

Zebulon Board of Commissioners
Minutes
October 7, 2024

Present: Mayor Glenn York, Quentin Miles, Amber Davis, Shannon Baxter, Beverly Clark, Taiwo Jaiyeoba-Interim Town Manager, Lisa Markland-Human Resources Director, Chris Ray-Public Works, Jacqui Boykin-Police, Chris Perry-Fire, Sheila Long-Parks & Recreation, Bobby Fitts-Finance, Cate Farrell-Planning, Chris Medina-Planning, Tonya Easterwood-IT, Kaleb Harmon-Communications, Eric Vernon-Town Attorney

Absent: Jessica Harrison

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

Mayor York stated there would be a moment of silence for those devastated in the west from the storms and Rocky Mount by the tornados.

PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner Miles.

APPROVAL OF AGENDA

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

RECOGNITIONS AND PROCLAMATIONS

Student Gianna Amaya-Bonilla and Teacher Kenneth Warych both from Wakelon Elementary School were recognized at the meeting.

Commissioner Harrison read the Pregnancy and Infant Loss Awareness Month and Pregnancy & Infant Loss Remembrance Day Proclamation.

Commissioner Davis read the Proclamation for Fire Prevention Week – October 6-12, 2024.

Commissioner Baxter read the Proclamation for Cyber Security Awareness Month.

PUBLIC COMMENT

Steve Baxter shared resources for those in need and affected by the recent storms.

Ernest Campbell spoke about a project near his home that caused water issues on his property.

Miranda Todd Harrison stated she was the trustee of the Todd Protection Trust and asked the Board to consider planning ahead with resources needed for current residents regarding new housing development affecting existing property owners affording their homes.

Scott Carpenter thanked those who attended the Zebulation event, asked that the agendas be posted sooner, and would like to receive training as a new member on the Board of Adjustment.

CONSENT

A. Minutes

Commissioner Baxter made a motion, second by Commissioner Miles to approve the Wake County tax report for June 2024. There was no discussion and the motion passed unanimously.

PRESENTATION

A. Communities in Schools

There was information presented about Communities in Schools' model for success. There were seven school sites in Wake County with two after school programs with 12 full time and 25 part time staff. The school sites offered opportunities for extended learning for students.

It was explained how the community connections were so important to the success of the program. Some of the key initiatives included success coach program, extended learning, volunteer recruitment and pathways with college and career readiness.

OLD BUSINESS

A. Planning

i. 545 W. Barbee Street – Rojas Zebulon Rezoning – Ordinance 2025-09

Cate Farrell stated the standards for Section 2.2.25.J were:

- Health, safety and welfare
- Appropriate for location
- Reasonable in the public interest
- Other relevant factors

The property was located at 545 W. Barbee Street. The applicant CSD Engineering was asked that the 0.31 acres be rezoned from Suburban Residential to Heavy Industrial. The public hearing notification details were given as well as the current zoning and future land use. The Planning Board unanimously recommended approval of RZ 2024-03 at their September 16, 2024 meeting. Staff was unable to recommended approval of Ordinance 2024-09 for 545 W. Barbee Street finding that the standards of Section 2.2.25.J had not been met and the request was not consistent with the Comprehensive Land Use Plan due to the future land use plan showing the area as being residential. It was the Board's authority to determine whether the change should be made.

Commissioner Baxter made a motion, second by Commissioner Miles to approve Ordinance 2025-09. There was no discussion and the motion passed unanimously.

ii. 1800 Shepard School Road Planned Development Rezoning – Ordinance 2025-10

Cate Farrell stated the standards for Section 2.2.25.J were:

- Health, safety and welfare
- Appropriate for location
- Reasonable in the public interest
- Other relevant factors

The property was located at 1800Shepard School Road. The applicant, Longleaf Law Partners was requesting the 35.4 acres be zoned from Suburban Residential to Planned Development. The public

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hearing notification details were given and the site conditions, current zoning map and future land use map were shown. The timeline of activity and concept plan were reviewed. The project added a greenway with trailhead and the road connections, buffer, road improvements and building architecture were shown. The buffer included a type D buffer. The project earned 64 points under the Town's Utility Allocation Policy.

