board.

Commissioner Baxter asked why Park Land was removed in Article 6. Staff explained it was listed in the fee-in-lieu process for the Parks and Recreation Impact fee.

Commissioner Baxter pointed out a grammatical error in Article 6-20.

Commissioner Baxter asked why the powers and duties were transferred from the Town Manager to the Town Attorney. The question would be covered under a different text amendment later at the meeting. There were discussions about the Powers and Duties of the Parks and Recreation Advisory Board. The appointed boards would recommend policy to the Board of Commissioners.

Mayor York asked if either Board had any more questions.

David Lowry asked if the Parks and Recreation Advisory Board and Planning Board meetings would have public comment. Staff clarified each meeting would have public comment. Meeting minutes would be taken at each meeting and would be available to any board member who was unable to attend. Each board having their own independent meeting would give greater equity and show the importance of each board.

Commissioner Baxter stated she would like to have all the boards together in one meeting versus having separate meetings. Michael Clark explained that staff brought the proposal before the Board of Commissioner based upon their work session comments that they were in favor of the proposed process.

Commissioner Baxter stated she was in favor of having dialogue with the boards together at one time.

Mayor York asked if anyone else wished to speak in favor. There were none

Mayor York asked if anyone wished to speak in opposition. There were none

Mayor York closed the public hearing and referred the matter to the Planning Board.

B. Text Amendment 2023-02 Public Hearing Notification

Mayor York opened the public hearing and asked for a staff report.

Michael Clark stated NCGS 160D-602 required notice to abutting properties and presented the proposed text amendment to extend the mailed public hearing notification to 750 feet from the outer boundaries of a proposed request.

Staff recommended referring the matter to the Planning Board for recommendation.

Mayor York asked if the Board had any questions.

Commissioner Baxter asked if the Town provided the notice for the applicant to mail themselves. Staff explained the Town drafted the notice to ensure it was correct. The applicant provided the envelope with the labels and the stamps for mailing. Concerns were expressed about not burdening individual homeowners with the expense of mailing notifications to the entire radius. Michael Clark explained the Town attorney confirmed all property owners were to be treated equally regardless if a developer or a single property owner.

The landowner per Wake County tax records were the ones who received Public Hearing notification.

Commissioner Miles asked about the annexation notification process for the Town's most recent annexation request. Michael Clark explained public hearing notification was mailed to all property owners within 150 feet of the subject tract on Barbee Street. It was not required under the UDO but could be added in as part of the text amendment request.

Mayor York asked if the Board had any other questions. There were none.

Mayor York asked if the Planning Board had any questions.

Michael Germano asked why the Public Hearing notification was being increased from 150 feet to 750 feet. Michael Clark stated there was a consensus among the Board of Commissioners to increase the notification to 750 feet. Commissioner Miles stated the increase gave more transparency to the citizens.

Mayor York asked if anyone else wished to speak in favor. There were none.

Mayor York asked if anyone wished to speak in opposition. There were none.

Mayor York closed the public hearing and referred the matter to the Planning Board.

C. Text Amendment 2023-03 Industrial Ground Signs

Mayor York opened the public hearing and asked for a staff report.

Michael Clark presented the proposed text amendment to allow for ground signs for industrial uses.

Staff recommended referring the matter to the Planning Board for recommendation.

Mayor York asked if the Board had any questions.

Commissioner Loucks asked if a request was made to amend that particular section of the UDO. Michael Clark explained there was a request made for a sign in the commercial district and staff discovered ground signs were not allowed in the industrial district.

Mayor York asked if the Board had any other questions. There were none.

Mayor York asked if the Planning Board had any questions.

David Lowry commented that the pictures shown were both commercial and industrial and the graphic with the ground signs was cut off at the top. Staff could have the UDO consultant make the modification.

Michael Germano stated there was no stipulation to limit someone from mounding the ground under the sign to make the sign taller and wanted to see an average elevation added. Staff would research the suggestion further.

Mayor York asked if the Boards had any other questions. There were none.

Mayor York asked if anyone else wished to speak in favor. There were none.

Mayor York asked if anyone wished to speak in opposition. There were none.

Mayor York closed the public hearing and referred the matter to the Planning Board.

D. Text Amendment 2023-04 Multi-Family Dwelling Building Height

Mayor York opened the public hearing and asked for a staff report.

Michael Clark presented the proposed text amendment to allow the Board of Commissioners to approve deviations to building height requests for proposed multi-family dwelling units. The current regulation prohibited an applicant from seeking adjustments in the conditional zoning or planned development zones. The text amendment gave the applicant the option to go before the Board of Commissioners to request that deviation. An example of Shepherds Greene was explained.

Staff recommended referring the matter to the Planning Board for recommendation.

Mayor York asked if the Board had any questions.

Commissioner Miles inquired why the request was made. Michael Clark stated a request was made about one year ago for a 250-unit apartment complex adjacent to a residential structure and under the regulation they were unable to go before the Board to request a deviation.

Commissioner Miles inquired if the request would be a special permit. The request would go before the Board as a conditional zoning request.

Michael Germano expressed concerns about affordable housing and the lack of density issue and would like to see the building height limitation removed.

There was discussion about having height restrictions. The proposal would establish an 18-foot height maximum for multi-family detached residential structures within 100 feet of the property line of single family detached residential structures. Commissioner Loucks stated 100' was a good starting point but wanted to see a vegetation buffer between two structures.

Mayor York asked if the Boards had any other questions. There were none

Mayor York asked if anyone else wished to speak in favor. There were none

Mayor York asked if anyone wished to speak in opposition. There were none

Mayor York closed the public hearing and referred the matter to the Planning Board.

E. Text Amendment 2023-05 Corrections to Article 10

Mayor York opened the public hearing and asked for a staff report.

Michael Clark presented the proposed text amendments to correct errors in Article 10 of the UDO.

- 10.4.2 – corrects the composition of the Planning Board for in-Town and ETJ representation
- 10.4.3 – removed references to ex-parte communication for Planning Board
- 10.5.2.B – allowed the Planning Director to designate another staff person to chair TRC meetings
- 10.6.1.B.5 – provided clarification regarding duties for the Building Inspector (Wake County)
- 10.8.1.A – replaced “Town Attorney” with “Town Manager” for listed roles

Staff recommended referring the matter to the Planning Board for recommendation.

There was a question about Wake County appointing the ETJ member to the Planning Board. Lisa Markland explained the Board of Commissioners made a recommendation to the Wake County Board of Commissioners who made the appointment. If an appointment was not made within 90 days, the Zebulon Board of Commissioners had the authority to appoint the ETJ person to the Planning Board.

Commissioner Miles inquired about the amendment to remove references to ex-parte communication for the Planning Board. Sam Slater explained the reference was removed because the Planning Board was no longer part of the Quasi-Judicial decision-making process.

Commissioner Baxter asked about the building inspector duties assigned by the Board and being changed to the Planning Director. The Town subcontracted with Wake County for the building inspector. Michael Clark stated it was easier for him to direct the inspectors instead of the Board.

Joint Public Hearing
Minutes
October 10, 2022

Michael Germano asked about the timeline and process for bringing plan review in house. Michael Clark stated he was monitoring the numbers and costs associated with bringing plan review in house to determine if the Town was meeting the minimum permit thresholds.

Mayor York asked if the Boards had any other questions. There were none

Mayor York asked if anyone else wished to speak in favor. There were none

Mayor York asked if anyone wished to speak in opposition. There were none

Mayor York closed the public hearing and referred the matter to the Planning Board.

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

Adopted this the 7th day of November 2022.

Glenn L. York—Mayor

SEAL

Lisa M. Markland, CMC—Town Clerk

**Zebulon Board of Commissioners
Work Session
Minutes
October 20, 2022**

Present: Glenn York, Beverly Clark, Quentin Miles, Shannon Baxter, Jessica Harrison, Larry Loucks, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Bobby Fitts-Finance, Chris Perry-Fire, Chris Ray-Public Works, Sheila Long-Parks and Recreation, Jacqui Boykin-Police, Michael Clark-Planning, Eric Vernon-Attorney

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

APPROVAL OF AGENDA

Mayor York amended the agenda to add a special called meeting for October 25, 2022.

Commissioner Clark made a motion to approve the agenda as amended.

Commissioner Baxter stated she wanted to amend the agenda to add a closed session GS § 143.318.11 (a)(6) for the purpose of personnel discussions.

It was explained there was a motion already on the floor.

Commissioner Harrison made a second to approve the agenda as amended. There was no further discussion and the motion failed with a vote 2 to 3 with Commissioners Clark and Harrison voting in favor and Commissioners Loucks, Miles and Baxter voting in opposition.

Commissioner Baxter made a motion, second by Commissioner Loucks to amend the agenda to add a closed session GS § 143.318.11 (a)(6) for the purpose of personnel discussions. There was no further discussion and the motion passed with a vote 4 to 1 with Commissioners Baxter, Miles, Harrison and Loucks voting in favor and Commissioner Clark voting in opposition.

LITTLE RIVER PARK MASTER PLAN AND FEMA FUNDING

Sheila Long introduced Drew Crumpton with AECOM who spoke about the Town's Parks and Recreation Master Plan. The vision goals were given, and the vision map was shown. The goals of the vision subsystem included natural areas and sustainability by 1) providing access to natural areas and environmental education through Zebulon parks, 2) utilizing sustainable design practices in existing parks and 3) activating the Little River Corridor through partnerships-regional connectivity.

Mr. Crumpton gave details about a site-specific master plan for Little River Park. The existing conditions of Little River Park were discussed. Previous studies performed on the park included an architecture study, archaeological study, urban forestry plan, 2017 visioning study and various community engagement for the Play Zebulon Plan.

The preliminary concept of Little River Park was shown. The goals were to activate the park, provide more amenities, provide nature-based activities and to have walking trails. It was stated

the concept plan was shown to the public at Spring Fest, virtual workshops, staff led workshops, advisory board workshops and various displays with comment station to gather public feedback on the plan. The top themes mentioned during public participation included:

- Additional park amenities
- Greenways, trails and connectivity
- Restrooms and drinking fountains
- Amphitheater and outdoor classroom
- Natural area preservation
- Water access
- Picnic/gathering areas

Mr. Crumpton showed the final concept that was created from public engagement. It was stated the final concept was similar to the preliminary concept plan, but fishing platforms and restrooms had been added. The implementation phases were detailed.

Commissioner Baxter inquired about the stakeholders. Sheila Long explained stakeholders were involved in the Parks and Recreation Master Plan not the Little River Park plan.

There was discussion about the partial dam removal. The decision was made as part of the 2017 community input process where the Board decided to move forward on alternative projects versus repairing the dam. Staff spoke about the structure analysis that was performed on the dam finding that the dam was not structurally sound.

Sheila Long stated during the design process there would be seating and wayfinding options. It was explained that Wake County's Little River Trail would be able to tie into Little River Park.

Commissioner Baxter expressed concerns about the paved parking area. Sheila Long explained the parking spaces were the only paved areas and allowed ADA accessibility to the park. The paved and non-paved trails were shown on the map. Staff estimated there to be 40 to 50 parking spaces.

There was discussion about the costs for Phase I. Page 31 of the Site-Specific Plan included a breakdown of the costs.

Mayor York inquired about the blue way possibility. Sheila Long spoke about the challenges of having a blue way at Little River Park. The Town would need to work with regional partners since it would require continual cleanup of the river.

Commissioner Clark stated she liked the plan and was excited for the work to get started at Little River Park.

Commissioner Loucks applauded the plan for including an amphitheater. There was discussion about the design and size of the amphitheater.

Commissioner Loucks asked to have an 11x17 printout of the maps. Sheila Long would provide copies and explained the plan was also available on the Town's website.

Board of Commissioners

Minutes

October 20, 2022

Sheila Long spoke about the different funding opportunities to fund Little River Park's construction. Those options included:

- General fund
- Recreation impact fee
- Bond referendum
- Grants
- FEMA funds

Details of various grants available were shown. The Board would receive more information at their mini retreat on October 27.

Commissioners Loucks inquired about future staffing requirements for Little River Park. Sheila Long stated the park would take at least one full time employee. Staffing needs were addressed in the Parks and Recreation plan and would increase as the programs and parks grew.

Commissioner Baxter asked if the grants needed the Town to be shovel ready. Staff spoke about the various grant opportunities and what they would require.

Chris Ray spoke about the damage Little River incurred in October 2016 following Hurricane Matthew and how staff cleaned up and stabilized the site. There was coordination done with FEMA North Carolina Emergency Management, City of Raleigh and NCSHPO to assess damage and prepare a preliminary engineering report. An alternate plan was developed from the community outreach and public input that was received. Architectural and archaeological studies were performed finding there was no basis to be considered on the National Register of Historic Places and a Phase 2 study was recommended. The 2017 estimate of damage and the 2022 FEMA estimate were explained. The Board could accept FEMA's estimate of \$401,376 or appeal FEMA's cost estimate. Staff recommended the Board accept FEMA's estimate.

Commissioner Harrison asked for staff's thoughts on appealing FEMA's cost estimate. Chris Ray stated it was possible the Town could receive the additional funding if there was an appeal.

There was discussion about the possibility of FEMA funds being used to match grant funds.

Commissioners Baxter, Loucks and Clark expressed desires to get the FEMA funds to move forward on the Parks and Recreation Master plan.

Commissioner Baxter made a motion, second by Commissioner Loucks to accept FEMA funding. There was no discussion and the motion passed unanimously.

TOWN OF ZEBULON GOVERNING BOARD RULES OF PROCEDURE

Joe Moore spoke about the draft of Rules of Procedure that was created by staff. The purpose of the Rules of Procedure was to operate transparently and efficiently. The proposed agenda preparation was reviewed. The Town Manager prepared the agenda and would be made available to the Board at least four days before the meeting. It was explained that a commissioner may request to add an item by two ways: 1) request was made 10 calendar days before a meeting and

has the support of a second Commissioner or 2) unanimous vote of the Board members present at a meeting if requested less than 10 days prior to the meeting.

Joe Moore detailed the agenda setting process. The process was consistent with Wake County's agenda setting process. The Board was asked for their feedback about reviewing the draft agenda. Each Board member currently reviewed the agenda at their monthly meetings, but the meetings could be compressed to include two members at a time to reviewing the agenda or the requests could be relayed to the Mayor.

The proposed agenda setting process allowed for Commissioners to:

- See a draft agenda prior to final being released
- Have a meeting on the draft agenda to ask questions
- Have a process in place for adding items to an agenda

Commissioner Baxter stated she would not accept a process that prevented the Board from being able to add an item to the agenda on the day of the meeting without a majority vote.

Commissioner Miles stated a majority should be sufficient to add agenda items.

Commissioner Clark stated she liked the proposed policy.

Commissioner Loucks wanted the option to add an agenda item the night of the meeting, but also stated it should be infrequent so staff had time to prepare.

TOWN OF ZBEULON PERSONNEL POLICY

Joe Moore introduced Professor Drake Maynard working with the Town to craft and revise the personnel policy. Mr. Maynard gave his background including over 40 years of experience in Human Resources. Some of his former clients included City of Greenville, Town of Rolesville and Ash County. Mr. Drake spoke about his principles for writing a human resources policy.

Commissioner Baxter asked if Mr. Maynard was hired by the Town to write the policy. Mr. Maynard confirmed he was hired by the Town.

Mr. Maynard gave more details about his writing policy.

Commissioner Loucks stated with current events it was important that employees understood where the line was.

Commissioner Baxter spoke about the non-fraternization policy she wrote and asked Mr. Maynard to review the policy.

Commissioners Loucks asked Mr. Maynard's thoughts on employee surveys to assist in writing a manual or policy.

SPECIAL CALLED MEETING

Commissioner Baxter made a motion, second by Commissioner Miles to hold a special called Meeting on October 25, 2022 at 6:30pm at the Town of Rolesville, 502 Southtown Circle, Rolesville, NC 27571.

Commissioner Harrison stated she would not present at the meeting.

There was no further discussion and the motion passed unanimously.

CLOSED SESSIONS

As permitted by NCGS §143-318.11(a)(3, 5 and 6) - for the purpose of consulting with our attorney, acquisition of real property and personnel discussion.

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

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

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

Adopted this the 7th day of November 2022.

Glenn L. York—Mayor

SEAL

Lisa M. Markland, CMC—Town Clerk

**Zebulon Board of Commissioners
Special Called Meeting
Minutes
October 25, 2022**

Present: Glenn York, Beverly Clark, Quentin Miles, Shannon Baxter, Larry Loucks, Joe Moore-Town Manager, Mike Clark-Planning, Lisa Markland-Town Clerk

This was a meeting of the Boards from Wendell, Knightdale, Rolesville and Zebulon as well as their Town Managers, clerks and various other staff members.

A meal was share beginning at 6:30pm before presentations began.

There was a presentation by Michael Haley the executive director of Wake County Economic Development. Mr. Haley talked about what companies may be looking for when looking to locate in the area and how they share the information with them.

Mayor Pro Tem Paul Vilga with the Town of Rolesville gave updates on their community, challenges they are facing and projects.

Mayor Pro Tem Stephen Morgan with the Town of Knightdale gave updates on the challenges of recruitment and service delivery.

Town Manager Joe Moore with the Town of Zebulon gave updates on the mini retreats and the projects that were being worked on and funding for upcoming projects.

Mayor Virginia Gray of Wendell spoke about the RFQ for the old Carver School, a mixed use development and various other updates.

The next quarterly meeting of the Eastern Wake County Local Government Association will be hosted by Zebulon.

The meeting wrapped up at 8:45pm

Adopted this the 7th day of November 2022.

Glenn L. York—Mayor

SEAL

Lisa M. Markland, CMC—Town Clerk



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

TEL 919 856 6180
FAX 919 856 5699

SIG HUTCHINSON, CHAIR
SHINICA THOMAS, VICE-CHAIR
VICKIE ADAMSON
MATT CALABRIA
MARIA CERVANIA
SUSAN EVANS
JAMES WEST

October 4, 2022

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

Dear Ms. Markland:

The Wake County Board of Commissioners, in regular session on October 3, 2022, approved and accepted the enclosed tax report for the Town of Zebulon.

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

Sincerely,

A handwritten signature in black ink that reads "Yvonne Gilyard". The signature is fluid and cursive, with the first name being the most prominent.

Yvonne Gilyard
Deputy Clerk to the Board
Wake County Board of Commissioners

Enclosure(s)



Wake County Tax Administration

Rebate Details

08/01/2022 - 08/31/2022

DATE

09/12/2022

TIME

11:09:37 AM

PAGE

1

ZEBULON

REBATE NUMBER	PROPERTY	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	BILLING YEAR	BILLING FOR TYPE	OWNER
BUSINESS ACCOUNTS											
822669	753.48	0.00	0.00	0.00	753.48	08/03/2022	0006939061	2022	2022	000000	LINETEC SERVICES LLC
SUBTOTALS FOR BUSINESS ACCOUNTS											
	753.48	0.00	0.00	0.00	753.48		1	Properties Rebated			
INDIVIDUAL PROPERTY ACCOUNTS											
823400	107.99	30.00	0.00	0.00	137.99	08/10/2022	0006961253	2022	2021	000000	SIMMONS, JAMES RUSSELL
SUBTOTALS FOR INDIVIDUAL PROPERTY ACCOUNTS											
	107.99	30.00	0.00	0.00	137.99		1	Properties Rebated			
INDIVIDUAL REAL ESTATE ACCOUNTS											
823015	2,898.00	0.00	0.00	0.00	2,898.00	08/08/2022	0000053208	2022	2022	000000	THE CARRINGTON APARTMENTS LP
821923	135.97	0.00	0.00	0.00	135.97	08/03/2022	0000041792	2022	2022	000000	THOMPSON, EMMA L
SUBTOTALS FOR INDIVIDUAL REAL ESTATE ACCOUNTS											
	3,033.97	0.00	0.00	0.00	3,033.97		2	Properties Rebated			



Wake County Tax Administration

Rebate Details

08/01/2022 - 08/31/2022

ZEBULON

DATE

09/12/2022

TIME

11:09:37 AM

PAGE

2

REBATE NUMBER	PROPERTY	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	BILLING FOR	OWNER TYPE
TOTAL REBATED FOR ZEBULON	3,895.44	30.00	0.00	0.00	3,925.44		4		Properties	Rebated for City



Wake County Tax Administration

Rebate Details

08/01/2022 - 08/31/2022

ZEBULON

DATE

09/12/2022

TIME

11:09:37 AM

PAGE

1

REBATE NUMBER	PROPERTY	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	YEAR FOR	BILLING TYPE	OWNER
Grand Total:	176,734.14	910.00	32,516.14	0.00	210,160.28		357	Properties Rebated for All Cities			

Topic: FY 2023 Monthly Financial Statement Update

Speaker: Bobby Fitts, Finance Director (if pulled from Consent)

Prepared by: Bobby Fitts, Finance Director

Approved by:  Joseph M. Moore II, PE, Town Manager

Executive Summary:

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

Background:

The attached financials include information from Fiscal Year 2023. The enclosed statements are through October 21, 2022.

Information:

Expenditures

Approximately 3 ½ months (30%) into Fiscal Year 2023, the Town has spent approximately 23% (~ \$4,591,000) of its General Fund budget of \$19,839,420. Some departments with higher expenditures reflect large purchases made early in the fiscal year (e.g., excavator, annual property & liability and workers compensation premiums, annual software fees, and completed paving project).

Revenues

- Property Tax (50% of annual revenues (the Town's largest revenue stream))
 - + FY 2023 collections: \$758,106 collected to date (~ 8.3% of budget).
 - + Observations:
 - # 28% less than collected last fiscal year (\$1,053,839).
 - # Three months of vehicle taxes have been collected for FY 2023 is 16.7% higher than last year.
- Sales Tax (12% of annual revenues (second largest revenue stream))
 - + July's sales (reports lag 3-months):
 - # \$61,751 (49.2%) more collected than last July for all sales tax.
 - # \$26,584 (48.6%) more collected than last July for "local" sales tax.
 - # "Local" sales tax (Article 39) is generated within, and returns to, Wake County.
- Utilities Sales Tax (5% of revenue stream): First distribution arrives December 15.
- Permits & Zoning
 - + \$57,998 collected total (23% of budgeted revenues (\$250,000))
 - + 52.1% more than what was collected this time last fiscal year (\$38,124). Single-Family Dwelling permits picked back up in September after a slower July and August.
 - + Permits are up 44% (72 vs. 50) on single-family dwellings for the first quarter of FY 2023 vs. the same quarter of FY 2022.

- Transportation Impact Fees
 - + \$181,564 collected to date
 - + 204% more than what was collected last fiscal year (\$59,809)
 - + Fees are paid at final plat and have been paid on Weaver's Pond Phase 5 and Barrington Phases 2D & 2E.

Policy Analysis: N/A

Financial Analysis: Budgeted revenue in FY 2023 is \$19,839,420 while year to date revenue collected is \$2,835,411 (14% of budgeted). Budgeted revenue includes \$3.8M Fund Balance, meaning that this amount of Unassigned Fund Balance has been appropriated towards FY 2023 expenditures.

Staff Recommendation:

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

Attachments:

1. General Fund Fiscal Year 2023 Expenditure Statement and Revenue Statement (as of October 21, 2022)
2. Sales Tax – FY 2023

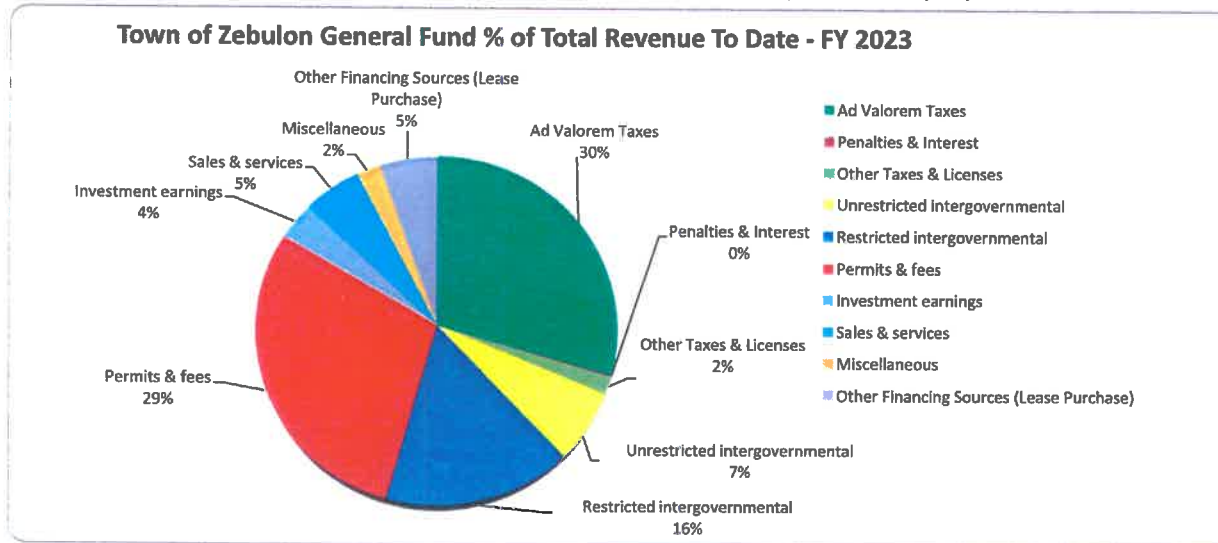
ZEBULON

NORTH CAROLINA

TOWN OF ZEBULON
 Revenue Statement: 2022 - 2023
 for Accounting Period 6/30/2023
 GENERAL FUND

As of 10/21/2022

<u>Revenue Categories</u>	<u>Estimated Revenue</u>	<u>Revenue YTD</u>	<u>% Collected</u>	<u>% of Total Revenue YTD</u>
Ad Valorem Taxes	\$9,152,000	\$837,129	9.1%	29.5%
Penalties & Interest	\$15,000	\$3,920	26.1%	0.1%
Other Taxes & Licenses	\$175,500	\$48,450	27.6%	1.7%
Unrestricted intergovernmental	\$2,576,800	\$187,311	7.3%	6.6%
Restricted intergovernmental	\$2,104,900	\$463,971	22.0%	16.4%
Permits & fees	\$756,750	\$826,644	109.2%	29.2%
Investment earnings	\$3,000	\$102,733	3424.4%	3.6%
Sales & services	\$943,400	\$150,076	15.9%	5.3%
Miscellaneous	\$72,000	\$60,177	83.6%	2.1%
Other Financing Sources (Lease Purchase)	\$155,000	\$155,000	0.0%	5.5%
Fund Balance Appropriated	<u>\$3,885,070</u>	<u>\$0</u>	<u>0.0%</u>	<u>0.0%</u>
Total Revenues	\$19,839,420	\$2,835,411	14.3%	100%



ZEBULON

NORTH CAROLINA

TOWN OF ZEBULON

Expenditure Statement:2022 - 2023

for Accounting Period 6/30/2023

GENERAL FUND

As of 10/21/2022

<u>Dept #</u>	<u>Department</u>	<u>Approp Amount</u>	<u>Expenditure YTD</u>	<u>% Exp.</u>
410	GOVERNING BODY	\$468,715	\$83,304	17.8%
420	FINANCE	\$460,200	\$129,444	28.1%
430	ADMINISTRATION	\$1,529,088	\$307,168	20.1%
490	PLANNING AND ZONING	\$655,280	\$184,396	28.1%
500	PUBLIC WORKS-PROPERTY & PROJECT MGMT	\$2,123,413	\$315,476	14.9%
510	POLICE	\$3,492,412	\$840,525	24.1%
520	PUBLIC WORKS-OPERATIONS	\$4,536,002	\$1,019,230	22.5%
530	FIRE	\$3,086,718	\$761,775	24.7%
570	POWELL BILL	\$513,772	\$436,125	84.9%
620	PARKS & RECREATION	\$1,850,920	\$490,005	26.5%
690	COMMUNITY & ECONOMIC DEVELOPMENT	\$1,122,900	\$23,170	2.1%
	Total Expenditures	\$19,839,420	\$4,590,619	23.1%

Sales Tax

FY 2023

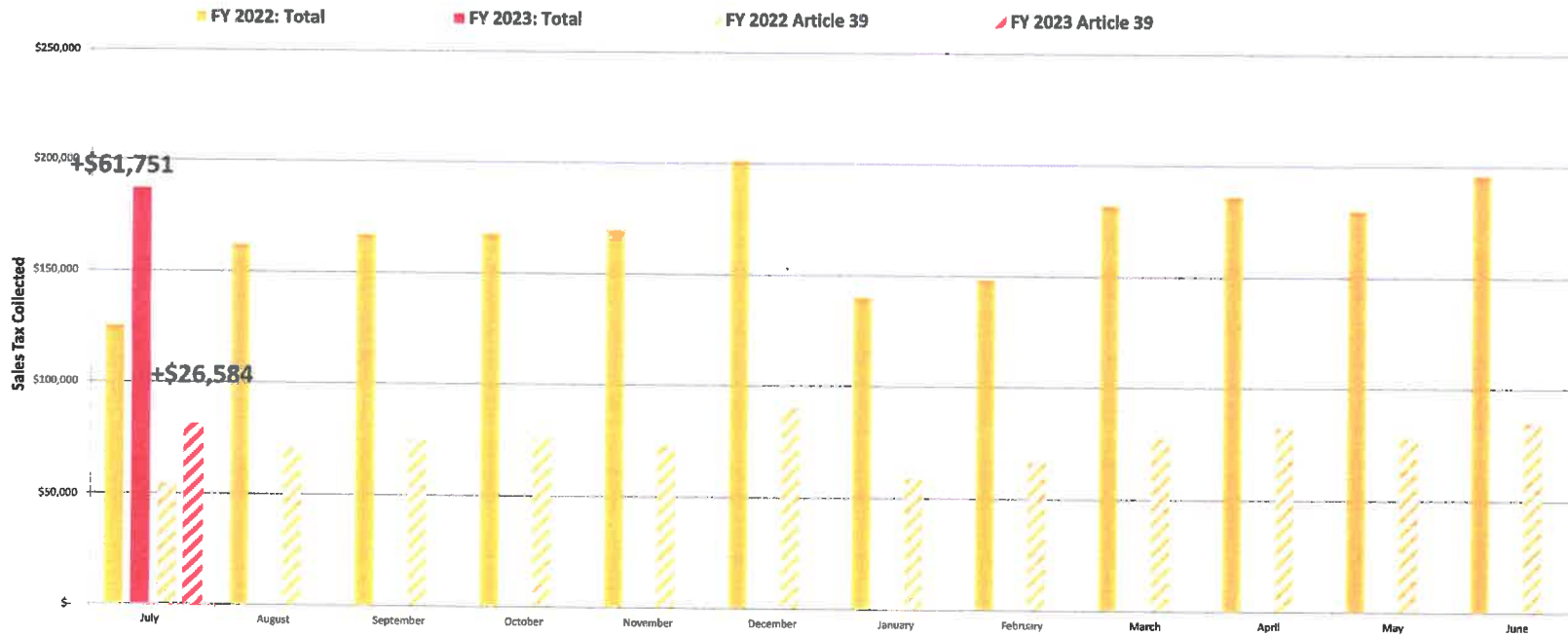
Month	Article 39 (1) *	Article 40 (1/2)	Article 42 (1/2)	Article 44 (1/2)	City Hold Harmless	FY 22 Totals	Prior Year (FY 2022)	% Inc (Dec) from Prior Yr
July	\$ 81,324	\$ 35,456	\$ 40,808	\$ (1)	\$ 29,723	\$ 187,311	\$ 125,560	49.2%
August	-	-	-	-	-	-	162,100	-100.0%
September	-	-	-	-	-	-	167,034	-100.0%
October	-	-	-	-	-	-	167,586	-100.0%
November	-	-	-	-	-	-	169,657	-100.0%
December	-	-	-	-	-	-	201,425	-100.0%
January	-	-	-	-	-	-	140,273	-100.0%
February	-	-	-	-	-	-	148,707	-100.0%
March	-	-	-	-	-	-	181,841	-100.0%
April	-	-	-	-	-	-	186,154	-100.0%
May	-	-	-	-	-	-	180,133	-100.0%
June	-	-	-	-	-	-	195,892	-100.0%
Total	\$ 81,324	\$ 35,456	\$ 40,808	\$ (1)	\$ 29,723	\$ 187,311	\$ 125,560	49.2%

FY 2022

Month	Article 39 (1) *	Article 40 (1/2)	Article 42 (1/2)	Article 44 (1/2)	City Hold Harmless	FY 22 Totals	Prior Year (FY 2021)	% Inc (Dec) from Prior Yr
July	\$ 54,740	\$ 23,633	\$ 27,374	\$ (8)	\$ 19,820	\$ 125,560	\$ 106,293	18.1%
August	70,908	30,305	35,575	0	25,312	162,100	98,134	65.2%
September	75,195	30,242	37,636	(8)	23,969	167,034	107,017	56.1%
October	76,033	30,096	38,111	1	23,345	167,586	105,056	59.5%
November	73,190	32,351	36,680	0	27,435	169,657	111,773	51.8%
December	90,634	36,407	45,390	6	28,988	201,425	128,204	57.1%
January	59,259	27,588	29,798	(0)	23,629	140,273	107,034	31.1%
February	67,203	26,858	33,643	(3)	21,007	148,707	85,810	73.3%
March	78,105	34,810	39,178	(0)	29,749	181,841	121,143	50.1%
April	82,591	34,357	41,347	4	27,856	186,154	115,436	61.3%
May	78,526	33,955	39,398	0	28,254	180,133	120,866	49.0%
June	85,604	36,686	42,943	(0)	30,659	195,892	129,315	51.5%
Total	\$ 891,987	\$ 377,287	\$ 447,074	\$ (8)	\$ 310,023	\$ 2,026,362	\$ 1,336,082	51.7%

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

Monthly Summary of Sales Tax Collected



STAFF REPORT
ORDINANCE 2023-14
PUBLIC WORKS VEHICLE MAINTENANCE
APPROPRIATION OF INSURANCE PROCEEDS
NOVEMBER 7, 2022

Topic: Ordinance 2023-14 – Public Works Vehicle Repair – Appropriation of Insurance Proceeds

Speaker: Bobby Fitts, Finance Director (if pulled from Consent)

From: Bobby Fitts, Finance Director

Prepared by: Bobby Fitts, Finance Director

Approved by: Joseph M. Moore II, PE, Town Manager

Executive Summary:

The Board of Commissioners must recognize insurance proceeds through a Budget Adjustment in order to appropriate those funds towards repair work of damaged vehicles or equipment.

Background:

On September 27, 2022, a Public Works vehicle was involved in an accident resulting in approximately \$9,700 in damage. Insurance proceeds of approximately \$8,700 will go towards repair of the damaged vehicle.

Discussion:

The Board of Commissioners must recognize insurance proceeds through a Budget Adjustment in order to appropriate those funds towards repair work or replacement. Adoption of the attached ordinance will appropriate funds toward replacing this vehicle.

Policy Analysis:

NCGS 159-15, as part of The Local Government Budget and Fiscal Control Act, allows amendments to the budget ordinance with Board approval.

Staff Recommendation:

Staff recommends approval of Ordinance 2023-14.

Attachments:

1. Ordinance 2023-14

ORDINANCE 2023-14

BE IT ORDAINED by the Board of Commissioners of the Town of Zebulon, that pursuant to North Carolina General Statutes 159-15, the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2023.

Section 1. To amend the General Fund budget as follows:

	INCREASE	DECREASE
REVENUES		
Insurance Proceeds	\$8,738.00	
EXPENDITURES		
Property & Project Mgmt—Vehicle Maintenance	8,738.00	

Section 2. Copies of this amendment shall be furnished to the Town Clerk, and to the Budget Officer, and to the Finance Officer for their direction.

Adopted: November 7, 2022

Effective: November 7, 2022

Glenn L. York - Mayor

ATTEST:

Lisa M. Markland, CMC - Town Clerk

STAFF REPORT
RESOLUTION 2023-11
STREET CLOSURE: HOLIDAY EVENT (AMENDED)
NOVEMBER 7, 2022

Topic: Resolution 2023-11 – Holiday Event Street Closure(Amended)
Speaker: Sheila Long, Parks & Recreation Director (if pulled from Consent)
From: Sheila Long, Parks & Recreation Director
Prepared by: Sheila Long, Parks & Recreation Director
Approved by:  Joseph M. Moore II, PE, Town Manager

Executive Summary:

The Board of Commissioners will consider an update to the “Street Closure: Candy Cane Lane & Downtown Tree Lighting Festival” resolution adopted at their Regular Meeting on September 12, 2022. This update extends, and makes consistent, the hours public right of way is closed for the event.

Background:

The Candy Cane Lane & Tree Lighting Festival will take place on Saturday, November 19th from 4-9 PM. The event requires closing the following public rights-of-way:

- Arendell Avenue from Vance St. to Sycamore St
- Horton St. from N. Church St. to N. Poplar St.
- The downtown public lot and adjacent alley to Horton St

At their September Mini-Retreat, the Board expressed an interest in lighting and similar safety elements of downtown events. Staff has re-evaluated the event based upon Board feedback and implemented changes to the layout and operation. These changes require closing Arendell Avenue (as well as the downtown public lot and adjacent alley) earlier than initially approved by the Board. Examples of layout changes include:

- Removal of bounce houses & Santa from private property to the Horton St area.
- Relocation of the main stage to Arendell Ave near the public lot.
- Relocation of performances at the Tree from private property to Arendell Ave.

Discussion:

The Board will consider extending the hours of public right of way closures from 9:30am to 11:59pm for the Candy Cane Lane and Tree Lighting Festival.

Policy Analysis:

No change to the policy analysis submitted September 12, 2022.

Fiscal Analysis:

No change to the fiscal analysis submitted September 12, 2022.

Staff Recommendation:

Staff recommends approval of the Amended Resolution 2023-11

Attachment(s):

1. Resolution 2023-11 (Amended)

RESOLUTION 2023-11 (Amended)
STREET CLOSURE: CANDY CANE LANE & DOWNTOWN TREE LIGHTING FESTIVAL

WHEREAS, the *Zebulon 2030* Strategic Plan includes a *Small-Town Life* goal to “promote more community events and festivals”, and a *Vibrant Downtown* goal to “develop events, entertainment, and cultural attractions to draw people downtown”; and

WHEREAS, the *Play Zebulon* Parks and Recreation Master recommends recreational programs that “offer comprehensive services through programs, events, facilities, marketing, partnerships, and community engagement”; and

WHEREAS, the Town has funded the installation of infrastructure, such as electric upgrades, and built place-making venues, such as the multiple phases of the Alley Activation projects, to support special events; and

WHEREAS, the Town has funded downtown events, including Candy Cane Lane & Tree Lighting Festival, Spring Fest, and Rock the Block featuring regional live music, local musicians and artist, youth performers, food trucks, vendors, and family friendly activities.

NOW, THEREFORE, BE IT RESOLVED, the Town of Zebulon will sponsor Candy Cane Lane & Tree Lighting Festival on November 19th; close public right of way from 9:30 AM- 11:59 PM as follows:

- West Horton Street from Arendell Avenue to Church Street
- Arendell Avenue from Sycamore Street to Vance St and East Horton St from N. Poplar St to Arendell Avenue
- The downtown public lot and adjacent alley

and permit public consumption of alcohol within the festival boundary during the event’s operating hours from 4PM to 9PM.

Adopted the 12th day of September 2022.

Amended the 7th day of November 2022.


SEAL

Glenn L. York – Mayor

Lisa M. Markland, CMC – Town Clerk

STAFF REPORT
RESOLUTION 2023-16
LITTLE RIVER PARK:
SITE SPECIFIC MASTER PLAN
NOVEMBER 7, 2022

Topic: Resolution 2023-16 – Little River Site Specific Master Plan

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 the Little River Site Specific Master Plan.

Background:

The Town adopted its first comprehensive parks and recreation master plan, Play Zebulon in September 2021. This document serves as a guide for park development, recreation programming decisions, and initiatives as our community grows and diversifies.

Developing Little River Park was a high priority in Play Zebulon. It is best practice for a site-specific plan to be the first step in park development. This ensures that expended funds are done in a manner that considers a system-wide approach, site specific conditions and community input.

The Board of Commissioners received a draft copy of the Little River Park Site Specific Master Plan on October 3rd. The Board received detailed results of the Plan at their October 20th Work Session.

Following adoption of the plan, Staff will prepare a bid package for designs of the Plan's first phase, and secure a consultant to assist with a grant application development.

Discussion:

The discussion before the Board of Commissioners is to consider adoption of the Little River Park Site Specific Master Plan.

Policy Analysis:

Adopting this plan is consistent with the vision and goals of the Play Zebulon: Parks and Recreation Master Plan.

Financial Analysis:

Adopting this Plan offers the following financial support:

- Increases the competitiveness of grant applications.
- Phases the capital and operational costs of future projects and programs.
- Creates opportunities to partner with other agencies on adjacent, and similar, projects.

STAFF REPORT
RESOLUTION 2023-16
LITTLE RIVER PARK:
SITE SPECIFIC MASTER PLAN
NOVEMBER 7, 2022

Parks & Recreation Advisory Board Recommendation:

At the October 24, 2022, Parks and Recreation Advisory Board Meeting, the Advisory Board recommended the Board of Commissioners adopt the proposed Little River Park Site Specific Master Plan

Staff Recommendation:

Staff recommends adoption of Resolution 2023-16 - the Little River Park Site Specific Master Plan subject to final edits and corrections.

