

Zebulon Board of Commissioners
Minutes
May 6, 2024

Present: Mayor Glenn York, Quentin Miles, Amber Davis, Jessica Harrison, Shannon Baxter, Beverly Clark, Joe Moore-Town Manager, Lisa Markland-Human Resources Director, Chris Ray-Public Works, Jacqui Boykin-Police, Chris Perry-Fire, Sheila Long-Parks & Recreation, Bobby Fitts-Finance, Michael Clark-Planning, Kaleb Harmon-Communications, Eric Vernon-Town Attorney

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

PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Cub Scout Troop 522

APPROVAL OF AGENDA

Commissioner Baxter asked to amend the agenda to add the Zebulon Bear Cats.

Commissioner Miles asked to remove the Letter of Support-Wake County Historic Preservation from consent.

Commissioner Davis asked to amend the agenda to add travel and training.

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

RECOGNITIONS

A. East Wake High School

Mayor York recognized student Sunquinn Broome and teacher Melanie Cline-Pierce from East Wake High School.

B. Cub Scout Troop 522

Mayor York recognized Cub Scout Troop 522

C. Zebulon Bear Cats

Amanda Roa spoke about the Zebulon Bear Cats and asked for financial assistance for equipment and facility use.

Chrystie O'Neal gave details about goals, mentorship and being accepted into the East Wake Football League.

Chadwick Williams spoke about his positive experience with the Zebulon Bear Cats.

There was discussion about the Bear Cats' registration and non-profit status.

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Commissioner Baxter made a motion, second by Commissioner Miles to instruct staff to assist Bear Cats with a facility use waiver for the fees associated with the use of the Town's fields to be discussed at the May 15 work session.

Commissioner Clark clarified that the motion was just for information for the Board.

There was no further discussion and the motion passed unanimously.

PROCLAMATION

Commissioner Davis read the Mental Health Month Proclamation.

Commissioner Harrison read the Foster Care Awareness Month Proclamation.

Commissioner Clark read the Municipal Clerks Week Proclamation.

Commissioner Baxter read the Police Appreciation Week Proclamation.

Commissioner Miles read the Public Works Week Proclamation.

Mayor York read the International Firefighters Proclamation.

PUBLIC COMMENT

Cub Scout Pack 522 spoke about the Flag Retirement Ceremony and passed out Keepsake Tokens for Veteran's Day to the Board.

CONSENT

A. Minutes

Commissioner Baxter made a motion, second by Commissioner Miles to approve the February 15, 2024 work session minutes. There was no discussion and the motion passed unanimously.

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

Commissioner Baxter made a motion, second by Commissioner Miles to approve the Budget Amendment – Police and Fire off-duty work reimbursement – Ordinance 2024-43. There was no discussion and the motion passed unanimously.

Commissioner Baxter made a motion, second by Commissioner Miles to approve the 2024 Governor's Highway Safety Program Grant Application – Resolution 2024-21. There was no discussion and the motion passed unanimously.

Commissioner Baxter made a motion, second by Commissioner Miles to approve the Memorandum of Understanding – Capital Area Metropolitan Organization. There was no discussion and the motion passed unanimously.

Commissioner Baxter made a motion, second by Commissioner Miles to approve the Budget Amendment – HVAC Replacement at Zebulon Community Center – Ordinance 2024-45. There was no discussion and the motion passed unanimously.

OLD BUSINESS

A. Planning

i. Zebulon South Planned Development – Ordinance 2024-39

Michael Clark presented the planned development request to develop 320 residential units on 118.62 acres at 751 S. Wakefield Rd, 700 S. Arendell Ave., 0 S. Wakefield St., and 0 S. Arendell Ave.

The standards under section 2.2.25.J for a planned development were:

1. Health, Safety and Welfare
2. Appropriate for location
3. Reasonable in the public interest
4. Other relevant factors

The current zoning map, future land use map, and concept plan were shown. The current zoning was R-4 and R-2 residential zoning.

The concept plan included 320 residential units (townhomes and single-family detached units). Staff explained this created diversity of options within the development and multiple generations to live within the same neighborhood.

The developer had a TIA done that met or exceeded the Town's Transportation Plan.

The applicant received 68 points under the Town's Utility Allocation Policy which exceeded the needed 60 points. The applicant was also proposing to dedicate a portion of the property for a proposed future fire station. Some enhancements of the development included architectural details, bike and pedestrian plan, land dedication and road improvements along S. Arendell frontage.