The Planning Board unanimously recommended approval of CZ 2024-03 at their September 16, 2024 meeting. Staff was unable to recommended approval of PD 2024-03 for 1800 Shepard School Road finding that the standards of Section 2.2.25.J had not been met as the project was not providing public cross connections to Logans Green Dr and Logan Canyon Lane.

Jennifer Ashton with Longleaf Law Partners spoke about the project showing the existing conditions. The campsite legend showed a breakdown of the campsite options being offered. The right-of-way improvements on Shepard School Road were shown on a map as well as the four extra parking spaces being added. Ms. Ashton explained there were no connections being made to the Shepards Park subdivision to maintain the privacy buffer and to control the speed limit within the campground. There would be an emergency access pointed located on the north of the site.

The public benefits to the Town included conserving the natural areas of the site, limited impervious area, greenway trail extension and construction of a major trailhead, offered a vacation destination, Shepard School Road expansion, and significant reduction in traffic from current zoning.

Commissioner Davis stated the site was very beautiful and was excited about the project, but did have concerns about the lack of connectivity. Ms. Ashton stated the caretaker and emergency vehicles would have access to open the knox box entrance in case of an emergency.

Commissioner Harrison had concerns about safety for the area and neighboring communities. The applicant explained the campground was enclosed to control guests safety and a caretaker would be onsite 24 hours per day. There was discussion about the access points.

Commissioner Miles asked Chief Perry about his thoughts on the access points. Chief Perry stated the ability to come in from either direction with two means of egress was very helpful and acceptable by the Fire Department.

Commissioner Davis asked about the caretaker. The caretaker would be there 24 hours per day in addition to the other staff and would take care of the grounds, safety and issues that arise. There were details given about the gate system in the development.

Commissioner Miles made a motion, second by Commissioner Baxter to approve Ordinance 2025-10. There was no discussion and the motion passed unanimously.

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

The meeting was called back session at 7:57pm.

iii. UDO Legislative Text Amendment updates – Ordinance 2025-11

Chris Medina presented the UDO legislative text amendment updates. These were the sections of legislative updates that needed amending due to text amendment updates for triplex and quadplex standards, changed sewer and water connection language, modification of perpendicular parking space width, and the addition of a “sports wagering” use type.

The Planning Board unanimously recommended approval at the September 16, 2024 meeting.

Commissioner Miles made a motion, second by Commissioner Baxter to approve Ordinance 2025-11. There was no discussion and the motion passed unanimously.

NEW BUSINESS

A. Administration

i. Budget Amendment Amending Administration Budget for IT Separation – Ordinance 2025-12

Lisa Markland stated the request was to create an Information Technology (IT) budget for fiscal year 2024-2025. Finance would establish the new budget area by moving funds and IT line items from the overall administration budget. This was not appropriating additional funds and would be reorganizing the current budget to better reflect the allocation of IT financial resources.

Tonya Easterwood stated she was in agreement with the request.

Commissioner Baxter made a motion, second by Commissioner Miles to approve Ordinance 2025-12. There was no discussion and the motion passed unanimously.

ii. Position Request IT Specialist – Ordinance 2025-13

Lisa Markland presented the request to fund the position of IT Specialist to assist with the day-to-day needs in the IT Department. The funding would be for half a year and allow for the Town to no longer need the daily help desk currently provided by Network South. The Town would continue to utilize Network South to assist with after-hours calls and network security.

Tonya Easterwood spoke about the current needs for an IT Specialist.

Commissioner Baxter asked where the funds would come from and staff stated they would come from the general fund. Bobby Fitts explained the total would be a minimal amount taken from the general fund.

Commissioner Miles made a motion, second by Commissioner Davis to approve Ordinance 2025-13. There was no discussion and the motion passed unanimously.