Attachments:

1. Resolution 2023-16
2. Proposed Little River Park Site Specific Master Plan

RESOLUTION 2023-16
ADOPTION OF LITTLE RIVER PARK
SITE SPECIFIC MASTER PLAN

WHEREAS, the Board of Commissioners adopted the Play Zebulon: Parks and Recreation Comprehensive Master Plan on September 13, 2021; and

WHEREAS, Play Zebulon provides a vision, goals, and action items based on community input to guide Parks and Recreation decisions; and

WHEREAS, developing a specific plan for Little River Park is consistent with Play Zebulon vision goals:

- Engage community in planning and implementation,
- Provide quality, diverse parks, facilities, programs, and open space for people of all ages and backgrounds,
- Provide access to natural areas and environmental education; and

WHEREAS, the Little River Park Site Specific Master Plan was developed by gathering input from the community; and

WHEREAS, there were community input meetings, an on-demand virtual meeting, and input by the Parks & Recreation Advisory Board and the Board of Commissioners; and

WHEREAS, there were more than 200 community input meeting attendees, 42 on-demand virtual meeting participants, and input by the Parks & Recreation Advisory Board and the Board of Commissioners; and

WHEREAS, the consultant, AECOM, gathered public input, combined with previous studies and environmental considerations, to propose a draft of the Little River Park Master Plan; and

WHEREAS, the Parks & Recreation Advisory Board recommended adoption of the proposed Little River Park Site Specific Master Plan by a unanimous vote at their October 24, 2022 meeting;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Town of Zebulon hereby adopts the Little River Park Site Specific Master Plan as recommended by the Parks and Recreation Advisory Board.

Adopted this the 7th day of November 2022.

Glenn L. York – Mayor

SEAL

Lisa M. Markland, CMC – Town Clerk

Draft

TOWN OF ZEBULON Little River Park

Master Plan

ZEBULON
NORTH CAROLINA

ZEBULON
NORTH CAROLINA

Publish Date : _____ 2022

Town of Zebulon Parks and
Recreation Department
1003 N Arendell Ave
Zebulon, NC 27597

www.townofzebulon.org/





ACKNOWLEDGMENTS

Mayor

Glenn York

Town Commissioners

Beverly Clark
Jessica Harrison
Larry Loucks
Quentin Miles
Shannon Baxter

Town Manager

Joe Moore

Town Clerk

Lisa Markland

Town Attorney

Eric Vernon

Parks and Recreation Director

Sheila Long

Parks and Recreation Staff

Amy Hayden
Daniel Baxley
Hannah Hayworth
Joe Beck
Nick Rummage
Scott Graley

Parks and Recreation Advisory Board

Brandon Wiggins
Dexter De'Andre Privette
Erica Parsons
Garrett Underhill
Genia Newkirk
Quinton Taylor



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PROJECT PROCESS AND PURPOSE



PROJECT PURPOSE

Little River Park is one of the most unique parks in the Zebulon Parks and Recreation System. Situated on both banks of the Little River, this park provides the best opportunity for water access and natural area experiences within a Zebulon Park. Due to this park's differentiating features, as well as its historical context, it is recognized by the public as an important community asset.

The purpose of this project is to develop a site-specific master plan for Little River Park based on recommendations from the 2021 Play Zebulon Parks and Recreation Master Plan. These recommendations are built upon previous planning efforts for this site, and help carry forward those ideas, as well as the overall Vision established during the Play Zebulon Process.

In order to ensure that the recommendations from this previous planning effort is carried forward, this master plan process is intended to guide the development of Little River Park through a systematic method of research, site analysis and stakeholder input. Because of this Park's importance to the community, this approach extends beyond the specific property lines of the park in an effort to develop a cohesive plan that connects the Park to the surrounding areas. Improvements to Little River Park are a result of the Town's diligence and commitment to its community's priorities, and this process will help ensure that this important asset continues to provide a quality nature-based recreation experience for future generations to come.



Little River Park Engagement Board



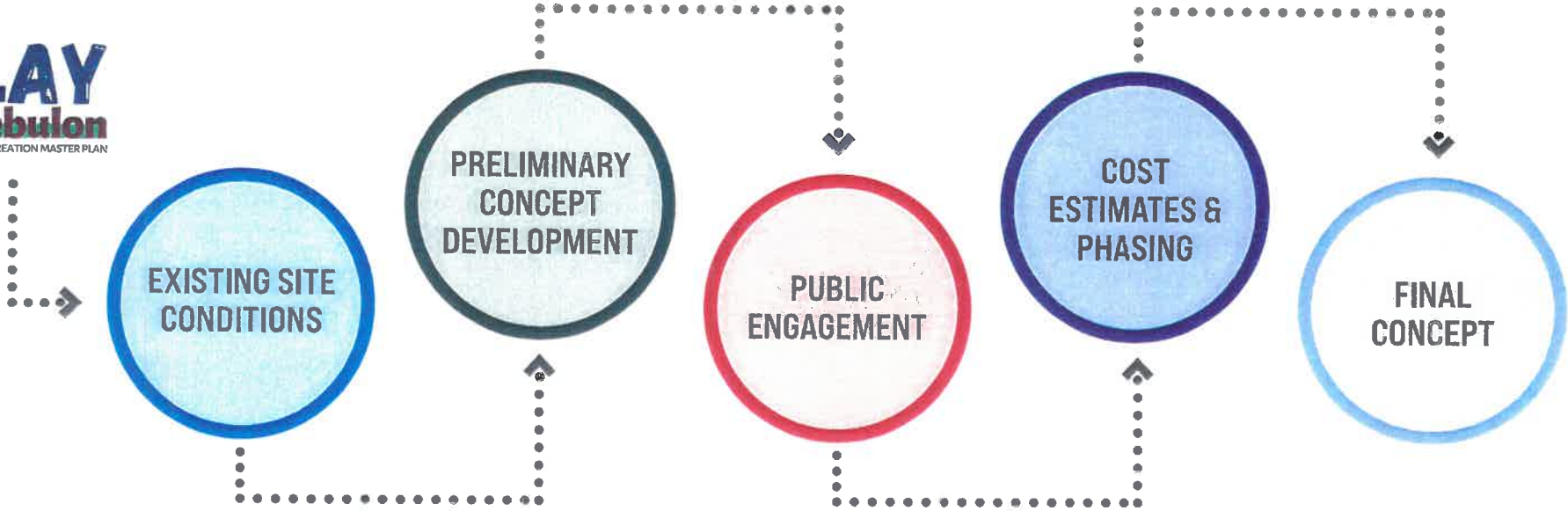
PROJECT PROCESS

The project process is a continuation of the efforts undertaken by the Town in the previous few years, particularly the public input and programming ideas that grew out of the Play Zebulon Parks and Recreation Master Plan. Considering the planning and assessments conducted by the Town at this site in recent years, initial tasks included a review of previous planning documents, site planimetric data and research studies. The project team also conducted a physical inventory of existing conditions of the Park and surrounding area. Research for potential programming also included the analysis of facility and program precedents that were consistent with stakeholder input.

The next step involved a synthesis of information to develop a preliminary concept for the Park and surrounding area. Elements in this concept improved circulation and access, the restoration of the river bed, and programming needs to activate the park. This concept, along with precedent images, were presented through a series of public engagement opportunities, in order to validate the concept and programming elements.

After receiving input from the public through a variety of in-person opportunities as well as virtual engagement, the project team updated the final concept to reflect input received from the community. The final step in the process is the preparation of a Final Park Master Plan, which included updated cost estimates and phasing for proposed improvements. This consolidated document was then presented to the Town Commission for final adoption.

PROJECT PROCESS DIAGRAM



SITE CONTEXT AND COMMUNITY CONNECTIONS



SITE CONTEXT

ADDRESS: 1800 W Gannon Ave, Zebulon, NC 27597

AREA: 23.09 ACRES

Site Context

Little River Park is a Town of Zebulon park located along W Gannon Ave/NC 97 on the western edge of the Town boundary. The park site is approximately three miles east of the Town center. The existing 23.09-acres of the park are primarily accessed from W. Gannon Ave and Water Plant Rd. Little River Park is one of Zebulon's oldest parks known for its natural flowing water and nature based recreation. Users come to the park to enjoy fishing, sandy beach, informal trails, passive recreation, and exploring old artifacts.

The existing park property surrounds residential parcels adjacent to Little River Park along Currin Perry Rd and north of Little River. These residential properties are separated by the River or share a large amount of wooded areas.

Park Connectivity

The Vision Chapter of the Play Zebulon Parks and Recreation Master plan highlighted the strategic location of Little River Park site and the role the park can play as a major anchor and trailhead in the larger Wake County greenway and trail system.

In addition to serving as the northern anchor for the corridor connecting to the Zebulon/Wendell open space, Little River Park also has the potential to serve as a major trailhead in a regional greenway system. Wake County currently has approximately 3,700 acres of land along the Little River that currently exists as the future Little River Reservoir. The large size and linear nature of this property presents the opportunity for a significant amount of greenway trails that provide connections to northeastern Wake County, and potentially towards Rolesville and on to Wake Forest.

Wake County began the process of planning and developing concepts for the Little River Reservoir in the spring of 2022, with the goal of increasing access to these natural lands and improving connectivity to the surrounding municipalities. This effort represents a major step in the expansion of the regional greenway system in the eastern part of the County, providing the foundation for further expansion and connection to existing trails



Little River Park Recreational Spaces

and greenways. Activating this area with activities such as walking and mountain bike trails will also touch 100+ acres of the Mitchell Mill State Natural Area near Rolesville.

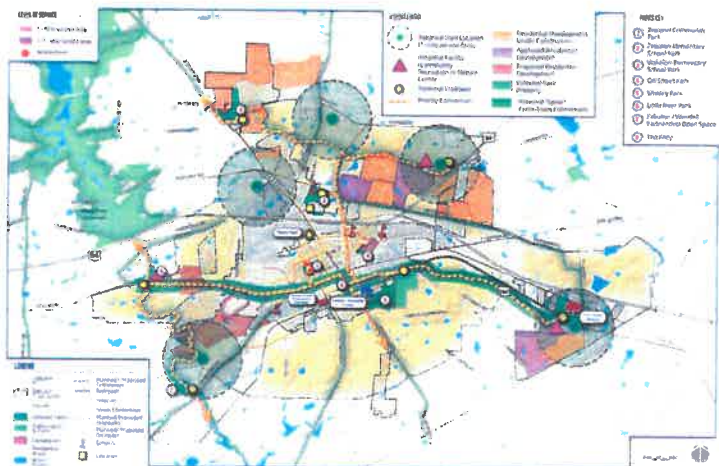
In addition to the connections to areas north of Little River Park, there are also opportunities to provide trail access to the south along the Little River. The Town jointly owns a 26.3-acre property with the town of Wendell approximately 1.5 miles south of Little River. Promoting a connection to this site will promote further regional connectivity in the area, and increase access to natural areas for park users.



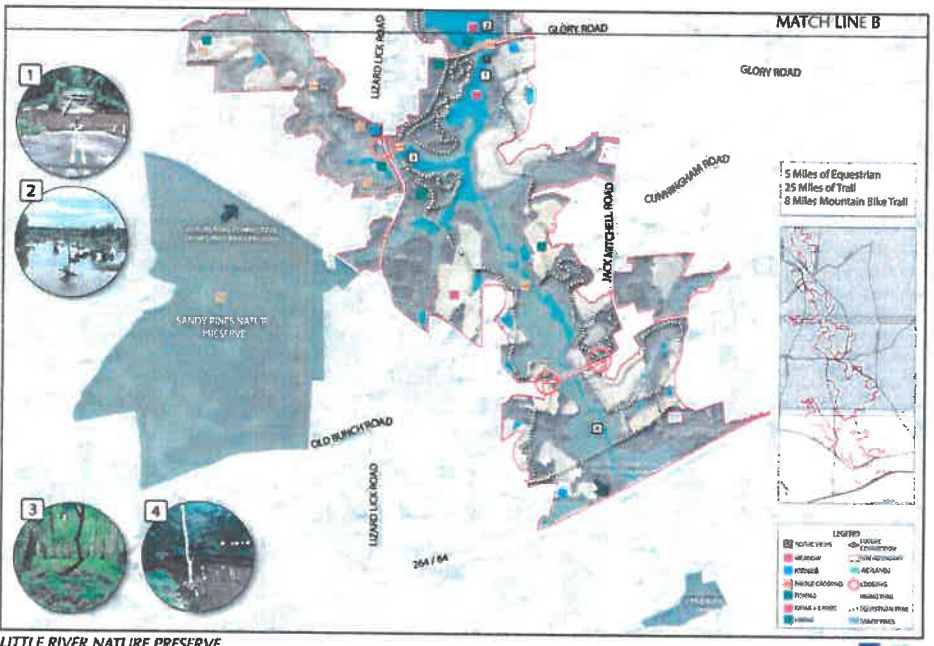
Potential Connection to Little River Park Reservoir



Potential Connection to Zebulon/Wendell Property



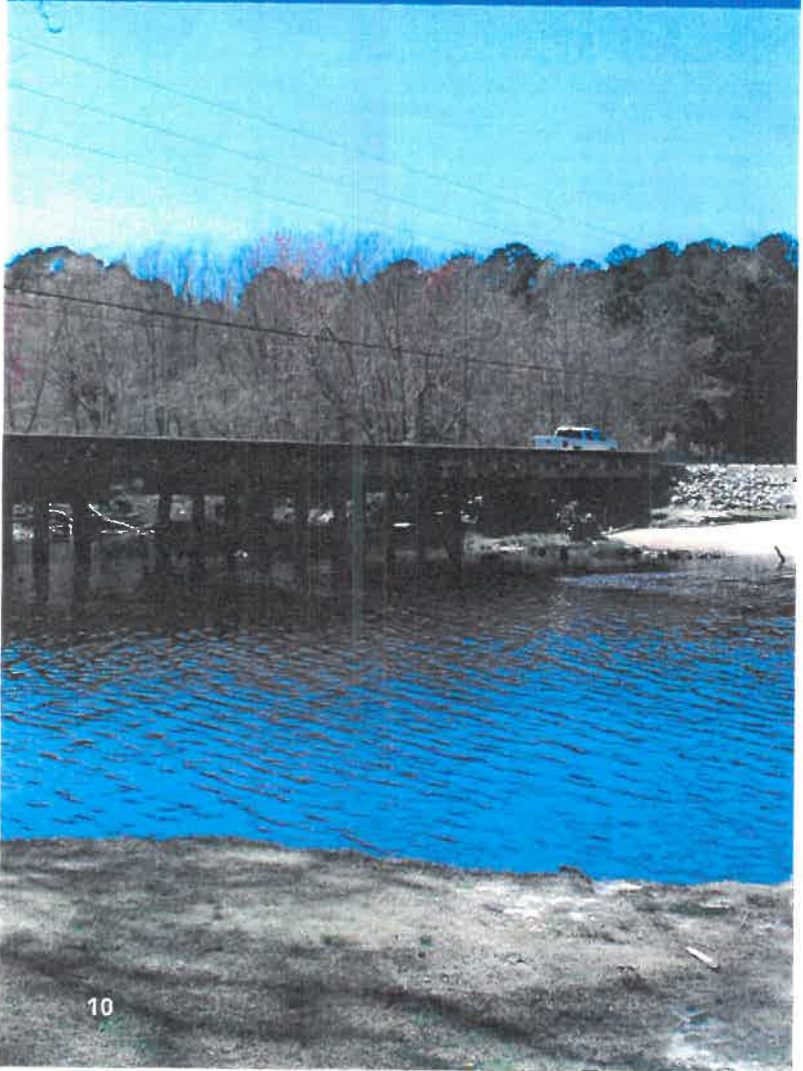
Comprehensive Vision Plan (Play Zebulon)



LITTLE RIVER NATURE PRESERVE

Little River Nature Preserve Concept

EXISTING SITE CONDITIONS



EXISTING CONDITIONS

Little River Park's unique history incorporates the remains of the historic Moore's Mill Complex which is located within the park site with the dam straddled across Little River. Little River divides the park site into two (2) sections - eastern and western, with limited pedestrian access from one side of the park site to the other.

The site displays high topographic variation with the site sloping towards the river on either bank. The FEMA map shown on the adjacent page categorizes a large portion of the park adjacent to the river as 1% Annual Chance Flood Hazard zone. Past rain and hurricane events have caused several sections of the site to be flooded and park property damaged. Any new development of the park would need to take the topography of the site and associated flooding issues into consideration. The table on the right highlights existing structures, amenities, and utilities at Little River Park



Flooding at Little River Park

Little River Park

Acreage: 23.09 acres

Existing Structures & Amenities:

- Moore's Mill dam partially destroyed
- Moore's Mill building foundation
- Two (2) gravel parking lots on either side of the Little River
- Water plant
- Old power substation
- Site is divided by Little River
- Various benches, picnic tables and trash receptacle
- Open play/passive recreation space
- Informal walking trails

Existing Utilities:

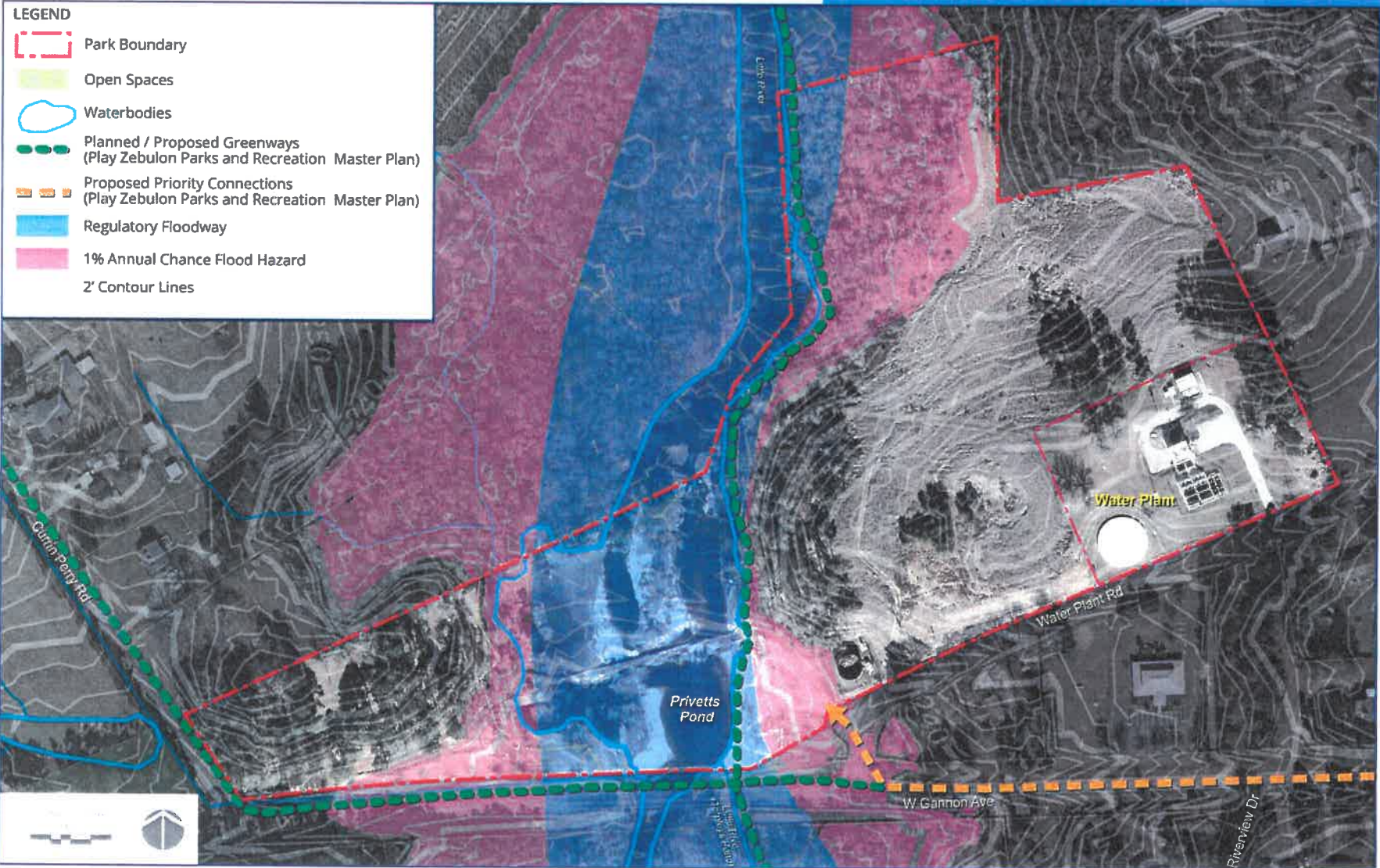
- Fresh water access
- Sanitary sewer
- Overhead power lines



EXISTING SITE CONDITIONS

LEGEND

- Park Boundary
- Open Spaces
- Waterbodies
- Planned / Proposed Greenways (Play Zebulon Parks and Recreation Master Plan)
- Proposed Priority Connections (Play Zebulon Parks and Recreation Master Plan)
- Regulatory Floodway
- 1% Annual Chance Flood Hazard
- 2' Contour Lines



SITE OBSERVATIONS

Little River Park is a nature-based park set between W Gannon Ave/ NC 97, Water Plant Rd, Currin Perry Rd which offers the Town residents reprieve from a more urban-context with flexible programmatic elements surrounding the site. Currently, there are two (2) entrances to the park that allow you to access either the east or west side. The undulating landform and thriving mature trees provide appealing views into the site from either side of the park. The site slopes considerably toward the river from both the eastern and western sides of the park property. The stream bank is eroded considerably because of steep slopes. There are no sidewalks along the periphery or within the park property. The following is a description of the project team's observations developed through a preliminary analysis of available data as well as multiple site visits to Little River Park. The project team reviewed current planning efforts as well as survey and topographical data. Results from these analyses can be found in the sections following site observations..

Eastern Side of Site

The eastern side of Little River Park is considerably larger, but also contains a significant amount of heavily wooded areas, and limited access. The gravel parking lot is accessed off of Water Plant Rd, and allows users to access the river or take a scenic walk along the river with dense vegetation along the bank. The trail along the river has various points of water access with flat rocks to picnic or interact with the flowing water. Further inland is an old pump station owned by the City of Raleigh with fencing to keep pedestrians out of the building. This facility is slated to be removed by the City of Raleigh. The most eastern side of the park has the highest topography. This area primarily consists of ground cover, shrubs, and mature canopies that surround the park boundaries. Due to the plant, kudzu, a sprawling invasive vine, this portion of the park is going through a management plan to maintain and eliminate the kudzu.

Much of the topography on the eastern side of the park has undulating landforms that slope towards Little River. To access this area, a grass road adjacent to the water plant along Water Plant Road leads to the top of the eastern portion of Little River Park to avoid the informal trail along the river.



East Bank of River



Informal Trail along River with Dense Vegetation



Pedestrian Access to Water



Existing Pump Station



Path Leading to Pump Station



Undulating Topography



Upland Area on the East Side of the Park



Service Road (unpaved)

Western Side of Site

On the western side of the park, the site displays high topographic variation with the site sloping towards the river. The larger of the two gravel parking lots is accessed from W Gannon Ave/NC 97 with most of the amenities placed on the west side of the Little River Park. Beach access is between the Moore's Mill building foundation and the bridge along W Gannon Ave. Adjacent to the sandy beach there are signs of erosion from the destruction of the Moore's Mill dam over multiple flooding events along with the steep topography along the western boundary of the park.

Although the topography on this side is more steep resulting in erosion and flood damages, the high point offers reprieve in the established pine stand and pastoral grasses. Park users can find limited amenities such as benches and picnic tables to use while others might decide to use the grass for a picnic or open space play.

Photos of Little River Park on the western side are shown below.



Typical Bench



Little River Under the W Gannon Ave/NC 97 Bridge



Daylighted Stormwater Channel



Sandy Beach



Upland Area on the Western Side of the Park



Moore's Mill Building Foundation along River



Rocky Area on the Western Side of the Park



Park Bench and Picnic Table



Open Play/ Passive Recreation Space



Mature Pine Stand

PREVIOUS STUDIES & REPORTS

Located within the park site is the historic Moore's Mill complex, which includes the foundation of the mill building and the remnants of the dam. The dam runs roughly adjacent to NC 97 as it crosses the Little River. The foundation blocks for the mill building remain on site.

Architecture Survey

The 2019 City of Zebulon Historic Architecture Survey Report of Moore's Mill notes that the Mill was constructed during the heyday of gristmills in the United States, North Carolina, and Wake County. The date of construction for Moore's Mill is somewhat debatable. The mill is labeled "Moor's Mill" on the 1871 Map of Wake County. Locals would bring their corn and wheat to be ground at the mill for a fee or a portion of the cornmeal or flour.

Because much of the Moore's Mill complex has been destroyed or damaged, its historic architecture is difficult to discern. Based on an undated historic photographs, local resident accounts, and the remaining foundation blocks, it was likely a typical mid-nineteenth century mill of wood construction. Today, what remains of the former mill complex consists of the badly damaged dam with non-historic patchwork repairs and the foundation blocks of the mill building.

Archaeological Survey

In 2020, the Town of Zebulon conducted an Archaeological Survey at the Little River Park site. Results from this survey indicate presence of multicomponent historic artifact scatter associated with a mill dam complex. The site also contains an ephemeral precontact component of unknown cultural affiliation. The historic artifacts collected from the site are broadly diagnostic of the nineteenth and twentieth centuries and are consistent with material expected at a mill dam site.

The survey conducted consisted of both visual and subsurface examinations including shovel testing, visual inspections, metal detection, and auger testing. Although the artifacts collected from the survey area are considered significant at the local level there is, however, currently not enough information to determine research potential of the site. Due to none of the intact deposits being within the limits of new development no further testing of the site will be required.

The dam has been damaged and repaired many times over its history. A flood in 1919 destroyed dam power facilities. Based on graffiti found on stones that would have been under the waterline at the time, there was another flood in 1928. Hurricanes in 1996, 1999, and most recently Hurricane Matthew in October 2016, have caused extensive flood damage.



Western Portion of the Dam



Mill Dam Remnants



Support Structure Foundations and the Mill Wheel Holders



Dam Structure from the Eastern Side of the Park

Urban Forestry Plan

The Town of Zebulon contracted the North Carolina Forestry Service in 2019 to prepare a management plan for Little River Park. The plan provided information and management recommendations on various areas based on the existing park soils, trees, and ground cover. The Plan also provides detailed proposals on how to combat invasive species and how to establish a new desirable ground cover that will meet the needs of Little River Park. Since completion of the study, the Town is going through a process to eradicate significant amounts of Kudzu as recommended by the Forestry Service.

2017 Little River Park Visioning Study

In 2017 the Town conducted a public engagement initiative to gather public input on future development of Little River Park and the dam. Feedback during the visioning study found that there was a desire from some in the community to rebuild the dam. Overall, the visioning study found that there was a stronger desire from the community to activate the space for nature based recreation. Some of the key takeaways from this engagement were:

- Everyone within the community was excited about the future of Little River Park
- The community desires a nature-based park with opportunities to explore, walk, learn, and recreate
- Children's play, fishing, and relaxing/sightseeing are among the most popular uses for the past, present and future
- Preferred future amenities would include walking/hiking/nature trails and greenways
- The community preferred future uses can be accommodated with either a pond or a river
- There was a strong sentiment to recognize the dam and its cultural significance to the Town and community

In 2018, following the visioning study, the Zebulon Town Commission voted not to pursue rebuilding the dam and rather use FEMA funding for an alternative project for stream bank revitalization. This project would restore the river to its original state before the existence of the dam and would remove all existing dam structures. The Town has since been in regular contact with FEMA; however, the project remains in an appeal process.



Moore's Mill Dam Before Current Damage



Existing Condition of Moore's Mill Dam



Combating Invasive Species to Establish New Groundcover



Remnants of Kudzu

PRELIMINARY CONCEPT DEVELOPMENT



PRELIMINARY PROGRAM ELEMENTS

During the public engagement segment of the Zebulon Parks and Recreation Master Plan project, Little River Park was the most discussed individual park throughout the engagement process. The park received significant feedback through specific, site-focused questions in the online survey, statistically valid survey, and in-person workshops. Many community members felt that the park was an important community asset with unique historic and environmental value. Much of the input was strongly in favor of directing resources to develop this park - enhancing the existing natural features while providing additional amenities.

The information obtained through prior engagement, research, site visits and conversations with Town staff provided the project team with a comprehensive understanding of the existing conditions in Little River Park, and established a basis for identifying preliminary program elements for the park. These elements include:

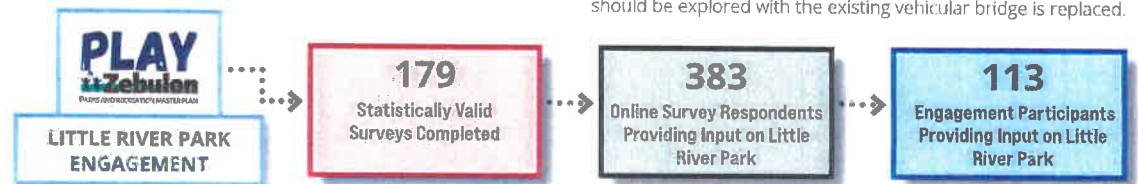
- Improve walking trails
- Enhance access to river
- Stormwater Improvements
- ADA Accessibility
- Provide outdoor gathering space
- Enhance landscape features and plantings to accentuate existing topography and viewsheds
- Provide nature play elements
- Renovate or replace existing park facilities

PRELIMINARY CONCEPT PLAN

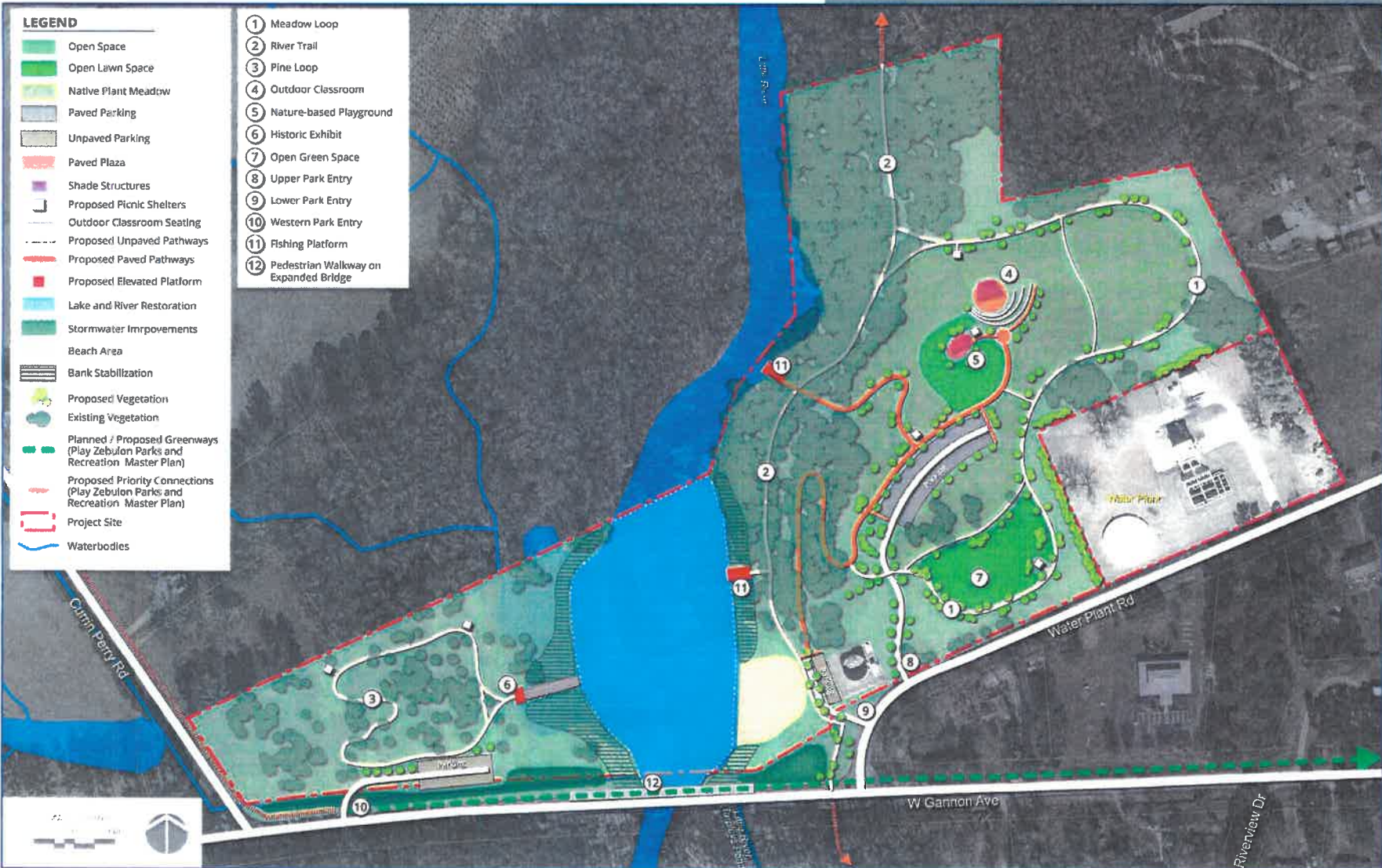
As part of the Master Plan Process, the project team developed a concept diagram to show potential improvements at Little River Park. This concept demonstrates the potential for nature-based opportunities, outdoor recreation and education that can be incorporated into the park site. The River remains the central focus with a majority of the dam removed and the riverbed restored to its natural state. This will allow for easier water access for park users, and create a safer environment for water-based recreation. A historic education exhibit has been added on the west bank, which could likely feature remains of the dam along with educational signage to honor its history. The area on the west side of the river remains largely passive - with additional amenities such as picnic shelters, shaded picnic areas and walking paths added throughout the area.

The east side of the site features improved parking with an ADA accessible paved pathway leading into the heart of the park. This paved pathway leads to a nature play area and outdoor classroom utilized for environmental education opportunities. These amenities would be set amidst large swathes of native plant meadows with meandering pathways cutting through the meadow and along its edges. Educational signage placed at strategic locations along the pathways would provide additional educational opportunities. Several picnic shelters have been located along the walking paths.

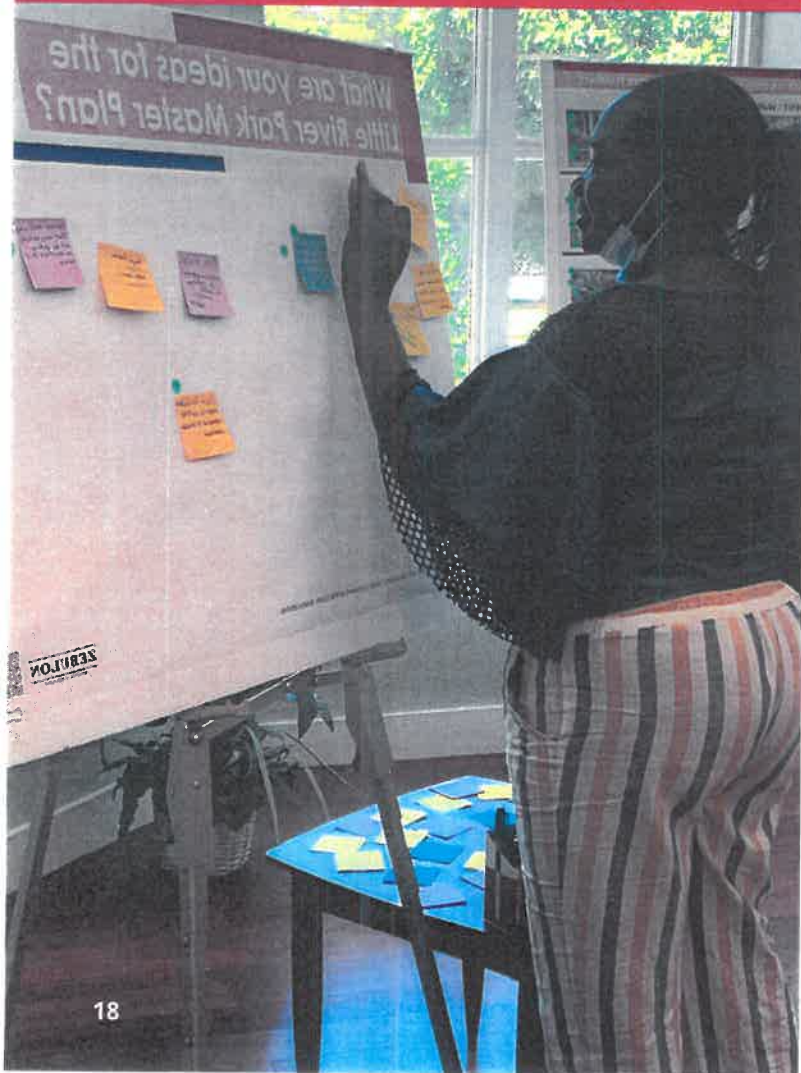
The long-term intent is to have this park connect on both the north and south sides to a regional recreation trail that links this area with the rest of Eastern Wake County. By keeping access to natural areas and education as the focal points of Little River Park, the Town can ensure that residents have an invaluable resource for years to come. It is also anticipated that a connection between the eastern and western portions of the park would eventually be needed, and exploring a connection along W Gannon Avenue should be explored with the existing vehicular bridge is replaced.



PRELIMINARY CONCEPT PLAN



PUBLIC ENGAGEMENT



PUBLIC ENGAGEMENT

Overview

Public engagement is the cornerstone of any successful planning effort, representing the qualitative side of the investigation and research upon which successful master plans are built. For the Little River Park Master Plan, a multi-faceted approach to public engagement was developed in order to obtain as much public input as possible. The primary goals of the plan's public participation were to raise awareness of the project, build support for the park enhancements, and obtain input from residents on ideas for park amenities and concepts.

The first element of the public engagement involved a pop-up workshop at the annual Spring Fest event to introduce the public to the project, obtain preliminary ideas for design, gather community comments on form and function concepts. This also provides the opportunity to distribute project information and links to the virtual open house and an online engagement. The next opportunity was a series of Town-directed public meetings that included the Parks and Recreation Advisory Board to obtain additional input on the materials presented at the Spring Fest Workshop. In addition to these public meetings, the Town also hosted a Virtual Open House through an online platform to provide on-demand access for the general public. The following are summaries of findings for each method.

PUBLIC MEETINGS

POP-UP WORKSHOP AT SPRING FEST

Due to the timing of the Master Plan effort, the Town was provided a unique opportunity to engage a substantial portion of the community in a special event setting. On May 14, 2022, the Town of Zebulon hosted their annual Spring Fest to kick off the spring season. The event, which drew hundreds of people, featured local vendors and live performances. This special event and the large number of attendees provided an ideal setting to engage with members of the community who may not have otherwise participated in the public involvement process. The project team provided information that included an overview of the project process, the existing conditions of the park site, and preliminary concept of the park. Event attendees were able to walk through

the displays as they made their way around the exhibit area and view the presented material, as well as participate in a visual preference exercise.

The project team was available to answer questions and encourage participants to provide comments. Over 150 people visited the boards during the Spring Fest workshop.

Common themes below were gathered from comment boards:

- Connections to a larger greenway system through Zebulon
- Native plants and habitats for local birds
- Large outdoor amphitheater with seating
- Picnic areas
- Playground
- Dog park
- Address the damaged dam structure
- Restrooms



Pop-up Workshop at Spring Fest

TOWN-DIRECTED MEETINGS

In addition to the Spring Fest pop-up workshop, the Town held a series of meetings to boost community input on the Little River Park concept Master Plan. One of the public meetings was held directly before a Parks and Recreation Advisory Board Meeting in the Town Hall on May 16th, 2022 from 4:00 - 6:00 pm. Prior to the board meeting the public was invited to participate in an open house featuring similar materials that were presented at the first workshop. The Advisory Board also reviewed the materials and provided comments on the proposed improvements. The Town then left the materials in Town Hall the following week, and allowed visitors to view the materials and provide comments. The Town also held to additional pop-up meetings at the Zebulon Community Center on May 26th and June 7th, 2022. These meetings followed a similar format as the previous meeting.

Attendees at all meetings were encouraged to visit stations set up around the room to view existing conditions maps, site photos, a preliminary concept for Little River Park, and participate in the green dot preference exercise. Between the four in-person engagement opportunities it is estimated that approximately 40 additional community members participated or stopped. Most visitors expressed support for the park and its development. Comments below were gathered from comment boards and comment cards, and results from the Vision Preference Exercise can be found following the Virtual Engagement Summary.

The following is a summary of comments received during these Town-directed meetings:

- Publicly accessible pathways, restrooms, areas for play
- A multipurpose area for an outdoor classroom and amphitheater
- incorporate more picnic areas
- Mountain bike trails
- Safer and more inviting for casual fishing; trails will also be great
- Build the outdoor classroom be big enough to serve as an amphitheater
- Human and dog water fountains along the trail to fill water bottles
- ADA spaces and facilities to increase access
- Bike trails. Relaxing spots like swings to watch sunset/ sunrise
- Amphitheater, trails, bathrooms, fishing
- Unpaved trails
- A picnic shelter that accommodates 30-40 people with parking

In addition to input from the public, the Parks and Recreation Advisory Board also provided comments and recommendations on the concept materials for Little River Park. The following is a summary of the Advisory Board input:

- Provide a mixture of play areas, seating and trails
- Addition of large and small pavilions throughout the park
- Paved walking trails through natural areas
- Opportunity for concessions during events
- Fishing piers along the river
- Outdoor classroom or amphitheater
- Incorporation of wildflower planting areas and shaded tree groves
- Educational and historic monument signage
- A variety of upgraded amenities with a focus on places to sit



Town-Directed Meeting at Town Hall



Town-Directed Meeting at Zebulon Community Center



Visual Preference Boards at Spring Fest

VIRTUAL OPEN HOUSE

Project Website

In order to provide on-demand access for all members of the public to the project materials, the Little River Park Master Plan utilized an online platform as a “one-stop-shop” for information about the plan. This platform was run through PublicInput.com and utilized the URL, www.publicinput.com/LittleRiverParkMP as the landing page for all online engagement. The platform served as the access point for project information and updates, as well as the Virtual Open House. The landing page also included information intended to help the public understand why their feedback is important, and how the results of this plan can impact the future of their parks and recreation services. Extensive outreach was conducted to encourage access to this platform, as well as provide input opportunities for those who may have difficulty attending in-person engagement workshops.

