

**Zebulon Board of Commissioners**  
**Work Session**  
**Minutes**  
**December 16, 2020**

Present: Robert S. Matheny, Beverly Clark, Annie Moore, Glenn York, Shannon Baxter, Larry Loucks, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Stacie Paratore-Deputy Town Clerk, Bobby Fitts-Finance, Michael Clark-Planning, Teresa Piner-Planning, Eric Vernon-Attorney

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

**APPROVAL OF AGENDA**

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

**NEW BUSINESS**

*A. Comprehensive Plan: Economic Development*

Joe Moore explained the Comprehensive Plan was last updated in 2008. The plan was due for an update and would incorporate the Town's strategic plan and three main focus areas of small-town life, growing smart, and vibrant downtown.

1. "Downtown Discussions" Report

Michael Clark introduced the presenters and briefly reviewed the topics to be discussed.

Dan Douglas, the Town's downtown consultant, reviewed downtown Zebulon's listening sessions report. The challenges, opportunities, and priorities were discussed. Other nearby towns were shown as examples. The vision for downtown Zebulon was discussed. Mr. Douglas gave walkability, parking and destination development recommendations.

Mayor Matheny asked about the total participation in the downtown discussions. Mr. Douglas stated there between 14 to 20 property owners and businesses owners who participated in the meetings.

2. North Carolina Mainstreet Program Kick-off

Teresa Piner spoke about NC Main Street's Downtown Associate Program (DAC) and the Program's role in economic development.

Ms. Piner spoke about the community's responsibility. Four downtown meetings/DAC meetings had been completed. The DAC kick-off meeting was scheduled for January 6, 2021 and five committee meetings had been scheduled. The next steps to prepare for the DAC Program initiatives were discussed.

3. Redevelopment Incentives and Code Enforcement

Michael Clark spoke about incentives and regulations. Examples of current conditions of downtown buildings were shown. Some regulation examples listed were building maintenance such as repairing broken windows, cleaning dirty awnings, and repairing damaged bricks. Staff

showed photos of what displays could look like with an example of student art displayed in building windows.

Michael Clark spoke about incentives for downtown such as the Façade Improvement Grants. The Town had six successfully completed projects, three currently waiting to be issued, and two more expressed interest.

Staff suggested modifying the Streetscape Program to open the incentive to businesses, increase to a \$4,000 maximum and require staff approval instead of Board approval.

Michael Clark spoke about the Business Upfit Grant and other future incentives.

*B. Comprehensive Plan: Land Use and Transportation Plan Progress Update*

Michael Clark introduced Gary Mitchell, President of Kendig Keast and Jessica McClure, State Traffic Engineering Lead.

Gary Mitchell spoke about the Comprehensive Land Use Plan timeline and project phases. The comments received from small groups and online surveys were discussed. The comment topics covered included: 1) demographics, 2) land use and development, 3) infrastructure and public service, 4) housing and neighborhoods, 5) area economy and jobs, 6) downtown, and 7) recreation and amenities.

The ten plan priorities were: 1) align land use and transportation planning, 2) sync land use plan with Unified Development Ordinance, 3) connect, 4) center growth management on adequate public facilities, 5) fortify a resilient economic (and tax) base, 6) secure new and renewed partnerships, 7) steer downtown momentum, 8) protect and reinforce character, 9) build community – one community, and 10) think big but share costs wisely.

Jessica McClure spoke about the comments received from public input on the topics of traffic, multi-modal uses, intersection and roadway safety, and parking. The Comprehensive Transportation Plan goals were discussed. Ms. McClure spoke about the future signals at Green Pace Road and Arendell Avenue, Shepard School Road and Old Bunn Rd, and the NC 96 improvements.

A draft of both plans would be available for review and comment at a spring 2021 work session.

There was a question about the use of traffic circles in the Town of Zebulon Multimodal Transportation Plan. Ms. McClure explained the plan would be used to help determine what would work best for the Town.

Michael Clark explained the consultants would work with focus groups in the community and would present the draft to the Board of Commissioners and Planning Board at the May Joint Public Hearing. The final product was scheduled go before the Board at the June 2021 meeting.

*C. Utility Merger Agreement Amendment Progress*

Joe Moore presented the Utility Merger Agreement Amendment. There was discussion about the options to sell back water and sewer capacity and the transfer of cash to pay down the debt with the City of Raleigh.

Mayor Matheny asked about the City of Raleigh selling capacity to Middlesex and inquired if the City of Raleigh could sell the Town's capacity therefore limiting the Town's sewer capacity. Joe Moore stated that was good detail to make sure it did not happen to the Town.

There was discussion about Little River Park. There was no longer a use as a water intake so the intake facility and pipe would be demolished, and the property would be transferred to the Town of Zebulon.

The Town wanted to obtain an easement at the Little Creek Wastewater facility to make greenway connections. The greenway connections were shown on an aerial map. The Town sold sewer capacity in approximately 2010.

Staff could bring a draft agreement for the Board's consideration at the February 2021 meeting.

**MANAGER'S COMMENTS**

1. COVID Related Closings

Joe Moore stated the Community Center would be closed beginning Friday, December 18, 2020. Facility rentals and recreation programs were suspended at least through mid-January. Town Hall would be closed to the public the last week in December to allow for deep cleaning and sanitizing.

**CLOSED SESSION**

Mayor Matheny stated they needed a motion to go into closed session as permitted by NCGS 143-318.11(a) (6) for the purpose of personnel discussion.

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

NOTE: In closed session, the Mayor stated the purpose of this portion of the closed session was pursuant to 143-318.11(3) to consult with the attorney. Attorney Eric Vernon entered the closed session at 9:57 pm.

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

Commissioner Baxter made a motion, second by Commissioner York to have closed session minutes related to the "consultation with the attorney" portion of the closed session for December 16, 2020 archived with Wyrick Robbins Yates & Ponton LLP. There was no discussion and the motion passed unanimously.

Commissioner York made a motion, second by Commissioner Loucks to grant a salary increase to the Town Manager in the amount of a 1.5% over his current salary. The raise would be retroactive

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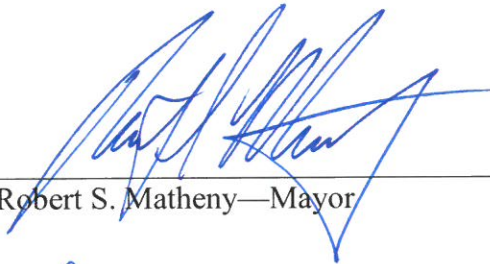
to August 3, 2020. There was no discussion and the motion passed 4-1 with Commissioners Loucks, York, Clark and Moore voting in favor and Commissioner Baxter voting in opposition.

Commissioner Baxter made a motion, second by Commissioner York to adopt a policy to direct the Town Manager to cause improvements to be made to the unoccupied offices on the second floor (new offices) on or before January 31, 2021. Immediately following completion of the improvements to the new offices to cause the Human Resources Director to move from the office adjacent to the Town Manager to the new offices. For purposes of the motion improvements means upfitting and furnishing the new offices to the extent reasonably necessary to permit the Human Resources Director to occupy the new office and to discharge the responsibility of the Human Resources Director. There was no discussion the motion passed unanimously.

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

Adopted this the 4<sup>th</sup> day of January 2021.



  
Robert S. Matheny—Mayor

  
Lisa M. Markland, CMC—Town Clerk