



Town of Zebulon

Planning Department

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

INSTRUCTION PACKET AND AFFIDAVIT FOR NEIGHBORHOOD MEETINGS

GENERAL INFORMATION:

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

WHEN IS A NEIGHBORHOOD MEETING REQUIRED?

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

INSTRUCTIONS

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

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

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

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

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



INFORMATION PACKET FOR NEIGHBORHOOD MEETINGS

HANDOUT REQUIREMENTS:

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

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

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

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

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

The agenda of the meeting shall include:

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

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

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

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

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

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

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



NOTICE OF NEIGHBORHOOD MEETING

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

Dear Neighbor:

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

See attached "Community Meeting Notice" that was mailed to neighbors (Address) 1797-91-4808 & 2707-12-5045 (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)):

Current plans for the property are to include both attached and detached single-family residential products of varying sizes and limited non-residential uses.

Estimated Submittal Date: Nov. 1, 2024

MEETING INFORMATION:

Property Owner(s) Name(s) Black Family , LLC

Applicant(s) CE Group - Clay Matthews

Contact Information (e-mail/phone) claym@cegroupinc.com

Meeting Address: 301 S Arendell Ave, Zebulon, NC 27597

Date of Meeting: September 11, 2024

Time of Meeting: 6:00 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

PROJECT CONTACT INFORMATION

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

Development Contacts:		
Project Name: Pearces Rd PD		Zoning: R-30 (Current - Wake County)
Location: The project is located off Pearce Rd approximately 0.32 miles south from the intersection with Ferrell Road and approximately 1.07 miles north of Pippin Road		
Property PIN(s): 2707125054, 1797914808		Acreage/Square Feet: 161.046
Property Owner: Black Family, LLC.		
Address: 3309 Felton Place		
City: Raleigh	State: NC	Zip: 27612
Phone:	Email:	
Developer: TBM Partners, LLC. C.O. Joe Cebina		
Address: 6131 Falls of Neuse Rd. Suite 200		
City: Raleigh	State: NC	Zip: 27609
Phone:	Fax:	Email: joe@tbmpartners.net
Engineer: CE Group, Inc. C.O. Clay Matthews		
Address: 301 Glenwood Ave. Suite 220		
City: Raleigh	State: NC	Zip: 27603
Phone: 919-367-8790	Fax:	Email: claym@cegroupinc.com
Builder (if known):		
Address:		
City:	State:	Zip:
Phone:	Fax:	Email:



PROVIDING INPUT TO THE PLANNING BOARD OR BOARD OF COMMISSIONERS:

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

PRIVATE AGREEMENTS AND EASEMENT NEGOTIATION:

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

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

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

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

DOCUMENTATION:

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



INFORMATION PACKET FOR NEIGHBORHOOD MEETINGS

NEIGHBORHOOD MEETING SIGN-IN SHEET:

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

Project Name: Pearces Road PD

Meeting Address: 301 S Arendell Avenue

Date of Meeting: September 11, 2024 Time of Meeting: 6:00 p.m.

Property Owner(s) Names: Black Family, LLC.

Applicants: CE Group, Inc.

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	Lillian Ruth	3464 Lacewing Dr		LJRuth@gmail.com
2	Lynette Mathews	3476 Lacewing Dr		lynettemariamathews@gmail.com
3	Gerald Mathews	3476 Lacewing Dr		mathewsgerald@gmail.com
4	Shannon DeBruhl	1625 Pearces Rd		sdebruhl@yahoo.com
5	Jeff DeBruhl	1625 Pearces Rd		jeffdebruhl@yahoo.com
6	Sarah Hansley	1625 Pearces Rd		sarahhansley@gmail.com
7	Billy & Sherri Barham	1728 Pearces Road		sherritantbarham@gmail.com
8	Pam McLean	9708 Gigi Lane		PBSOC3@aol.com
9	Terresa Wrenn	3515 Lillie Branch Dr		greenerblue99@yahoo.com
10	Jim & Hilda Debnam	9140 Ferrell Rd		jmdebnam@gmail.com
11	Cindy Mallard	Lillie Debrawn Heirs Ferrell Rd		mallardcindy@gmail.com
12	Kay & David Ludwick	3452 Lacewing Dr		sxmparrot@gmail.com
13	Jerry Boore	1014 Lakeside Farm Rd		jboore109061@yahoo.com
14	Steve Marsh	1621 Pearces Rd		1955102ssm@gmail.com
15	Helen Bunch	3456 Lacewing Dr		habunch@aol.com
16	Bill & Anna Gaines	9340 Ferrell Rd		annagaines10@gmail.com
17	William Dancy	3512 Coldwater Creek Dr		
18	Barry D Kruth	1733 Pearces Rd		Bkruth@nc.rr.com
19	Douglas Moore	401 Lilac Ridge Ct		
20				
21				
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23				
24				
25				