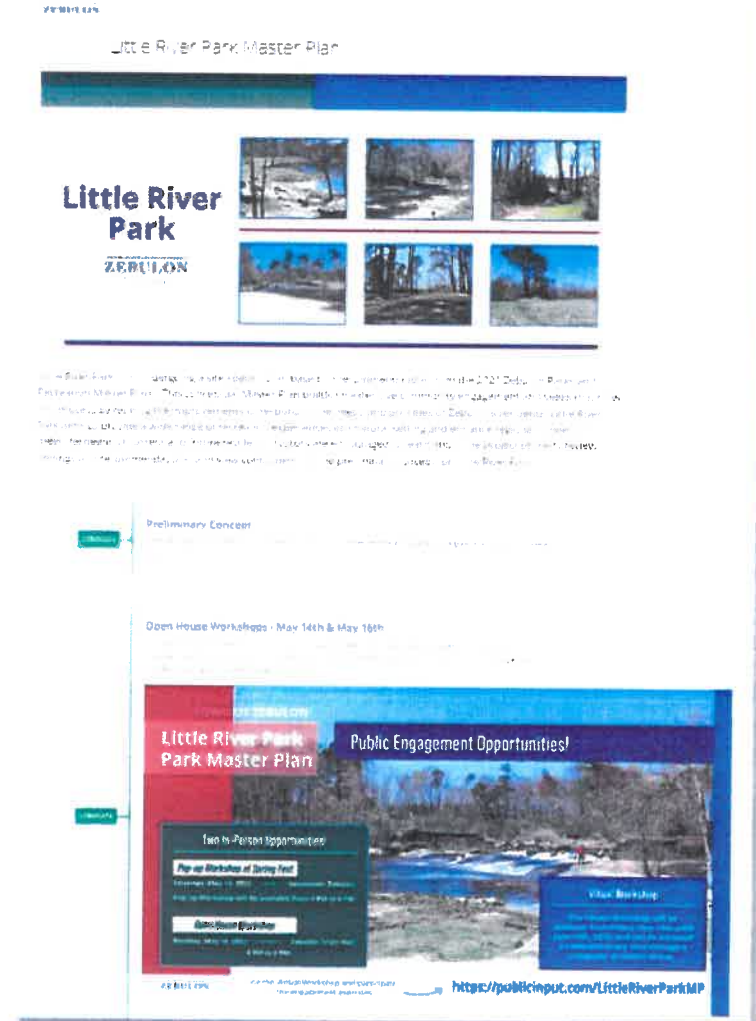
Virtual Open House

Feedback from Town of Zebulon Residents is integral to the Little River Master Planning process. Community members were invited to visit a Virtual Open House and provide feedback on the needs and priorities for parks and recreation facilities and services for the nature-based park. Once in the Virtual Open House, participants could view information boards, and participate in a series of engagement exercises to provide input. The Virtual Open House remained accessible at any time online from May 13th through June 30th, to provide an opportunity for the community to provide input about the Master Plan priorities.

Comments on the Little River Park Concept

The following is a summary of the comments provided on the preliminary Little River Park Concept Plan

- Water access, rock hopping and natural enjoyment
- Green space that doesn't look either too manicured nor too wild - balance between the two
- Please include lots of walking trails and water fountains and dog-friendly facilities
- Outdoor classroom and educational area
- Pedestrian bridge across the river
- Dog park
- Greenway connectivity
- Outdoor amphitheater for events
- Historic exhibits and hiking trails
- Canoe/kayak launch facilities
- Additional gathering/event shelters
- Facilities that support fishing and water access.



Project Website Landing Page

PROJECTS

Little River Park Master Plan Virtual Open House

The Town of Zebulon Parks and Recreation Department would like to invite you to view a series of pages highlighting the Little River Park Master Plan.

Home Project Background Existing Conditions **Preliminary Concept** Precedent Images Precedent Images

The preliminary concept plan for Little River Park builds on the ideas established through the 2021 Zebulon Parks and Recreation System Master Plan, as well as environmental and archeological studies conducted at the site. The concept plan seeks to create a more sustainable and resilient park space, restoring the river bed and improving water flow, as well as upgrading stormwater infrastructure along W. Garrison Avenue. The concept plan also provides additional walking trails and the opportunity for future connectivity, enhanced passive open spaces, an outdoor education area, a nature-themed playground, improved vehicular access, and a historic exhibit highlighting the former mill and dam structures. Please view the concept below, and feel free to leave a comment with your thoughts or ideas for the proposed improvements.



Please provide any comments or ideas you have on the preliminary concept for Little River Park.

Close for Comments

Continue

Virtual Open House Concept Comment Page

General Comments on the Little River Park Master Plan

Participants were also provided an additional opportunity to provide general comments about the project. The following is a summary of the general comments provided.

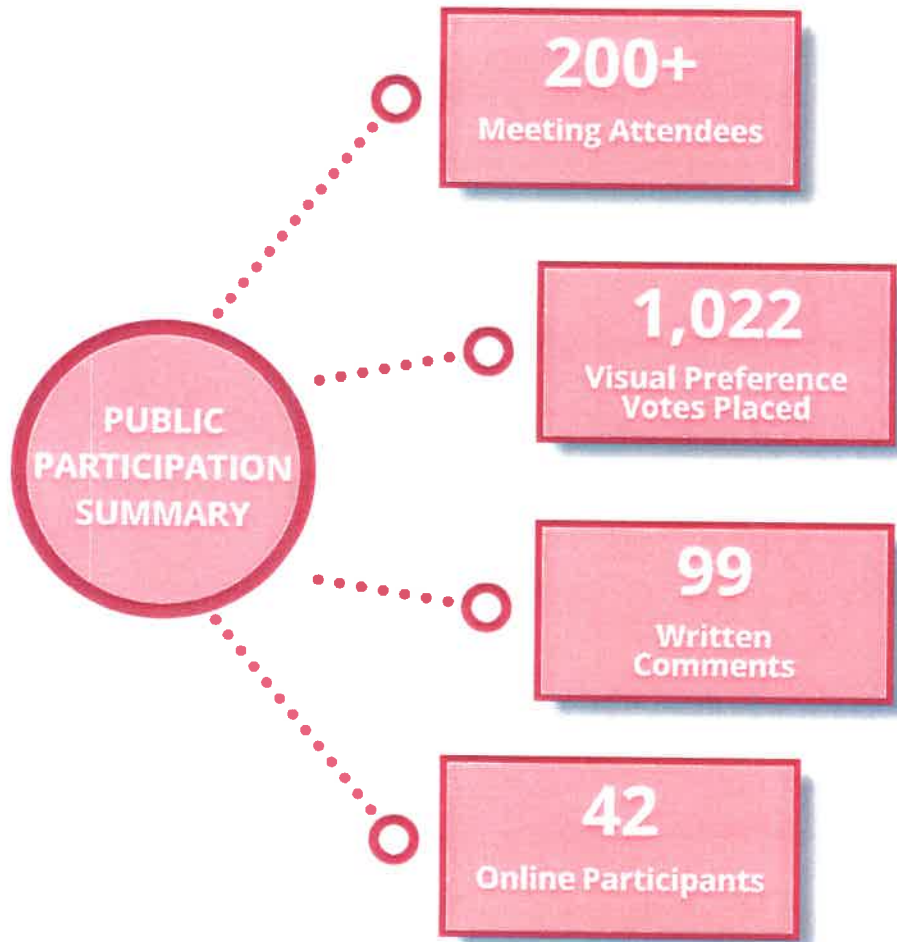
- Looking forward to seeing the plan move forward and enjoying the park
- Creating fun outdoor spaces for kids
- Bike trails
- Spread amenities throughout the park to activate more areas
- Outdoor workout and fitness equipment for adults
- Native plants that will help pollinators
- Maximizing the amount of trails and greenway, as well as connectivity for future greenways
- Asking the North Carolina Museum of Natural Sciences (NCMNS) for help with this project. Outdoor classroom or amphitheater
- Providing adequate amenities while keeping the park as natural as possible
- Provide connections across the river for pedestrians
- Include a public restroom and place to get fresh water
- Provide a supporting environment for local fauna

Precedent Image Ranking Exercise

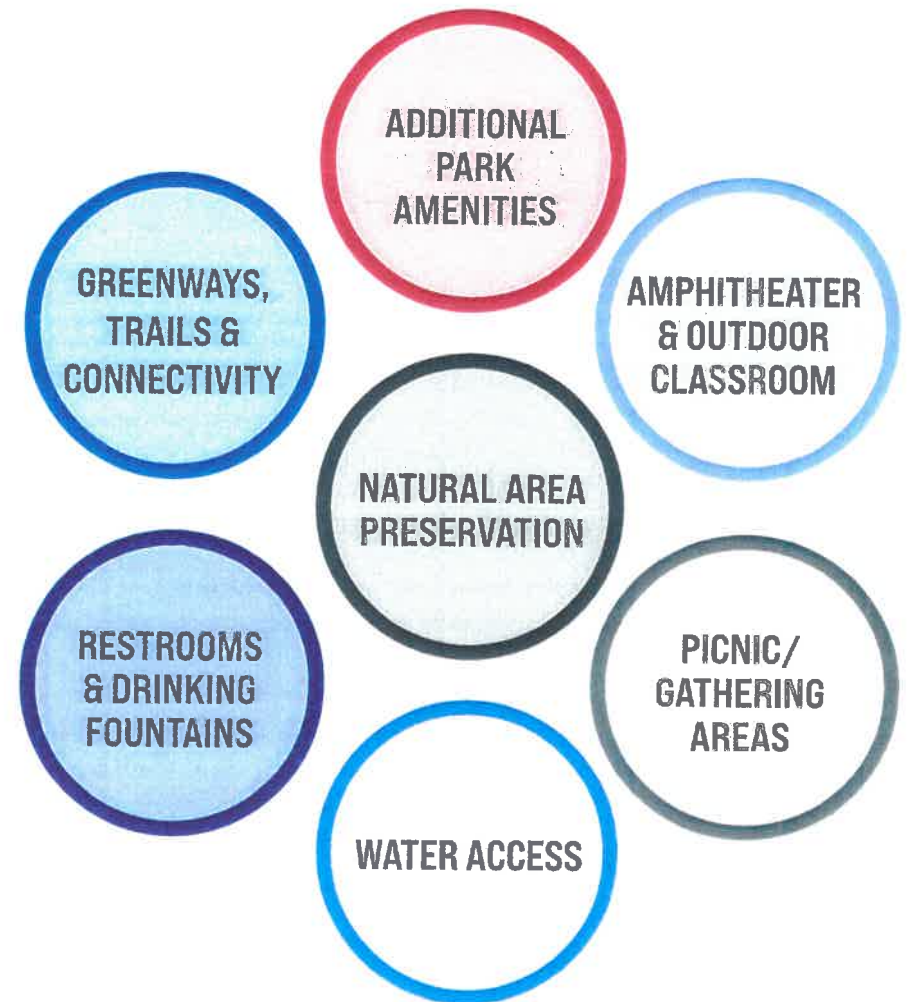
In addition to opportunities to provide open ended comments, participants in the Virtual Open House were also able to view the same series of precedent images included in the in-person meetings. In lieu of a green dot exercise, participants were asked to rank the images in each category. A summary of these results is included in the summary on the next page.

ENGAGEMENT SUMMARY

Forming the foundation of qualitative research, the public involvement effort of the Little River Park Master Plan process provides a snapshot of residents', stakeholders', and Town Officials' views of needs and priorities for Little River Park.



TOP THEMES ACROSS ENGAGEMENT METHODS



Visual Preference Results

The following is a summary of the results of the exercise by category. Images of the boards with the totals from the green dot exercises and Virtual Open House rankings can be found on the following page.

Walking Trails

- The image receiving the most dots was a raised boardwalk. The image of the paved asphalt trail also received a significant amount of votes, and was the highest ranked option in the Virtual Open House.
- **Outdoor Classroom/ Gathering Area**
 - The image receiving the most dots was amphitheater seating with a covered stage/ gathering space. This was also the highest ranked option in the Virtual Open House.
- **Nature-Based Play**
 - The image receiving the most amount of dots by Town participants is the large playground with a multi-story tower and slides. The second most liked image was a natural rock play area, which also received the highest ranking from the Virtual Open House.
- **Water Access**
 - The image receiving the most amount of attention by Town residents is the access to water via a linear boardwalk along the water. This was also the highest ranked option in the Open House.
- **Open Green Spaces**
 - The two images receiving the most votes were the grove of trees with a manicured ground cover as well as, the image of the natural planted area for pollinators. The grove of trees received the highest ranking.
- **Pavilions**
 - The image that received by far the most votes was the cathedral style pavilion. However, the angular roof shelter with natural wood was the highest ranking option in the Virtual Open House.
- **Historic/ Educational Exhibit**
 - The option receiving the most votes was the educational signage that informs park users about the flora/ fauna and local habitat. The other two images that received a significant amount of votes was the signs that alluded to environmental/ historical information about the local site. The highest ranking image from the Virtual Open House was a sign depicting the history of the site.
- **Park Amenities**
 - The two images receiving the most public votes were images showing wayfinding and directional signage for parks and trails. The other images that received a significant amount of public input were benches and picnic tables, with picnic tables ranking the highest in the Virtual Open House.

Little River Park Master Plan Virtual Open House


The Town of Zebulon Parks and Recreation Department would like to invite you to view a series of pages highlighting the Little River Park Master Plan.

Step 1
Project Background
Existing Conditions
Preliminary Concept
Precedent Images
Precedent Image


1. Rank the park element images you think would be most appropriate at Little River Park for **Walking Trails**

PRECEDENT - Walking Trail

1



2



3




Image 1

Image 2


Image 3

Cleared to responses


2. Rank the park element images you think would be most appropriate at Little River Park for an **Outdoor Classroom/ Gathering Area**

PRECEDENT - Outdoor Classroom / Gathering Area

1



2



3




Image 1










Image 2

Image 3

Cleared to responses













Virtual Open House Precedent Image Ranking

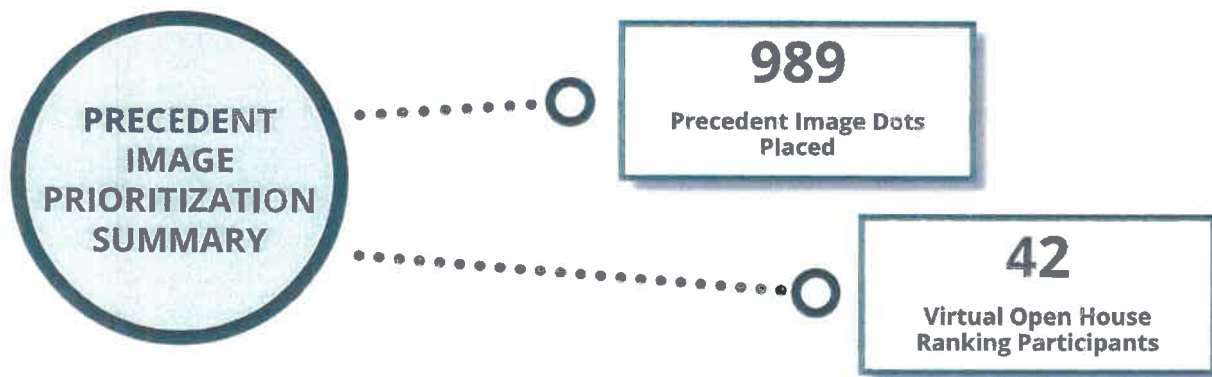
Little River Park Precedent Image Results

Program Element (Total Votes)	Image 1	Image 2	Image 3
Walking Trails (118)			
Green Dot Votes	62	17	39
Virtual Open House Ranking	2	3	1
Outdoor Classroom / Gathering Area (91)			
Green Dot Votes	45	19	27
Virtual Open House Ranking	1	3	2
Nature-based Playground (120)			
Green Dot Votes	47	19	55
Virtual Open House Ranking	1	2	3

Little River Park Precedent Image Results

Program Element (Total Votes)	Image 1	Image 2	Image 3
Water Access (153)			
Green Dot Votes	71	39	43
Virtual Open House Ranking	1	2	3
Open Green Spaces (98)			
Green Dot Votes	23	32	43
Virtual Open House Ranking	2	3	1
Pavilions (116)			
Green Dot Votes	21	24	71
Virtual Open House Ranking	1	3	2

Little River Park Precedent Image Results						
Program Element (Total Votes)	Image 1	Image 2	Image 3	Image 4	Image 5	Image 6
Historic/Educational Exhibit (119)						
Green Dot Votes	33	18	21	14	11	22
Virtual Open House Ranking	4	5	1	2	6	3
Park Amenities (174)						
Green Dot Votes	27	16	31	17	38	42
Virtual Open House Ranking	1	5	3	6	2	4



FINAL CONCEPT



FINAL CONCEPT

Once the Public Engagement was completed, the project team summarized all written comments, the results from the precedent image exercises, and any notes taken during conversations with stakeholders and public participants. Input received was analyzed to determine the alignment of the public's needs and priorities with the ideas presented in the preliminary concept. The input received through the multiple avenues of engagement validated the design elements presented in the preliminary concept, provided direction for additional improvements to be included, and helped to visualize the intent of the design elements through the precedent image exercises.

The final concept contains the following programmatic and design elements for Little River Park:

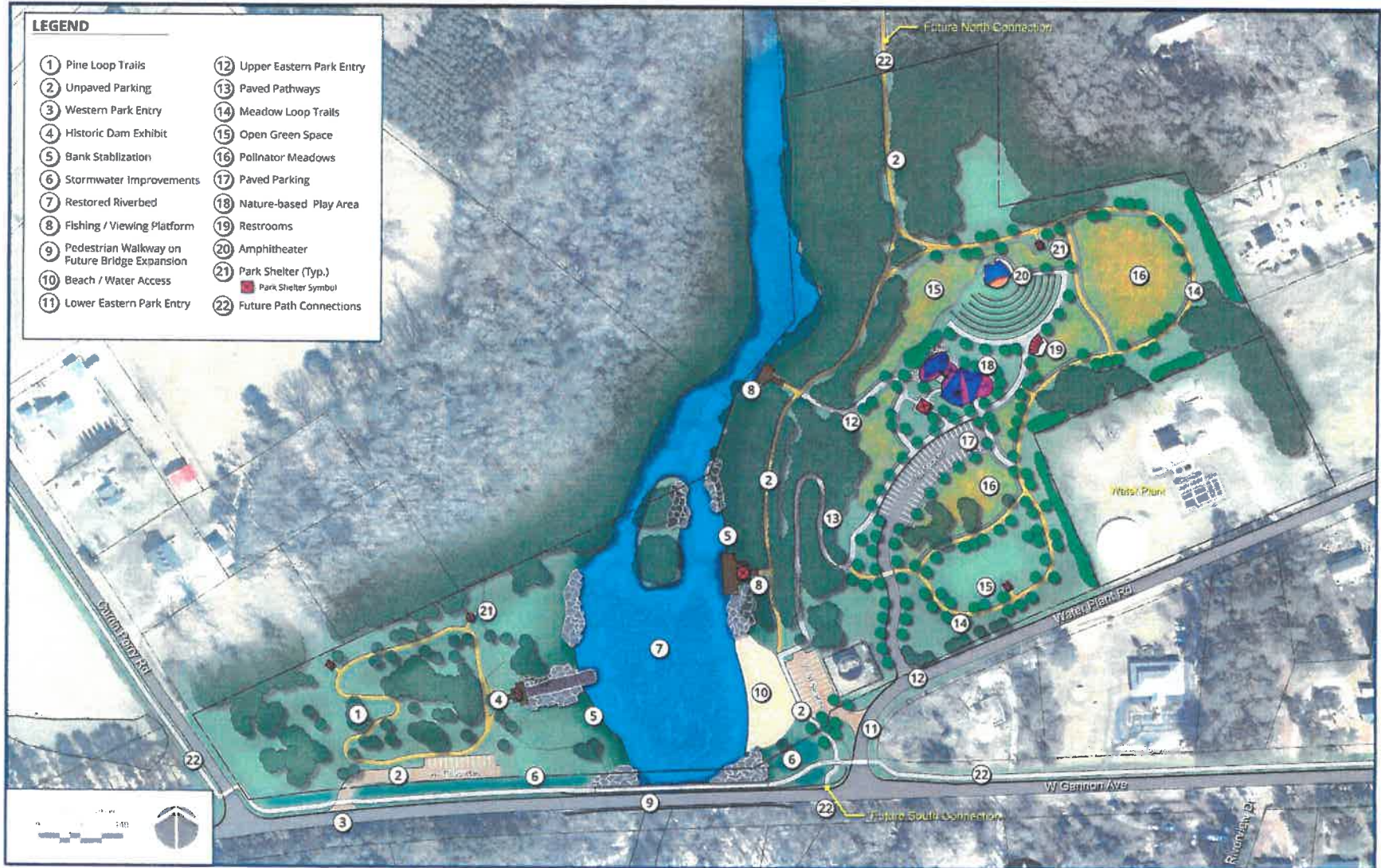
- Improved and expanded walking trail network with a mix of paved and unpaved trails
- Upgraded amenities throughout the park
- ADA accessible pathways to key amenities
- Riverbed restoration and bank stabilization
- Historic exhibit with dam remnant on west bank
- Enhanced beach area and access to river on east bank

- Passive recreation areas on west side of the park with shaded picnic areas
- Improved unpaved parking areas
- Stormwater improvements
- Paved parking in the interior of the east side of the park with new access road
- Elevated platforms with fishing areas and outdoor education exhibits
- Open greenspaces on the east side of the park
- Meadow loop trail with native pollinator plantings
- Amphitheater and outdoor education area with restroom
- Nature-based play area
- Connections to future trail systems on north and south sides of the park
- Future connections to paved paths on W Gannon Avenue
- Future pedestrian bridge over the river on W Gannon Avenue



Little River Park Exhibit During Play Zebulon Community Meeting

FINAL CONCEPT PLAN



COST ESTIMATE & PHASING



INTRODUCTION

The next step in the master planning process is to establish clear implementation strategies and priorities for the advancement of the community-driven concept for Little River Park. This involves developing an estimate of probable cost for the proposed improvements at Little River Park, and then aligning community priorities with available funding to establish an achievable phasing plan.

ESTIMATE OF PROBABLE COST

Cost Considerations

The estimate of probable cost associated with the Little River Park Master Plan is based on current market trends, similar projects, and project-specific research conducted by the project team. The project team utilized all of its available resources and technical expertise to provide order-of-magnitude cost estimates that are for planning purposes only.

The concept for Little River Park may be modified over time in response to actual costs, future Town objectives, and available funding sources. Additionally, it is recommended that proposed improvements undergo a detailed feasibility and cost analysis prior to physical implementation.

Cost Estimates

The table on the following page details the overall estimate of probable cost for Little River Park, including direct construction costs, indirect costs associated with construction, contingency, design, permitting, and construction administration/construction management.

Little River Park Master Plan

Order of Magnitude Estimate of Probable Capital Improvement Costs (2022)

	Unit	Quantity	Unit Cost	Subtotal
Little River Park Improvements				
Site Work				
Site Survey (Within limits of work)	Allowance	1	\$30,000	\$30,000
Site Clearing	Acre	7.5	\$6,500	\$48,750
Site Grading and Balancing	Acre	5	\$20,000	\$100,000
Erosion Control (Fences, Diversions, Waddles and Skimmer Basins)	Allowance	1	\$170,000	\$170,000
Dam Removal	Allowance	1	\$500,000	\$500,000
Stream Restoration & Bank Stabilization	Allowance	1	\$500,000	\$500,000
Subtotal:				\$1,348,750
Utilities				
Sanitary Service Supply	Allowance	1	\$25,000	\$25,000
Water Service Supply	Allowance	1	\$30,000	\$30,000
Electrical Service Supply	Allowance	1	\$30,000	\$30,000
Stormwater Treatment Areas	Allowance	1	\$100,000	\$100,000
Subtotal:				\$185,000
Building and Structures				
Restroom	SF	500	\$200	\$100,000
Large Pavilion (20'x20' typical)	Each	2	\$35,000	\$70,000
Small Pavilion (12'x12' typical)	Each	4	\$18,000	\$72,000
Large Fishing Pier	SF	2500	\$40	\$100,000
Small Fishing Pier	SF	800	\$40	\$32,000
Subtotal:				\$374,000
Hardscape				
Paved Parking and Entrance Road (Asphalt Pavement, Base, Parking Bumpers, Topsoil, Mulch, Signs, Striping)	SY	1950	\$85	\$165,750
Unpaved Parking and Entrance Roads (Parking Bumpers, Gravel Repair Topsoil, Mulch, Signs)	SY	1800	\$20	\$36,000
Paved Trail (8' Wide, Asphalt Surface, Base, Topsoil)	SY	2300	\$46	\$105,800
Unpaved Trail (8' Wide, Compacted Gravel Surface, Base, Topsoil)	SY	4500	\$20	\$90,000
Concrete Pads	SF	3200	\$8	\$25,600
Subtotal:				\$423,150

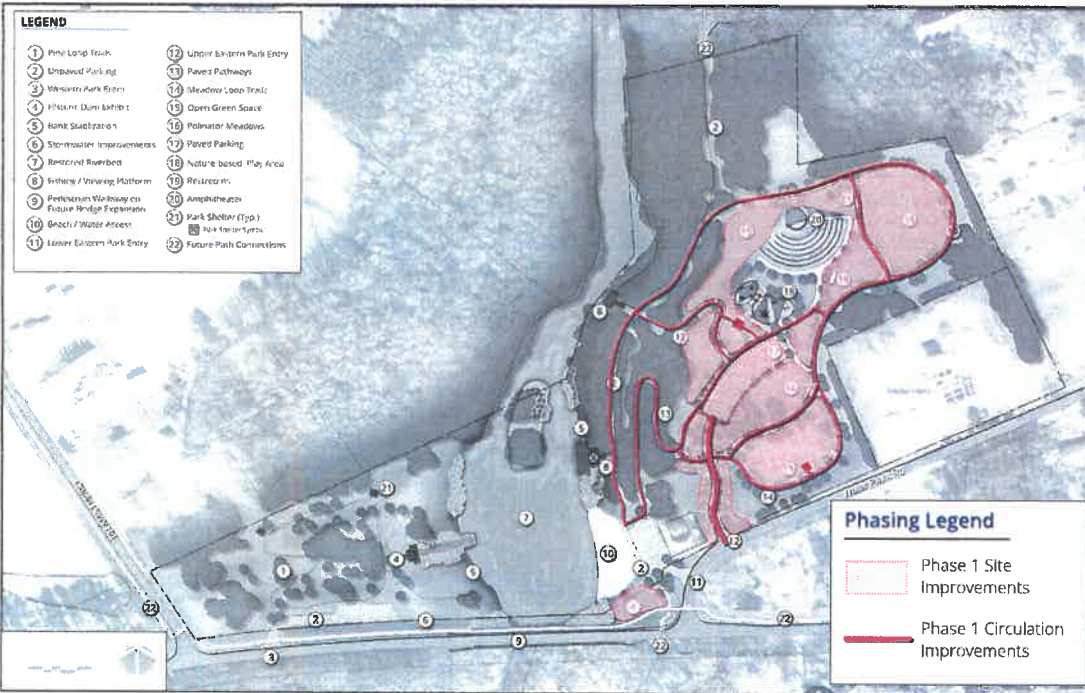
Landscape				
New Trees	Each	150	\$175	\$26,250
Pollinator Meadows	Acre	2.25	\$2,000	\$4,500
Additional Landscape Allowance	Allowance	1	\$15,000	\$15,000
Subtotal:				\$45,750
Park Elements				
Nature-Based Play Area (7,000 SF, Play Equipment, Surfacing, Shade, Curb)	Allowance	1	\$200,000	\$200,000
Historic Exhibit (Including Deck & Pavilion)	Allowance	1	\$65,000	\$65,000
Signage Allowance (Educational Signage, Wayfinding)	Allowance	1	\$35,000	\$35,000
Amphitheater Phase 1 (Stage, Shade, Seating for Rows 1-3)	Allowance	1	\$150,000	\$150,000
Amphitheater Phase 2 Seating, Stage Upgrades, Seating for Rows 5-7, Paved Path Connections)	Allowance	1	\$150,000	\$150,000
Amenity Upgrade Allowance (Benches, Picnic Tables, Trash Receptacles, Water Fountains)	Allowance	1	\$100,000	\$100,000
Subtotal:				\$700,000
Total Direct Costs				
				\$3,076,850
Mobilization and General Conditions				
		10.0%		\$307,665
Bonds, Insurance and Overhead				
		5.0%		\$153,833
Contractor Fees and Expenses				
		10.0%		\$307,665
Contingency				
		25.0%		\$769,163
Total Construction Costs				
				\$4,614,975
Design, Permitting, and CA/CM Fees				
		10.0%		\$461,498
Total Cost for Little River Park Improvements				
				\$5,076,473

PHASING

After the completion of the cost estimates, the project team met with Town staff to discuss the implementation and phasing strategies for Little River Park. Discussions with Town Staff resulted in the development of three phases for the implementation of the Little River Park Master Plan, with each phase seeking to provide meaningful improvements while laying the foundation and building momentum for future phases.

The phases are intended to utilize current and future funding and be implemented as this funding becomes available. Phase 1 will be initiated upon completion of this Master Plan Study, and provide infrastructure improvements that activate new areas of the park for a wide variety of users, expand programmable areas of the park, and help set the stage for further improvements. The phasing plan starts by activating the east side of the park and providing additional recreation amenities and experiences, and then improving the west side of the park and the river area in later phases. This approach is intended to attract more users to the park and generate momentum for future improvements that require additional funding. These three phases, along with their associated cost estimates, can be found on the following pages.





Phase 1- \$1,054,895

Phase 1 includes site work and infrastructure upgrades that focus on expanding access to the east side of the park for both pedestrians and vehicles, providing both paved and unpaved trails, and establishing the open spaces and pollinator meadows on the east side of the park. Phase 1 also includes additional landscaping improvements, site amenities and signage.

PHASE 1

Little River Park Master Plan - Phasing				
Order of Magnitude Estimate of Probable Capital Improvement Costs (2022)				
Little River Park Improvements Phase 1	Unit	Quantity	Unit Cost	Subtotal
Site Work				
Site Survey (Within limits of work)	Allowance	1	\$30,000	\$30,000
Site Clearing	Acre	4.5	\$6,500	\$29,250
Site Grading and Balancing	Acre	3.5	\$20,000	\$70,000
Erosion Control (Fences, Diversions, Weddles and Skimmer Basins)	Allowance	1	\$100,000	\$80,000
Subtotal:				\$209,250
Utilities				
Stormwater Treatment Areas	Allowance	1	\$25,000	\$25,000
Subtotal:				\$25,000
Building and Structures				
Large Pavilion (20'x20' typical)	Each	1	\$35,000	\$35,000
Small Pavilion (12'x12' typical)	Each	1	\$18,000	\$18,000
Subtotal:				\$53,000
Hardscape				
Paved Parking and Entrance Road (Asphalt Pavement, Base, Parking Bumpers, Topsoil, Mulch, Signs, Striping)	SY	1950	\$85	\$165,750
Paved Trail (8' Wide, Asphalt Surface, Base, Topsoil)	SY	1800	\$46	\$87,400
Unpaved Trail (8' Wide, Compacted Gravel Surface, Base, Topsoil)	SY	2400	\$20	\$48,000
Concrete Pads	SF	980	\$8	\$7,880
Subtotal:				\$308,830
Landscape				
New Trees	Each	50	\$175	\$8,750
Pollinator Meadows	Acre	2.25	\$2,000	\$4,500
Additional Landscape Allowance	Allowance	1	\$5,000	\$5,000
Subtotal:				\$18,250
Park Elements				
Signage Allowance (Educational Signage, Wayfinding)	Allowance	1	\$25,000	\$25,000
Subtotal:				\$25,000
Total Direct Costs				
				\$639,330
Mobilization and General Conditions		10.0%		\$63,933
Bonds, Insurance and Overhead		5.0%		\$31,967
Contractor Fees and Expenses		10.0%		\$63,933
Contingency		25.0%		\$159,833
Total Construction Costs				
				\$958,995
Design, Permitting, and CA/CM Fees		10.0%		\$95,900
Total Cost for Little River Park Phase 1 Improvements				
				\$1,054,895



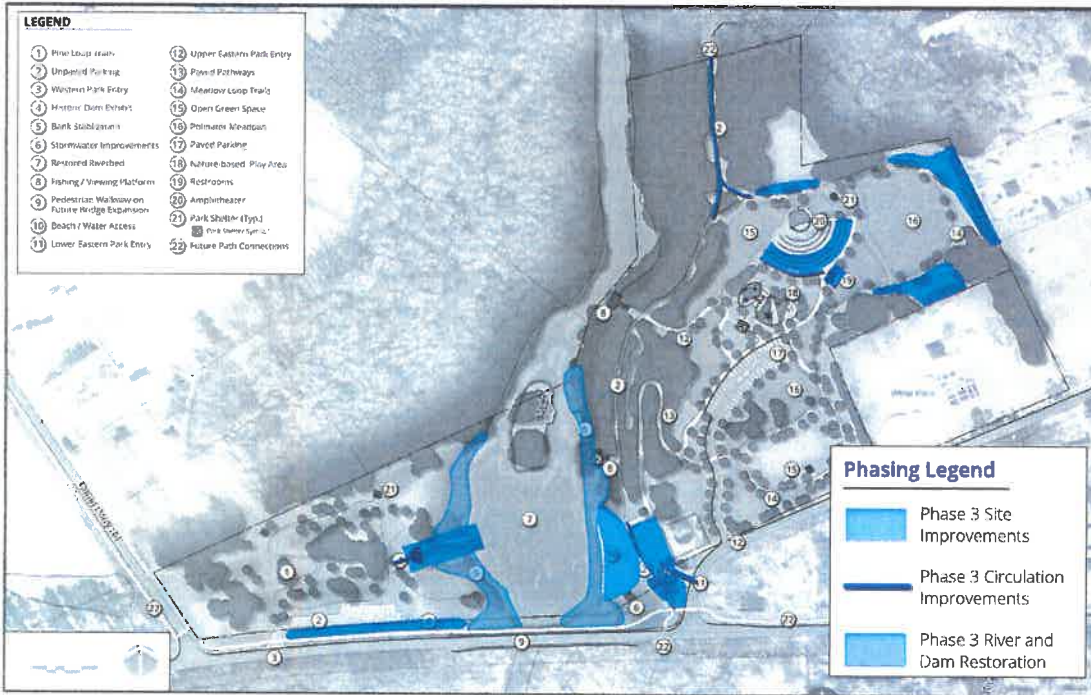
Phase 2- \$1,400,735

Phase 2 includes the remaining site work on both the east and west sides of the park, as well as electrical utilities for the amphitheater area. Phase 2 furthers the activation of the park by providing the first phase of the amphitheater development, park utilities, the nature-based play area, fishing platforms, and additional trails and park amenities on both sides of the park.

PHASE 2

Little River Park Improvements Phase 2	Unit	Quantity	Unit Cost	Subtotal
Site Work				
Site Clearing	Acre	3	\$6,500	\$19,500
Site Grading and Balancing	Acre	1.5	\$20,000	\$30,000
Erosion Control (Fences, Diversions, Waddles and Skimmer Basins)	Allowance	1	\$90,000	\$90,000
Subtotal:				\$139,500
Utilities				
Electrical Service Supply	Allowance	1	\$30,000	\$30,000
Stormwater Treatment Areas	Allowance	1	\$25,000	\$25,000
Subtotal:				\$55,000
Building and Structures				
Small Pavilion (12'x12' typical)	Each	3	\$18,000	\$54,000
Large Fishing Pier	SF	2500	\$40	\$100,000
Small Fishing Pier	SF	800	\$40	\$32,000
Subtotal:				\$186,000
Hardscape				
Unpaved Parking and Entrance Roads (Parking Bumpers, Gravel Repair Topsoil, Mulch, Signs)	SY	1000	\$20	\$20,000
Unpaved Trail (8' Wide, Compacted Gravel Surface, Base, Topsoil)	SY	1100	\$20	\$22,000
Concrete Pads	SF	960	\$8	\$7,680
Subtotal:				\$49,680
Landscape				
New Trees	Each	50	\$175	\$8,750
Additional Landscape Allowance	Allowance	1	\$5,000	\$5,000
Subtotal:				\$13,750
Park Elements				
Nature-Based Play Area (7,000 SF, Play Equipment, Surfacing, Shade, Curb)	Allowance	1	\$200,000	\$200,000
Signage Allowance (Educational Signage, Wayfinding)	Allowance	1	\$5,000	\$5,000
Amphitheater Phase 1 (Stage, Shade, Seating for Rows 1-3)	Allowance	1	\$150,000	\$150,000
Amenity Upgrade Allowance (Benches, Picnic Tables, Trash Receptacles, Water Fountains)	Allowance	1	\$50,000	\$50,000
Subtotal:				\$405,000
Total Direct Costs				\$848,930
Construction Costs				
Mobilization and General Conditions		10.0%		\$84,893
Bonds, Insurance and Overhead		5.0%		\$42,447
Contractor Fees and Expenses		10.0%		\$84,893
Contingency		25.0%		\$212,233
Total Construction Costs				\$1,273,395
Design, Permitting, and CA/CM Fees				
		10.0%		\$127,340
Total Cost for Little River Park Phase 2 Improvements				\$1,400,735

PHASE 3

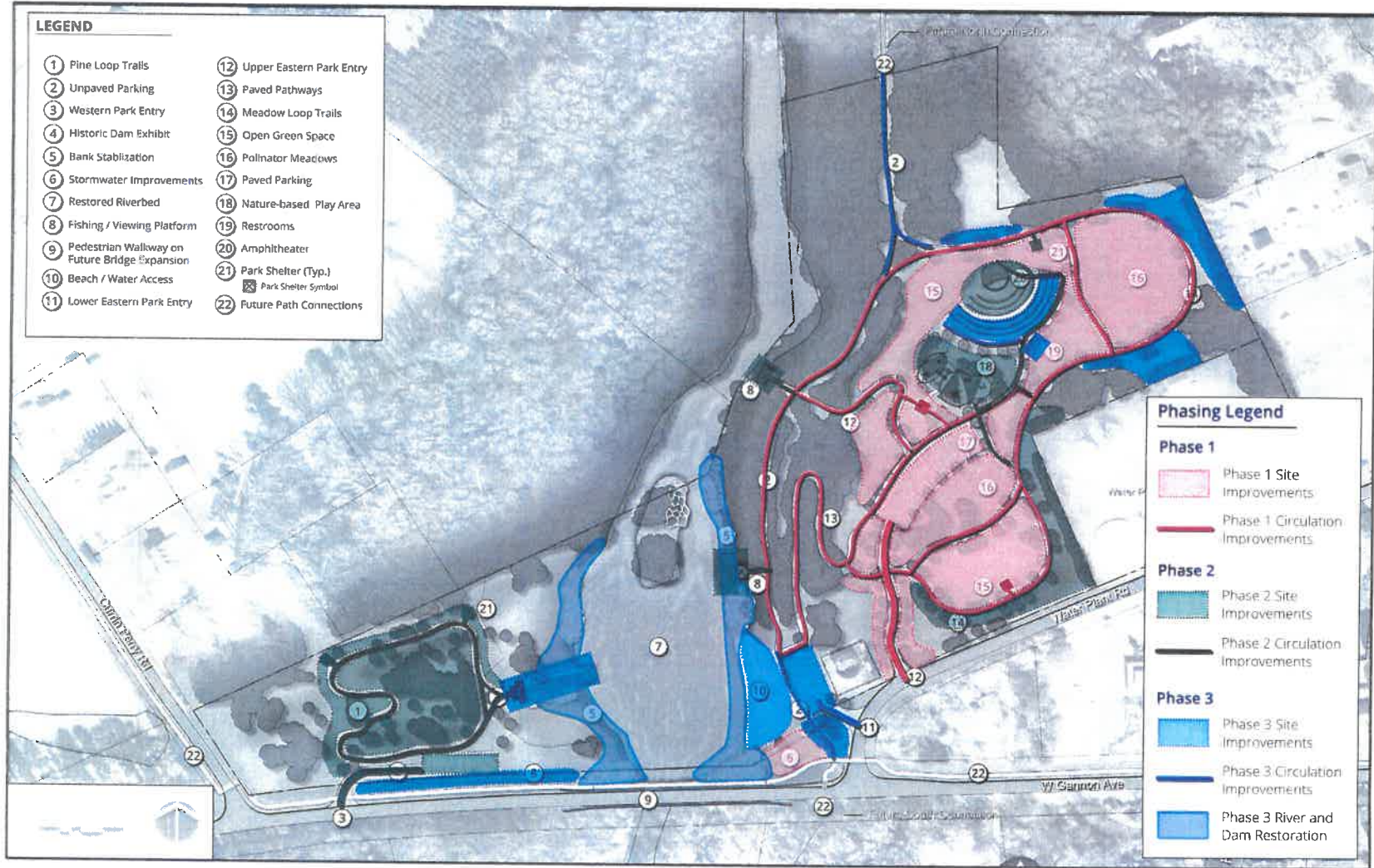


Phase 3- \$2,620,844

Phase 3 completes the vision for Little River Park by increasing the size of the amphitheater, building a restroom building, and adding associated landscaping and hardscape in this area. This phase encompasses all work associated with the Little River restoration, including dam removal, bank stabilization, and the historic exhibit. Phase 3 also includes additional trails, landscaping, signage and amenity upgrades throughout the park.