Michael Clark explained a developer could build 140 units on the parcel by right all on well and septic without being annexed into the Town. However, there would be no amenities, traffic improvements, no dedicated land for a future fire station, and would not be within the corporate limits.

Commissioner Baxter asked how many deviations had been done with the 50-foot lot width since adoption of the UDO. Staff knew of at least one and only two Planned Developments were approved since adoption of the UDO. Commissioner Baxter asked how many people participated in the UDO public engagement. Staff would provide that information to the Board.

Ashley Terrazas Honeycutt, the attorney for the applicant, introduced those who were in attendance at the meeting and could give details about the proposed development. It was explained the Zebulon South Planned Development went before the Board at the February Joint Public Hearing, March Planning Board, and the Board of Commissioners in April and many changes were made as requested.

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Rob Rudloff spoke about Pulte Homes and their vision for the community. There was discussion about the amenities included community gathering areas, dog park, exercise stations, playground, garden, athletic field, mobile vendor spaces with electrical connections. Amenities for teenagers were added after requests at the Joint Public Hearing. A condition was added to only allow 20% of homes to be rental homes.

Beth Blackmon with the Timmons Group spoke about public utilities. The developer was extending water and sewer down Arendell and Wakefield and would be designed to meet City of Raleigh and Town of Zebulon standards. Cable, internet and natural gas companies would be responsible for extending their services.

Commissioner Baxter asked if there was a plan for natural gas or high-speed interest. Ms. Blackmon explained the project needed to be in construction drawings before the service providers would finalize plans.

Jeff Hochanadel spoke about the TIA process and trip generation and counts. Mr. Hochanadel reviewed recommended improvements and what DOT recommended. He spoke about the traffic delays at the following intersections:

- The intersection of Wakefield and NC 97 the traffic would add 2.9 seconds per vehicle delay in the morning and 7.3 seconds per vehicle delay in the afternoon.
- The intersection of Arendell and NC 97 the traffic would add 2.8 seconds per vehicle delay in the morning and 3.9 seconds per vehicle delay in the afternoon.
- The unsignalized intersection when turning at Barbee and NC 96 the traffic would add less than two seconds per vehicle delay in the morning and five seconds per vehicle delay in the afternoon.
- The intersection of Perry Curtis and NC 96 the traffic would add less than one second per vehicle in the morning and afternoon.
- Commissioner Baxter asked about the recommended mitigation for the intersections in regard to the TIA. Mr. Hochanadel recommended a 50 foot south bound left turn lane, 100-foot stacking and tapering at the north bound turn lanes and a 50 foot right turn lane on Arendell.

Ashley Terrazas Honeycutt reviewed the concerns and feedback of the items addressed over the last two years and the adjustments made to meet those concerns and requests.

Commissioner Miles asked about the future economic development in that area of Town. Michael Clark spoke about the Economic Development Strategic Plan which was being developed and the update to the Comprehensive Land Use Plan to include neighborhood commercial development in that area.

Commissioner Davis asked where the affordable housing was located. Ashley Terrazas Honeycutt explained the affordable units would be located in various areas of the community.

Gina Temple, the property owner, spoke about the property in question and why they chose the Pulte partners. It was also explained how Pulte had exceeded their expectations. The owners supported the project and asked that it be approved.

Michael Clark explained there had been several changes since the Joint Public Hearing and the Board received a redline copy showing those changes. The changes were reviewed including a 20% rental cap, additional amenities, side yard setback, road improvements, HOA citizen board, cross walk indicator near the Community Park, full length driveways, larger pool, and increased affordable housing.

Staff spoke about how the development met all the standards. The standards under section 2.2.25.J for a planned development were:

1. Health, Safety and Welfare
2. Appropriate for location
3. Reasonable in the public interest
4. Other relevant factors

The Planning Board voted 4 to 3 to recommend denial at their March 11, 2024 meeting.

Staff recommended approval of Zebulon South Planned Development – Ordinance 2024-39.

Commissioner Baxter stated Mary Beth Carpenter had questions about the movement of the cemetery and asked her to speak.

Mary Beth Carpenter asked the developer for the archaeology statement and stated some of the ancestors had not been contacted about moving the remains.

Ashley Terrazas Honeycutt explained 55 families were contacted and gave her contact information to Mary Beth Carpenter so she could provide her with all the information.