Attach Additional Sheets If Necessary.



SUMMARY OF DISCUSSION FROM THE NEIGHBORHOOD MEETING

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

Project Name: Pearces Rd PD

Meeting Address: 301 S Arendell Ave

Date of Meeting: September 11, 2024 Time of Meeting: 6:00 p.m.

Property Owner(s) Names: Black Family, LLC.

Applicants: CE Group, Inc.

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 Will there be a 30 year deed restriction for affordable housing?

Applicant Response: Yes, a 30 year deed restriction will be on the property as "affordable housing."

Question/ Concern #2 Are there any rental properties proposed?

Applicant Response: There are no rental properties proposed at this time.

Question/ Concern #3 Who is the project builder?

Applicant Response: TBM Partners will be the developer. A specific home builder has not been identified at this time.

Question/ Concern #4 See attached for additional questions and answers.

Applicant Response:

215-022 Pearces Rd Property Neighborhood Meeting

Community Meeting, September 11, 2024, Zebulon Community Center, Zebulon, NC

- 4.) What is keeping conglomerates from buying all the affordable housing and leasing them?

Houses are intended to be sold to individuals who qualify for affordable housing, not corporate LLCs.

- 5.) How will these residential units be priced?

Home prices have not been set but may range from the upper \$300 to \$700,000

- 6.) Is daycare a proposed use?

Yes, an overwhelming majority of attendees did not want daycare as a use.

- 7.) Will Weaver Pond have access to the amenities?

No, at this time, amenities are proposed for residents only.

- 8.) What is the timeline for construction?

This project will take approximately 2.5 to 5 years to complete.

- 9.) How will this project effect traffic on Pearces Road?

A Traffic Impact Analysis (TIA) has been completed (by a traffic engineer?) and this project will require some off-site improvements, as well as turn lanes into the project off Pearces Rd.

- 10.) *Explain Alley loaded?*

"Alley Loaded" units are accessed by private alleys to the rear of the unit with no driveway access to the public right-of-way (ROW).

- 11.) Does this project have any exceptions to the UDO?

No, PD Designation allows for greater flexibility with development standards where exceptions are not necessary.

- 12.) How will this project impact the small-town feel of Zebulon? We don't want "city-living."

This project, as proposed, is in keeping with what Zebulon's Long Range Plan projects for this area.

13.) How will this project effect water pressure (Weaver Pond)?

The project will connect to a Raleigh water main. We are aware of water pressure issues and will likely have booster pumps for individual residences within the development to accommodate project resident's needs.

14.) Will there be Internet issues or cell issues associated with this project?

More residential development may encourage Internet providers to extend or improve services in this area.

15.) How does this project impact local schools?

Increase in the tax base will assist Wake County in future improvements to local schools.

16.) Are there any other uses associated with this project? If so, what are they?

This project proposes detached single-family, attached single-family, condo-style single-family, as residential uses. Primary options are to extend an offer to Wake County and Town of Zebulon to purchase the area adjacent to Pearces Road for Fire/EMS or Police/Sheriff use with a sunset of 3-5 years. After the sunset date should the County or Town not exercise the option to purchase , the developer may choose to activate a different use, such as day care or low impact retail.

17.) Explain the different housing types.

- a. 72' Front-loaded Single-family Detached
- b. 62' Rear-loaded Single-family Detached
- c. 42' Rear-loaded Single-family Detached
- d. 22-24' Front-loaded Single-family Townhomes
- e. 18' Wide Condo-style Townhomes

18.) What do we plan to do about folks trespassing?