Little River Park Improvements Phase 3	Unit	Quantity	Unit Cost	Subtotal
Site Work				
Dam Removal	Allowance	1	\$500,000	\$500,000
Stream Restoration & Bank Stabilization	Allowance	1	\$500,000	\$500,000
Subtotal:				\$1,000,000
Utilities				
Sanitary Service Supply	Allowance	1	\$25,000	\$25,000
Water Service Supply	Allowance	1	\$30,000	\$30,000
Stormwater Treatment Areas	Allowance	1	\$50,000	\$50,000
Subtotal:				\$105,000
Building and Structures				
Restroom	SF	500	\$200	\$100,000
Large Pavilion (20'x20' typical)	Each	1	\$35,000	\$35,000
Subtotal:				\$135,000
Hardscape				
Unpaved Parking and Entrance Roads (Parking Bumpers, Gravel Repair Topsoil, Mulch, Signs)	SY	800	\$20	\$16,000
Paved Trail (8' Wide, Asphalt Surface, Base, Topsoil)	SY	400	\$46	\$18,400
Unpaved Trail (8' Wide, Compacted Gravel Surface, Base, Topsoil)	SY	1000	\$20	\$20,000
Concrete Pads	SF	1280	\$8	\$10,240
Subtotal:				\$64,640
Landscape				
New Trees	Each	50	\$175	\$8,750
Additional Landscape Allowance	Allowance	1	\$5,000	\$5,000
Subtotal:				\$13,750
Park Elements				
Historic Exhibit (Including Deck & Pavilion)	Allowance	1	\$65,000	\$65,000
Signage Allowance (Educational Signage, Wayfinding)	Allowance	1	\$5,000	\$5,000
Amphitheater Phase 2 Seating, Stage Upgrades, Seating for Rows 5-7, Paved Path Connections	Allowance	1	\$150,000	\$150,000
Amenity Upgrade Allowance (Benches, Picnic Tables, Trash Receptacles, Water Fountains)	Allowance	1	\$50,000	\$50,000
Subtotal:				\$270,000
Total Direct Costs				\$1,588,390
Mobilization and General Conditions		10.0%		\$158,839
Bonds, Insurance and Overhead		5.0%		\$79,420
Contractor Fees and Expenses		10.0%		\$158,839
Contingency		25.0%		\$397,098
Total Construction Costs				\$2,382,585
Design, Permitting, and CA/CM Fees		10.0%		\$238,259
Total Cost for Little River Park Phase 3 Improvements				\$2,620,844

COMPREHENSIVE PHASING PLAN



AECOM

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.

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.

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 final edits and corrections included by Board motion.

Attachments:

1. Proposed Special Event Standards

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.

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Adopted: Proposed November 7th, 2022

Effective: Proposed January 1st, 2023

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 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.
- **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.

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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	
General Event Tier II	2 weeks prior to event date
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.

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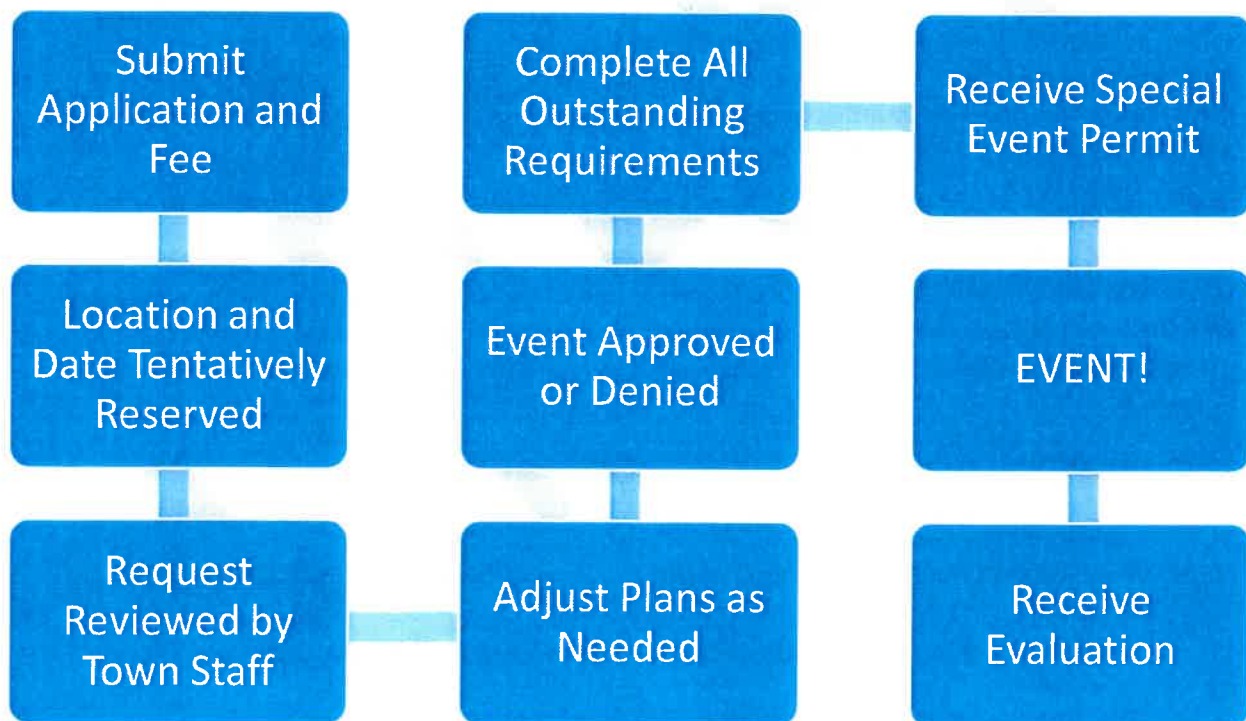
Application Review & Permit Process

How does it work?

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.



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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.

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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 publicity, 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:

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- 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.

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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.

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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 City 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

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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.

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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.

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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	

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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.

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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,

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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 contract 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 City 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:

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“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.

There space has been intentionally left blank.

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Appendix

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Fee Waiver or Reduction Rubric

Board Criteria	Meets	Does Not Meet
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		

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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.

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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.

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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.

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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 a 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.

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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.

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

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ZEBULON

NORTH CAROLINA

1003 North Arendell Avenue
(919) 823 -1814

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 capacity of authorized person (President, Vice President, etc.))

Town Manager's Signature: _____ Date: _____

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Event Evaluation Form

Evaluated By: _____ Date: _____

Event Name:

Strengths

- *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.*

Violations

- *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.*

Considerations for Future Planning

- *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*

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.


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STAFF REPORT
ORDINANCE 2023-09
PUBLIC HEARING NOTIFICATION
NOVEMBER 7, 2022

Topic: ORDINANCE 2023-09 – TA 2023-02 PUBLIC HEARING NOTIFICATIONS

Speaker: Michael J. Clark, AICP, CZO, Planning Director
From: Michael J. Clark, AICP, CZO, Planning Director
Prepared by: Michael J. Clark, AICP, CZO, Planning Director
Approved by:  Joseph M. Moore II, PE, Town Manager

Executive Summary:

The Board of Commissioners will consider text amendments to the Unified Development Ordinance to extend the distance required for mailed public hearing notifications and include mailed and posted notification for annexations.

Background:

The Unified Development Ordinance was approved November 2019 and implemented January 1, 2020. Several of the regulations and operational elements continued with the new regulations. One such operational process was the 150-foot notification for public hearings. NCGS 160D-602(a) requires “Abutting” properties receive public hearing notification by first class mail, and Section 2.2.6 of the UDO currently just references NCGS.

Table 2.3.6.C specifies which cases are subject to a published, mailed, and posted notifications. Currently this table does not include mailed or posted notification for Annexation requests despite staff continuing to do this as practice.

At the Board Work Session on September 15, 2022, Staff provided several options to consider addressing the desire to increase the notification radius. The consensus was to expand the radius to 750 feet. The amendment to Section 2.3.6 of the UDO reflects the consensus of the Board.

At the Joint Public Hearing on October 10, 2022, no one spoke for or against the proposed text amendments. A Commissioner questioned the possibility offsetting the mailing costs of the notifications by passing the cost onto the applicant for some developments and not assigning the costs to homeowner applied project. The Town’s Attorney indicated that the fees and costs associated with requests need to be consistent and not subject to who the applicant is.

At the same meeting, a Commissioner inquired why the Town didn’t send notices for Annexations. It was determined that this is an error in the UDO as it is practice for Staff to send these notifications and indicated that this correction can be made at this time.

Discussion:

The discussion before the Board centers around their interests in extending the distance of notification.

STAFF REPORT
ORDINANCE 2023-09
PUBLIC HEARING NOTIFICATION
NOVEMBER 7, 2022

Policy Analysis:

The proposed amendments are consistent with the spirit and intent of NCGS 160D-602(a) and the Comprehensive Land Use Plan's guiding principal #5: be Collaborative by increasing the information distribution and opportunity for further citizen engagement.

Financial Analysis:

Currently, the applicant is responsible for the mailed notification by providing addressed and stamped envelopes. If the Town absorbs this fee, costs could run as high as \$200 per case (depending on the location and lot sizes of parcels within the 750-foot radius). Staff anticipates as many as 12-15 cases per year. The overwhelming majority of cases involve large development applications.

Planning Board Recommendation:

At the Planning Board meeting on October 10, 2022, the Board unanimously recommended approval of the amended text amendment 2023-02 finding amendments are consistent with the spirit and intent of NCGS 160D-602(a) and the Comprehensive Land Use Plan's guiding principal #5 be Collaborative.

Staff Recommendation:

Staff Recommends adoption of Ordinance 2023-09 for TA 2023-02 to approve the text amendments as amended.

Attachments:

1. Ordinance 2023-09

**ORDINANCE 2023-09
TEXT AMENDMENT TO SECTION 2.3.6
FOR PUBLIC HEARING NOTIFICATION**

2.3.6. PUBLIC NOTICE

A. PUBLIC MEETING DISTINGUISHED

Public meetings conducted in accordance with this Ordinance are not public hearings, and do not require the provision of public notification in accordance with this section.

B. PUBLIC HEARING SCHEDULING

When a development application is subject to a public hearing, the Planning Director shall ensure that the public hearing is scheduled for a regular meeting or a meeting specially called for that purpose by the review authority.

C. PUBLIC NOTIFICATION REQUIREMENTS

1. All development applications subject to public notification shall comply with the appropriate standards in the North Carolina General Statutes. More specifically, Section 160D-601(a) for published notice, Section 160D-602(a) for mailed notice, and Section 160A-602(c) for posted notice.
2. Table 2.3.6.C, Public Notification Requirements, summarizes the provisions related to public notice. In computing the required time periods, the day the notice is published, mailed, or posted shall not be included, but the day of the hearing shall be included.

TABLE 2.3.6.C: PUBLIC NOTIFICATION REQUIREMENTS			
APPLICATION TYPE	TYPE OF PUBLIC NOTIFICATION "X"=REQUIRED		
	PUBLISHED NOTICE [1]	MAILED NOTICE [2]	POSTED NOTICE [3]
Annexation	X	X	X
Appeal	X	X [4]	·
Conditional Rezoning	X	X	X
Development Agreement	X	X	X
Planned Development	X	X	X
Reasonable Accommodation	X	X [4]	·
Special Use Permit	X	X	X

TABLE 2.3.6.C: PUBLIC NOTIFICATION REQUIREMENTS			
APPLICATION TYPE	TYPE OF PUBLIC NOTIFICATION "X"=REQUIRED		
	PUBLISHED NOTICE [1]	MAILED NOTICE [2]	POSTED NOTICE [3]
UDO Text Amendment	X	·	·
Variance	X	X	X
Vested Rights Determination	X	X	·
Zoning Map Amendment	X	X	X

NOTES:

[1] Published notice shall be provided once a week for two successive calendar weeks, with the first notice published between 10 and 25 days before the public hearing.

[2] Mailed notice shall be provided to the applicant, affected landowners, and landowners of abutting land between 10 and 25 days before the public hearing.

[3] Posted notice shall be provided between 10 and 25 days before the public hearing.

[4] Mailed notice shall only be required in cases where an appeal pertains to a particular lot or site.

**ORDINANCE 2023-09
TEXT AMENDMENT TO SECTION 2.3.6
FOR PUBLIC HEARING NOTIFICATION**

D. PUBLISHED NOTICE REQUIREMENTS

1. When the provisions of Section 160D-601 of the North Carolina General Statutes require that public notice be published, the designated review authority shall publish a notice in a newspaper that is regularly published at least one time per week and that has general circulation in the Town.
2. The content and form of the notice shall comply with the applicable requirements in the North Carolina General Statutes.

E. MAILED NOTICE REQUIREMENTS

When the provisions of Section 160D-602(a) of the North Carolina General Statutes require that public notice be mailed, the designated review authority shall provide the required mailed public notice in accordance with the following:

1. Mailed notice specified in Table 2.3.6.C, Public Notification Requirements, shall be mailed to:
 - a. The applicant, if different from the landowner; and
 - b. All landowners ~~entitled to receive notice in accordance with Section 160D-602(a) of the North Carolina General Statutes, as well as Town policy,~~ within 750-feet of the outer boundaries of the subject parcel or parcels whose address is known by reference to the latest county tax listing.
2. Notice shall be deemed mailed by its deposit in the United States first class mail, properly addressed, postage paid. The content and form of the notice shall comply with Section 2.3.6.G, Notice Content, and Section 160D-602(a) of the North Carolina General Statutes.
3. A copy of the mailed notice shall be maintained in the offices of the designated review authority for public inspection during normal business hours.
4. Mailed notice shall not be required when a zoning map amendment includes more than 50 lots or tracts owned by at least 50 different landowners, provided the Town publishes a map (occupying at least ½ of a newspaper page) showing the boundaries of the affected area in a newspaper of general circulation once a week for two successive calendar weeks between 10 days and 25 days before the public hearing. Affected landowners residing outside the newspaper circulation area shall be notified via first class mail pursuant to Section 2.3.6.E, Mailed Notice Requirements.

F. POSTED NOTICE REQUIREMENTS

When the provisions of Section 160D-602(c) of the North Carolina General Statutes require that public notice be posted, the Planning Director shall provide the required posted public notice in accordance with the following:

Adopted this the 7th day of November 2022


Glenn L. York – Mayor

SEAL

Lisa M. Markland, CMC – Town Clerk

STAFF REPORT
ORDINANCE 2023-10
INDUSTRIAL GROUND SIGNS
NOVEMBER 7, 2022

Topic: ORDINANCE 2023-10 – TA 2023-03 INDUSTRIAL GROUND SIGNS

Speaker: Michael J. Clark, AICP, CZO, Planning Director
From: Michael J. Clark, AICP, CZO, Planning Director
Prepared by: Michael J. Clark, AICP, CZO, Planning Director
Approved by:  Joseph M. Moore II, PE, Town Manager

Executive Summary:

The Board of Commissioners will consider text amendments to Unified Development Ordinance (UDO) Table 5.11.9.E (Ground Signs)

Background:

UDO Table 5.11.9.E.2 states ground signs are permitted in all districts other than the industrial zoning districts (LI, CI, & HI). However, subsection 3 includes dimensional standards allowing signs to be up to 15 feet tall and a sign face area of up to 36 square feet.

At the Board Work Session on September 15, 2022 the Board of Commissioners supported the consideration of a text amendment to permit signs within industrial zoning districts. This proposed text amendment provides that ability.

At the Joint Public Hearing on October 10, 2022, no one spoke for or against the proposed amendments.

Discussion:

The discussion before the Board centers around their interests in allowing ground signs within industrial zoning districts.

Policy Analysis:

The proposed amendment would bring UDO Section 5.11.9.E.2 into alignment with the dimensional standards in UDO Section 5.11.9.E.3.

Financial Analysis:

The proposed text amendment would allow increased visibility to businesses within industrial districts and would have no impact on Staff resources.

Planning Board Recommendation:

At the Planning Board Meeting on October 10, 2022, the Board unanimously recommended approval of the proposed text amendments 2023-03 finding the amendment will bring UDO Section 5.11.9.E.2 into alignment with the dimensional standards in UDO Section 5.11.9.E.3 and is consistent with "Policy C" of the Economic Development section of the Comprehensive Land Use Plan.

Staff Recommendation:

Staff Recommends adoption of Ordinance 2023-10 for TA 2023-03 to approval the text amendments as presented.

Attachments:

1. Ordinance 2023-10

**ORDINANCE 2023-10
TEXT AMENDMENT INDUSTRIAL GROUND SIGNS**

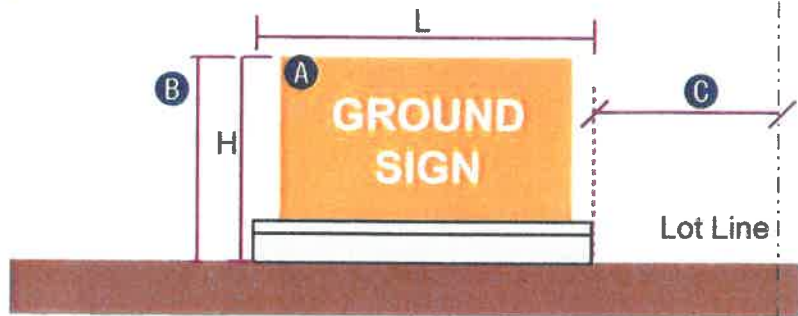
TABLE 5.11.9: SIGN STANDARDS BY SIGN TYPE

E. GROUND SIGNS



LEGEND

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



1. DEFINITION

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

2. WHERE PERMITTED	Residential	OI	NC	GC & HC	DTC & DTP	LI, CI, HI
	Yes	Yes	Yes	Yes	Yes	NoYes

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

NOTES:

- [1] Developments on lots of 2 acres in size or greater and corner lots may have a ground sign for each roadway fronting the perimeter of the development.
- [2] Sign height shall be determined based on the higher of: the adjacent grade level or the grade level of the adjacent street.
- [3] In nonresidential districts, the maximum height of a ground sign may be increased by 1 foot for every 10 feet of setback beyond the minimum applicable setback to a maximum ground sign height of 25 feet.
- [4] The support structure shall be included within the measurement of the sign's maximum height.
- [5] The maximum sign face area may be increased by 4 square feet for every 10 feet of setback beyond the minimum applicable setback to a maximum ground sign face area of 175 square feet.
- [6] Except within the DTC and DTP districts, all portions of a ground sign shall be at least 5 feet from a street right-of-way.
- [7] In cases where a ground sign is proposed and it is impossible to meet the minimum separation distance requirements from an existing ground sign, the proposed sign shall maintain the minimum street setback necessary to ensure an unimpeded view of the existing ground sign on an adjacent lot.

Adopted this the 7th day of November 2022


Glenn L. York – Mayor

SEAL

Lisa M. Markland, CMC – Town Clerk

STAFF REPORT
ORDINANCE 2023-11
BUILDING HEIGHT LIMITATION
NOVEMBER 7, 2022

Topic: ORDINANCE 2023-11 – TA-2023-04 -BUILDING HEIGHT LIMITATION

Speaker: Michael J. Clark, AICP, CZO, Planning Director
From: Michael J. Clark, AICP, CZO, Planning Director
Prepared by: Michael J. Clark, AICP, CZO, Planning Director
Approved by:  Joseph M. Moore II, PE, Town Manager

Executive Summary:

The Board of Commissioners will consider text amendments to Unified Development Ordinance (UDO) Section 5.3.3.E.8 regarding building height.

Background:

UDO Section 5.3.3.E.8 establishes an 18-foot height maximum for multi-family residential structures within 100 feet of the property line of single family detached residential structures. This section also prevents the Board of Commissioners from approving requested deviations from this standard as part of a Conditional Zoning or Planned Development Request.

At the Board Work Session on September 15, 2022 the Board of Commissioners acknowledged that they would like the ability to approve requested deviations on a case by case basis. The proposed amendment to Section 5.3.3.E.8 provides that ability.

At the Joint Public Hearing on October 10, 2022 no one spoke for or against the proposed text amendments.

Discussion:

The discussion before the Board centers around their interest in granting themselves the option of considering height deviations on a case by case basis.

Policy Analysis:

Section 5.3.3.E.8 would still regulate maximum height, however it brings this provision into alignment with the spirit and intent of Section 2.2.6.A (Conditional Rezoning) and Section 2.2.13.A (Planned Development). It further establishes flexibility when the result would be better than what the strict interpretation of the ordinance would otherwise allow. This advances the Town's efforts to Grow Smart as noted in the 2030 Strategic Plan and is consistent with the Housing Chapter of the Comprehensive Land Use Plan.

Financial Analysis:

The proposed text amendments would allow for the Board of Commissioners to approve multi-family structures of greater density when appropriate, resulting in increased tax revenue to the Town.

Planning Board Recommendation:

At the October 10, 2022 Planning Board meeting, the Planning Board unanimously recommended approval for the proposed text amendments 2023-04 finding that the amendments are consistent with the spirit and intent of Section 2.2.6.A (Conditional

STAFF REPORT
ORDINANCE 2023-11
BUILDING HEIGHT LIMITATION
NOVEMBER 7, 2022

Rezoning) and Section 2.2.13.A (Planned Development), furthers establishes flexibility when the result would be better than what the strict interpretation of the ordinance would otherwise allow, advances the Town's efforts to Grow Smart as noted in the 2030 Strategic Plan and is consistent with the Housing Chapter of the Comprehensive Land Use Plan.

Staff Recommendation:

Staff Recommends adoption of Ordinance 2023-11 for TA 2023-04 to approval the text amendments as presented.

Attachments:

1. Ordinance 2023-11

**ORDINANCE 2023-11
TEXT AMENDMENT BUILDING HEIGHT LIMITATION**

FIGURE 5.3.3.E.7: MULTI-FAMILY FAÇADE ARTICULATION

LEGEND

- A** Primary Façade
- B** Minimum 2' Articulation Every 35 Linear Feet
- C** Projections Extend to Top of Highest Story
- D** Not a Projection Because Does Not Extend to Highest Story



8. BUILDING HEIGHT

- a. Buildings subject to the standards of this section shall have a maximum height of two stories or 18 feet within 100 feet of a lot with an existing single-family detached residential dwelling, without an intervening street. ~~This standard shall apply regardless of any incentives, administrative adjustments, or planned development master plans~~ (see [Figure 5.3.3.E.8: Multi-family Building Height](#)).
- b. Building stories that are 75 percent or more below the finished grade at the front of the lot shall not be counted towards the number of allowable stories.

FIGURE 5.3.3.E.8: MULTI-FAMILY BUILDING HEIGHT

When Within 100' of a Lot With an Existing Single-Family Detached Dwelling and No Public Street in Between

A Story that is 75% or More Below Finished Grade Does Not Count Toward Story Limit



Adopted this the 7th day of November 2022


SEAL

Glenn L. York – Mayor

Lisa M. Markland, CMC – Town Clerk

STAFF REPORT
ORDINANCE 2023-12
ARTICLE 10 CORRECTIONS
NOVEMBER 7, 2022

Topic: ORDINANCE 2023-12 – TA 2023-05 ARTICLE 10 CORRECTIONS.

Speaker: Michael J. Clark, AICP, CZO, Planning Director
From: Michael J. Clark, AICP, CZO, Planning Director
Prepared by: Michael J. Clark, AICP, CZO, Planning Director
Approved by:  Joseph M. Moore II, PE, Town Manager

Executive Summary:

The Board of Commissioners will consider text amendments to Article 10 of the Unified Development Ordinance (UDO).

Background:

The UDO was approved November 2019 and implemented January 1, 2020. Several of the regulations were reflective of the previous Zoning Code or conditions. Some changes to the previous Zoning Code did not fully carry over and are reflected in Chapter 10. These include membership and assignments of the Planning Board.

The UDO includes an outdated assignment for the Planning Board. One of the final text amendments in the former Zoning Code was to reduce the ETJ representation by one member and increase the in-town representation by one member, establishing a 5-2 Town/ETJ board.

Another modification removes the reference to ex-parte communication. Since the Planning Board does not hear quasi-judicial cases, this regulation is not applicable. Other amendments include the Planning Director having the authority to designate other staff to officiate Technical Review Committee meetings and providing direction to the Building Inspector. Finally, clarification of the role of Town Manger to oversee existing tasks as listed in the UDO.

At the Joint Public Hearing on October 10, 2022 no one spoke for or against the proposed text amendments. A Planning Board member raised questions regarding the Building Inspector amendment and staff noted that the Town subcontracts this to Wake County. A commissioner inquired about ex-parte communication and the Planning Board.

Discussion:

The discussion before the Board centers around cleaning up the noted discrepancies in the UDO.

Policy Analysis:

The proposed amendment establishes Planning Board representation more consistent with population distribution and other provisions and operational processes of the UDO. Other amendments correct errors to bring Article 10 into alignment with current operations.

Financial Analysis:

The proposed process change will not require additional Town resources.

STAFF REPORT
ORDINANCE 2023-12
ARTICLE 10 CORRECTIONS
NOVEMBER 7, 2022

Planning Board Recommendation:

At the Planning Board meeting on October 10, the Board unanimously recommended approval of the proposed text amendments 2023-05 as presented finding the amendments are consistent with the "Growth" section of the Comprehensive Land Use Plan.

Staff Recommendation:

Staff Recommends adoption of Ordinance 2023-12 for TA 2023-05 to approval the text amendments as presented

Attachments:

1. Ordinance 2023-12

ORDINANCE 2023-12
TEXT AMENDMENT ARTICLE 10 CORRECTIONS

ARTICLE 10: REVIEWING AGENCIES

10.4. Planning Board

10.4. PLANNING BOARD

The Planning Board is hereby established in accordance with Section 160D-301 of the North Carolina General Statutes. The Planning Board shall have the following powers and duties, composition, and rules of procedure under this Ordinance:

10.4.1. POWERS AND DUTIES

A. RECOMMENDATION AUTHORITY

To make recommendations to the Board of Commissioners on the following applications:

1. Comprehensive Plan Amendments;
2. Development Agreements;
3. Planned Developments;
4. Special Use Permit concept plans;
5. UDO Text Amendments; and
6. Zoning Map Amendments.

B. OTHER POWERS AND DUTIES

The Planning Board shall have the following other powers and duties:

1. To make studies of the town's planning jurisdiction and surrounding areas;
2. To determine objectives to be sought in the development of the town;
3. To prepare and adopt plans for achieving these objectives;
4. To develop and recommend policies, ordinances, administrative procedures, and other means for carrying out plans that the Board of Commissioners may direct;
5. To advise the Board of Commissioners concerning the use and amendment of means for carrying out plans;
6. To exercise any functions in the administration and enforcement of various means for carrying out plans that the Board of Commissioners may direct;
7. To perform any other related duties that the Board of Commissioners may direct;
8. To conduct such public meetings as may be required to gather information necessary for the drafting, establishment, and maintenance of adopted or proposed plans and before recommending any such plans to the Board of Commissioners; and
9. To promote public interest in and an understanding of its recommendations, and to that end, publish and distribute copies of its recommendations and may employ such other means of publicity and education as it may determine.

10.4.2. COMPOSITION

A. MEMBERSHIP

The Planning Board shall consist of seven members.

B. RESIDENCE LOCATION AND APPOINTMENT

1. ~~Four~~Five members shall be citizens and residents of the town and shall be appointed by the town of Zebulon Board of Commissioners;
2. ~~Three~~Two members shall be citizens of Wake County and reside outside the town but within the extraterritorial jurisdiction boundaries of the town and shall be appointed by the Board of Commissioners of Wake County.
 - a. If despite good faith efforts, enough residents of the extra territorial planning area cannot be found to fill the seats reserved for residents of the area, then the Wake County Board of Commissioners may appoint other residents of the county (including residents of the town) to fill these seats.
 - b. If the County Board of Commissioners fails to make these appointments within 90 days after receiving a resolution from the Board of Commissioners of the town requesting that they be made,

the Board of Commissioners of the town may make them.

3. Members of the Planning Board shall hold no other official municipal government position except on a zoning board, zoning board of adjustment or housing authority board.

.....

members of the Planning Board regardless of whether the matters at issue arise within the town or within the extraterritorial area.

H. **ATTENDANCE**

Faithful attendance at meetings of the Planning Board is considered a prerequisite to continued membership, and the appointing authority may remove and replace any member continually delinquent in his duty to attend. Specifically, members of the Planning Board may be removed by the Board of Commissioners at any time for:

1. Failure to attend three consecutive meetings; or
2. Failure to attend 70% or more of the meetings within any 12-month period;
3. For any other good cause related to performance of duties.

I. **CONFLICT OF INTEREST**

1. A member of the Planning Board shall not vote, nor participate in any manner that would violate an affected person's constitutional rights to an impartial decision maker; including, but are not limited to:
 - a. A member having a fixed opinion prior to hearing the matter that is not susceptible to change;
 - b. ~~Undisclosed ex-parte communication;~~
 - c. b. A close family, business, or other associational relationship with an affected person; or
 - d. c. Financial interest in the outcome of the matter.
2. If an objection is raised to a member's participation and that member does not recuse himself or herself, the remaining members shall by majority vote rule on the objection.

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10.4. Technical Review Committee (TRC)

10.5. TECHNICAL REVIEW COMMITTEE (TRC)

The Technical Review Committee (TRC) is hereby established in accordance with Section 160D-306 and Section 160D-803 of the North Carolina General Statutes. The TRC shall have the following powers, duties, composition, and rules of procedure under this Ordinance:

10.5.1. POWERS AND DUTIES

A. APPLICATION REVIEW AND DECISION

To review and decide the following applications:

1. Preliminary Plats; and
2. Site Plans.

B. OTHER POWERS AND DUTIES

To conduct a review of any other issue deemed appropriate by the Board of Commissioners or Town Manager.

10.5.2. COMPOSITION

A. MEMBERSHIP

1. The TRC shall consist of the following persons or their appointed representatives:
 - a. Town Manager;
 - b. Planning Director;
 - c. Police Chief;
 - d. Fire Chief;
 - e. Public Works Director;
 - f. Finance Director;
 - g. Parks and Recreation Director;
 - h. Appropriate representatives from any other public utility; and
 - i. Other persons whose attendance would be beneficial to the review process as determined by the Chair.
2. Representatives from other town departments, representatives from other municipalities, NC DOT, railroad representatives, private utility companies, and public or private school systems may also attend.

B. OFFICERS

The Planning Director, or their designee shall serve as Chair of the TRC, and shall schedule committee meetings, coordinate the committee's activities, preside over committee meetings, prepare committee reports, and serve as liaison to the departments and agencies involved for clarification of issues and resolution of conflicts.

10.5.3. RULES OF PROCEDURE

A. MEETINGS

1. The TRC shall establish a regular meeting schedule, and shall meet frequently enough to discuss any plats, plans or related issues submitted to it for review.
2. The Planning Director may invite applicants to attend TRC meetings.

B. CONFLICT OF INTEREST

1. No staff member shall make a final decision on an administrative decision required by this Chapter if the outcome of that decision would have a direct, substantial, and readily identifiable financial impact on the staff member or if the applicant or other person subject to that decision is a person with whom the staff member has a close familial, business, or other associational relationship. If a staff member has a conflict of interest under this section, the decision shall be assigned to the supervisor of the staff person or such other staff person as may be designated by the development regulation or other ordinance.
2. No staff member shall be financially interested or employed by a business that is financially interested in a development subject to regulation under this Chapter unless the staff member is the owner of the land.

.....

10.6. BUILDING INSPECTOR

With respect to the administration of this Ordinance, the Building Inspector shall have the following powers and duties:

10.6.1. POWERS AND DUTIES

A. APPLICATION REVIEW AND DECISION

To review and decide applications for:

1. Building Permits; and
2. Certificates of Occupancy.

B. OTHER POWERS AND DUTIES

The Building Inspector shall have the following other powers and duties:

1. Assist with enforcement of this Ordinance in accordance with Article 8: Enforcement;
2. Process applications as designated in the Procedures Manual;
3. Provide expertise and technical assistance to the town's review authorities and administration, upon request;
4. Maintain all records pertaining to the provisions of this Ordinance and make records available for public inspection; and
5. Perform other duties as may be assigned by the Town Manager or the ~~Board of Commissioners~~ Planning Director.

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10.8. Town Manager

10.8. TOWN MANAGER

The Town Manager shall have the following powers and duties:

10.8.1. POWERS AND DUTIES

A. POWERS AND DUTIES

The ~~Town Attorney~~ Town Manager shall have the following other powers and duties:

1. Enforce this Ordinance in accordance with Article 8: Enforcement, and State law;
2. Advise applicants on the merits of proposed applications;
3. Facilitate coordinated implementation, enforcement, and periodic review of this Ordinance by keeping the Board of Commissioners informed of matters involving this Ordinance;
4. Hear appeals of development-related aspects not addressed in this Ordinance; and
5. Perform other duties as may be assigned by the Board of Commissioners in accordance with State law.

Adopted this the 7th day of November 2022

Glenn L. York – Mayor

SEAL

Lisa M. Markland, CMC – Town Clerk

STAFF REPORT
ORDINANCE 2023-13
ZONING MAP AMENDMENT - 125 W VANCE ST
NOVEMBER 7, 2022

Topic: ORDINANCE 2023-13 – Rezoning/Future Land Use
Map Amendment - 125 W Vance St
Speaker: Aaron H. Chalker, CZO, Planner II
From: Michael J. Clark, CZO, AICP, Planning Director
Prepared by: Aaron H. Chalker, CZO, Planner II
Approved by: Joseph M. Moore II, PE, Town Manager

Executive Summary:

The Board of Commissioners will consider a Zoning Map Amendment and Future Land Use Map Amendment for 125 W Vance St (PIN# 2705345218). This is a legislative case.

Background:

Staff requests rezoning a 0.18-acre parcel from Downtown Core (DTC) District to Downtown Periphery (DTP) District. The property, located between Arendell Ave and N Church St, is bounded by Vance Street to the north and railroad tracks to the south. The property contains an 8,625 square-foot warehouse building that encroaches onto the adjacent lot to the west.

Rezoning amends the Town's Official Zoning Map by changing the zoning district. Rezoned properties permit the land uses and follow the standards of the Unified Development Ordinance (UDO) for the proposed zoning district.

Staff is reviewing a recombination plat that will align the parcel boundaries with the building footprints. The plat was submitted after the Joint Public Hearing for this case.

Discussion:

Unified Development Ordinance Section 2.2.24.J provides the following standards for the Board to base their decision on the rezoning request:

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

Policy Analysis:

The Downtown Core zoning district contains the Town's oldest commercial structures. The development ordinances for this zoning district are intended to preserve and protect the established development character of the district, while encouraging redevelopment and infill consistent with the established character of the district.

The structure at 125 W Vance St, located at the zoning district boundary line between the DTC and DTP zoning districts, is a modern style warehouse constructed in 1983. This

STAFF REPORT
ORDINANCE 2023-13
ZONING MAP AMENDMENT - 125 W VANCE ST
NOVEMBER 7, 2022

building was part of the Whitley Galleries business. The remaining “showroom” buildings to the east of the subject property are older in construction and would retain the DTC Zoning designation. This rezoning will provide a logical transition between the traditional and historic architecture of the brick storefront buildings located along W Vance St, and the warehouse-type buildings that continue to the west in the periphery of downtown.

The proposed DTP zoning district provides a greater flexibility of permitted uses in general and allows all the uses within the DTC district. The list of permitted uses within the proposed Zoning District as regulated in Section 4.2.3 of the UDO is found in Attachment 8. Those uses are consistent with the spirit and intent of the general vicinity and are compatible with the surrounding land uses.

Approval of this rezoning will result in an amendment to the Future Land Use and Character Map from Urban Downtown Core (UDC) to Urban Downtown Mixed Use (UDMU). The current structure is more in keeping with the description, purpose, and intent of the Urban Downtown Mixed Use land use classification as found on Page 24 of the Land Use and Development section of the Comprehensive Land Use Plan.

Fiscal Analysis:

Rezoning the property to DTP increases its potential to redevelop into a functioning business. Redeveloped property increases property tax revenue. Functioning businesses increase sales tax revenue.

Planning Board Recommendation:

Following the Joint Public Hearing on September 19, 2022, the Planning Board considered the case. The Planning Board voted 3-1 to recommend approval of the proposed rezoning finding that the property is consistent with the character and intent of the DTP zoning district; the property is consistent with the Town’s Comprehensive Land Use Plan future land use designation of UDMU; and the rezoning meets the standards listed in Section 2.2.24.J of the UDO.

Staff Recommendation:

Staff recommends approval of the 125 W Vance St Rezoning upon the property’s consistency with the character and intent of the Downtown Periphery (DTP) zoning district, and consistency with the Town’s Comprehensive Land Use Plan future land use designation of Urban Downtown Mixed Use (UDMU). The rezoning meets the standards listed in Section 2.2.24.J of the UDO.

Board Options

1. Approve Rezoning
2. Additional Consideration:
 - a. Table to a future date and time with specific direction to staff.
3. Deny Rezoning

STAFF REPORT
ORDINANCE 2023-13
ZONING MAP AMENDMENT - 125 W VANCE ST
NOVEMBER 7, 2022

Attachments:

1. Staff Initiated Application
2. Future Land Use and Character Map
3. Aerial Map
4. Zoning Map
5. Site Pictures
6. Public Hearing Notice
7. Properties Receiving Mailed Notice
8. List of permitted uses within DTP Zoning District
9. Proposed Recombination Plat
10. Ordinance 2023 – 13

Attachment 1 - Staff Initiated Application



Town of Zebulon Planning Department

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

Project Overview

#841610

Project Title: 125 W Vance St - Rezoning

Jurisdiction: Town of Zebulon

Application Type: Zoning Map Amendment Application

State: NC

Workflow: Zoning Map Amendment: Planning Board Review

County: Wake

Description of Request

Would you like to enter your project using Street Address or PIN?: Street Address

Street Address of Property:: 125 W VANCE ST

Parcel Identification Number (NC PIN)::

Acreage:: 0.18

Deed Book:: 015889

Deed Page(s):: 01124

Existing Zoning of the Property:: DTC Downtown Core

Proposed Zoning of the Property: DTP Downtown Periphery

Existing Use of the Property: : Vacant

Proposed Use of the Property:: Vacant

Scope of Work::

Planning Staff requests rezoning a 0.18-acre parcel from Downtown Core (DTC) District to Downtown Periphery (DTP) District. The subject property is located on the south side of W Vance St, situated between Arendell Ave and N Church St. The property is also adjacent to the railroad track to the south and is improved with an 8,625 square-foot warehouse building that encroaches onto the adjacent lot to the west.

Contact Information

Contact Info: Applicant/Agent

Aaron Chalker
Town of Zebulon Planning Department
1003 N Arendell Ave
Zebulon, NC 27597
P:9198231816

Contact Info: Property Owner

James Estes
PO Box 369
Zebulon, NC 27597

Are you the owner of the property?: I am the owners agent

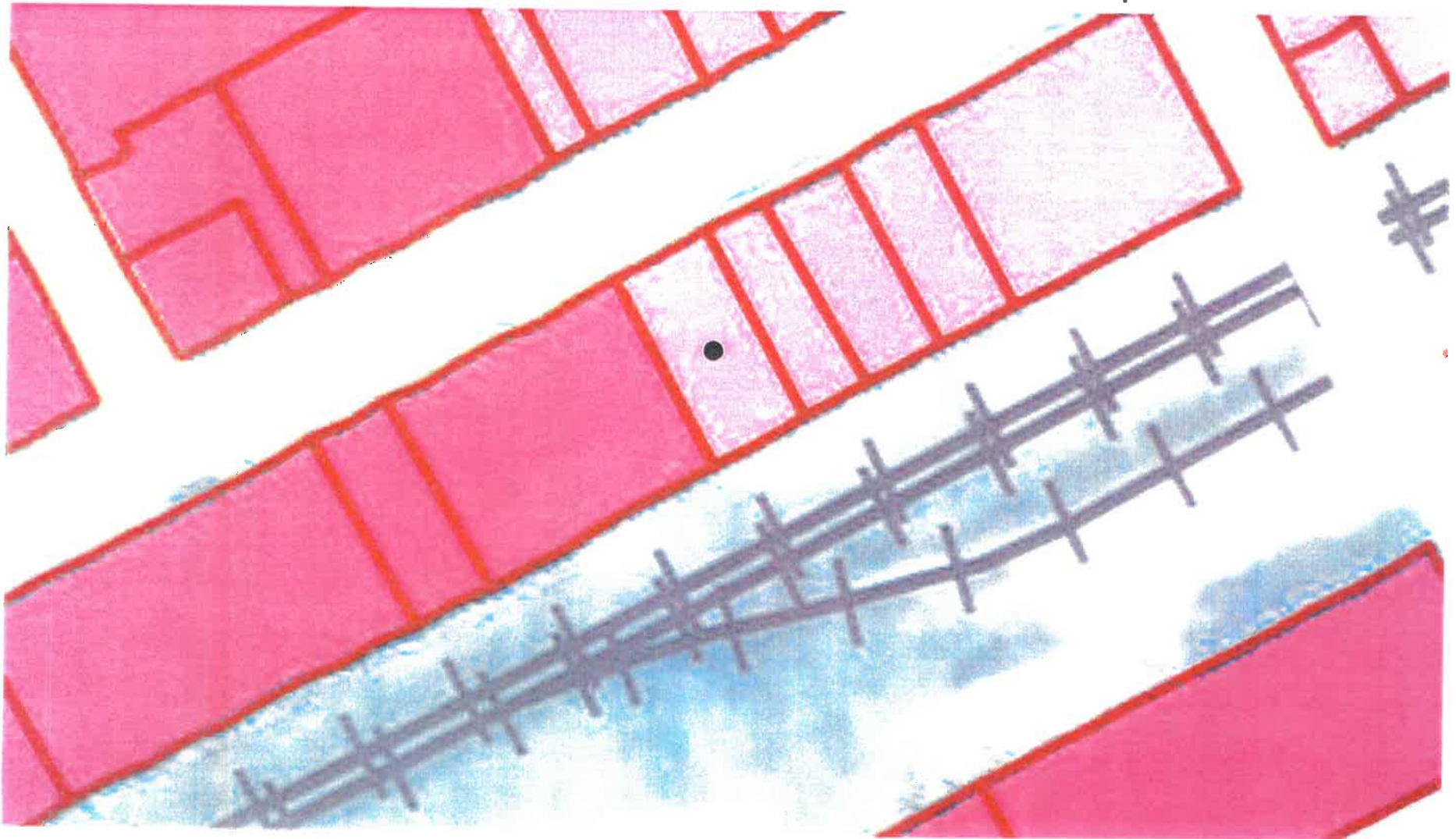
Note: If you are not the owner of the property, you must obtain the Owner's consent and signature giving you permission to submit this application.