Commissioner Davis stated the development was beautiful but had concerns about how the development would impact the Town as a whole.

Commissioner Clark explained she liked the development and in order to get more economic development the Town would need more rooftops.

Commissioner Baxter stated she wanted more information from the economic development and had concerns about the rental total. The developer was asked for a commitment from the developer for a 10% or 15% rental cap commitment. Ashley Terrazas Honeycutt stated the developer could go down to 15%.

Commissioner Clark made a motion to approve Ordinance 2024-39 with the addition of only 15% allowable rentals. The motion died for lack of a second.

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Commissioner Baxter made a motion, second by Commissioner Harrison to table Ordinance 2024-39 until the May 15, 2024 meeting to be able to see the archaeological report. The motion failed with a vote 2 to 3 with Commissioners Baxter and Harrison voting in favor and Commissioners Clark, Miles and Davis voting in opposition.

Commissioner Harrison made a motion, second by Commissioner Davis to deny Ordinance 2024-39 for Zebulon South as amended including the addition of a 2000 sf pool finding it is not consistent with Standards of Section 2.2.25.J and Section 3.5.5 of the UDO, Transportation Plan, Parks and Recreation Plan and the Land Use Plan – Land Use and Development Goals 1 and 3, Growth capacity Goal 3, Housing and Neighborhoods Goal 2 and Policy E.

Commissioner Clark asked if a statement was needed for which ones it did not meet the standard. Staff asked the Board to specify which standard was not met. Commissioner Miles stated there was no need for an explanation for their reason to vote for denial. Eric Vernon recommended the Board provide a basis for their denial. The Board declined to provide a basis for denial.

Mayor York asked for Board comments. Commissioner Clark stated the developer had been working with the Board for so long and did everything that was asked of them. There were no other comments.

There was no further discussion and the motion passed with a vote 4 to 1 with Commissioners Harrison, Davis, Baxter and Miles voting in favor and Commissioner Clark voting in opposition.

Mayor York stated there would be a 10-minute recess.

The meeting reconvened at 8:14pm.

B. Fire

i. Participation in Wake County Fire Academy – Funding Agreement

Chris Perry spoke about the opportunity to participate in the Wake County Fire Academy. The program was explained. The first year was paid for by Wake County and there would be no cost to the Town until FY '26.

Commissioner Baxter asked about the stipulations the County was putting on the Town with the agreement. The Town would continue to keep the employees after the year was over.

Commissioner Miles made a motion, second by Commissioner Baxter to approve participation in Wake County Fire Academy – Funding Agreement.

Commissioner Baxter asked if the program will continue once the ARPA funds were exhausted. Chris Perry explained Wake County committed to continuing the program.

There was no further discussion and the motion passed unanimously.

C. General

i. Bond Referendum – Notice of Intent

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Joe Moore reviewed potential Bond Referendum projects over a 7-year timeframe, tax responsibilities to fund potential projects, staff recommendations and future Board actions.

Commissioner Harrison stated she would like to see if there is a way to address the stormwater issue at Gannon and Poplar.

Commissioner Baxter asked if delaying Judd and Arendell improvements would impact the Fire/EMS building. Staff planned for the fire signal at the intersection and improvements were included to that intersection.

Commissioner Baxter had concerns that the projects will become more expensive the longer the Town waited. Joe Moore explained there was some latitude to move forward with a project sooner. If the \$20M bond was approved the next bond could be as early as November 2025.

NEW BUSINESS

A. Parks and Recreation

i. Angel Prints Corporation – Special Event Application – Resolution 2024-23

Sheila Long stated there was a request from Angel Prints for their Remembrance Walk October 12, 2024. Details about the event and road closures were given. There was a request for fee waivers.

Commissioner Miles asked to hear from the applicant. Brandon Wiggins explained he was available for any questions from the Board.

Commissioner Baxter asked about the fee associated with the walk. Mr. Wiggins spoke about the ticket prices for the event and how the proceeds would be used.

Commissioner Harrison asked how many families have been served in Zebulon. Mr. Wiggins stated Angel Prints Corporation has served approximately 100 to 150 families

Commissioner Miles made a motion, second by Commissioner Baxter to approve Resolution 2024-23 with the waiver of fees.