Along with a 40' wide perimeter buffer, the developer is open to providing additional planting and/or signage to identify project limits or post the property as "private."

19.) Part of question 14 – How many homes?

513 units are proposed.

20.) Part of Homes for Heroes?

The developer was not aware of Homes for Heroes but is eager to learn more about them and other organizations to assist with providing affordable homes.

21.) How are you protecting the wetlands?

This project does not impact wetlands or streams. Streams are buffered as required by Zebulon. In general, we keep a healthy distance away from wetlands and streams with this project layout.

22.) What is being done to protect environmentally sensitive species?

There have been no environmentally sensitive species identified on this property.

23.) What storm water controls will be used?

Project will provide stormwater to satisfy state and local requirements. Stormwater devices will most likely be wet ponds.

24.) The project appears too dense, there should be fewer units.

The developer explained that the proposed density is allowed under the *Planned Development classification, per Zebulon's UDO.*

25.) Will the project buffer be natural?

The buffer will be natural where left undisturbed. There may be areas that are disturbed and, in those cases, would be revegetated.

26.) What is the height of the project? Are 1 story houses planned?

If a homeowner chooses a 1-story house for construction, it will be one story.



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

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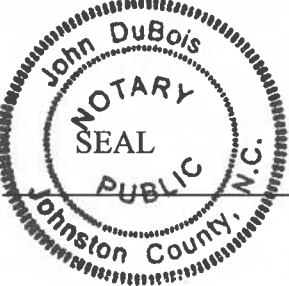
I, Clay Matthews, do hereby declare as follows:
Print Name

- 1. I have conducted a Neighborhood Meeting for the proposed Rezoning, Major Site Plan, Master Subdivision Plan, or Special Use Permit.
2. The meeting invitations were mailed to the Zebulon Planning Department, all property owners within 750 feet of the subject property and any neighborhood association that represents citizens in the area via first class mail a minimum of 10 days in advance of the Neighborhood Meeting.
3. The meeting was conducted at 301 S Arendell Avenue (location/address) on Sept. 11, 2024 (date) from 6:00 p.m. (start time) to 8:00 pm (end time).
4. I have included the mailing list, meeting invitation, sign-in sheet, issue/response summary, and zoning map/reduced plans with the application.
5. I have prepared these materials in good faith and to the best of my ability.

11/11/2024 By: [Signature]

STATE OF NORTH CAROLINA
COUNTY OF Johnston

Sworn and subscribed before me, John DuBois, a Notary Public for the above State and County, on this the 1st day of November, 2024.



[Signature]

Notary Public

John DuBois

Print Name

My Commission Expires: 10/17/2028

Notification Letter

August 27, 2024

CE Group, Inc
301 Glenwood Avenue, Suite 220
Raleigh, NC 27603

Re: **Neighborhood Meeting** for proposal to rezone Wake County PINs 1797-91-4808 & 2707-12-5054 will be held at the Zebulon Community Center on Wednesday, September 11th at 6:00 PM. The meeting location address is 301 S Arendell Ave, Zebulon, NC 27597.

Dear Adjacent Property Owner:

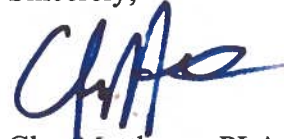
This letter is to invite you to a neighborhood meeting regarding a proposed rezoning of Wake County PINs 1797-91-4808 & 2707-12-5054 from Wake County R-30 to Zebulon PD (Planned Development). The parcels under consideration for this rezoning proposal total approximately 186 acres and are shown on the attached map for reference. An informal neighborhood meeting will be held on September 11th beginning at 6:00 PM at the Zebulon Community Center. A location map is also attached.

This proposal is for a rezoning of the parcels as mentioned above and will not change the existing zoning for any adjacent parcels. Current plans for the project are to include both attached and detached single-family residential products of varying sizes. Plans will be shared at the neighborhood meeting and those knowledgeable about the project will be available to answer questions. We encourage property owners to voice their questions and concerns to better help the project team to understand the community.

This meeting is required as part of the Town of Zebulon rezoning process; however, Town staff will not participate in the meeting. We are planning to submit our official plans to the Zebulon Planning Department soon.