Supplemental Information

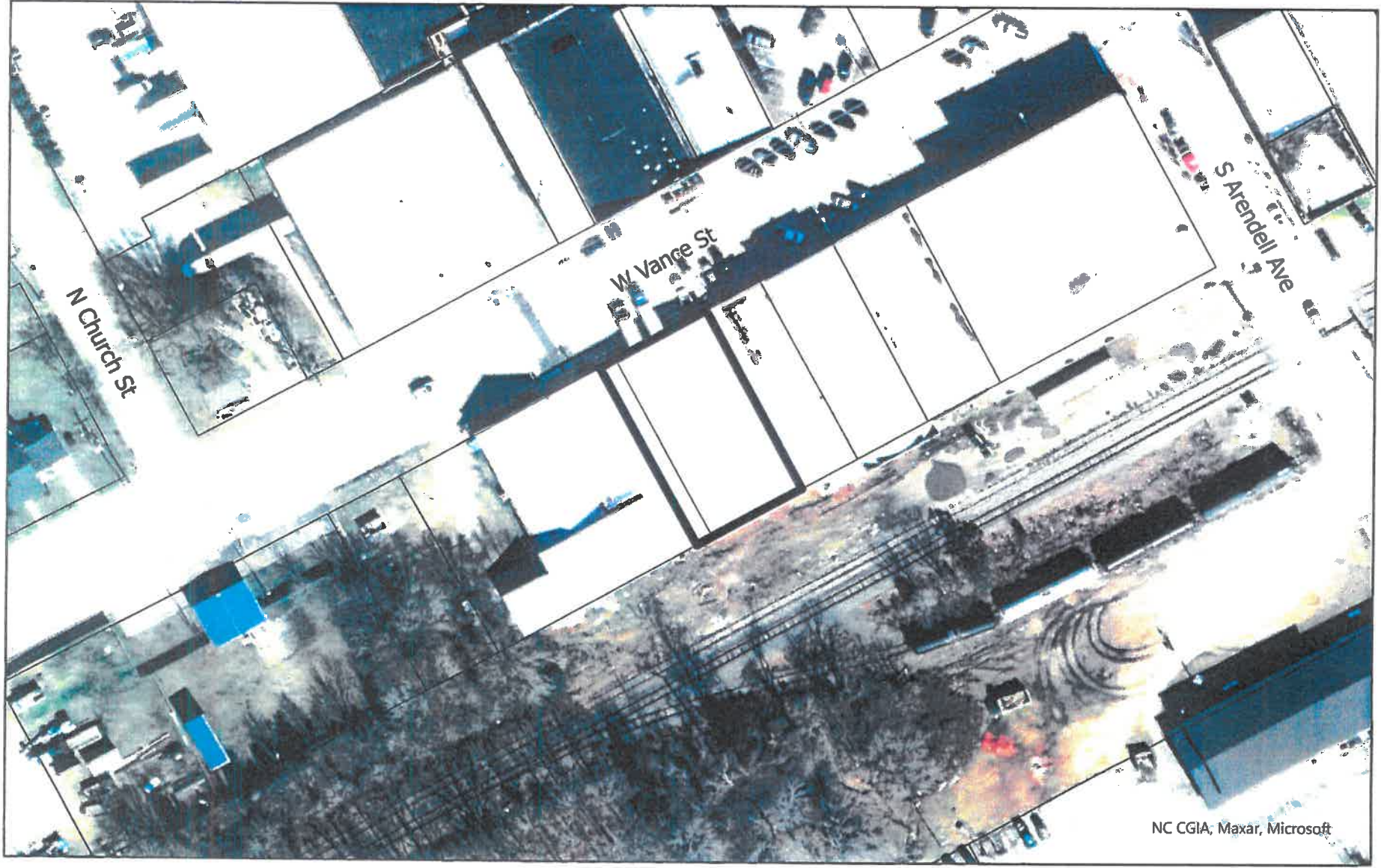
The Zoning Map Amendment Application also requires supplemental information beyond our standard online application. Please follow the directions below to access the appropriate forms and documents.

1. [Access the online Zoning Map Amendment Application Package here.](#)
2. Fill out the following sections of the document package:
 - a. Legislative Considerations;
 - b. Owner's Consent Form (also available via hyperlink in your submittal checklist – note that only one consent form is required)

Attachment 2 - Future Land Use and Character Map

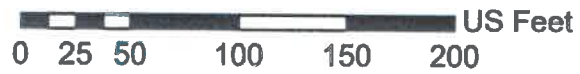
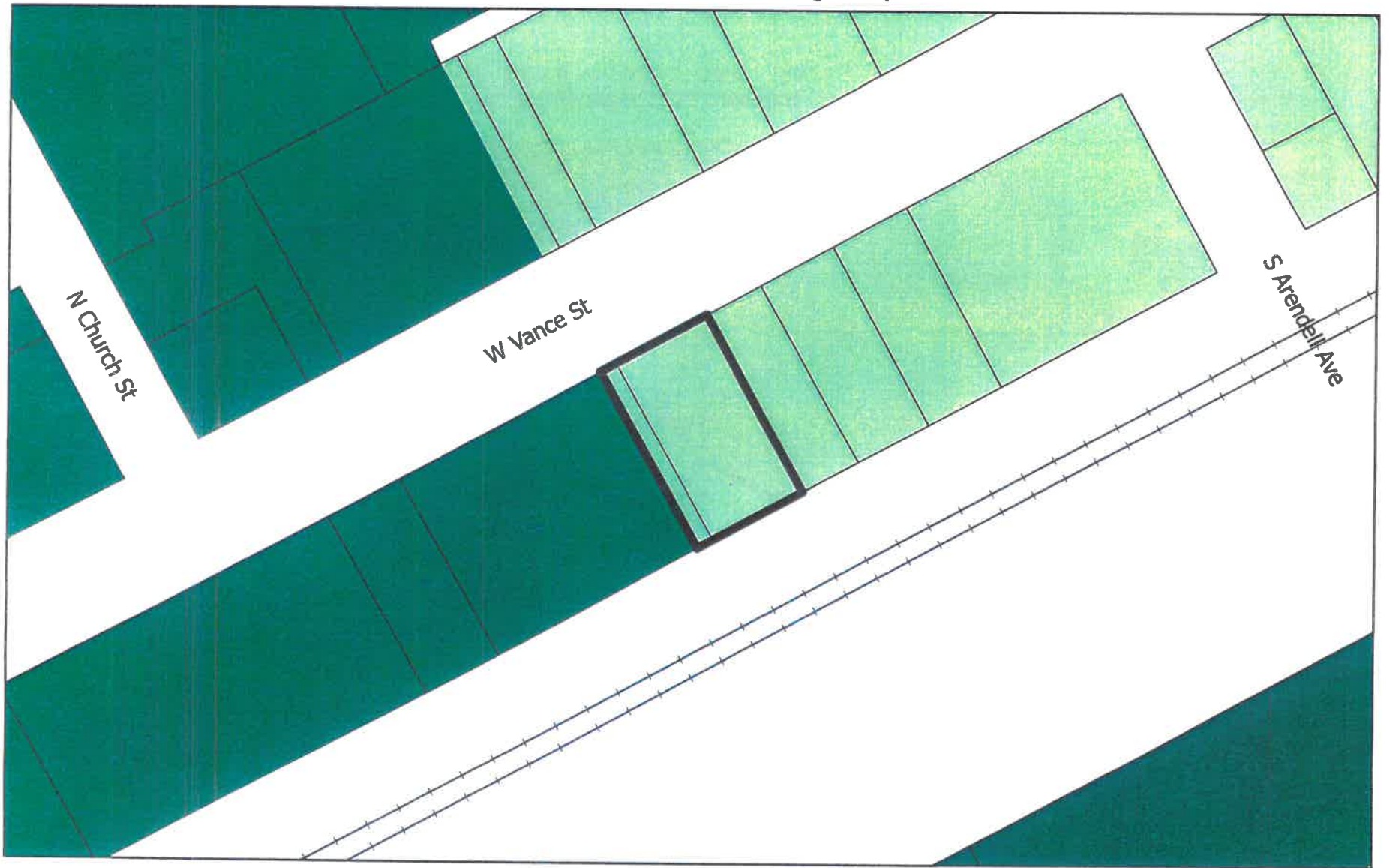


Attachment 3 - Aerial Map



- Subject Property
- Parcels

Attachment 4 - Zoning Map



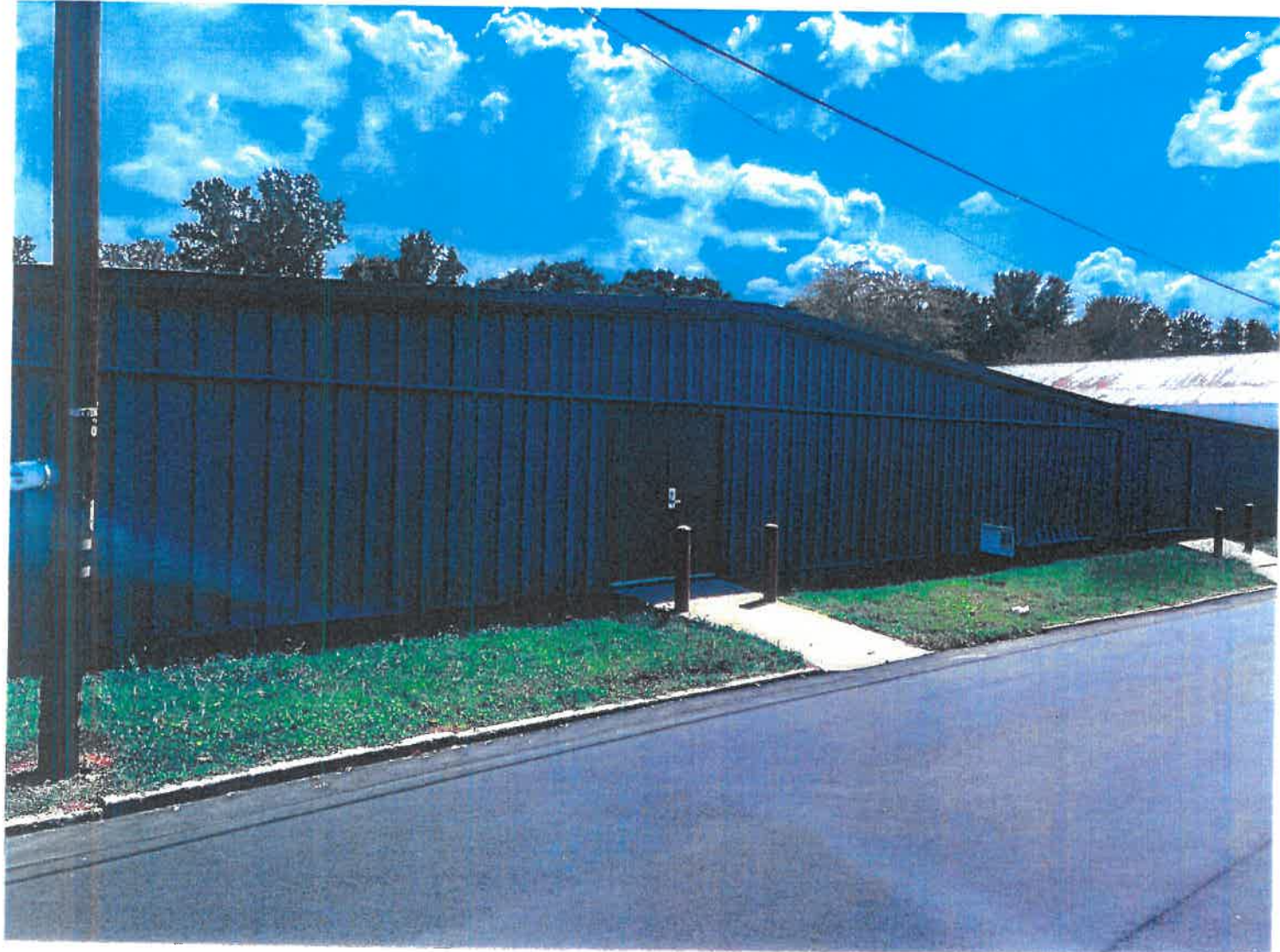
- Subject Property
- Parcels
- DTP, Downtown Periphery
- DTC, Downtown Core
- Railroad

Attachment 5 - Site Pictures (125 W Vance St)



Notice of Public Hearing sign

Attachment 5 - Site Pictures (125 W Vance St)



Front of building at 125 W Vance St

Attachment 5 - Site Pictures (125 W Vance St)



Adjacent building to the left (121 W Vance St)

Attachment 5 - Site Pictures (125 W Vance St)



Adjacent building to the right (135 W Vance St)

Attachment 5 - Site Pictures (125 W Vance St)



View down W Vance St away from Downtown Core

Attachment 5 - Site Pictures (125 W Vance St)



View down W Vance St toward Downtown Core

Attachment 6

Notice of Public Hearing

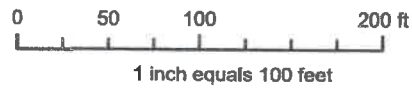
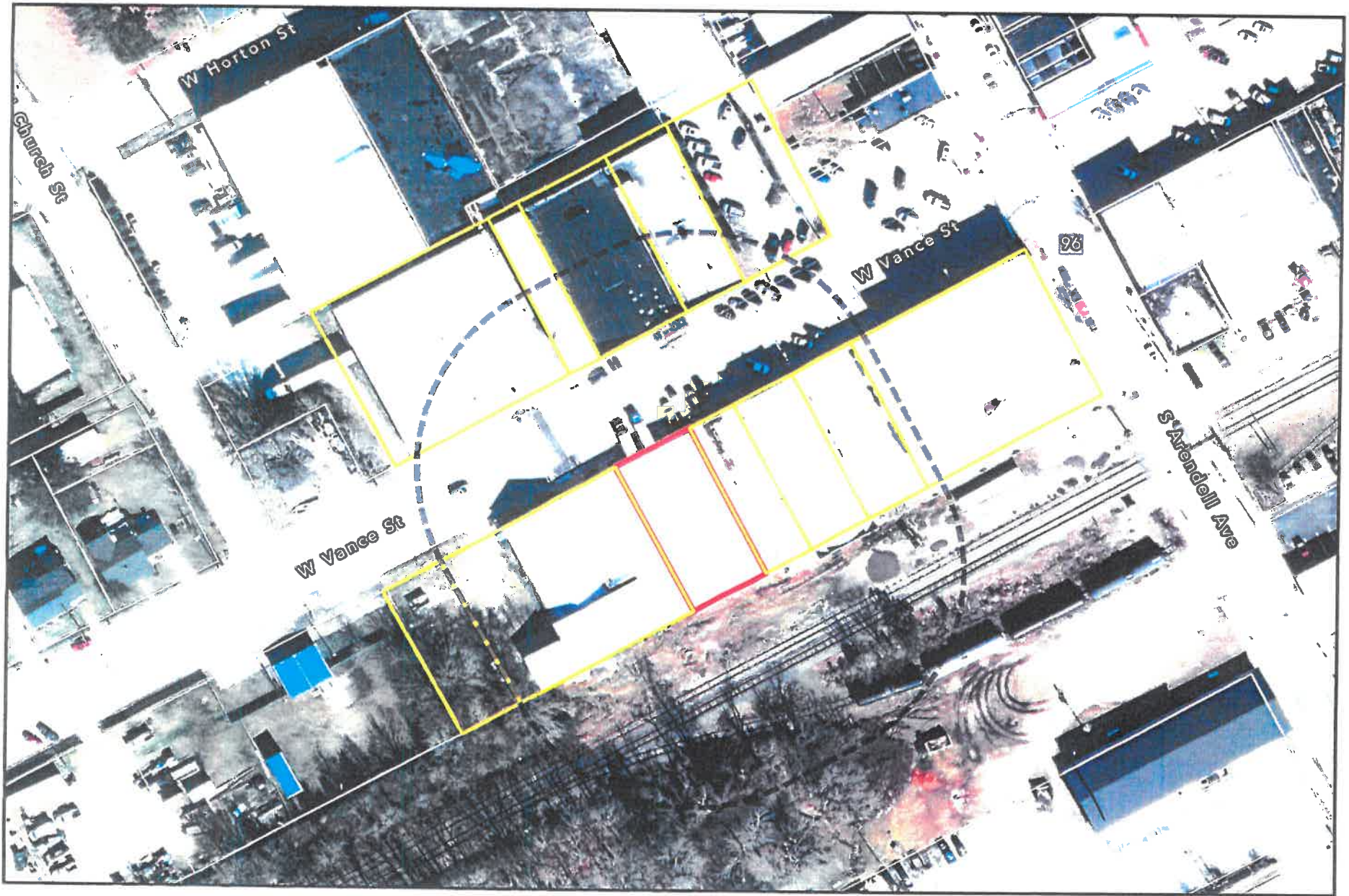
Notice is hereby given pursuant to the provisions of Article 2.2.24 of the Town of Zebulon Unified Development Ordinance that a public hearing will be held on **September 19, 2022 at 7:00 PM** at the **Zebulon Municipal Complex, 1003 N. Arendell Avenue**, and will be conducted by the Board of Commissioners of the Town of Zebulon for the purpose of considering the following items:

IDT Project Number 841610 - 125 W Vance St. PIN # 2705345218.

A request by the Zebulon Planning Department requesting a Zoning Map Amendment from Downtown Core (DTC) to Downtown Periphery (DTP).

If you are unable to attend the meeting, but would like to provide comments, the Town of Zebulon encourages that all public comments be submitted to Deputy Town Clerk Stacie Paratore at SParatore@TownofZebulon.org no later than 12:00 Noon on the day of the hearing to be read into the record. The meeting will be streamed live and links will be provided along with the full application packet and documentation on the Planning Department web page at www.TownofZebulon.org/services/planning. For questions or additional information, please contact us at (919) 823-1809.

Attachment 7 - Properties Receiving Mailed Notice



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

**Attachment 8 – 125 W Vance St Rezoning – List of Uses Permitted or Allowed
with a Special Use Permit in the DTP District**

- Assisted Living Facility
- Boarding/Rooming House
- Bungalow Court
- Continuing Care Retirement Center
- Duplex Dwelling
- Family Care Home
- Group Home (S)
- Live/Work Dwelling
- Multi-family Dwelling
- Pocket Neighborhood
- Nursing Home
- Single-family Attached Dwelling
- Single-family Detached Dwelling
- Triplex/Quadplex
- Upper-story Residential
- Adult Day Care Center (S)
- Antenna Collocation, Major
- Antenna Collocation, Minor
- Arboretum or Formal Garden
- Auditorium
- Blood/Tissue Collection (S)
- Broadcasting Studio
- Child Day Care Center
- College or University
- Community/Youth/Senior Center
- Community Garden
- Coliseum or Arena
- Conference or Convention Center
- Cultural Facility, Library, or Museum
- Drug/Alcohol Treatment Facility (S)
- Fire/EMS/Police Station
- Fraternal Club or Lodge (S)
- Government Office
- Hospital (S)
- Indoor Private Recreation
- Outdoor Private Recreation (S)
- Park (public or private)
- Passenger Terminal
- Post Office
- Religious Institution (S)
- School, Elementary (S)
- School, High/Middle (S)
- School, Vocational
- Small Wireless Facility
- Temporary Wireless Facility (S)
- Urgent Care Facility
- Utility, Major
- Utility, Minor
- ABC Store (S)
- Animal Day Care/Grooming
- Art Gallery
- Artisan Studio
- Auction House
- Automotive Repair and Servicing (without painting/bodywork) (S)
- Automotive Sales and Rentals
- Automotive Parts and Accessories Sales
- Bar, Cocktail Lounge, or Private Club
- Bed and Breakfast
- Bottle Shop (with on premise consumption)
- Business Incubator
- Car Wash or Automobile Detailing
- Catering Establishment
- Check Cashing/Payday Lending Establishment (S)
- Clothing Rental
- Coffee Shop
- Commercial Recreation, Indoor
- Computer-Related Services

All uses are permitted by right, unless otherwise noted with an (S) for Special Use Permit

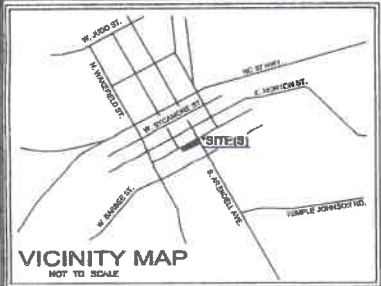
- Convenience Store (no gasoline sales)
- **Convenience Store (with gasoline sales) (S)**
- Co-Working Space
- Event Venue
- Financial Services Establishment
- Grocery Store
- Gymnasium/Fitness Center
- Hair, Nails, and Skin-Related Services
- Hotel or Motel
- Laundry or Cleaning Service
- Microbrewery, Microwinery, or Microdistillery
- Nightclub or Dance Hall
- Office, Medical
- Office, Professional
- Office, Sales or Service
- Package and Printing Service
- Park and Ride Facility
- Parking Lot
- Parking Structure
- Pawn Shop
- Pharmacy
- Pool Hall (S)
- Repair Shop (not vehicle-related)
- Restaurant Indoor/Outdoor Seating
- Restaurant, Walk-up Only
- **Retail, Large Format (S)**
- Retail Use, Other
- **Self Service Storage, Internal Access Only**
- Specialty Eating Establishment
- **Tattoo and Piercing Establishment (S)**
- Theatre
- Vape, Tobacco, and CBD Shop
- Veterinary Clinic
- **Flex Space**

- **General Industrial Services (S)**
- Makerspace
- **Recycling Center (S)**
- **Research and Development**
- **Warehouse, Storage**
- Farmer's Market

All permitted uses in current DTC zoning (total of 63) are also permitted in the proposed DTP district. These uses are not highlighted with any color.

DTP zoning would add 44 additional uses to what is currently permitted under DTC. Each of the additional uses are highlighted in yellow.

All uses are permitted by right, unless otherwise noted with an (S) for Special Use Permit



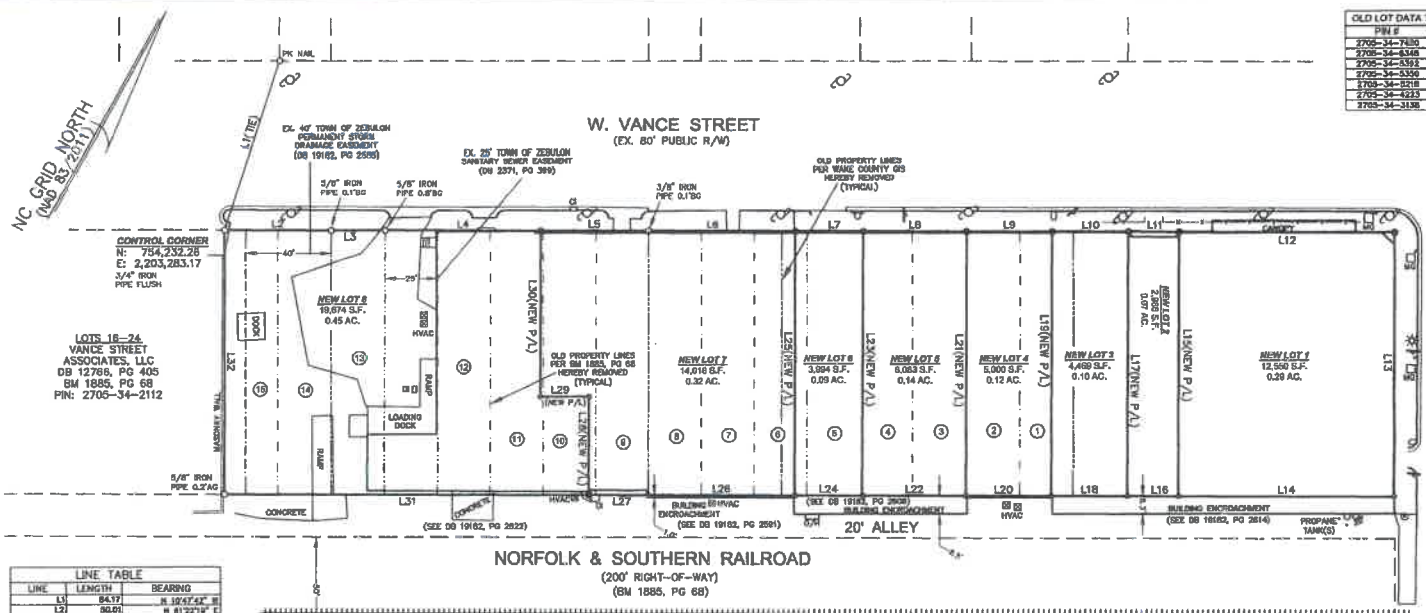
REFERENCES:

DEED BOOK 15855, PAGE 289
 DEED BOOK 15889, PAGE 1124
 BOOK OF MAPS 1885, PAGE 68
 BOOK OF MAPS 2009, PAGE 555
 *OTHERS SHOWN HEREON

LEGEND and NOMENCLATURE

- SYMBOLS**
- Easement (shaded or hatched)
- Easement (unshaded)
- New lot (shaded)
- Calculated point
- Utility pole
- Telephone pedestal
- Electric pedestal
- Fire hydrant
- Valve (water or gas)
- Manhole
- Storm catch basin
- Driveway curb (curb side)
- Storm drain manhole
- Utility pole
- Lamp post
- Street sign
- Day view
- Sign post
- Data transmission tower
- BM 1885, PG 68

- NOTES:**
- All distances are horizontal ground distances in u.s. survey feet unless otherwise noted. Area(s) computed by coordinate geometry.
 - This survey does not include nor depict any environmental evaluations.
 - Field survey(s) performed January 13 & 26, 2022.
 - Surveyor has made no investigation or independent search for encumbrances of record, easements, restrictive covenants, or other facts that affect the validity or any other facts that affect the accuracy and current use search may disclose.
 - The locations of underground utilities as shown hereon (if any) are based on aboveground structures and aboveground visual evidence only. Locations of underground utilities/structures may vary from location shown hereon. Additional buried utilities/structures may be encountered. No excavations were made during the progress of this survey to locate buried utilities/structures.
 - Subject properties are not located within a special flood hazard zone per FEMA Flood Insurance Rate Map (FIRM) #3720270001, effective date May 2, 2006.
 - The State Plane Coordinates for this project were produced with RTK GPS observations and processed using the North Carolina VRS network. The network positional accuracy of the derived positional information is ±0.07'.
 Horizontal Datum = NAD 83 / 2011



LINE	LENGTH	BEARING
L1	84.17	N 89°27'54" E
L2	69.01	N 81°22'24" E
L3	28.40	N 81°13'24" E
L4	73.38	N 81°22'24" E
L5	61.13	N 81°13'24" E
L6	68.42	N 81°20'24" E
L7	25.07	N 81°20'24" E
L8	48.33	N 81°20'24" E
L9	40.07	N 81°20'24" E
L10	35.74	N 81°20'24" E
L11	23.85	N 81°20'24" E
L12	62.93	N 81°20'24" E
L13	125.00	N 81°20'24" E
L14	108.90	N 81°20'24" E
L15	125.01	N 81°20'24" E
L16	23.81	N 81°13'24" E
L17	125.02	N 81°13'24" E
L18	35.73	N 81°13'24" E
L19	125.02	N 81°13'24" E
L20	38.61	N 81°13'24" E
L21	125.03	N 81°13'24" E
L22	48.77	N 81°13'24" E
L23	125.04	N 81°13'24" E
L24	31.81	N 81°13'24" E
L25	125.04	N 81°13'24" E
L26	68.38	N 81°13'24" E
L27	28.35	N 81°13'24" E
L28	48.49	N 81°13'24" E
L29	23.85	N 81°13'24" E
L30	79.38	N 81°13'24" E
L31	125.05	N 81°13'24" E
L32	125.05	N 81°13'24" E

CERTIFICATE OF OWNERSHIP AND DEDICATION

I hereby certify that I am the owner of the property shown and described herein, which is located in the jurisdiction of the Town of Zebulon and all sheets related hereto, and that I hereby adopt this exempt plat with my free consent.

Owner _____ Date _____

Owner _____ Date _____

Owner _____ Date _____

Owner _____ Date _____

Owner _____ Date _____

Owner _____ Date _____

STATE OF _____
 COUNTY OF _____

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated:

Signature _____ Date _____

Printed Name _____ Notary Public

My commission expires: _____

STATE OF _____
 COUNTY OF _____

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated:

Signature _____ Date _____

Printed Name _____ Notary Public

My commission expires: _____

I hereby certify that the subdivision plat shown hereon has been found to comply with the subdivision regulations for Zebulon, North Carolina, with the exception of such variances, if any, as are noted and that this plat has been approved by the Town of Zebulon for recording in the office of the Register of Deeds of Wake County.

Date _____ Subdivision Administrator _____

PRELIMINARY
 THIS PLAT NOT TO BE USED FOR
 RECORDED
 CONVEYANCE
 SALES
 CONSTRUCTION

STATE OF NORTH CAROLINA-COUNTY OF WAKE
 TOWN OF ZEBULON

I, _____ Review
 Officer of Wake County, certify that this plat meets all
 statutory requirements for recording.

Review Officer _____ Date _____

Approval expires if not recorded on or before: _____

RECOMBINATION PLAT
PROPERTIES OF
CHARLES W. ESTES, ROBIN S. ESTES,
JAMES K. ESTES, WILLIAM AYDEN
CARROLL, JR. & MARTHA NELLE ESTES CARROLL
 LITTLE RIVER TOWNSHIP WAKE COUNTY NORTH CAROLINA



ORDINANCE 2023-13
AMENDMENT TO ZONING MAP FOR
125 W. VANCE STREET (Pin # 2705345218)

The proposed Amendment to the official Zoning Map as described in Section 3.2 of the Unified Development Ordinance for approximately 0.18 acres located at 125 W. Vance Street with associated Wake County Pin # 2705345218 is hereby be rezoned from Downtown Core (DTC) to Downtown Periphery (DTP) in accordance with Section 2.2.24 of the Town of Zebulon Unified Development Ordinance and the attached map.

Adopted this the 7th day of November 2022


Glenn L. York – Mayor

SEAL

Lisa M. Markland, CMC – Town Clerk

STAFF REPORT
ORDER DENYING SUP 2023-01
ZEBULON ASPHALT
NOVEMBER 7, 2022

Topic: SUP 2023-01 Zebulon Asphalt – Order Denying SUP 2023-01

Speaker: Michael J. Clark, AICP, CZO, Planning Director
From: Michael J. Clark, AICP, CZO, Planning Director
Prepared by: Michael J. Clark, AICP, CZO, Planning Director
Approved by:  Joseph M. Moore II, PE, Town Manager

Executive Summary:

The Board of Commissioners must adopt a written order reflective of their quasi-judicial decisions. The Order Denying Special Use Permit for SUP 2023-01 reflects Board action taken on October 3, 2022.

Background:

At their Regular Meeting on October 3, 2022, the Board of Commissioners held a quasi-judicial hearing regarding a request for an Asphalt Plant at 1324, 1320, and 1310 Old US 264 Hwy. Following the hearing, the Board deliberated the evidence against the standards of UDO Section 2.2.18.F. and voted 3-2 to deny the requested Special Use Permit finding that standard #1 was not met.

State Statutes (§160D-406(j)) require, "Each quasi-judicial decision shall be reduced to writing, reflect the board's determination of contested facts and their application to the applicable standards, and be approved by the board and signed by the chair or other duly authorized member of the board." The attached Order (Attachment 1) was prepared by the Town Attorney to satisfy that requirement.

Discussion:

The discussion before the board is to determine if the attached Order reflects the decision of the Board, and to take action to approve or not approve the Order as presented.

Policy Analysis:

An Order reflective of the Board's decision for a quasi-judicial request is a requirement of NCGS 160D-604.

Financial Analysis:

A financial analysis is not applicable for consideration of an order based on a past quasi-judicial decision.

Staff Recommendation:

Staff Recommends consideration of the attached Order for approval.

Attachments:

1. Order Denying SUP 2023-01

ORDER DENYING SPECIAL USE PERMIT

Case #: SUP-2023-01

Date of Denial: October 3, 2022

Applicant: Michael Birch, Longleaf Law Partners

Owner: Brothers Parking and Storage, LLC
CCCRE Holdings, LLC

Property Location: 1324, 1320, and 1310 Old US 264 Hwy

Tax PINS: 2715250636, 2715254652, & 2715256552

Property Size: 6.41 acres

Development Name: Zebulon Asphalt Plant

Existing Zoning: Heavy Industrial (HI)

Requested Action: Approval of a Special Use Permit for location and operation of an Asphalt Plant, Per UDO Section 2.2.18.F.

The Town of Zebulon Board of Commissioners held an evidentiary hearing on Monday, October 3, 2022 to gather competent, material, and substantial evidence in order to make findings for a quasi-judicial decision. Following the October 3, 2022 evidentiary hearing and having considered the evidence and testimony provided at the evidentiary hearing and entered into the record at the evidentiary hearing, the Town of Zebulon Board of Commissioners considered the request based on the following provisions as set forth in UDO Section 2.2.18.F, which states that a special use [permit] shall be approved upon a determination that the special use:

- Finding 1: Will not materially endanger the public health or safety if located where proposed;
- Finding 2: Complies with all required standards, conditions, and specifications of this Ordinance, including Article 4: Uses;
- Finding 3: Will not substantially injure the value of the abutting land, or the special use is a public necessity;
- Finding 4: Will be in harmony with the area in which it is to be located;
- Finding 5: Is in general conformity with the Town’s adopted policy guidance; and

Finding 6: Includes a concept plan that accurately depicts the proposed use's configuration.

After considering all of the evidence presented before it, the Town of Zebulon Board of Commissioners voted 3-2 to deny the Special Use Permit application as the Board determined the evidence submitted failed to meet the following required Finding(s) of Fact:

Finding 1: [The special use] will not materially endanger the public health or safety if located where proposed.

The Board determined that the evidence submitted failed to demonstrate how the special use of the proposed asphalt plant will not materially endanger the public health or safety if located where proposed. The board discussed the evidence presented during the hearing and determined that the applicant failed to submit sufficient evidence to demonstrate how particulate matter and chemicals from the asphalt plant's operation would travel in the air and the effect that particulate matter and chemicals would have on surrounding properties. The Board heard evidence and determined that there existed a nearby pharmaceutical and food packaging facility and an adjoining residential home that would be materially endangered by particulate matter and chemicals in the air resulting from the proposed asphalt plant's operations.

Therefore, since the Board of Commissioners found that the evidence submitted did not demonstrate that the special use will not materially endanger the public health or safety if located where proposed, the request for the special use permit is denied.

Glenn L. York - Mayor

November 7, 2022

SEAL

Attest

Lisa M. Markland, CMC – Town Clerk

STAFF REPORT
ORDINANCE 2023-08
ZEBULON SWIMMING POOL DEMOLITION
APPROPRIATION OF FUND BALANCE
NOVEMBER 7, 2022

Topic: Ordinance 2023-08 – Zebulon Swimming Pool Demolition
Speaker: Chris Ray, Public Works Director
From: Chris Ray, Public Works Director
Prepared by: Chris Ray, Public Works Director
Approved by: Joseph M. Moore II, PE, Town Manager

Executive Summary:

The Board will consider a budget transfer to fund the demolition of the Zebulon Swim Pool Association property.

Background:

The Town went under contract to purchase the Zebulon Swim Pool Association property on May 23rd, 2022, with a 180-day due diligence period inclusive of a Phase I environmental report, soil borings, boundary and topographic surveys. The report found no negative environmental impacts.

At their Work Session on October 20, 2022, the Board of Commissioners voted to purchase the Zebulon Swim Pool Association property (309 West Glenn Street) and demolish the site.

While the Board considers how the property fits into the Town's Parks and Recreation Master Plan (*Play Zebulon*), the site needs to be secured to address the liability and public safety concerns associated with the existing structures (pool house, underground pumphouse, and tarp-covered swimming pool).

Discussion:

The discussion before the Board is weighing the liability and public safety concerns of keeping the existing structures in-tact and accessible. Board options include securing the site, filling the pool with exiting material, or demolishing the site. Filling the pool and demolishing the site require Budget Adjustments.

Financial Analysis:

To secure the site with additional fencing is estimated to cost \$1,000. This option only makes the site harder to access but retains the liability and safety concerns associated with the existing structures if/when the fencing is breached.

To backfill the pool with existing materials and off-site fill material is estimated to cost \$179,000. This option removes the liability and safety concerns associated with leaving the pool in-tact but retains the liability and safety concerns associated with the building and underground pumphouse.

Following the Architect's and Geotechnical Engineers recommendation of demolishing the site, disposing of all debris, and filling the pool with off-site compactable material is estimated to cost \$250,000. This option removes all liability and safety concerns, and provides the greatest flexibility for choosing future development options.

STAFF REPORT
ORDINANCE 2023-08
ZEBULON SWIMMING POOL DEMOLITION
APPROPRIATION OF FUND BALANCE
NOVEMBER 7, 2022

Description	Quantity	Units	Unit Cost	Total
Initial Site Security/Disposal	1	LS	\$ 1,000	\$ 1,000
Construction/Demolition	1	LS	\$151,100	\$151,100
Design/CA/Permitting	1	LS	\$ 30,000	\$ 30,000
Geotechnical Allowance	1	LS	\$ 15,000	\$ 15,000
Construction CPI @ 15%	1	LS	\$ 22,665	\$ 22,665
Contingency @ 20%	1	LS	\$ 30,235	\$ 30,235
Project Budget				\$250,000

Currently, the Town of Zebulon has approximately \$11.5 million in Unassigned Fund Balance. Consistent with the Fund Balance policy of 50%, \$655,000 is available for appropriation.

Policy Analysis:

The Local Government Budget and Fiscal Control Act (NCGS §159-15) allows amendments to the budget ordinance with Board approval.

The pool was included as a Contributing Structure in the Zebulon National Historic District application submitted by Preservation Zebulon, Inc. to the National Park Service. The Keeper of the National Register recently included the district on the National Register of Historic Places.

Review of this work by the Keeper of the National Register is not required because no Federal Funds will be used for the project. 36 USC § 800.11(c) defines Approval of the Expenditure of Funds as “any final agency decision authorizing or permitting the expenditure of Federal funds or financial assistance on an undertaking, including any agency decision that may be subject to an administrative appeal.” The removal of the pool is being paid for by the Town’s General Fund balance and will not include any federal funds. (36 USC § 800).

Staff Recommendation:

Staff recommends approval of Ordinance 2023-08.

Attachments:

1. Ordinance 2023-08

ORDINANCE 2023-08

BE IT ORDAINED by the Board of Commissioners of the Town of Zebulon, that pursuant to North Carolina General Statutes 159-15, the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2023.

Section 1. To amend the General Fund budget as follows:

	INCREASE	DECREASE
REVENUES		
Fund Balance Appropriated	250,000.00	
EXPENDITURES		
Parks & Recreation – Zebulon Swimming Pool Demolition		250,000.00

Section 2. Copies of this amendment shall be furnished to the Town Clerk, and to the Budget Officer, and to the Finance Officer for their direction.

Adopted: November 7, 2022


Effective: November 7, 2022

Glenn L. York - Mayor

ATTEST:

Lisa M. Markland, CMC - Town Clerk

STAFF REPORT
BOARD APPOINTMENTS
NOVEMBER 7, 2022

Topic: Board Appointments
Speaker: Lisa M. Markland, CMC, Town Clerk
From: Stacie Paratore, CMC, Deputy Town Clerk
Prepared by: Stacie Paratore, CMC, Deputy Town Clerk
Approved by:  Joseph M. Moore, II, PE, Town Manager

Executive Summary:

The Board of Commissioners will consider persons interested in serving on the Planning Board and Parks and Recreation Advisory Board.

Background:

The Board of Commissioners appoints members to Boards (Planning Board, Board of Adjustment, and Parks and Recreation Advisory Board) who make recommendations or decisions in their respective areas. Persons interested in serving on these appointed Boards present applications to the Board of Commissioners for consideration.

Discussion:

The discussion before the Board is whether to appoint those interested in serving on the Planning Board, Board of Adjustment and Parks and Recreation Advisory Board.

Planning Board

There is one in-Town vacancy. The in-Town vacancy is an uncompleted term of a member who resigned their position when they moved their residency outside of Town limits (Code of Ordinances require residency within Town limits (§31.31)). The in-Town vacancy term expires on June 30, 2024.

The Town received the following applications:

- Latoya Carter
- Peggy Alexander

Parks and Recreation Advisory Board

There is one in-Town vacancy. The in-Town vacancy term expires on June 30, 2025.

The Town received the following applications:

- Wendi Watson

Staff Recommendation:

No recommendations on Board appointments.

Attachments:

1. Applications

TOWN OF ZEBULON Application for Board Appointments

Please indicate which board you are interested in serving on. If you are interested in more than one board please list them by preference by using numbers (1,2,3). Please attach a copy of your driver's license for proof of eligibility to serve.

Board of Adjustment Planning Board Parks & Recreation Advisory

Name Latoya R. Carter

Address 2408 Sandare Drive Zebulon NC 27597

E-mail lgred1228@yahoo.com Date of Birth (month & Day) 2/11

Phone (Home) 919-671-0518 (Work) 252-399-2112^{X 388} (Cell) 919-671-0518

Employer DOSH North Carolina Gov. Occupation Advocate

Do you live in the Zebulon Corporate Limits ETJ Years in Zebulon 5 yrs

Do you currently, or have you previously, served on any Town of Zebulon, or other municipal board, commission or committee? Yes No If you answered yes, please list them below (use the back if necessary).

Board/Commission/Committee	From	To

Have you taken the opportunity to attend any previous board meetings prior to the notice of this vacancy? Yes No

Describe extent and meetings attended BAC Meeting - new town - came to sit in on meeting witnessed a student from local Elementary School be recognized w/ his family in attendance.
Why do you want to serve on this board or commission? I would like to serve on the board to

learn more about the economic, cultural and political development of Zebulon.

Why would you be an asset to this board or commission? As a licensed social worker I feel that I bring a unique skill set that would provide a voice in decision making, serve my community, and feel this would also be a great learning opportunity.

What are your qualifications? I have served on various committees and boards through work and in the community.

What areas of concern would you like to see the Board or Commission address? growth and development and land use

I certify that the above information is correct. I understand that this is an application to be considered for appointment to a Town of Zebulon board, commission or committee and that final appointment is made by the Zebulon Board of Commissioners. I also understand that any service, if appointed, would be without compensation. This application will remain on file for a period of 6-months from the date of application.

Date 7/1/2022 Signature Latoya R. Carter

Please fill out the form completely and return it to Stacie Paratore at Town Hall. If you have any question call 919-823-1802.