Commissioner Baxter stated the fees were nominal and in line with the Town's strategic goals. There was no further discussion and the motion passed unanimously.

ii. Norse Brewing Market Events – Resolution 2024-24

Sheila Long presented the request from Norse Brewing for events on August 31 and November 30 at their location. The event details were given.

Commissioner Baxter made a motion, second by Commissioner Harrison to approve Resolution 2024-24. There was no discussion and the motion passed unanimously.

B. Public Works

i. Paint the Pavement – Pilot Program Request

Chris Ray presented the Paint the Pavement project. The Zebulon Downtown Arts Council (ZDAC) was interested in partnering with the Town of Zebulon to accomplish policy goals of citizen engagement and walkability. ZDAC requested to do work at Horton Street, a Town maintained road, to paint an artistic crosswalk. Staff recommended approval of the pilot program request.

Susan Pearce explained that ZDAC had been working on the project since it was mentioned at a Board meeting. A community survey was done to receive input finding the community wanted more public art.

Commissioner Miles stated he loved the idea of encouraging public art, but wanted public input on what would be painted. It was suggested a policy and procedure for a mural.

Chris Ray stated there was an existing policy and this would be the pilot program to vet the rules and regulations of the policy.

Commissioner Baxter suggested establishing an appearance committee to have residents have more input in identifying projects. It was suggested to create a chalk installation. Commissioner Baxter expressed concerns about installing piano keys in front of a piano bar and wanted to make sure the rules and regulations were enforced fairly across the board.

Chris Ray explained he spoke to Michael Clark and the proposed piano keys would not be an advertisement.

Commissioner Baxter wanted the Main Street Board's input on the project since it would be located downtown.

Commissioner Harrison stated she thought this would liven up downtown, but wanted to ensure they were being fair to all businesses.

There was discussion among the Board to create a paint the pavement policy.

John Lowery, Treasurer of ZDAC, explained the proposed painting was a letter Z and had nothing to do with the piano bar or advertising for it.

Commissioner Baxter made a motion, second by Commissioner Miles to direct staff to create a policy for the Board to review.

There was discussion about the timeframe for staff to create a policy.

Chris Ray explained there was already a policy drafted.

Commissioner Baxter amended her motion to table the paint the pavement project until the policy was brought back before the Board and a decision was made on the policy. Commissioner Miles

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agreed to second the amended motion. There was no further discussion and the motion passed with a vote 4 to 1 with Commissioners Miles, Baxter, Harrison and Davis voting in favor and Commissioner Clark voting in opposition.

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

The meeting was reconvened at 9:37pm.

ii. Public Works Maintenance Yard Expansion – Ordinance 2024-44

Chris Ray presented the budget amendment to provide transfer of existing project funding to the Public Works Maintenance Yard Expansion Project at the Public Works Facility.

Commissioner Clark made a motion, second by Commissioner Harrison to approve Ordinance 2024-44.

Commissioner Baxter stated she wanted to know when projects were under budget and what those funds are. Joe Moore stated that information will be reported at the time of project close out.

There was no further discussion and the motion passed unanimously.

C. General

i. Letter of Support – Wake County Historic Preservation Commission

Commissioner Miles stated he wanted to table the matter until the work session.

Michal Clark explained there was no financial obligation to the Town and spoke about the implications of putting the letter of support off further.

Commissioner Baxter asked Scott Carpenter to speak about his thoughts.

Scott Carpenter spoke about why he was not in favor of the Wake County program and favored the national program because of tax credits. There was discussion about the different programs and requirements.

Michael Clark offered clarification about certificate of appropriateness.

Commissioner Miles asked if the letter of support would hurt the Town of Zebulon program. Michael Clark stated the letter did not have any influence on the Town's National Historic District. The letter would help Wake County receive a grant from the State Historic Preservation Office to study the standards to determine whether they should issue a Certificate of Appropriateness for landmark buildings in Zebulon.

Commissioner Clark made a motion, second by Commissioner Harrison to approve the Letter of Support – Wake County Historic Preservation Commission.

Commissioner Miles thanked Preservation Zebulon for their work.

There was no further discussion and the motion passed unanimously.

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ii. Travel and Training

Amber Davis stated she wanted to talk to the Board about the expenses of travel and training for the Board of Commissioners. It was explained the Board did not have sufficient funds to attend the conference in Tampa.

Joe Moore stated there would be a discussion about the Board's FY '25 travel and training budget at their May 9 meeting.