B. Planning

i. Public Hearing – 613 and 615 Pearces Road Annexation

a. 613 and 615 Pearces Road Annexation – Ordinance 2025-14

Cate Farrell showed the properties located at 613 and 615 Pearces Road. The applicant, Wakelon Properties LLC was requesting annexation to have access to Town sewer and water. The Public Hearing notification was detailed and the property was shown on the zoning map.

The annexation standards for Section 2.2.2.G were:

- Owner approval
- Services can be provided
- Debt obligations
- Public health, safety and welfare

Staff recommended approval of Ordinance 2025-14.

Mayor York opened the public hearing.

Mayor York asked if anyone wished to speak in favor.

Cheryl Duke Wallace expressed concerns about the downhill slope to her yard and asked if a buffer could be added.

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 asked if anyone wished to speak neither for nor against. There were none.

Mayor York closed the public hearing.

Commissioner Miles made a motion, second by Commissioner Harrison to approve Ordinance 2025-14. There was no discussion and the motion passed unanimously.

ii. Public Hearing – 1616 Mack Todd Road Annexation

a. 1616 Mack Todd Road Annexation – Ordinance 2025-15

Cate Farrell presented the annexation request for 1616 Mack Todd Road. The applicant Seth Huntsinger was requesting annexation into the Town's corporate limits. The public hearing notification was detailed and the property was shown on the Town's zoning map.

The annexation standards for Section 2.2.2.G were:

- Owner approval
- Services can be provided
- Debt obligations
- Public health, safety and welfare

Staff recommended approval of Ordinance 2025-15.

Mayor York opened the public hearing.

Mayor York asked if anyone wished to speak in favor.

Seth Huntsinger stated he would like to be annexed to have clean drinking water.

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 asked if anyone wished to speak neither for nor against. There were none.

Mayor York closed the public hearing.

Commissioner Miles made a motion, second by Commissioner Davis to approve Ordinance 2025-15. There was no discussion and the motion passed unanimously.

b. 1616 Mack Todd Road Rezoning – Ordinance 2025-16

Cate Farrell stated the rezoning standards for Section 2.2.25.J were:

- Health, safety and welfare
- Appropriate for location
- Reasonable in the public interest
- Other relevant factors

The applicant Seth Huntsinger was requesting a rezoning. The 2.78 acres was zoned R-40 Wake County Zoning and the applicant was requesting to be zones Residential Suburban. The public hearing notification was detailed, and the property was shown on the Town's zoning map and future land use map.

The Planning Board unanimously recommended approval for RZ 2024-02 for 1616 Mack Todd Road.

Commissioner Miles made a motion, second by Commissioner Baxter to approve Ordinance 2025-16. There was no discussion and the motion passed unanimously.

MANAGER'S REPORT

The Board was given a parade update from Chris Ray.

Jacqui Boykin and Chris Perry gave information on disaster relief in Western North Carolina.

BOARD COMMENTS

Commissioner Baxter thanked the Police and Fire Departments for their response in Western North Carolina and asked the Planning Department to think about an extension to the ETJ.

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Commissioner Harrison spoke about the upcoming Angel Prints 3K walk at Town Hall and thanked the Fire and Police Departments for helping her mother when she had a house fire.

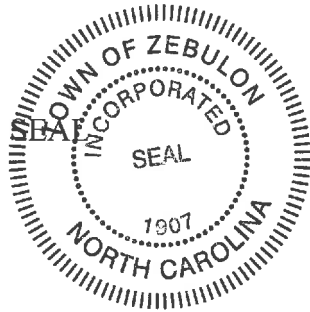
Commissioner Clark thanked the Police and Fire Departments for the work they are doing in Western North Carolina.

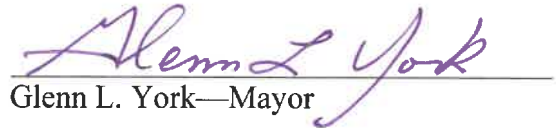
Commissioner Davis thanked the first responders who went to Western North Carolina and encouraged women to get checked for breast cancer awareness.

Mayor York recognized the needs of Western North Carolina.

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

Adopted this the 6th day of January 2025.




Glenn L. York—Mayor


Lisa M. Markland, CMC—Town Clerk