TOWN OF ZEBULON

Application for Board Appointments

Please indicate which board you are interested in serving on. If you are interested in more than one board please list them by preference by using numbers (1,2,3). Please attach a copy of your driver's license for proof of eligibility to serve.

Board of Adjustment
 Planning Board
 Parks & Recreation Advisory

Name Peggy Alexander

Address 216 W. Jield St., Zebulon, NC 27597

E-mail hancorriber@gmail.com Date of Birth (month & Day) 02/11

Phone (Home) _____ (Work) _____ (Cell) 919 271 9429

Employer _____ Occupation retired

Do you live in the Zebulon Corporate Limits ETJ _____ Years in Zebulon Substantially 21 year ago

Do you currently, or have you previously, served on any Town of Zebulon, or other municipal board, commission or committee? Yes _____ No If you answered yes, please list them below (use the back if necessary).

Board/Commission/Committee	From	To

Have you taken the opportunity to attend any previous board meetings prior to the notice of this vacancy? Yes No *virtually*

Describe extent and meetings attended Attended virtual mtgs regarding development

Why do you want to serve on this board or commission? I am interested and concerned about present and future development of pristine lands, particularly its effect on traffic & employment in Zebulon

Why would you be an asset to this board or commission? I am retired and can commit whatever time is needed to be an asset to the board - I want future Zebulon to be great for all.

What are your qualifications? 23 years in State govt - employment (part) with both Belk and Walgreens in Zebulon.

What areas of concern would you like to see the Board or Commission address? Development of specific areas in Zebulon, such as proposed development of Glapo Smith-Cline area & others

I certify that the above information is correct. I understand that this is an application to be considered for appointment to a Town of Zebulon board, commission or committee and that final appointment is made by the Zebulon Board of Commissioners. I also understand that any service, if appointed, would be without compensation. This application will remain on file for a period of 6-months from the date of application.

Date 4/29/2022 Signature Peggy Alexander

Please fill out the form completely and return it to Stacie Paratore at Town Hall. If you have any question call 919-823-1802.

TOWN OF ZEBULON Application for Board Appointments

Please indicate which board you are interested in serving on. If you are interested in more than one board please list them by preference by using numbers (1,2,3). Please attach a copy of your driver's license for proof of eligibility to serve.

Board of Adjustment
 Planning Board
 Parks & Recreation Advisory

Name Wendi Watson

Address 265 Rustling Way, Zebulon NC 27597

E-mail epc_org@outlook.com Date of Birth (month & Day) 07/11

Phone (Home) 919-986-4130 (Work) 919-638-4451 (Cell) 919-638-4451

Employer North Carolina Central University Occupation Clinical Lecturer

Do you live in the Zebulon Corporate Limits Yes ETJ Years in Zebulon 6 yrs

Do you currently, or have you previously, served on any Town of Zebulon, or other municipal board, commission or committee? Yes No If you answered yes, please list them below (use the back if necessary).

Board/Commission/Committee	From	To

Have you taken the opportunity to attend any previous board meetings prior to the notice of this vacancy? Yes No

Describe extent and meetings attended N/A

Why do you want to serve on this board or commission? As a community stakeholder I am interested in assisting the Parks & Recreation department in making recommendations for quality recreation for its citizens.

Why would you be an asset to this board or commission? I am a committed member of the Zebulon community who has a vested interest in the towns growth and development of its residents particularly our youth.

What are your qualifications? I am a Licensed Clinician as well as an educator. I am currently Executive Dir and Founder of a non-profit organization here in Zebulon.


What areas of concern would you like to see the Board or Commission address? Mental Health and Substance Use prevention, education, and intervention among youth and families and the role the parks & recreations can play to address these social issues in the town of Zebulon.

I certify that the above information is correct. I understand that this is an application to be considered for appointment to a Town of Zebulon board, commission or committee and that final appointment is made by the Zebulon Board of Commissioners. I also understand that any service, if appointed, would be without compensation. This application will remain on file for a period of 6-months from the date of application.

Date 10/09/2022 Signature Wendi Watson, MSW, LCAS, LCSWA, CCSI

Please fill out the form completely and return it to Stacie Paratore at Town Hall. If you have any question call 919-823-1802.

STAFF REPORT
RESOLUTION 2023-15
2023 STREET CLOSURES FOR EVENTS
NOVEMBER 7, 2022

Topic: Resolution 2023-15 – 2023 Street Closures for Events
Speaker: Sheila Long, Parks & Recreation Director (if pulled from Consent)
From: Sheila Long, Parks & Recreation Director
Prepared by: Sheila Long, Parks & Recreation Director
Approved by:  Joseph M. Moore II, PE, Town Manager

Executive Summary:

The Board of Commissioners will consider a request to close roads and allow consumption of alcohol within the designated event boundary to host Town events in 2023.

Background:

Community surveys collected during the development of Zebulon’s 2030 Strategic Plan revealed an interest in “more community events/activities”. The Town plans and implements 2 flagship events and 1 concert series downtown. To support these events, closure of public right of way is required and Board action is needed. The following closures are requested:

Event	Date	Time	Closure Needed	Closure Time
Spring Fest	April 29	4-9 PM	Arendell Ave: Vance to Sycamore St Horton St: N. Church St to N. Poplar St. Downtown Public Lot 100 block of Arendell Alleyways	10 AM- 11:59 PM
Rock the Block	August 11 September 8 October 13	6-9 PM	Horton St: N. Church St to N. Poplar St.	10 AM- 11:30 PM
Candy Cane Lane	November 18	4-9 PM	Arendell Ave: Vance to Sycamore St Horton St: N. Church St to N. Poplar St. Downtown Public Lot 100 block of Arendell Alleyways	10 AM-11:59 PM

STAFF REPORT
RESOLUTION 2023-15
2023 STREET CLOSURES FOR EVENTS
NOVEMBER 7, 2022

Downtown businesses are growing and beginning to plan events and book rentals. Some businesses are booking their spaces up to one year out. Continuing to work towards an annual calendar of events will help planning for both the Town and private businesses downtown.

Staff will coordinate and communicate with NCDOT and businesses regarding street closures. If set up, implementation, and break down of the events will not require the complete requested closure time, than the right of way closure will be shortened.

Discussion:

The Board will consider closing public right of way for the 2023 Town-planned events held downtown, and allow consumption of alcohol within each event boundary during the operating hours of the event.

Policy Analysis:

The proposed events replicate 2022 downtown events. These events are consistent with the goals of the *Vibrant Downtown* and *Small-Town Life Focus Areas* of the *Zebulon 2030 Strategic Plan*. The proposed events specifically address a recommendation of the *Play Zebulon Parks and Recreation Master Plan*, "Offer comprehensive services through programs, events, facilities, marketing, partnerships, and community engagement".

Fiscal Analysis:

Events within FY 2023 are currently budgeted, events in the second half of the year will need to be budgeted in the FY 2024 budget. Should the Board not fund these events in FY 2024, the events will not move forward. If events are cancelled, closures will also be cancelled and associated staff costs will not be expended.

Preparing for the events a year in advance helps to evaluate the Town's capacity (human and financial) to support non-profit events.

Staff intends to release a 2023 Sponsorship packet for the event series, which will produce additional buy-in to the event series and revenue to support the efforts. Revenue accepted will be deposited to the General Fund.

Staff Recommendation:

Staff recommends approval of Resolution 2023-15 to temporarily close the right of way.

Attachments:

1. Resolution 2023-15

RESOLUTION 2023-15
STREET CLOSURE: 2023 TOWN EVENTS

WHEREAS, the *Zebulon 2030 Strategic Plan* includes a *Small-Town Life* goal to “promote more community events and festivals”, and a *Vibrant Downtown* goal to “develop events, entertainment, and cultural attractions to draw people downtown”; and

WHEREAS, the *Play Zebulon Parks and Recreation Master* recommends recreational programs that “offer comprehensive services through programs, events, facilities, marketing, partnerships, and community engagement”; and

WHEREAS, the Town has funded the installation of infrastructure, such as electric upgrades, and built place-making venues, such as the multiple phases of the Alley Activation projects, to support special events; and

WHEREAS, the Town has funded downtown events, including Candy Cane Lane & Tree Lighting Festival, Spring Fest, and Rock the Block featuring regional live music, local musicians and artist, youth performers, food trucks, vendors, and family friendly activities.

NOW, THEREFORE, BE IT RESOLVED, the Town of Zebulon will plan and implement events and authorize closure of public right of way as follows:

Event	Date	Time	Closure Needed	Closure Time
Spring Fest	April 29	4-9 PM	Arendell Ave: Vance to Sycamore St Horton St: N. Church St to N. Poplar St. Downtown Public Lot 100 block of Arendell Alleyways	10 AM- 11:59 PM
Rock the Block	August 11 September 8 October 13	6-9 PM	Horton St: N. Church St to N. Poplar St.	10 AM- 11:30 PM
Candy Cane Lane	November 18	4-9 PM	Arendell Ave: Vance to Sycamore St Horton St: N. Church St to N. Poplar St. Downtown Public Lot 100 block of Arendell Alleyways	10 AM-11:59 PM

AND BE IT FURTHER RESOLVED THAT public consumption of alcohol is permitted within the festival boundary during the events' operating hours.

Adopted the 7th day of November 2022


SEAL

Glenn L. York – Mayor

Lisa M. Markland, CMC – Town Clerk

STAFF REPORT
STORAGE MAX
SPECIAL USE PERMIT 2023-02
NOVEMBER 7, 2022

Topic: STORAGE MAX, Special Use Permit 2023-02

Speaker: Michael J. Clark, AICP, CZO, Planning Director
From: Michael J. Clark, AICP, CZO, Planning Director
Prepared by: Michael J. Clark, AICP, CZO, Planning Director
Approved by:  Joseph M. Moore II, PE, Town Manager

Executive Summary:

The Board of Commissioners will consider a Special Use Permit request for a proposed self-storage facility at 901 Proctor Road. This is a quasi-judicial request and undisclosed ex-parte communication is prohibited in accordance with NCGS 160D-109(d).

Background:

James Todd, attorney with Smith Law Partners, applied on behalf of property owners Storage Family LLC for a Special Land Use permit to construct a multi-building self-storage facility at 901 Proctor Street near the intersection of Proctor Street and Shepard School Road.

The parcel totaling 6.5 acres is zoned Heavy Commercial (HC). UDO Table 4.2.3 lists "Self Service Storage, External Access Only" and "Self Service Storage, Internal Access Only" as Special Land Uses for the HC District. The parcel to the west is zoned R2 Residential HC Heavy Commercial, and the parcels to the north and south are zoned HC Heavy Commercial. The parcels to the east are on the opposite side of Shepard School and are zoned R-13-SUP which is a legacy zoning from past Special Use permitted districts in the former Zoning Code.

The future land use classification for this parcel is SC Suburban Commercial. Please see attachment 2 for the adjacent future land use classifications.

The special use permit request was noticed and included posting in a paper of general circulation on October 28th and November 4th, 2022, posting a sign on the property, and mailed notices to all property owners within 150 feet on October 17, 2022. Information about the hearing was posted on the Town's website as well.

Discussion:

UDO Section 2.2.18.F states a special use shall be approved upon determining the use:

1. *Will not materially endanger the public health or safety if located where proposed;*
2. *Complies with all required standards, conditions, and specifications of this Ordinance, including Article 4: Uses;*
3. *Will not substantially injure the value of the abutting land, or the special use is a public necessity;*
4. *Will be in harmony with the area in which it is to be located;*
5. *Is in general conformity with the Town's adopted policy guidance; and*
6. *Includes a concept plan that accurately depicts the proposed use's configuration.*

The applicant has provided responses to each of these standards. No additional conditions have been provided.

Policy Analysis:

Comprehensive Plan, Land Use:

The future land use classification for this parcel is SC Suburban Commercial. As noted on Page 17 of the Land Use and Development section of the Comprehensive Land Use Plan, (Attachment 3) Suburban Commercial:

This designation involves commercial developments, whether at a neighborhood-focused or larger scale, that stand apart from most auto-oriented contemporary development. The suburban character is achieved through lesser coverage of the site with buildings and especially paved areas. Preservation of trees or other natural site features, along with generous landscaping, can also move a site into the suburban range of the community character spectrum relative to sites where "gray" paved surfaces predominate over "green" and open spaces.

Comprehensive Plan, Transportation:

The section of Shepard School Road fronting the property is designated to be a 4-Lane Divided Widening and the frontage along Proctor Street is designated to be a 2-Lane Divided Widening (re. "Grow Zebulon: Comprehensive Transportation Plan"). The developer will be responsible for completing roadway improvements for 50% of the required cross-section along the property frontage at the time of development and has shown applicable improvements in the proposed plans.

A Traffic Impact Analysis (TIA) report is not required as the trips generated during a weekday peak hour will be less than 100 trips. A driveway permit from NCDOT will be required for the site. Any improvements required to meet the conditions of the driveway permit will be handled during the technical review site plan approval process.

Unified Development Ordinance Requirements:

The proposed use is listed as Special Land Use in Section 4.2.3 when locating within a Heavy Commercial Zoning classification. UDO Section (4.3.5.QQ) provides additional site standards for the proposed use. The buildings will need to conform to the "primary" or "secondary" façade requirements of UDO Section 5.3.1 when fronting on a public street or as part of an internal customer circulation system.

Financial Analysis:

The impact of the proposed use on municipal services will be minimal in that it will not have a substantial impact on typical operations of Town of Zebulon departments.

Staff Recommendation/ Options:

Staff Recommends accepting testimony and review of standards Section 2.2.18.F of the UDO when considering the Special Use Permit request prior to closing the public hearing.

STAFF REPORT
STORAGE MAX
SPECIAL USE PERMIT 2023-02
NOVEMBER 7, 2022

Decision:

If the Board determines that the applicant has demonstrated that all the standards of Section 2.2.18.F have been met, then you shall approve the request. If the Board finds that any of the standard of Section 2.2.18.F have not been met, then the board shall Deny the request.

More Information:

If the Board determines that there is not enough information presented to decide, Staff recommends not closing the Quasi-Judicial hearing and tabling the request to the next regularly scheduled meeting. All requests for additional information must be made during the Quasi-Judicial hearing to prevent an ex-parte communication violation.

Additional Consideration:

If the Board determines that enough information has been presented but additional time is needed to consider the testimony and evidence presented at the Quasi-Judicial hearing, then the Board may close the hearing and table the request for the next regularly scheduled meeting. Please note that no additional information or documentation may be provided or taken into consideration after the hearing has been closed.

Attachments:

1. Application Packet
2. Future Land Use Map
3. Future Land Use Classification Description
4. Aerial Map
5. Zoning Map
6. Corporate Boundaries/ETJ Map
7. Photos
8. Public Hearing Notice Affidavit & Materials



Town of Zebulon

Planning Department

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

SPECIAL USE PERMIT APPLICATION

GENERAL INFORMATION:

A Special Use Permit in accordance with Section 2.2.18 of the UDO is a use that may be appropriate in a zoning district, but because of its nature, extent, and external effects, requires special consideration of its location, design, and methods of operation before it can be deemed appropriate in the district and compatible with its surroundings.

INSTRUCTIONS:

PRE-APPLICATION MEETING: A pre-application meeting with staff in accordance with Section 2.3.2 of the UDO to verify the application requirements, processes, and procedures regarding a proposed request. To schedule a meeting, applicants must e-mail a pdf map, drawing, model, site or sketch plan to Assistant Planning Director Meade Bradshaw (mbradshaw@TownofZebulon.org) no later than five (5) working days prior to the desired meeting day.

APPLICATION PROCEDURE – The applicant requesting a Special Use Permit must submit a written application to the Zebulon Planning Department using the forms included in this packet.

- Completed Application Form
- 8 Full Size Plan Sets and 1 PDF set on USB drive. (see site plan checklist)
- Petition Fee (Please See Fee Schedule)
- One (1) Legal Description (metes and bounds) of subject property
- Certified List of Property Owners within 150 feet of subject property
- Owner's Consent Form
- Neighborhood Meeting Packet
- Stamped envelopes addressed to Certified List of Property Owners all the home owners associations of those properties within 150 feet of the outer boundary subject property or properties affixed with the following return address:
Town of Zebulon
Planning Department
1003 N. Arendell Ave
Zebulon, NC 27597

PUBLIC HEARING PROCEDURE: Upon submittal of a complete application, the Planning Department will schedule the application for a public hearing before the Board of Commissioners. State law requires Special Use Permit hearings to be conducted utilizing quasi-judicial procedures. Please review the section of this packet entitled "QUASI-JUDICIAL HEARINGS," beginning on page 6, for an explanation of quasi-judicial hearings and the applicant's responsibility in such hearings. **APPLICANTS ARE STRONGLY ENCOURAGED TO CONTACT PLANNING STAFF AS SOON AS POSSIBLE TO ADDRESS ANY QUESTIONS ABOUT THE PUBLIC HEARING.** Notices of the public hearing will be mailed to all property owners having property located within 150 feet of the property being considered for a Special Use Permit, a sign will be posted on the subject property, and notifications will be placed in a paper of general circulation two times before the quasi-judicial public hearing in accordance with Section 2.3.6 of the UDO. At the public hearing, the applicant, proponents, and opponents will be given the opportunity to offer evidence in favor of or against the proposal. After completion of the public hearing, the Board of Commissioners may deliberate for final consideration, or render a decision at the following meeting. Deadline dates and Public Hearing dates can be found on the Town of Zebulon's website.



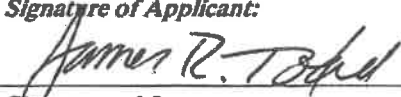
APPLICATION FOR
SPECIAL USE PERMIT

PART 1. DESCRIPTION OF REQUEST/PROPERTY		
Street Address of the Property: 901 Proctor Street		Acreage: 6.50 acres
Parcel Identification Number (NC PIN): 2706217463	Deed Book: 11740	Deed Page(s): 2641
Existing Zoning of the Property: HC (Heavy Commercial)	Proposed Zoning of the Property: Same	
Existing Use of the Property: Vacant land	Proposed Use of the Property: Self service storage, internal access only	
Details of the proposed Special Use: Applicant proposes to develop the Property as self-service storage, internal access only as depicted on the attached site plan. The proposed development will occupy two (2) structures: a 14,000 square foot structure near the southern boundary of the Property adjacent to a stormwater bioretention pond, and a 98,000 square foot structure to the north of the site. Both structures will contain internally-accessed self-storage units, as well as office space in the northern building, parking, a bike rack, and an internally located sidewalk for public pedestrian access to and through the Property. Vehicular access to the site will be provided off of Proctor Street. Type-A buffers will be provided around the borders to the majority of adjacent lots, while a 40' wide Type D buffer will be provided adjacent to the church property to the west.		

PART 2. APPLICANT/AGENT INFORMATION		
Name of Applicant/Agent: Smith, Anderson, Blount, Dorsett, Mitchell & Jernigan, LLP, c/o James R. Todd, on behalf of Storage Family, LLC		
Street Address of Applicant/Agent: 150 Fayetteville St., Suite 2300		
City: Raleigh	State: NC	Zip Code: 27612
Email of Applicant/Agent: jtodd@smithlaw.com	Telephone Number of Applicant/Agent: 919.821.6727	Fax Number of Applicant/Agent: 919.821.6788
Are you the owner of the property? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Are you the owner's agent? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Note: If you are not the owner of the property, you <u>must</u> obtain the Owner's consent and signature giving you permission to submit this application.

PART 3. PROPERTY OWNER INFORMATION		
Name of Property Owner: Twin Agri-Services, Inc. c/o Laura Gay		
Street Address of Property Owner: 500 N. Arendell Avenue		
City: Zebulon	State: NC	Zip Code: 27597
Email of Property Owner:	Telephone Number of Property Owner:	Fax Number of Property Owner:

I hereby state that the facts related in this application and any documents submitted herewith are complete, true, correct, and accurate to the best of my knowledge.

Signature of Applicant: 	Print Name: James R. Todd	Date: 7/1/2022
Signature of Owner:	Print Name:	Date:

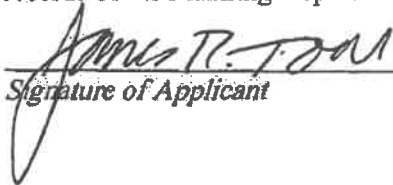


**APPLICATION FOR
SPECIAL USE PERMIT**

<p>5) Please explain how the proposed Special Use is in general conformity with the Town's adopted policy guidance</p>
<p>The Town's Comprehensive Plan ("Plan") identifies "consistent character of land use within areas intended for particular character types . . ." as a goal for land use and development (Plan, Land Use and Development, p. 2). The property is zoned for Heavy Commercial Uses. Within that context, indoor self-storage is a relatively low-impact use. It provides a service for nearby residential and commercial uses without bringing the type of high-intensity development impacts (e.g. traffic volumes, noise, and lighting) that would exist with more intensive commercial uses. It is consistent with the goal of commercial use set out by the zoning map, as well as the surrounding land uses. The Plan also advocates for "land use outcomes that further community objectives for preventing traffic congestion, ensuring more pedestrian- and cycle-friendly design, and support expanded and viable public transit options." (Plan, Land Use and Development, p.3). Self-storage on this site furthers this objective by proposing a less traffic-intensive use than would be allowed by-right in the HC district, including pedestrian focused sidewalks for interconnectivity to adjacent parcels, and providing customers with storage options that potentially allow them to choose denser, less space-intensive housing options which encourage fewer vehicle trips in walkable, or cyclable, areas. Lastly, the Plan advises land use applicants, and decision makers, to consider potential negative land use effects such as noise, odor, dust, excessive light, and traffic. (Plan, Land Use and Development, p. 3). The proposed internal self-storage use is a self-contained, internal use with use-specific development regulations aimed at limiting the visibility and impact of the use. In operation, a self-storage facility is largely inert; other than intermittent trips by customers to drop-off or retrieve stored items, the facility is quiet, and does not produce noise, odors, dust, or any of the other items identified as concerns by the Plan.</p>
<p>6) Please provide details regarding the required includes a concept plan that accurately depicts the proposed use's configuration and compliance with other applicable sections of the UDO</p>
<p>The attached site plan depicts the proposed location and configuration of the improvements to the property, as well as compliance with applicable sections of the UDO (e.g. elevation limits, setback requirements, and lot coverage requirements).</p>

APPLICANT AFFIDAVIT

I/We, the undersigned, do hereby make application and petition to the Board of Commissioners of the Town of Zebulon to approve the subject Special Use Permit. I hereby certify that I have full legal right to request such action and that the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Planning Department of the Town of Zebulon, North Carolina, and will not be returned.


Signature of Applicant

James R. Todd
Print Name

July 1, 2022
Date



APPLICATION FOR SPECIAL USE PERMIT

REQUIRED FINDINGS OF FACT

All recommendations and decisions made by the Board of Commissioners regarding Special Use Permit applications shall be supported by findings of fact. The applicant will bear the burden of presenting substantial, competent, and material evidence sufficient to enable the Board of Commissioners to make the findings of fact required in Section 2.2.18.F. of the Town of Zebulon Unified Development Ordinance, as set forth below. Please note that documentation may be required in addition to responding to applicable statements. Failure to adequately address the findings below may result in denial of the application. Please attach additional pages if necessary.

1) Please explain how the proposed Special Use will not materially endanger the public health or safety if located where proposed.
The proposed self-storage use will not endanger the public health or safety. There are no dangerous conditions that will be created by, or be located on, the property. No environmental or chemical risks will be created by the use. The property will remain subject to the jurisdiction of existing law enforcement.
2) Please explain how the proposed Special Use complies with all required standards, conditions, and specifications of this Ordinance, including Article 4: Uses?
The proposed use, as shown on the attached site plan, will comply with all applicable development standards for the Heavy Commercial (HC) zoning district, including applicable height, area, and setback requirements; as well as all use specific development standards set out in Section 4.3.5.QQ of the Town's Unified Development Ordinance. This includes minimum site area, floor-to-area ratio, height restrictions, limits on the uses and activities, and a prohibition against the storage of hazardous, toxic, or explosive substances. The proposed use will be limited to indoor-only storage, will include required window treatments, and will not allow indoor storage material, racks, bins, shelving, or other evidence of the operation to be visible to the public right-of-way.
3) Please explain how the proposed Special Use will not substantially injure the value of the abutting land, or the special use is a public necessity
The proposed use will not substantially injure the value of adjacent parcels. Expert testimony on this point in accordance with Town requirements and state law will be provided at the public hearing on the issuance of the Special Use Permit. The use will be a first-rate, indoor self-storage facility that will be a resource to the Town's citizens.
4) Please explain how the proposed Special Use will be in harmony with the area in which it is to be located
The vast majority of the adjacent properties to the site are vacant. There is a relatively small car-sales use to the southeast, and a church to the west. The church property contains a parking lot that extends for more than 200' from the nearest boundary of the property to the church building. The remainder of abutting properties are vacant. There is a sizeable residential community (Shepards Park) to the east of the property; residents of that community, as well as other residential and commercial owners and tenants within Zebulon will be able to make use of the proposed storage use. The property is in a transition area between residential, commercial, and institutional uses. There are nearby residential uses, but also institutional and commercial uses to the southwest of the property. Self-storage is a resource to these types of uses, and offers the additional benefit of lower traffic volumes than other uses permitted by-right in the Heavy Commercial district. Uses such as day cares, convention centers, offices, convenience stores, car-washes, and grocery stores are all permitted by right in the HC district and would bring higher traffic volumes than the proposed self-storage use.



APPLICATION FOR
SPECIAL USE PERMIT

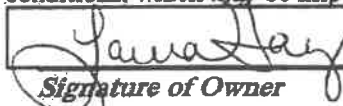
OWNER'S CONSENT FORM

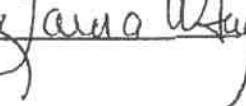
Name of Project: _____ Submittal Date: _____

OWNER'S AUTHORIZATION

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

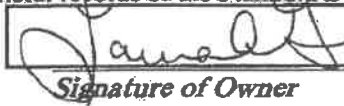
I hereby certify I have full knowledge the property I have an ownership interest in is the subject of this application. I acknowledge and agree that, pursuant to Section 2.2.18. of the Town of Zebulon Unified Development Ordinance, that lands subject to a Special Use Permit shall be subject to all the standards, conditions, and plans approved as part of that application. These standards, plans, and approved conditions are perpetually binding on the land as an amendment to this Ordinance and the Official Zoning Map, and may only be changed in accordance with the procedures established in this Ordinance. Development located outside the Town of Zebulon's corporate limits shall comply with all Town policies related to annexation and the extension of utilities. I understand that all other applicable standards and regulations of the UDO will remain applicable to the subject lands unless specifically listed as conditions or deviations as part of this request. I understand that any false, inaccurate or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I acknowledge that additional information may be required to process this application. I further consent to the Town of Zebulon to publish, copy or reproduce any copyrighted document submitted as a part of this application for any third party. I further agree to all terms and conditions, which may be imposed as part of the approval of this application.


Signature of Owner

Laura A. Gay  06-03-22
Print Name Date

CERTIFICATION OF PROPERTY OWNER

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


Signature of Owner

Laura A. Gay  06-3-22
Print Name Date

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

Legal Description of 901 Procter

Exhibit "A"

BEGINNING at an existing PK nail in the centerline of SR 2320, and being approximately 365 feet northwest of the intersection of SR 2320 and SR 2406; thence along the property line of Wakefield Baptist Church North $05^{\circ} 15' 00''$ East 29.42 feet to an existing iron in the north right-of-way line of SR 2320; thence along the Wakefield Baptist Church property line North $05^{\circ} 15' 00''$ East 288.20 feet to a new iron in said property line; thence along a new line North $19^{\circ} 10' 19''$ East 122.27 feet to a new iron in said property line; thence North $07^{\circ} 57' 45''$ West 281.37 feet to a new iron, the corner of the Wakefield Baptist Church and Massey properties; thence along the Massey property line the following courses and distances: North $56^{\circ} 32' 36''$ East 129.62 feet to a new iron; North $82^{\circ} 57' 56''$ East 228.15 feet to a new iron in the west right-of-way line of SR 2406; thence North $82^{\circ} 57' 56''$ East 50.06 feet to a new PK nail in the centerline of SR 2406; thence along said centerline the following courses and distances: South $04^{\circ} 05' 44''$ East 59.95 feet to a new PK nail; South $05^{\circ} 19' 45''$ East 178.53 feet to a new PK nail; South $05^{\circ} 12' 20''$ East 358.05 feet to a new PK nail; thence along the centerline of a branch, which is the property line, a course with the following reference points: South $39^{\circ} 22' 38''$ West 118.65 feet to a new iron; South $39^{\circ} 21' 57''$ West 196.26 feet to a new iron; South $29^{\circ} 00' 27''$ West 103.03 feet to a new PK nail in the centerline of SR 2320; thence along said centerline the following courses and distances: North $63^{\circ} 32' 55''$ West 122.53 feet to a new PK nail; North $62^{\circ} 13' 00''$ West 122.56 feet to an existing PK nail, the point and place of BEGINNING, and containing 7.386 gross acres, and 6.500 net acres, more or less, excepting therefrom the right-of-way of SR 2406 and SR 2320, all according to a map and survey by W. David Hawkins, Registered Land Surveyor, entitled "Property Survey For Andy W. Gay & Randy A. Gay," dated October 8, 1985.

Exhibit "A"

BEGINNING at an existing PK nail in the centerline of SR 2320, and being approximately 365 feet northwest of the intersection of SR 2320 and SR 2406; thence along the property line of Wakefield Baptist Church North 05° 15' 00" East 29.42 feet to an existing iron in the north right-of-way line of SR 2320; thence along the Wakefield Baptist Church property line North 05° 15' 00" East 288.20 feet to a new iron in said property line; thence along a new line North 19° 10' 19" East 122.27 feet to a new iron in said property line; thence North 07° 57' 45" West 281.37 feet to a new iron, the corner of the Wakefield Baptist Church and Massey properties; thence along the Massey property line the following courses and distances: North 56° 32' 36" East 129.62 feet to a new iron; North 82° 57' 56" East 228.15 feet to a new iron in the west right-of-way line of SR 2406; thence North 82° 57' 56" East 50.06 feet to a new PK nail in the centerline of SR 2406; thence along said centerline the following courses and distances: South 04° 05' 44" East 59.95 feet to a new PK nail; South 05° 19' 45" East 178.53 feet to a new PK nail; South 05° 12' 20" East 358.05 feet to a new PK nail; thence along the centerline of a branch, which is the property line, a course with the following reference points: South 39° 22' 38" West 118.65 feet to a new iron; South 39° 21' 57" West 196.26 feet to a new iron; South 29° 00' 27" West 103.03 feet to a new PK nail in the centerline of SR 2320; thence along said centerline the following courses and distances: North 63° 32' 55" West 122.53 feet to a new PK nail; North 62° 13' 00" West 122.56 feet to an existing PK nail, the point and place of BEGINNING, and containing 7.386 gross acres, and 6.500 net acres, more or less, excepting therefrom the right-of-way of SR 2406 and SR 2320, all according to a map and survey by W. David Hawkins, Registered Land Surveyor, entitled "Property Survey For Andy W. Gay & Randy A. Gay," dated October 8, 1985.



APPLICATION FOR SPECIAL USE PERMIT

OWNER'S CONSENT FORM

Name of Project: _____ Submittal Date: _____

OWNER'S AUTHORIZATION

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I hereby certify I have full knowledge the property I have an ownership interest in is the subject of this application. I acknowledge and agree that, pursuant to Section 2.2.18. of the Town of Zebulon Unified Development Ordinance, that lands subject to a Special Use Permit shall be subject to all the standards, conditions, and plans approved as part of that application. These standards, plans, and approved conditions are perpetually binding on the land as an amendment to this Ordinance and the Official Zoning Map, and may only be changed in accordance with the procedures established in this Ordinance. Development located outside the Town of Zebulon's corporate limits shall comply with all Town policies related to annexation and the extension of utilities. I understand that all other applicable standards and regulations of the UDO will remain applicable to the subject lands unless specifically listed as conditions or deviations as part of this request. I understand that any false, inaccurate or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I acknowledge that additional information may be required to process this application. I further consent to the Town of Zebulon to publish, copy or reproduce any copyrighted document submitted as a part of this application for any third party. I further agree to all terms and conditions, which may be imposed as part of the approval of this application.

[Signature]
Signature of Owner

Laura A. Gay [Signature] 06 03 - 22
Print Name Date

CERTIFICATION OF PROPERTY OWNER

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

[Signature]
Signature of Owner

Laura A. Gay [Signature] 06 03 - 22
Print Name Date

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



Town of Zebulon

Planning Department

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

INSTRUCTION PACKET AND AFFIDAVIT FOR NEIGHBORHOOD MEETINGS

GENERAL INFORMATION:

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

WHEN IS A NEIGHBORHOOD MEETING REQUIRED?

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

INSTRUCTIONS

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

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

- These groups and individuals must be invited to the meeting:
- The applicant is required to notify the Planning Department, all property owners within 300 feet of the subject property, and any neighborhood association that represents citizens in the area via first class mail a minimum of 10 days in advance of the neighborhood meeting, not including the day of mailing. The applicant shall use their own return address on the envelopes as the meeting is a private meeting between the applicant and the neighbors.

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

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



INFORMATION PACKET FOR NEIGHBORHOOD MEETINGS

HANDOUT REQUIREMENTS:

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

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

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

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

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

The agenda of the meeting shall include:

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

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

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

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

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

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

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



**INFORMATION PACKET FOR
NEIGHBORHOOD MEETINGS**

NOTICE OF NEIGHBORHOOD MEETING

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

Dear Neighbor:

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

901 Proctor Street
(Addresses)

2706217463
(Pin Numbers)

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

A Neighborhood Meeting is requested because this project will include:

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

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

The following is a description of the proposed (also see attached map(s) and/or plan sheet(s)):
Special Use Permit request to operate a Self-Service Storage use in the Heavy Commercial zoning district as shown on the enclosed site plan.

Estimated Submittal Date: July 1, 2022

MEETING INFORMATION:

Property Owner(s) Name(s) Twin Agri Services, Inc.

Applicant(s) Smith, Anderson, Blount, Dorsett, Mitchell & Jernigan, LLP, c/o James Todd

Contact Information (e-mail/phone) jtodd@smithlaw.com/919.821.6727

Meeting Address: Zebulon Community Center, Classroom A; 301 S Arendell Ave., Zebulon 27579

Date of Meeting: June 16, 2022

Time of Meeting: 5:30-7:30 p.m.

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



INFORMATION PACKET FOR NEIGHBORHOOD MEETINGS

PROVIDING INPUT TO THE PLANNING BOARD OR BOARD OF COMMISSIONERS:

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

PRIVATE AGREEMENTS AND EASEMENT NEGOTIATION:

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

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

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

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

DOCUMENTATION:

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

NEIGHBORHOOD MEETING SIGN-IN SHEET:

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

Project Name: StorageMax-901 Proctor Street
 Meeting Address: 301 S. Arendell Ave, Zebulon NC 27597
 Date of Meeting: June 16, 2022 Time of Meeting: 5:30-7:30 p.m.
 Property Owner(s) Names: Twin Agri-Services, Inc.
 Applicants: Smith, Anderson, Blount, Dorsett, Mitchell & Jernigan, LLP

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

	Name/ Organization	Address	Phone#	E-mail
1	Highs US:0 CADAS	1401 Shepard school	919-468-8828	Highs US:0 CADAS@bellsouth
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
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19				
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22				
23				
24				
25				

Attach Additional Sheets If Necessary.



INFORMATION PACKET FOR NEIGHBORHOOD MEETINGS

SUMMARY OF DISCUSSION FROM THE NEIGHBORHOOD MEETING

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

Project Name: StorageMax-901 Proctor Street

Meeting Address: 301 S. Arendell Ave, Zebulon NC 27597

Date of Meeting: June 16, 2022 Time of Meeting: 5:30-7:30 p.m.

Property Owner(s) Names: Twin Agri-Services, Inc.

Applicants: Smith, Anderson, Blount, Dorsett, Mitchell & Jemigan, LLP, c/o James R. Todd, on behalf of Storage Family, LLC

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

Question/ Concern #1 There was a single attendee at the meeting. Mr. High, owner of 1401 Shepard School Road, did not raise any particular concerns about the project. He asked questions about the proposal, but did not identify any particular concerns.

Applicant Response: We provided Mr. High with answers to his questions about the development including location of the improvements, access points, and future stormwater controls.

Question/ Concern #2

Applicant Response:

Question/ Concern #3

Applicant Response:

Question/ Concern #4

Applicant Response:

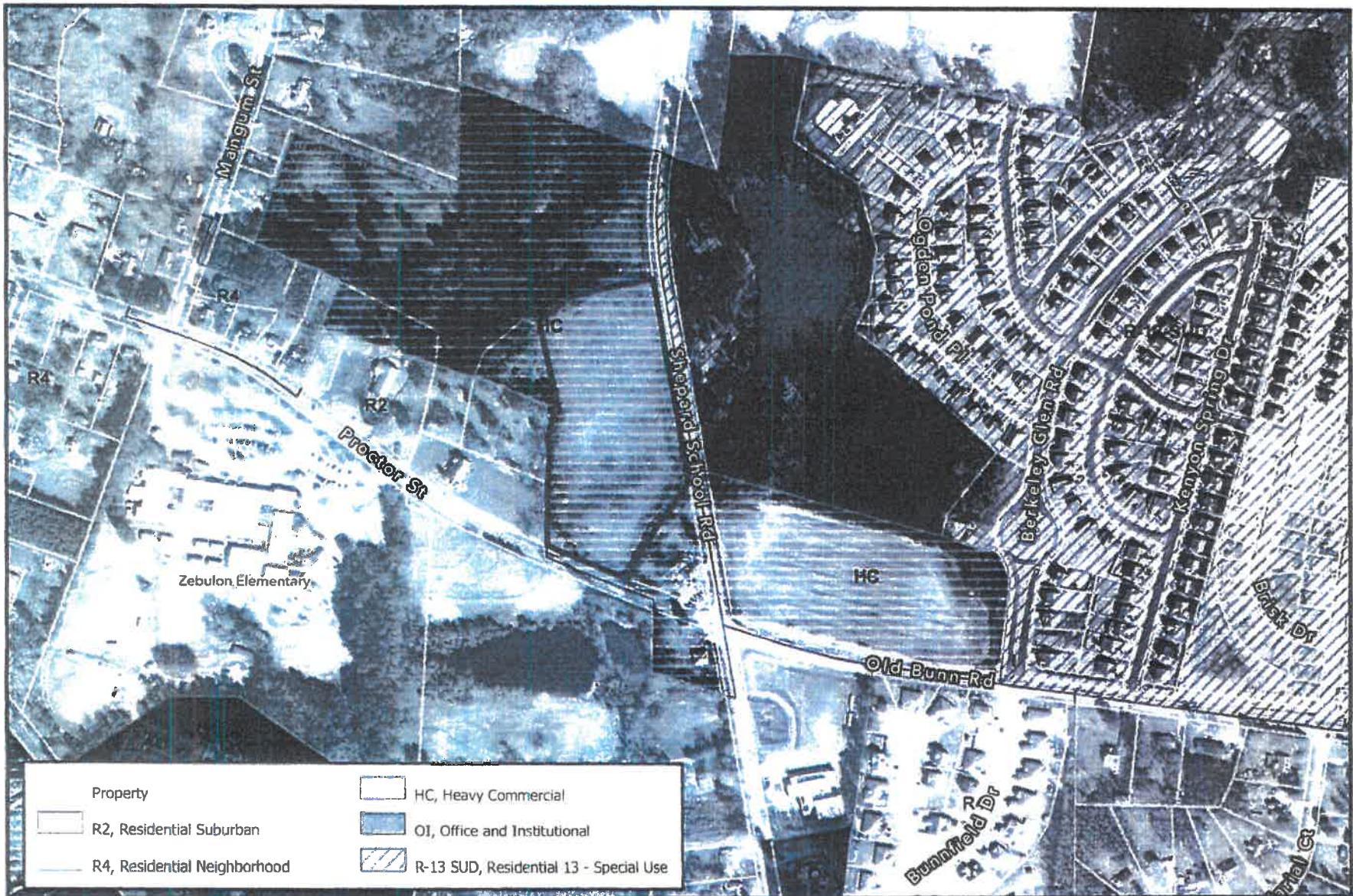


**INFORMATION PACKET FOR
NEIGHBORHOOD MEETINGS**

PROJECT CONTACT INFORMATION

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

Development Contacts: Allen Massey		
Project Name: StorageMax-901 Proctor Street		Zoning: Heavy Commercial (HC)
Location: 901 Proctor Street, Zebulon		
Property PIN(s): 2706217463		Acreage/Square Feet: 6.50 acres
Property Owner: Twin Agri-Services, Inc.		
Address: P.O Box 10		
City: Zebulon	State: NC	Zip: 27597-0010
Phone:	Email:	
Developer: Robert High Development, LLC		
Address: 324 Greenville Ave		
City: Wilmington	State: NC	Zip: 28403
Phone: 910.790.9490	Fax:	Email: robert@roberthighdevelopment.com
Engineer: Gettle Engineering and Design, PLLC		
Address: 3816 Waxwing Court		
City: Wake Forest	State: NC	Zip: 27587
Phone: 919.210.3934	Fax:	Email: kpgettle@gmail.com
Builder (if known): Unknown		
Address:		
City:	State:	Zip:
Phone:	Fax:	Email:



901 Proctor Zoning Map



0 200 400 800 ft
1 inch equals 400 feet

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



INFORMATION PACKET FOR NEIGHBORHOOD MEETINGS

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

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

I, James P. Todd, do hereby declare as follows:
Print Name

- 1. I have conducted a Neighborhood Meeting for the proposed Rezoning, Major Site Plan, Master Subdivision Plan, or Special Use Permit.
2. The meeting invitations were mailed to the Zebulon Planning Department, all property owners within 300 feet of the subject property and any neighborhood association that represents citizens in the area via first class mail a minimum of 10 days in advance of the Neighborhood Meeting.
3. The meeting was conducted at 301 S. Arundell Ave., Zebulon (location/address) on June 16, 2022 (date) from 5:30pm (start time) to 7:30pm (end time).
4. I have included the mailing list, meeting invitation, sign-in sheet, issue/response summary, and zoning map/reduced plans with the application.
5. I have prepared these materials in good faith and to the best of my ability.