We would appreciate your attendance and input at the neighborhood meeting. If you have questions before the meeting, you may contact the person noted below.

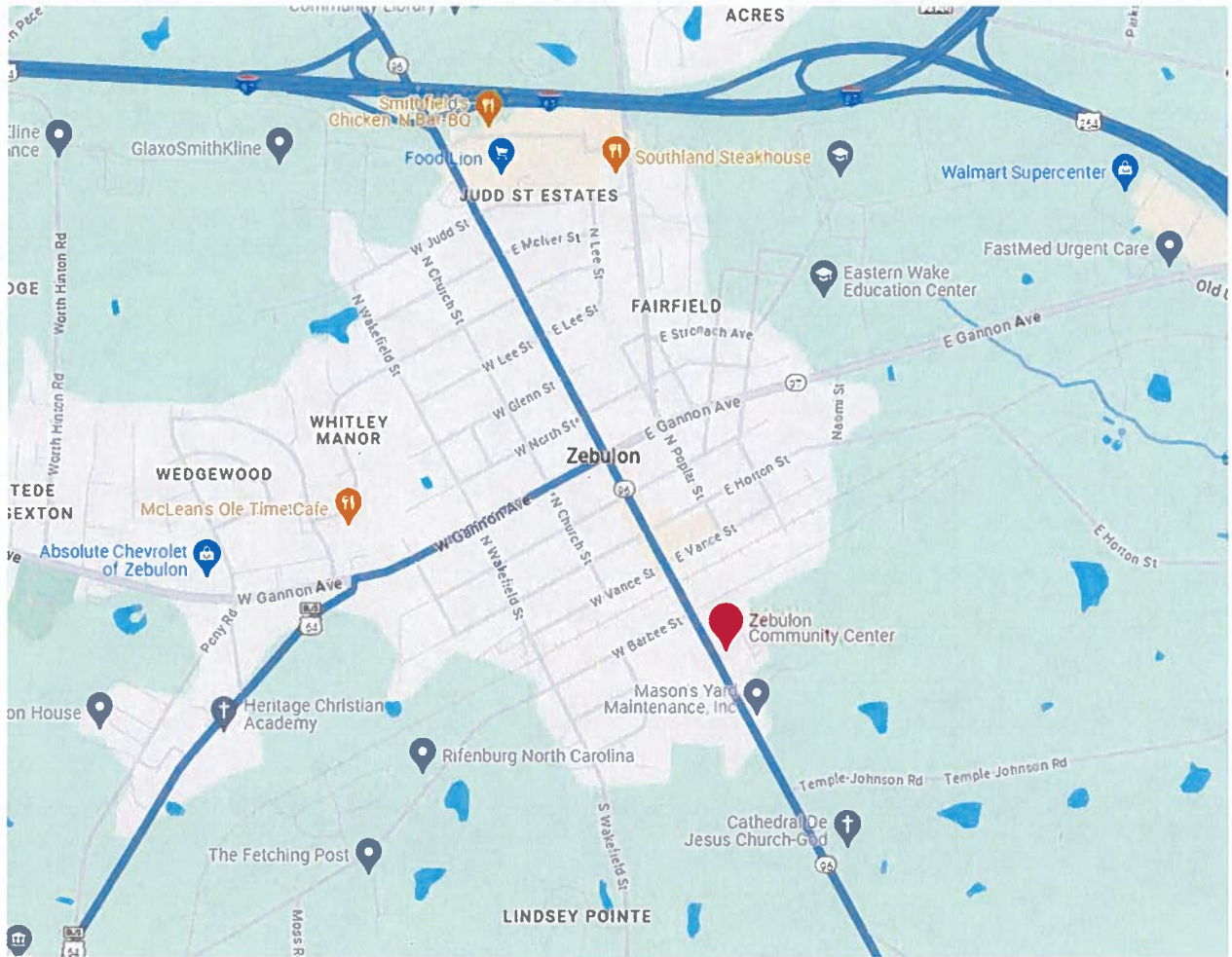
Sincerely,



Clay Matthews, PLA

For More Information, Please Contact:
CE Group Inc, attn: Clay Matthews
claym@cegroupinc.com

MEETING LOCATION MAP



PROJECT LOCATION MAP