There was discussion about the various conferences the Board wanted to attend and budgeting for those conferences.

Commissioner Clark asked what the Governing Board's travel and training budget was. Lisa Markland explained it was \$32,500. Commissioner Clak also asked about the travel and training budgets for Fire, Police and Public Works. Chris Perry stated the travel and training for 60 employees in the Fire Department was \$7,000. The Police budget was \$20,900 for the department and Public Works had a budget of \$15,000 and an additional \$15,000 for the CDL program.

Commissioner Davis made a motion, second by Commissioner Baxter to direct staff to move funds from salaries to travel and training for FY '24.

Joe Moore asked if that was to register everyone for the National League of Cities. Commissioner Davis stated that was correct. Commissioner Baxter stated everyone may not attend. Mayor York stated he was not planning to attend.

There was no further discussion and the motion passed with a vote 4 to 1 with Commissioners Miles, Harrison, Davis and Baxter voting in favor and Commissioner Clark in opposition.

BOARD COMMENTS

Commissioner Baxter stated she wanted the Board to put together a parade committee with representatives from Public Works and the Police Department as well as an appearance committee. The Board attended City Vision and Commissioner Baxter spoke about her experience.

Commissioner Davis stated it was a wonderful opportunity for the Board to attend the three conferences they went to this year.

Commissioner Miles stated he appreciated all that staff did and wanted to ensure that each department will have what they need within their means. The Zebulon Women's Club was congratulated for celebrating 100 years.

Commissioner Harrison spoke about City Vision and wanted the Board and staff to do a training on First Amendment Auditors. Commissioner Baxter was congratulated for being voted in as the first Vice President for Women in Municipal Government, staff was asked to provide more handicapped seating at events and gave information about the Zebulon Vikings Youth Football Program.

Mayor York spoke about the Shepherd's Way National Day of Prayer and would like it to be expanded next year.

MANAGER’S REPORT

Michael Clark gave a monthly development update.

Bobby Fitts reported the following budget transfers:

Finance:

Moved \$2,000 from Retirement - \$1,600 to Insurance & Bonds and \$400 to Contract Services;
Moved \$3,000 from Group Insurance to Retiree Insurance

Administration:

Moved \$10,000 from Salaries to Contract Services – I.T.;
Moved \$10,000 from Professional Services to Contract Services – I.T.;
Moved \$10,000 from Retirement to Advertising;

Property & Project Management:

Moved \$10,000 to Contract Services – Janitorial - \$5,000 from Part-time Salaries & \$5,000 from
Downtown Sidewalk Cleaning

Operations:

Moved \$2,500 from Part-time Salaries to Salaries (Overtime)

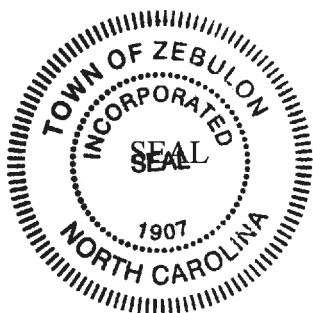
Parks & Recreation:

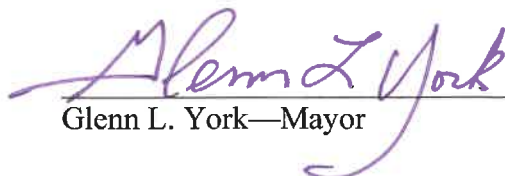
Moved \$6,130 from Group Insurance - \$5,500 to Part-time Salaries (Community Center) and
\$630 to Insurance & Bonds;
Moved \$1,200 from Park Trash Can & Benches to Part-time Salaries (Programs/Events);
Moved \$3,400 from Little River Park Kudzu Eradication -- \$1,400 to Part-time Salaries (Parks
Maintenance) and \$2,000 to Electricity & Water;
Moved \$4,000 from Fuel Expense to Electricity & Water;
Moved \$3,500 from Retirement to Part-time Salaries (Athletics)

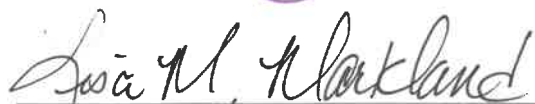
Joe Moore spoke about the upcoming budget work session topics.

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

Adopted this the 5th day of August 2024.
Amended this the 9th day of September 2024.




Glenn L. York—Mayor


Lisa M. Markland, CMC—Town Clerk