Date By: James P. Todd

STATE OF North Carolina
COUNTY OF Wake

Sworn and subscribed before me, Deborah K. Will, a Notary Public for the above State and County, on this the 1st day of July, 2022.

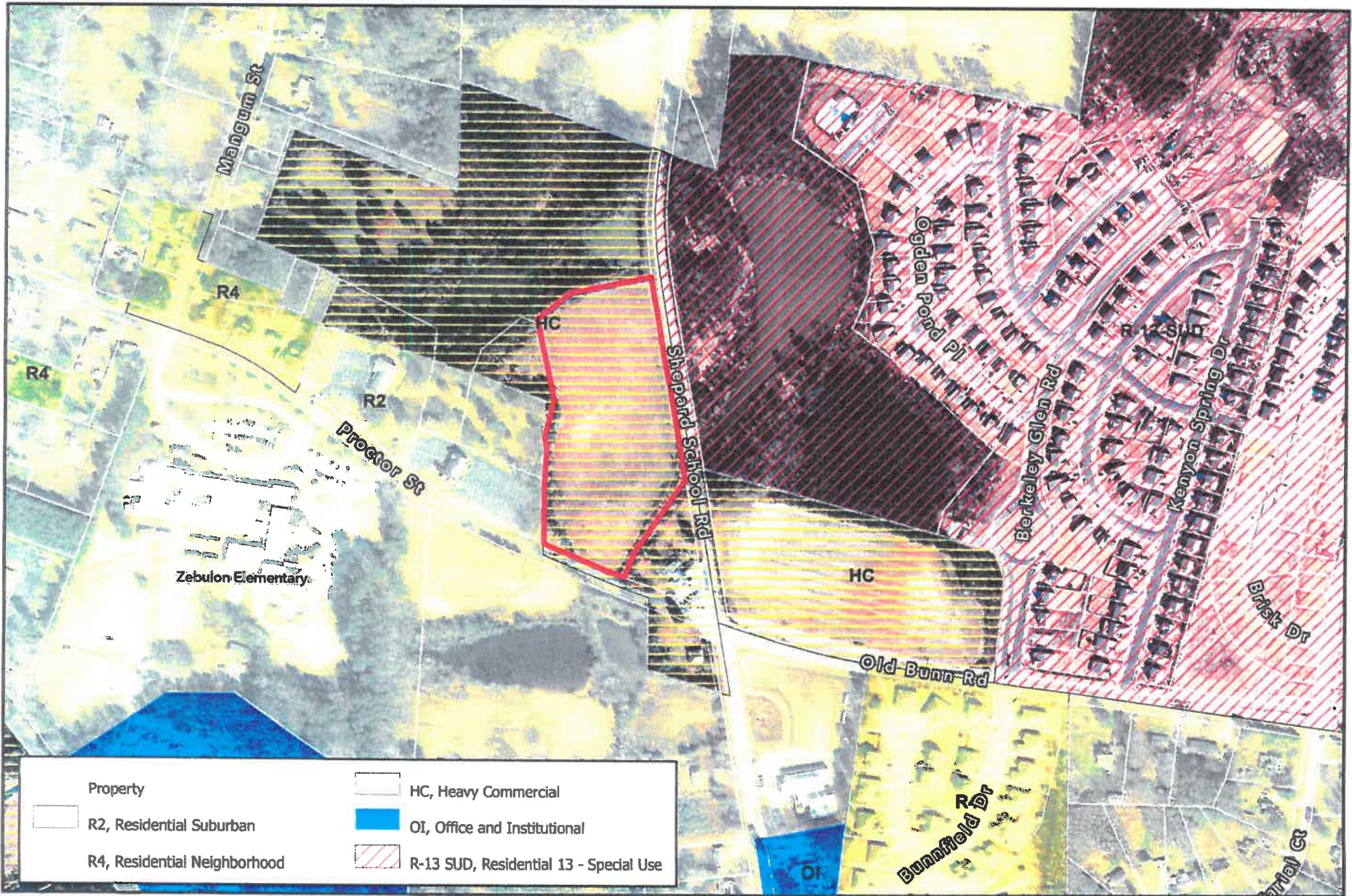
SEAL Deborah K. Will

Notary Public

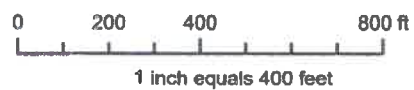
Deborah K. Will
Print Name

My Commission Expires: 4-12-23





901 Proctor Zoning Map



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



Proctor Street Storage– Traffic Memorandum
Prepared for Robert High Development, LLC
Zebulon, NC
DAVENPORT Project Number 220415
October 27, 2022

Introduction

The proposed Proctor Street Storage development is located on the northwest quadrant of the intersection of Proctor Street and Shepard School Road in Zebulon, NC. The proposed development is planned to consist of 112 KSF of mini-warehouse storage. The site plan proposes two (2) full movement site accesses, one on Proctor Street and one on Shepard School Road. A traffic impact analysis has been conducted for this development. This memorandum summarizes the trip generation of the proposed development, as well as the recommended improvements necessary to mitigate the additional traffic in the surrounding area. This is based on the TIA completed for this site on July 1, 2022.

Trip Generation

The trip generation potential of this site was projected based on the most recent edition (11th Edition) of the ITE *Trip Generation Manual*, which is the industry-standard methodology. Also, NCDOT Congestion Management provides guidance on the selection of appropriate rates and equations from the *Trip Generation Manual*. The draft guidelines for the (11th Edition) of the ITE *Trip Generation Manual* recommends using the rate of the peak hour of the generator, with unit count as the independent variable for mini-warehouse. The number of units is unknown at this time. The guidelines for the (10th Edition) of the ITE *Trip Generation Manual* recommend using the rate of the adjacent street, with gross floor area as the independent variable. In an effort to be conservative, the rate for the peak hour of the generator was used for AM and PM trips, with gross floor area was used as the independent variable. This equated to the highest number of trips. Table 1 presents the results.

Table 1 - ITE Trip Generation									
Proctor Street Storage									
Average Weekday Driveway Volumes					24 Hour Two-Way	AM Peak Hour		PM Peak Hour	
Land Use	ITE Land Code	Size		Data Source	Volume	Enter	Exit	Enter	Exit
Mini-Warehouse	151	112	1000 Sq. Ft. GFA	Generator; Rate	162	10	10	10	10

Home Office:
 119 Brookstown Avenue, Suite PH-1
 Winston-Salem, NC 27101
 Main: 336.744.1636; Fax: 336.458.9377

Triangle Regional Office:
 4600 Marriott Drive, Suite 340
 Raleigh, NC 27612
 Main: 919-324-1665; Fax: 336.458.9377

Serving the Southeast since 2002



Capacity Analysis Results and Recommendations

Based on the very low trip generation of the proposed Proctor Steet Storage development, no mitigation is recommended for this development. At the off-site study intersections (Proctor Street at Zebulon Road, and Proctor Street at Pearces Road), the proposed development contributes less than a 0.5% increase in traffic volume.

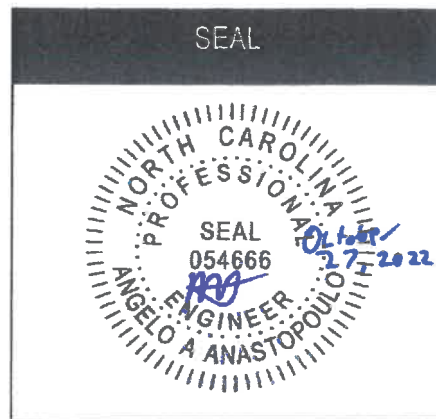
The TIA analyzed the need for left and right turn lanes at the site accesses based on the NCDOT "Policy on Street and Driveway Access to North Carolina Highways." Based on projected volumes, auxiliary turn lanes are not warranted. The two proposed full access driveways should be designed per NCDOT and Town of Zebulon standards.

Please let us know if you need additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read "AJA".

AJ Anastopoulos, P.E.
aanastopoulos@davenportworld.com
910-338-0743



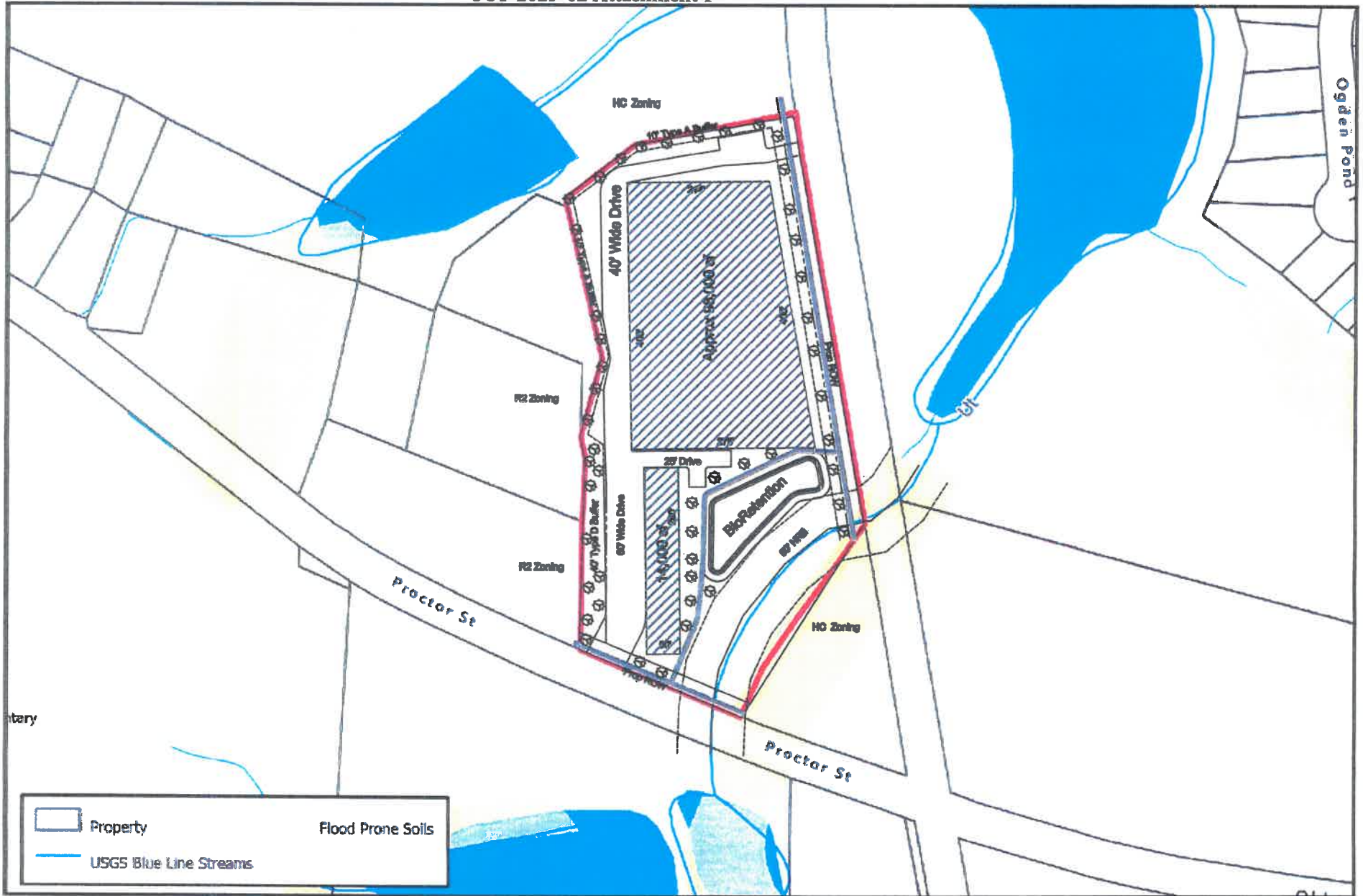





ADDITIONAL DOCUMENTATION

Home Office:
119 Brookstown Avenue, Suite PH-1
Winston-Salem, NC 27101
Main: 336.744.1636; Fax: 336.458.9377

Triangle Regional Office:
4600 Marriott Drive, Suite 340
Raleigh, NC 27612
Main: 919-324-1665; Fax: 336.458.9377

Serving the Southeast since 2002

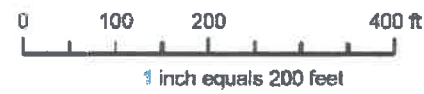


	Property		Flood Prone Soils
	USGS Blue Line Streams		

PIN: 2706217463

PRELIMINARY DO NOT USE FOR CONSTRUCTION

Gettle Engineering and Design PLLC, P-2538



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

Query

DATA SOURCE:

Trip Generation Manual, 11th Ed

SEARCH BY LAND USE CODE:

151

LAND USE GROUP:

(100-199) Industrial

LAND USE:

151 - Mini-Warehouse

LAND USE SUBCATEGORY:

All Sites

SETTING/LOCATION:

General Urban/Suburban

INDEPENDENT VARIABLE (IV):

1000 Sq. Ft. GFA

TIME PERIOD:

Weekday

TRIP TYPE:

Vehicle

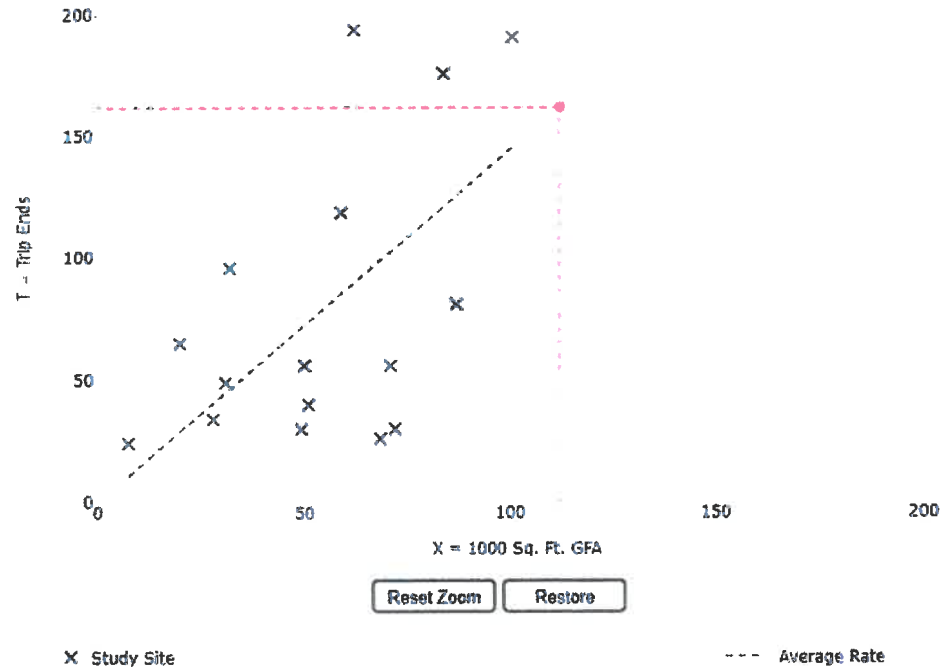
ENTER IV VALUE TO CALCULATE TRIPS:

112

Calculate

Data Plot and Equation

SUP 2023-02 Attachment 1



DATA STATISTICS

Land Use:

Mini-Warehouse (151) [Click for Description and Data Plots](#)

Independent Variable:
1000 Sq. Ft. GFA

Time Period:
Weekday

Setting/Location:
General Urban/Suburban

Trip Type:
Vehicle

Number of Studies:
16

Avg. 1000 Sq. Ft. GFA:
55

Average Rate:
1.45

Range of Rates:
0.38 - 3.25

Standard Deviation:
0.92

Fitted Curve Equation:
Not Given

R²:

Directional Distribution:
50% entering 50% exiting

Calculated Trip Ends:
Average Rate 162 (Total) 81 (Entr) 81 (Exit)

Use the mouse wheel to Zoom Out or Zoom In.
Hover the mouse pointer on data points to view X and T values.

Query

DATA SOURCE:
Trip Generation Manual 11th Ed

SEARCH BY LAND USE CODE:
151

LAND USE GROUP:
(100-199) Industrial

LAND USE:
151 - Mini-Warehouse

LAND USE SUBCATEGORY:
All Sites

SETTING/LOCATION:
General Urban/Suburban

INDEPENDENT VARIABLE (IV):
1000 Sq. Ft. GFA

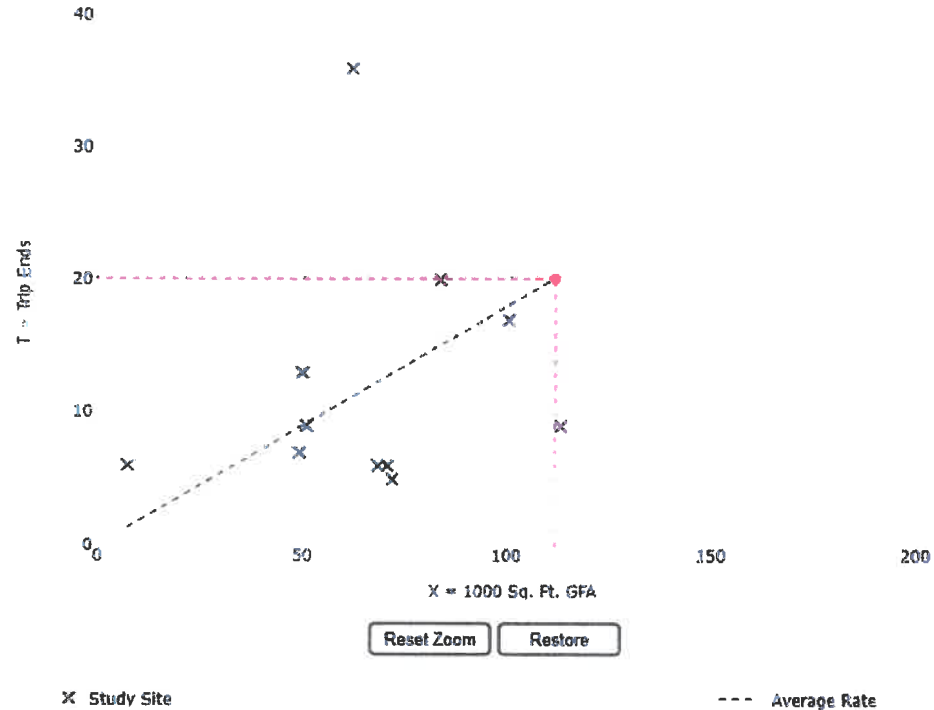
TIME PERIOD:
Weekday, AM Peak Hour of Generator

TRIP TYPE:
Vehicle

ENTER IV VALUE TO CALCULATE TRIPS:
112 Calculate

Data Plot and Equation

SUP 2023-02 Attachment 1



DATA STATISTICS

Land Use:
Mini-Warehouse (151): [Click for Description and Data Plots](#)

Independent Variable:
1000 Sq. Ft. GFA

Time Period:
Weekday
AM Peak Hour of Generator

Setting/Location:
General Urban/Suburban

Trip Type:
Vehicle

Number of Studies:
14

Avg. 1000 Sq. Ft. GFA:
66

Average Rate:
0.18

Range of Rates:
0.07 - 0.79

Standard Deviation:
0.16

Fitted Curve Equation:
Not Given

r^2 :
.....

Directional Distribution:
51% entering, 49% exiting

Calculated Trip Ends:
Average Rate: 20 (Total) 10 (Entry) 10 (Exit)

Use the mouse wheel to Zoom Out or Zoom In.
Hover the mouse pointer on data points to view X and T values.

Query

Data Plot and Equation

SUP 2023-02 Attachment 1

DATA STATISTICS

DATA SOURCE:
Trip Generation Manual, 11th Ed

SEARCH BY LAND USE CODE:

151

LAND USE GROUP:
(100-199) Industrial

LAND USE:
151 - Mini-Warehouse

LAND USE SUBCATEGORY:
All Sites

SETTING/LOCATION:
General Urban/Suburban

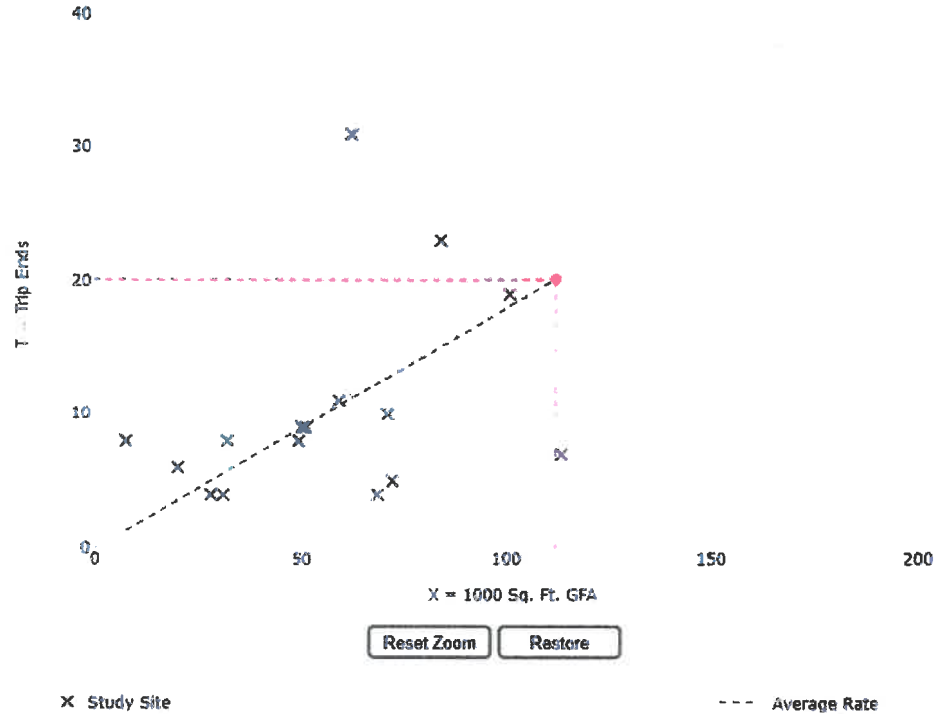
INDEPENDENT VARIABLE (IV):
1000 Sq. Ft. GFA

TIME PERIOD:
Weekday, PM Peak Hour of Generator

TRIP TYPE:
Vehicle

ENTER IV VALUE TO CALCULATE TRIPS:

112 Calculate



Land Use:
Mini-Warehouse (151) [Click for Description and Data Plots](#)

Independent Variable:
1000 Sq. Ft. GFA

Time Period:
Weekday
PM Peak Hour of Generator

Setting/Location:
General Urban/Suburban

Trip Type:
Vehicle

Number of Studies:
16

Avg. 1000 Sq. Ft. GFA
56

Average Rate:
0.18

Range of Rates:
0.06 - 1.05

Standard Deviation:
0.14

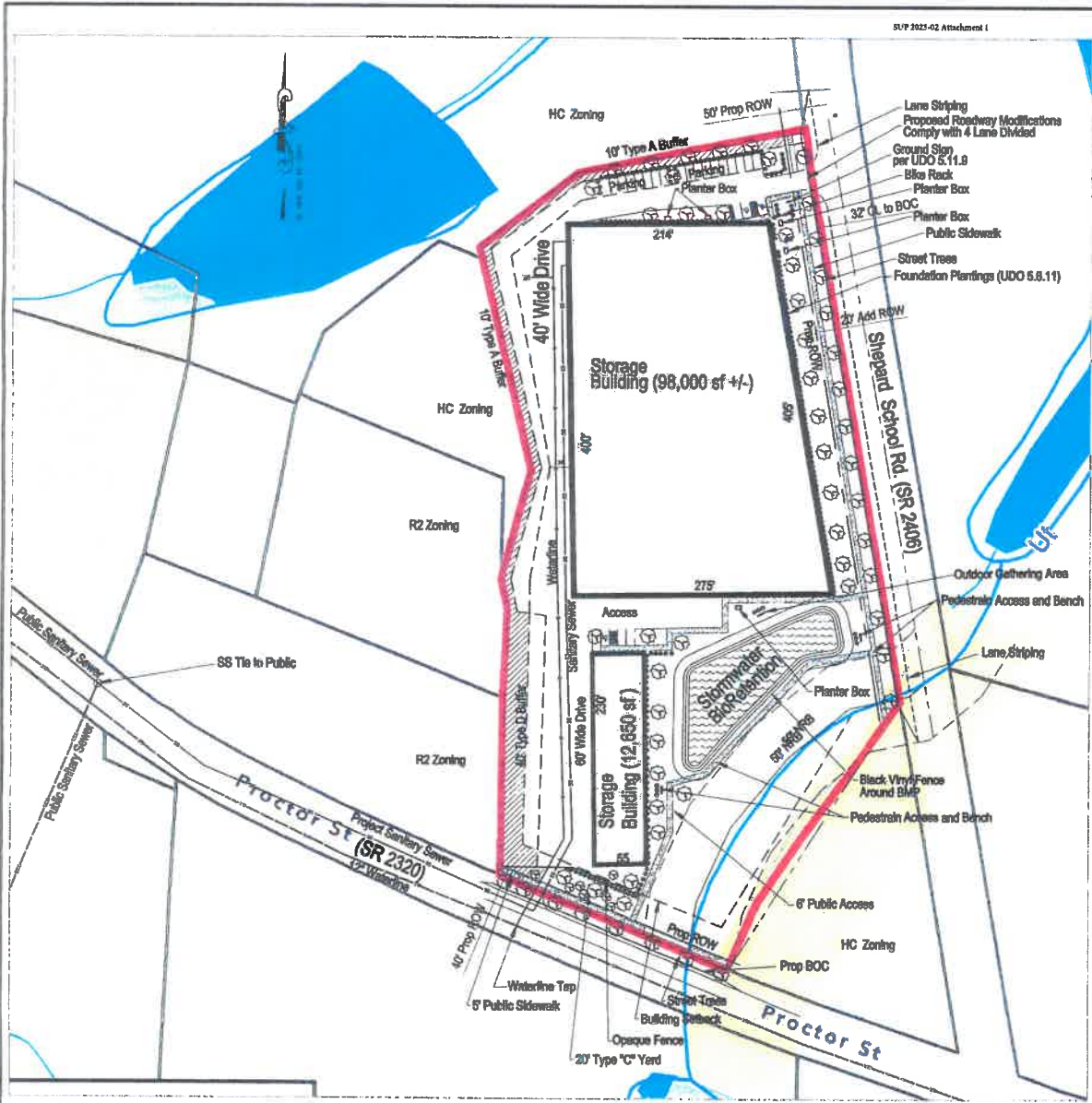
Fitted Curve Equation:
Not Given

R²:

Directional Distribution:
51% entering, 49% exiting

Calculated Trip Ends:
Average Rate: 20 (Total) 10 (Entry), 10 (Exit)

Use the mouse wheel to Zoom Out or Zoom In.
Hover the mouse pointer on data points to view X and T values.



SITE DATA:

SITE ADDRESS: 901 PROCTOR STREET, ZEBULON NC 270627463
CURRENT USE: WACAVT
PROPOSED USE: SELF STORAGE FACILITY
SITE AREA: 6.50 ac (280,140sf)
WATERSHED: BUCKHORN
RIVER BASIN: NEUSE
HUC: 030303
ZONING DISTRICT: HC (HEAVY COMMERCIAL)
FUTURE LAND USE: SUBURBAN COMMERCIAL
PROPOSED BUILDING SIZE: 112,000 sf
BUILDING HEIGHT (MAX): 37'
MAX LOT COVERAGE (ALLOWED) - HC: 62% (4.0 ac)
MAX LOT COVERAGE (PROVIDED) - HC: 37' (STREET ROW)
BUILDING SETBACKS: 0' (SIDE)
PARKING (REQUIRED): 1 SPACE / 600 sf
PARKING (PROVIDED): 24 SPACES
DEVELOPER: Robert High Development, LLC
 324 Greenville Ave
 Wilmington NC 28403
 (C) 910-780-8490



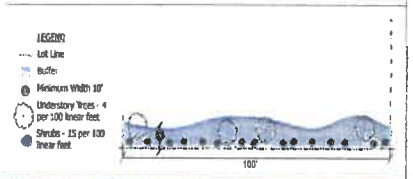
OPEN SPACE (PASSIVE) SUMMARY

REQUIRED: 3% X 6.5 AC = .19AC
PROVIDED: BIORETENTION AREA WITH PEDESTRIAN ACCESS .44 AC / 6.8 AC = 7%
OPEN AREA AT THE BMP TO COMPLY WITH UDO 5.7.5

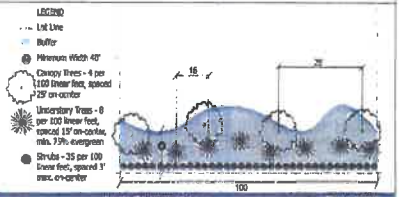


TYPICAL BUILDING SIGNAGE
NTS

- NOTES**
- BOUNDARY OUTLINE AND EXISTING SITE INFORMATION OBTAINED FROM WAKE COUNTY GIS, AND IS NOT TO BE CONSIDERED AN ACTUAL FIELD SURVEY. THIS DOCUMENT IS FOR CONCEPT REVIEW ONLY; NOT TO BE USED FOR CONSTRUCTION ACTIVITIES.
 - BUILDING SIZES AND CONFIGURATIONS SHOWN ARE APPROXIMATE. SEE ARCHITECTURAL PLANS FOR DETAILED INFORMATION REGARDING THE STORAGE FACILITIES.
 - ALL PROPOSED CONSTRUCTION WILL BE IN STRICT CONFORMANCE TO THE TOWN OF ZEBULON, AND NCDDOT, STANDARDS AND SPECIFICATIONS.
 - WATER SUPPLY AND WASTE WATER CONNECTIONS IN THIS DEVELOPMENT SHALL BE PROVIDED BY THE CITY OF RALEIGH. WATER AND SANITARY SEWER CONNECTIONS WILL BE PROVIDED TO EXISTING UTILITIES IN PROCTOR ROAD.
 - SITE LIGHTING WILL COMPLY WITH UDO SECTION 6.4 AND IS NOTED ON DRAWING 6101, BY CEH ENGINEERS, PLLC.
 - THE PARCEL IS NOT LOCATED WITHIN A FLOOD ZONE AS NOTED PER FEMA MAP 172020000, DATED MAY 2, 2008.
 - BUILDING AND ENTRANCE SIGNAGE TO COMPLY WITH THE TOWN OF ZEBULON UDO SECTION 6.11.
 - EMERGENCY COMMUNICATION WITHIN THE BUILDINGS, AND ON SITE, SHALL BE EVALUATED DURING DETAILED SITE PLAN DEVELOPMENT; DETERMINATION IF BIDIRECTIONAL REPEATERS ARE REQUIRED.
 - ROAD WORK ON SHEPARD AND PROCTOR STREETS TO BE CONSISTENT WITH THE TRANSPORTATION PLAN IMPROVEMENTS. SHEPARD IS PROPOSED TO HAVE A 4 LANE DIVIDED ROADWAY, AND PROCTOR ST. TO HAVE A 2 LANE DIVIDED ROADWAY. THE PROJECT IS RESPONSIBLE FOR [] OF ROADWAY IMPROVEMENTS AND THE CENTER MEDIAN WILL BE CONSIDERED. FEE-WAIVER.
 - SOLID WASTE DISPOSAL TO BE PROVIDED BY A ROLL TYPE REUSE BIN AND STORED AT THE OFFICE BUILDING. THE CONTAINERS TO BE ROLLED OUT TO PROCTOR STREET ON SCHEDULED DATES OF WASTE PICKUP.
 - LANDSCAPING SHOWN IS APPROXIMATE AND WILL COMPLY WITH UDO SECTION 6.6.



TYPE 'A' BUFFER AREA
NTS



TYPE 'D' BUFFER AREA
NTS

PRELIMINARY
DO NOT USE FOR
CONSTRUCTION



Gettle Engineering and Design, PLLC
 3616 Waveling Ct.
 Wake Forest, North Carolina 27597
 (919) 210-3834 License: P-2530

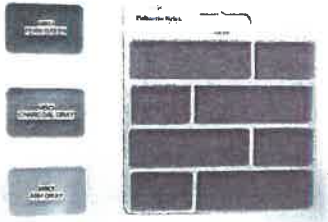
NO.	DATE	DESCRIPTION
1	5/17/23	CONCEPT SITE PLAN



Concept Site Plan
 StorageMax
 901 Proctor Street
 Zeblun, Wake County, North Carolina

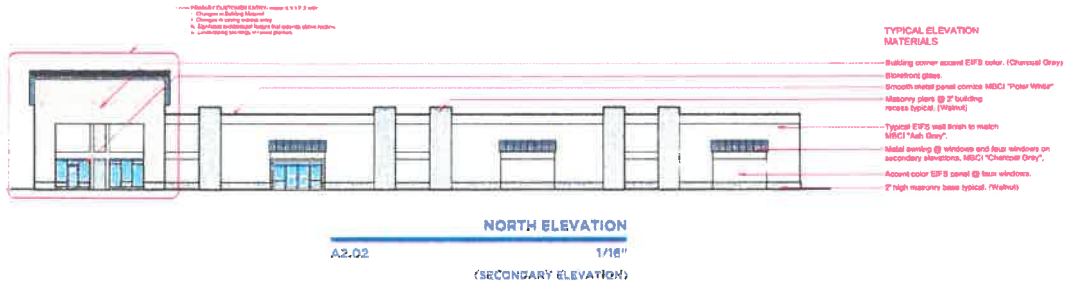
DATE: 5/17/23
 DRAWN BY: RGH
 CHECKED BY: RGH
 APPROVED BY: RGH
 PROJECT NO: 23-001
 SHEET NO: 01 OF 01

EX1



BUILDING MATERIALS

A2.01 No Scale



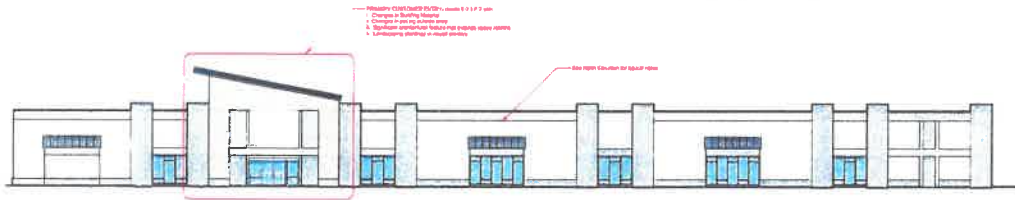
NORTH ELEVATION

A2.02 1/16" (SECONDARY ELEVATION)



WEST ELEVATION

A2.04 1/16" (SECONDARY ELEVATION)



SOUTH ELEVATION

A2.05 1/16"



EAST ELEVATION

A2.05 1/16" (SHEPARD SCHOOL ROAD)



STORAGEMAX SELF STORAGE PHASE I USE/STORAGE ROBERT HIGH DEVELOPMENT

100 PROCTOR STREET
ROSELAND, NC

BUILDING ONE ELEVATIONS

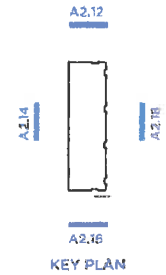
A2.0

SEVENING DESIGN
OCTOBER 14, 2023



NORTH ELEVATION

A2.12 1/16"
(SECONDARY ELEVATION)

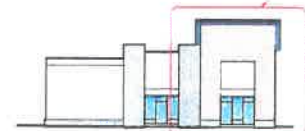


- Metal roof barrel panes
- Overhead doors to match MBCI "Finn Green"
- Metal siding to match MBCI "Ash Gray"
- Gutter and downspouts to match MBCI "Ash Gray"



WEST ELEVATION

A2.14 1/16"
(TERTIARY ELEVATION)



SOUTH ELEVATION

A2.16 1/16"
(PROCTOR STREET)

- Primary glass door (10'0" wide x 11'2" tall)
- Change in building height
- Change in building width
- Replicate entrance canopy over glass door
- Add secondary entrance



EAST ELEVATION

A2.18 1/16"
(SHEPARD SCHOOL ROAD)

- TYPICAL ELEVATION MATERIALS**
- Stone/brick glass
 - Smooth metal panel canopy (prior view)
 - Masonry piers @ 2' building recess height (Wahua)
 - Typical EIFS wall finish to match MBCI "Ash Gray"
 - Metal siding @ windows and blue windows on secondary elevations. Match MBCI "Concrete Gray"
 - 2" High masonry blue brick (Wahua)

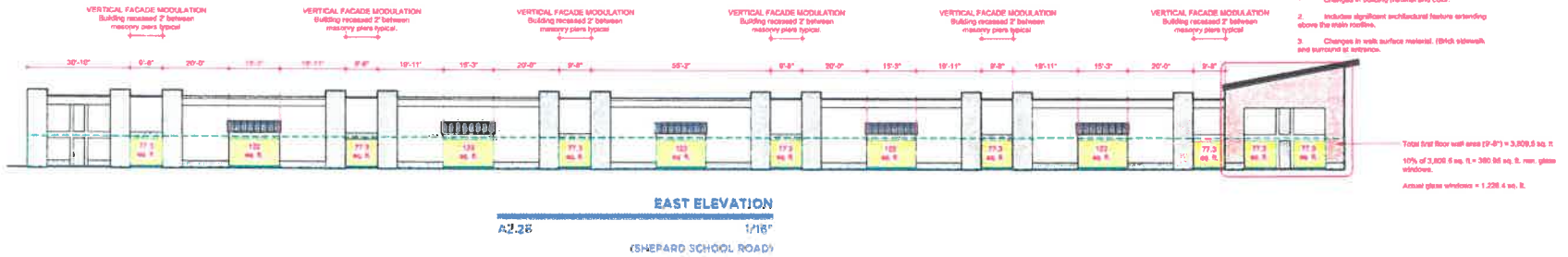
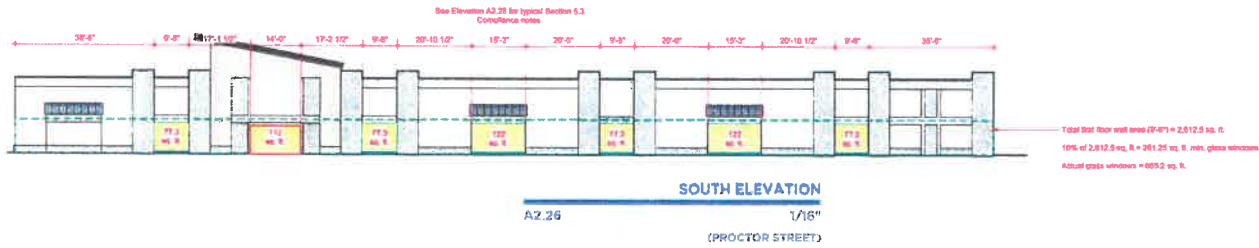
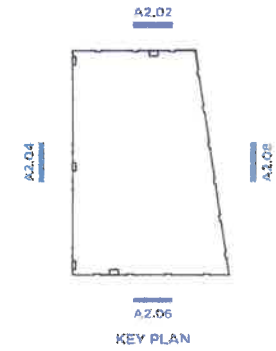
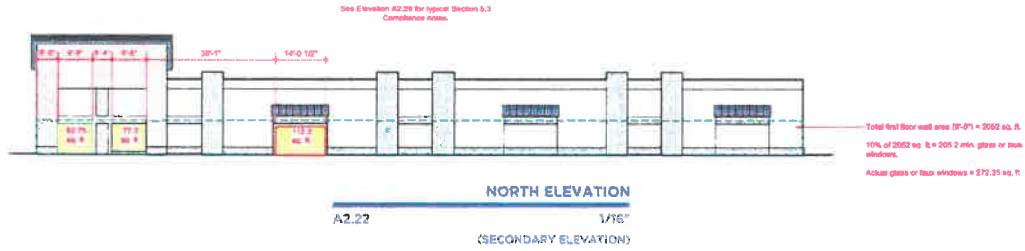
- Primary glass door (10'0" wide x 11'2" tall)
- Change in building height
- Change in building width
- Replicate entrance canopy over glass door
- Add secondary entrance

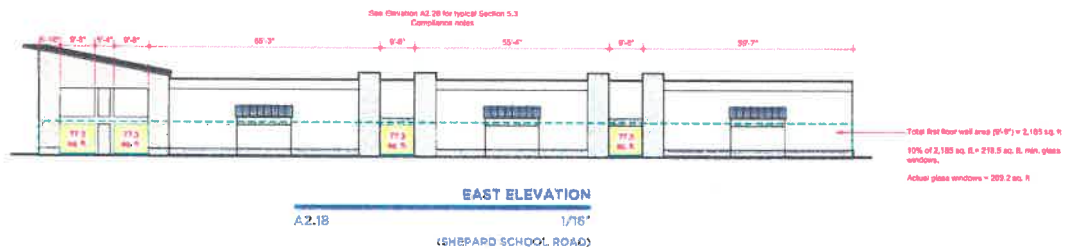
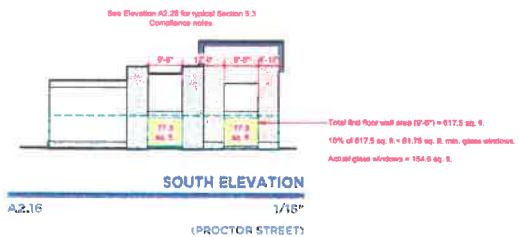
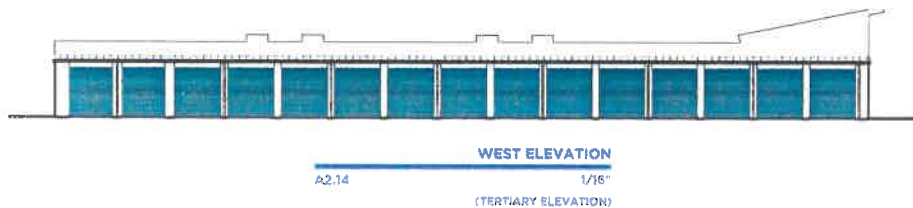
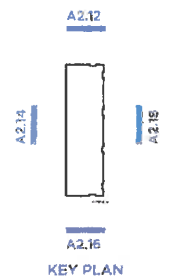
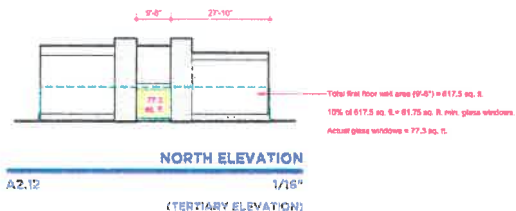


COTRAN HARRIS ARCHITECTS
1010 KALANOA DRIVE, SUITE 200
HONOLULU, HI 96815
PH: 808.943.8888

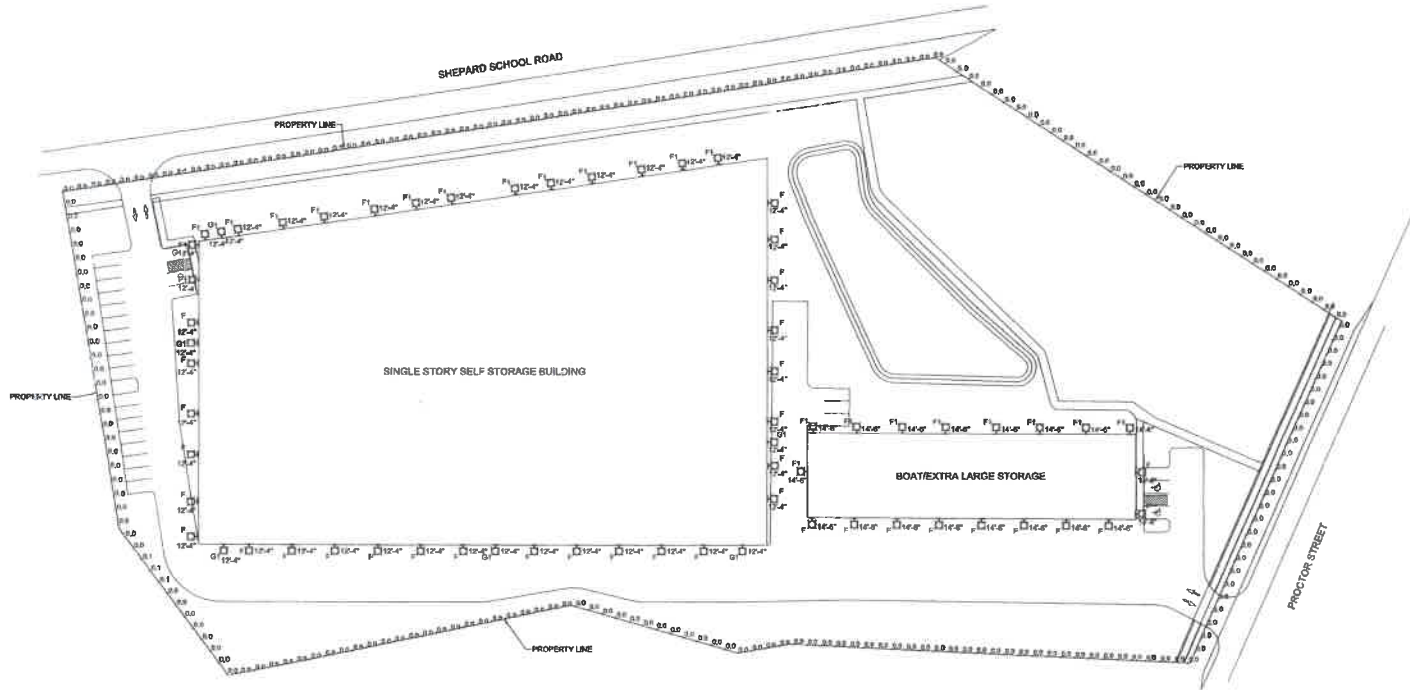
STORAGEMAX SELF STORAGE
PHASE I SELF-STORAGE
ROBERT HIGH DEVELOPMENT

BOAT AND LS ELEVATIONS





SUP 2023-02 Attachment 1



A1 ELECTRICAL SITE PLAN
1" = 40'-0"

LIGHTING FIXTURE SCHEDULE

MARK	DESCRIPTION	MANUFACTURER/SERIES	SCALE	WATTAGE	LAMPS	VOLTS	DELIVERED LUMENS	WATTS	COLOR	MOUNTING HEIGHT	BALLAST/ DRIVER	REMARKS
F	WALL MOUNTED EXTERIOR LED FIXTURE FULL CUTOFF	HUBBELL 82 SERIES OR APPROVED EQUAL	N/A	4000	LED	120	5640	51	DARK BRONZE	REFER TO PLANS	LED DRIVER	
F1	WALL MOUNTED EXTERIOR LED FIXTURE FULL CUTOFF	HUBBELL 82 SERIES OR APPROVED EQUAL	N/A	4000	LED	120	2263	21	DARK BRONZE	REFER TO PLANS	LED DRIVER	
G1	WALL MOUNTED EXTERIOR LED FIXTURE FULL CUTOFF WITH EMERGENCY 90 MINUTE BATTERY	HUBBELL COMPASS 8250 OR APPROVED EQUAL	N/A	4000	LED	120	1000 AC 600 LUM	17	DARK BRONZE	REFER TO PLANS	LED DRIVER	

THE ENGINEER OF RECORD CONFIRMS THAT THE LIGHT FIXTURES SELECTED AND LIGHTING LEVELS ACHIEVED MEET THE REQUIREMENTS OF THE LATEST VERSION OF THE ZEBULON UNIFIED DEVELOPMENT ORDINANCE.

STATISTICS

DESCRIPTION	AVG.	MAX.	MIN.	AVG/MIN.
PROPERTY LINE	5.0 FC	5.1 FC	6.0 FC	N/A

STATE OF NORTH CAROLINA
COUNTY OF WASHINGTON
PLANNING DEPARTMENT
2248 VANDERBILT DRIVE
WILMINGTON, NC 28401
PHONE: 910.791.4000
FAX: 910.791.4288
WWW.WASHINGTONCOUNTYNC.GOV

CBHF
Engineers, PLLC
2248 Vanderbilt Drive
Wilmington, NC 28401
Phone: 910.791.4000
Fax: 910.791.4288
www.cbhf-engineers.com



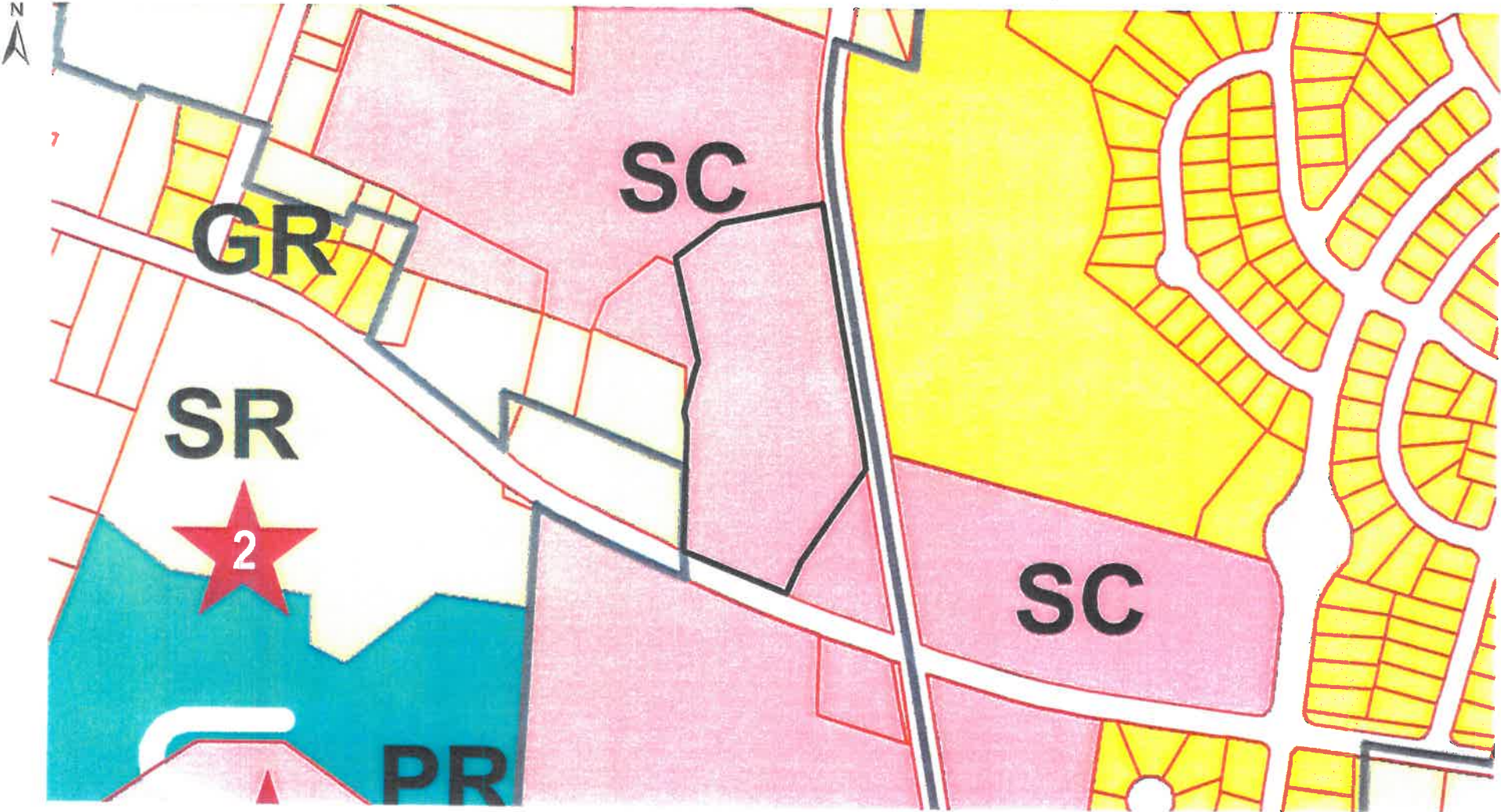
STORAGEMAX
SELF STORAGE FACILITY
501 PROCTOR STREET
ZEBULON, WASHINGTON COUNTY, NORTH CAROLINA
ELECTRICAL
SITE PHOTOMETRIC PLAN





DATE: 08/23/23
DRAWN BY: JAC
CHECKED BY: JAC
DATE: 08/23/23

DRAWING NO.
ES101

REVISION:
0

Attachment 2 - Future Land Use Map



-  General Residential (GR)
-  Parks and Recreation (PR)
-  Suburban Commercial (SC)
-  Suburban Residential (SR)

Suburban Commercial

This designation involves commercial developments, whether at a neighborhood-focused or larger scale, that stand apart from most auto-oriented contemporary development. The suburban character is achieved through lesser coverage of the site with buildings and especially paved areas. Preservation of trees or other natural site features, along with generous landscaping, can also move a site into the suburban range of the community character spectrum relative to sites where "gray" paved surfaces predominate over "green" and open spaces.

Primary Land Use Types

- Commercial retail and service uses, at varying scales and development intensities depending on the site, and with potential incorporation of residential use as zoning allows.
- Office use, involving large and/or multi-story buildings or small-scale offices depending on the site, which may involve a medical or technology/research focus.
- Planned development to accommodate custom site designs or mixing of uses in a suburban character setting.



Suburban character of the State Employees Credit Union site relative to more auto-oriented site development across N.C. 96.

Characteristics

- Suburban character primarily from reduced site coverage relative to most auto-oriented commercial development. May exclude some auto-oriented uses that cannot achieve a suburban character (e.g., car washes).
- Especially at key community entries and along high-profile roadway corridors, may also involve other criteria to yield less intensive and more attractive development outcomes relative to auto-oriented areas, including higher standards for landscaping (along street frontages and within parking areas), signs, and building design.
- Near residential properties and areas, the permitted scale and intensity of non-residential uses should be limited to ensure compatibility (including adequate buffering/screening, criteria for placement and orientation of buildings and parking areas, height limits, and residential-in-appearance architectural standards).
- More opportunity for natural and/or swale drainage (and storm water retention/absorption) versus concentrated storm water conveyance in auto-oriented areas.

Where on the Map

Various locations but typically adjacent to Suburban Residential areas, plus other sites exhibiting a distinctly green appearance relative to auto-oriented commercial areas.



Attachment 4 - Aerial Map

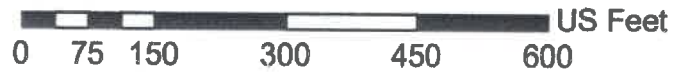
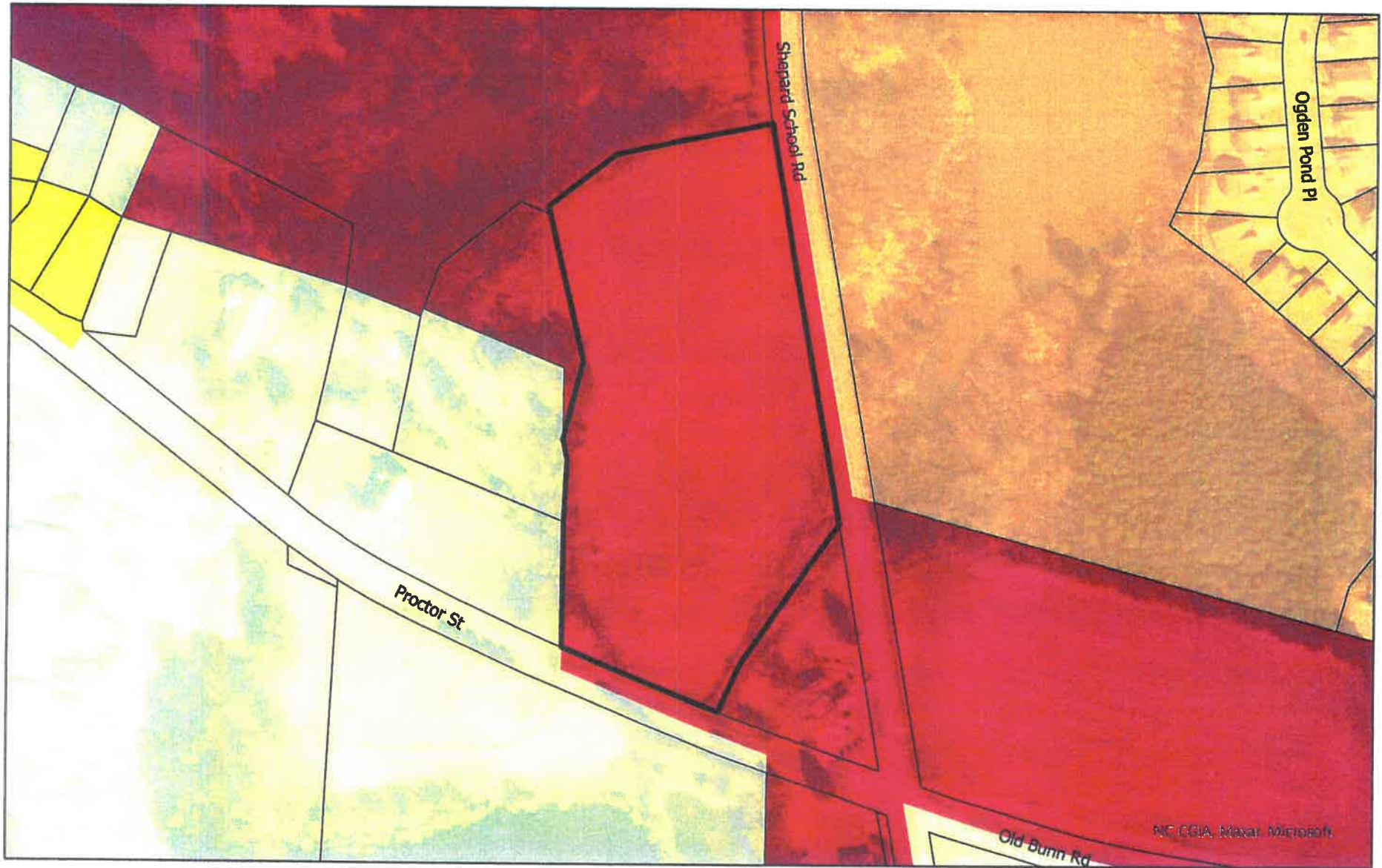


NC CGIA, Maxar, Microsoft



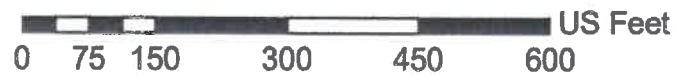
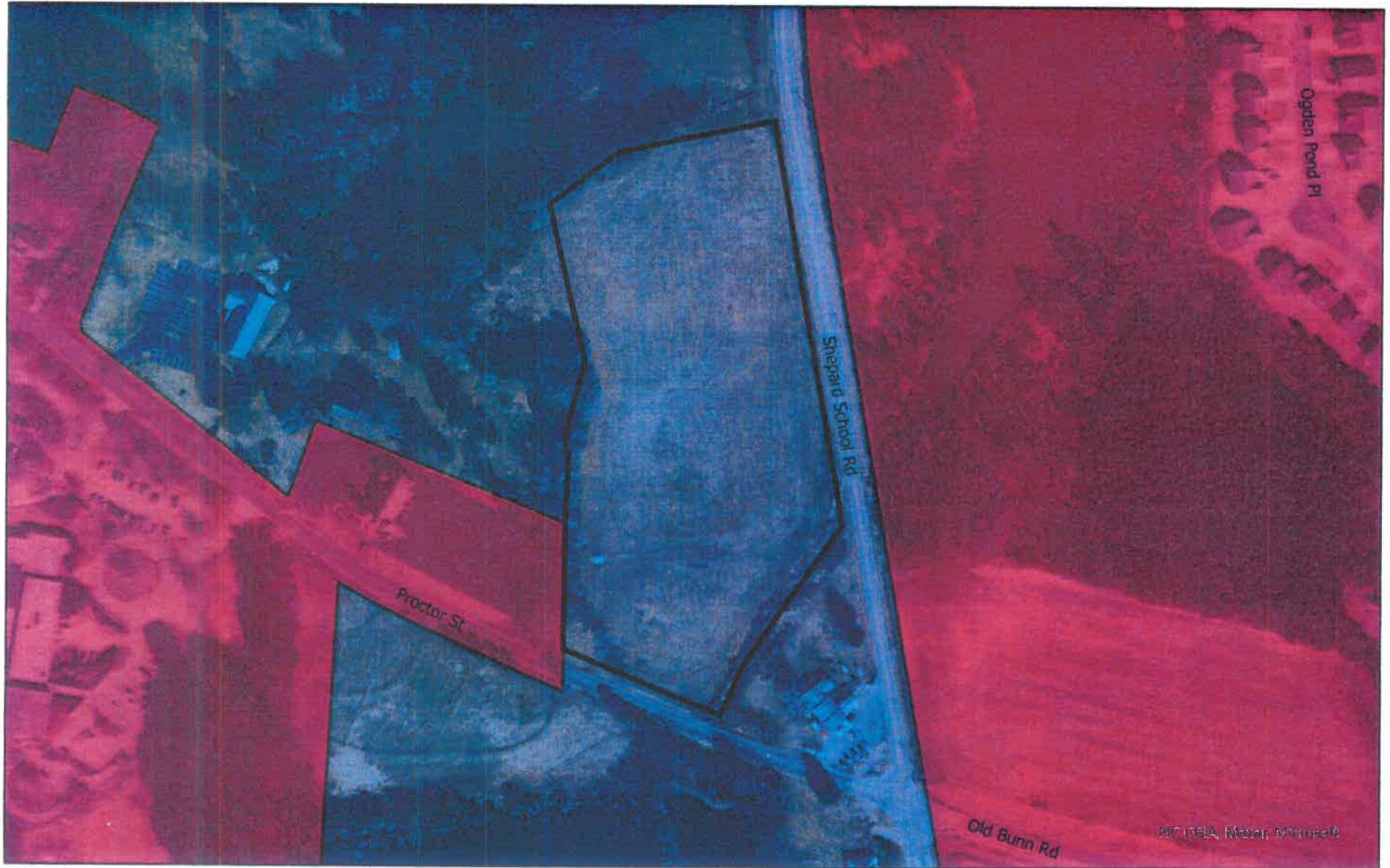
 Subject Property (901 Proctor St)




Attachment 5 - Zoning Map

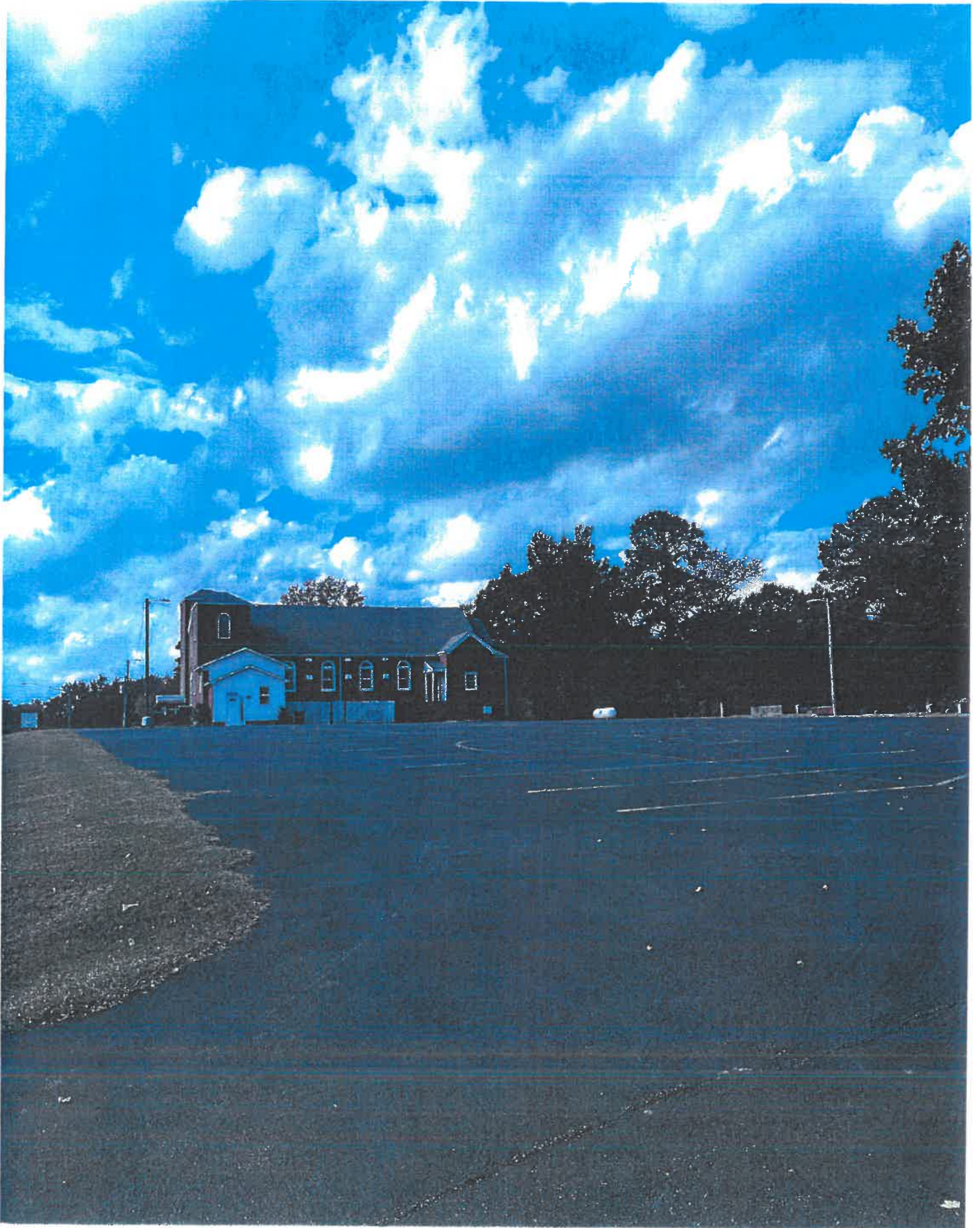


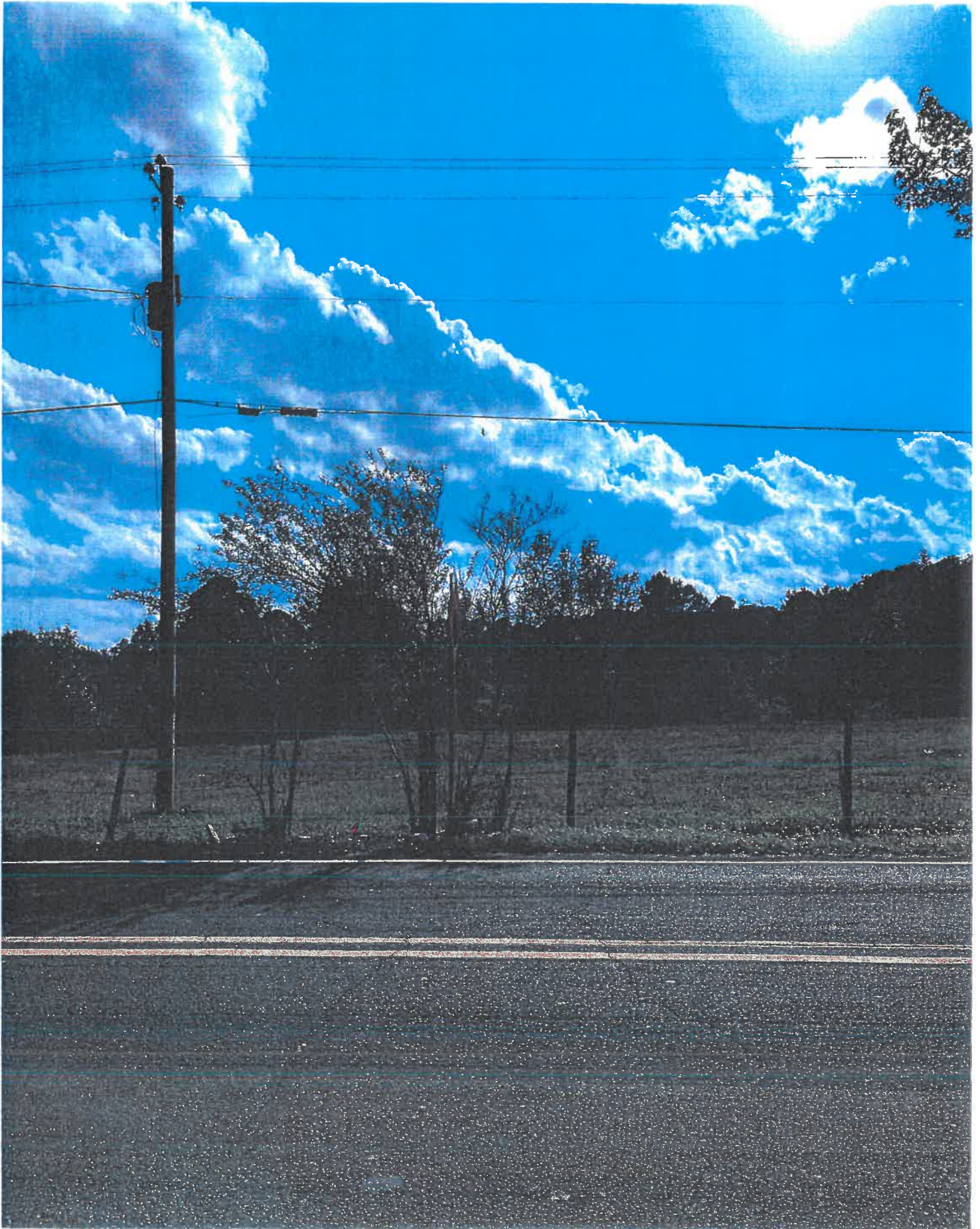
- Subject Property (901 Proctor St)
- Parcels
- Zoning Districts
 - R2, Residential Suburban
 - R4, Residential Neighborhood
 - R-13 SUD, Residential 13 - Special Use Districts
 - HC, Heavy Commercial

Attachment 6 - Corporate Boundaries/ETJ Map



-  Corporate Limits
-  Zebulon ETJ
-  Subject Property (901 Proctor St)













PUBLIC HEARING NOTICE

A Public Hearing has been scheduled for this property. For more information, please contact the Town of Zebulon Planning Department.

Special Use Permit

901 Proctor Street



TownOfZebulon.org
(919) 823-1809

ZEBULON
NORTH CAROLINA



PUBLIC HEARING NOTICE

A Public Hearing has been scheduled for this property. For more information, please contact the Town of Zebulon Planning Department.



Special Use Permit

901 Proctor Street

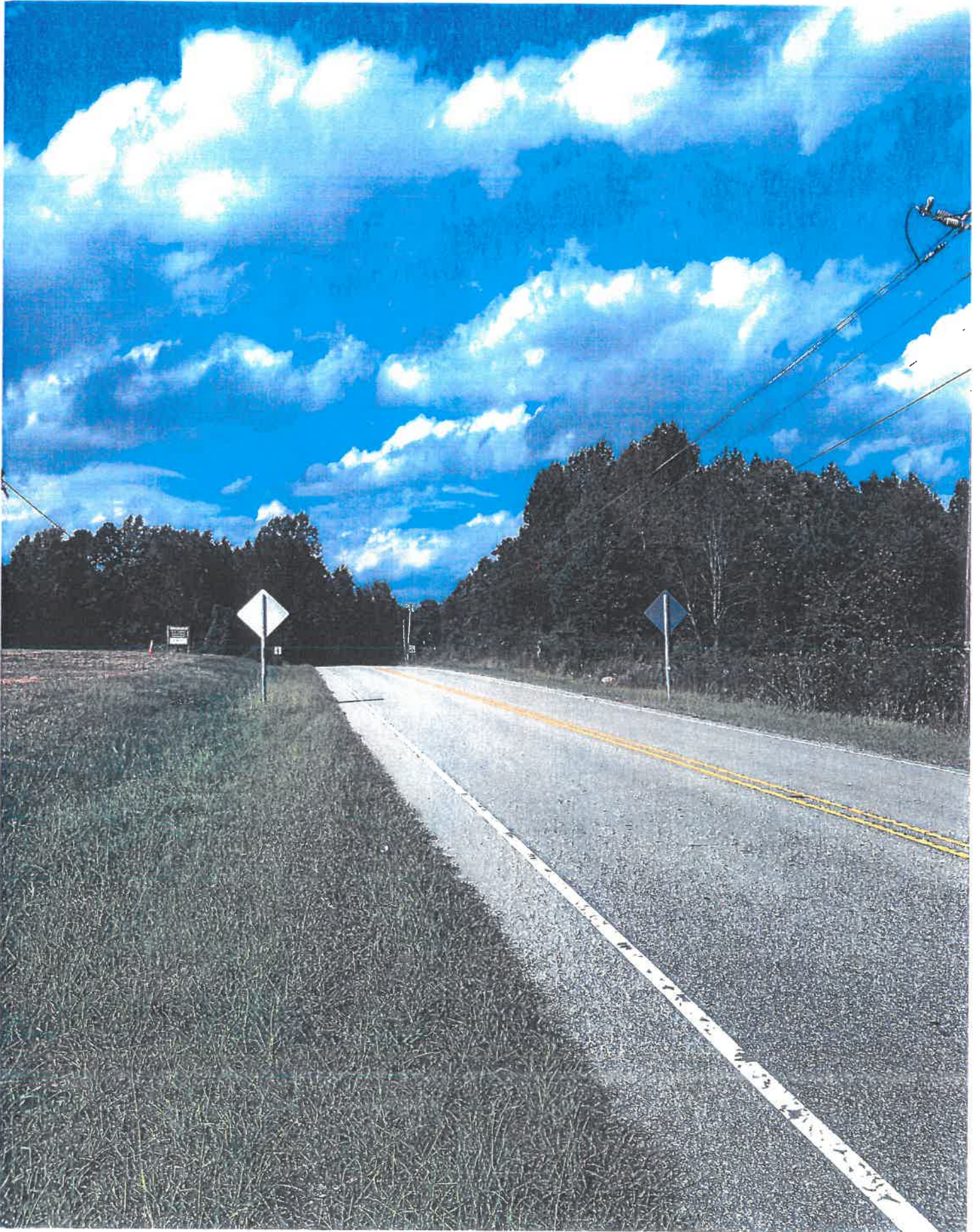
TownOfZebulon.org
(919) 823-1809

ZEBULON
NORTH CAROLINA

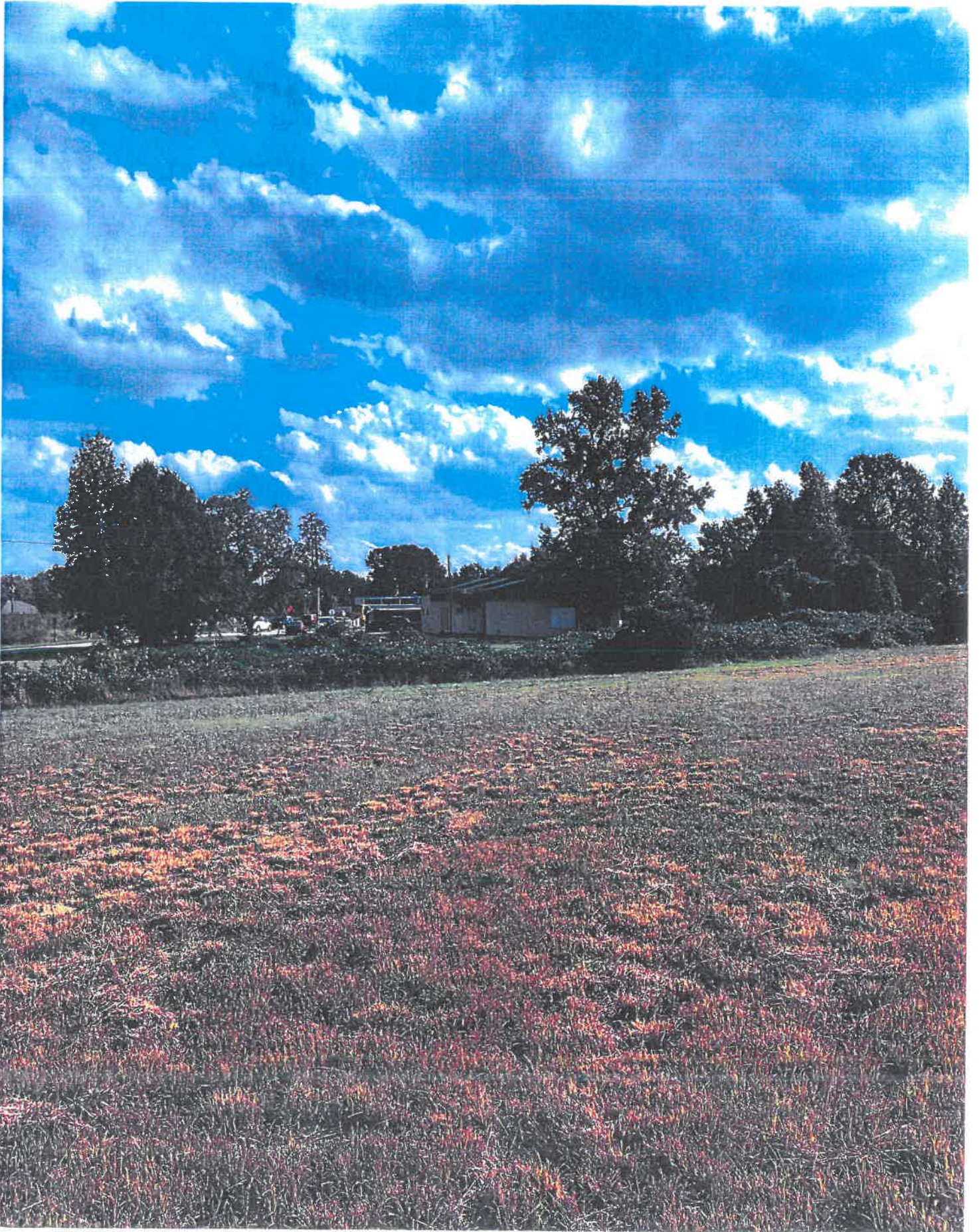




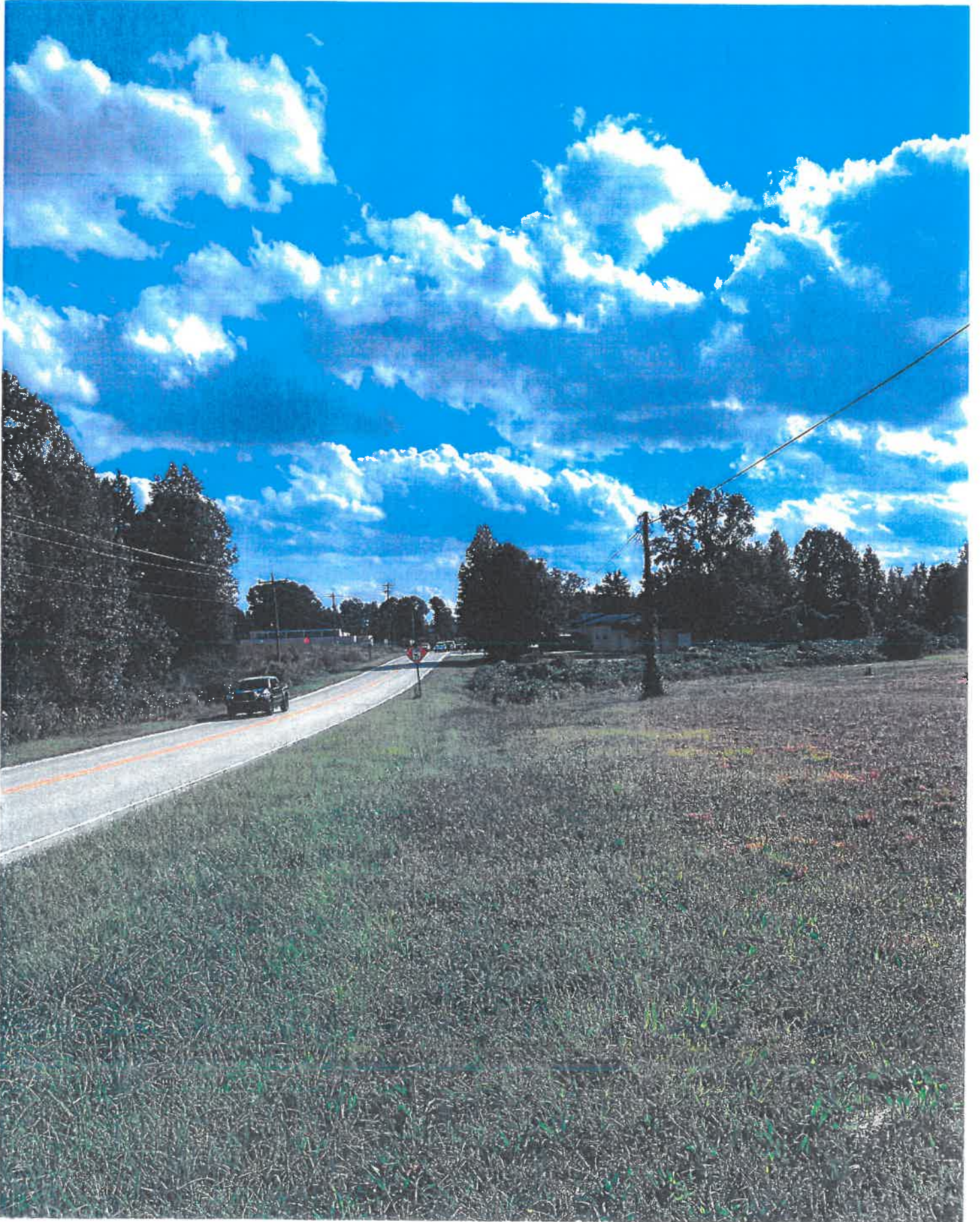
























ZEBULON
NORTH CAROLINA

CASE # SUP 2023-02 IDT#804290 – Storage Max

PROJECT ADDRESS 901 Proctor Street

PIN NUMBER: 2706217463

HEARING DATE: November 7, 2022

State of North Carolina

County of Wake

BEFORE ME, the undersigned Notary, Stacie Paratore on this 18th day of October 20 22, personally appeared Michael J. Clark, known to me to be a credible person and of lawful age, who being by me first duly sworn, on his oath, deposes and says:

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

- First Class Mailing Sent on **10/17/2022** (see attached mailing list and copy of mailing)
- Advertisement in a Paper of General Circulation sent on **10/17/2022** (Wake weekly, publication dates **10/28 & 11/4 2022**)
- Posting Public Hearing Signage on Property on **10/17/2022** (pictures attached)
- Posted to Planning Department Website **10/17/2022**
- Sent to E-Mail Distribution List on **10/17/2022**

[Signature]

10/18/2022

Michael J. Clark, AICP, CZO

Date

Subscribed and sworn to before me, this 18th day of October 20 22

[Notary Seal:]

[Signature]

Stacie Paratore

[signature of Notary]

[printed name of Notary]

NOTARY PUBLIC

My commission expires: 6/27, 20 22

STACIE PARATORE
NOTARY PUBLIC
WAKE COUNTY, N.C.

Notice of Public Hearing

Notice is hereby given pursuant to the provisions of Article 2.2.24 of the Town of Zebulon Unified Development Ordinance that a quasi-judicial hearing will be held on **November 7 2022 at 7:00 PM** at the **Zebulon Municipal Complex, 1003 N. Arendell Avenue**, and will be conducted by the Board of Commissioners of the Town of Zebulon for the purpose of considering the following items:

IDT Project Number 804290 – SUP 2023-02 –901 Proctor Street

PIN # 2706217463. A request by James Todd of Smith Law Partners on behalf of Storage Max and property owner Twin Agri-Services, Inc c/o Laura Gay, for a Special Use Permit to allow a self-storage facility on a property zoned Heavy Commercial (HC).

For questions or additional information, please contact us at (919) 823-1808 or MClark@TownofZebulon.Org.

*Posted in Wake Weekly October 28th and November 4th, 2022
Mailed 150-foot Radius October 17, 2022*

