



# 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.



## APPLICATION FOR ZONING MAP AMENDMENT

**APPLICATION PROCEDURE:** The applicant requesting a Zoning Map Amendment must submit an application through the Town of Zebulon GeoCivix Web Portal. As noted below some materials must be brought in person to the Zebulon Planning Department to complete the application process. Access to Geocivix can be found on the Town of Zebulon Website or through this link (<https://townofzebulon.geocivix.com/secure/>)

- **Materials to Submit through the Town of Zebulon GeoCivix Web Portal:**

- Completed Application Form
- One (1) Legal Description (metes and bounds) of subject property
- Registered survey of subject property
- Certified List of Property Owners within 750 feet of subject property
- Owner's Consent Form
- Neighborhood Meeting Packet (If Required)

- **Materials to Submit in Person with the Town of Zebulon Planning Department:**

- Stamped envelopes addressed to Certified List of Property Owners all the homeowners associations of those properties within 750 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
- Petition Fee (Please See Fee Schedule)  
(Can be paid online but applicants must let Planning Staff know prior to paying)

**PUBLIC HEARING PROCEDURE:** Upon submittal of a complete application, the Planning Department will schedule the application for a joint public hearing before the Planning Board and the Board of Commissioners. 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 adjacent property owners of the property being considered for a Zoning Map Amendment. 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 Planning Board will deliberate and forward its recommendation to the Board of Commissioners for final consideration. Deadline dates and Joint Public Hearing dates can be found on the Town of Zebulon's website.



## 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:

1616 Mack Todd Road, Zebulon, NC 27597

1794572709

(Address)

(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)):

Annexation into the Town of Zebulon for the puprose of obtaining acces to waterline in front of house due to well water

being contaminated. Currently property is only located in Wake County ETJ and Zebulon Future Development map.

Currently Zones R-2 Suburban. This is only for this Parcel/ Address.

Estimated Submittal Date: August 1, 2024

### MEETING INFORMATION:

Property Owner(s) Name(s) Seth Huntsinger

Applicant(s) Seth Huntsinger

Contact Information (e-mail/phone) sch1992@yahoo.com 919-337-2685

Meeting Address: 1616 Mack Todd Road Zebulon, NC 27597

Date of Meeting: Monday, July 29, 2024

Time of Meeting: 5:00PM-7:00PM

\*\*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.

<b>Development Contacts:</b>		
Project Name: 1616 Mack Todd Road Annex-Water Access		Zoning: R-2
Location: 1616 Mack Todd Road		
Property PIN(s): 1794572709		Acreage/Square Feet: 2.78
Property Owner: Seth Huntsinger		
Address: 1616 Mack Todd Road		
City: Zebulon	State: NC	Zip: 27597
Phone: 919-337-2685		Email: sch1992@yahoo.com
Developer:		
Address:		
City:	State:	Zip:
Phone:	Fax:	Email:
Engineer:		
Address:		
City:	State:	Zip:
Phone:	Fax:	Email:
Builder (if known):		
Address:		
City:	State:	Zip:
Phone:	Fax:	Email:



## 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 1<sup>st</sup> Monday of each month at 7:00 p.m. and Joint Public Hearings are scheduled for the 2<sup>nd</sup> 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: 1616 Mack Todd Road Annexation-Water Access

Meeting Address: 1616 Mack Todd Road Zebulon, NC 27597

Date of Meeting: July, 29, 2024 Time of Meeting: 5pm-7pm

Property Owner(s) Names: Seth Huntsinger

Applicants: Seth Huntsinger

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	Way Gordon	5116 Bayard Court	410-265-960	waygordn@nc.rr.com
2	Glenn Todd		919-449-9446	
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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: 1616 Mack Todd Road Annexation/Water Access

Meeting Address: 1616 Mack Todd Road, Zebulon, NC 27597

Date of Meeting: July 29, 2024 Time of Meeting: 5pm-7pm

Property Owner(s) Names: Seth Huntsinger

Applicants: Seth Huntsinger

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 This will not be development property or multi unit development

Applicant Response: No this is for water access only

Question/ Concern #2 The annex won't affect 1637 Mack Todd Rd

Applicant Response: This is for my parcel

Question/ Concern #3 \_\_\_\_\_

Applicant Response: \_\_\_\_\_

Question/ Concern #4 \_\_\_\_\_

Applicant Response: \_\_\_\_\_





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.

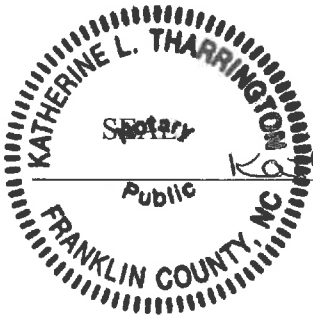
I, SETH HUNTSINGER, do hereby declare as follows:
Print Name

- 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 1616 Mack Todd Road, Zebulon, NC 27597 (location/address) on July 21, 2024 (date) from 5PM (start time) to 7PM (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.

7/30/2024 Date By: Seth Huntsinger [Signature]

STATE OF NC COUNTY OF WAKE

Sworn and subscribed before me, Katherine L. Tharrington, a Notary Public for the above State and County, on this the 30th day of July, 2024.



[Signature of Katherine L. Tharrington]

Notary Public

Katherine L. Tharrington Print Name

My Commission Expires: 8 March 2029



## GENERAL WARRANTY DEED

This instrument Prepared by: **Margaret Cromer**, a licensed North Carolina attorney, Delinquent taxes, if any, to be paid by the closing attorney to the county tax collector upon disbursement of closing proceeds.

Return to: **Grantee, 1616 Mack Todd Road Zebulon, NC 27597**

Excise tax stamps: \$313.00

**NORTH CAROLINA**

**WAKE COUNTY**

Brief Description: **Lot 4A, Parcel containing 2.798-gross acres, BM1999-17**

Parcel Identification: **1794572709**

Tax ID: **0053693**

Said property \_\_\_\_\_ does, or  does not contain the principal residence of the Grantor(s).

This **GENERAL WARRANTY DEED** made and entered into on March 7, 2018, by and between:

**GRANTORS:**

**Donald Lee Pearce and spouse, Tammy Pearce**

Whose address is: 125 Plott Hound Drive Clayton, NC 27520

(Herein referred to collectively as the Grantors) and

**GRANTEES:**

**Seth Huntsinger, unmarried**

Property Address is: 1616 Mack Todd Road Zebulon, NC 27597

(Herein referred to collectively as the Grantees)

### **WITNESSETH:**

For and in consideration of valuable consideration, from the Grantees to the Grantors, the receipt and sufficiency of which is hereby acknowledged, the Grantors hereby give, grant, bargain, sell and convey unto the Grantees, in **Fee Simple** subject to the Exceptions and Reservations hereinafter provided, if any,

The following described property, located in the City of Zebulon, Township Little River, County of Wake, State of North Carolina, more particularly described as follows:

**BEING all of Lot 4A containing 2.798 gross acres as shown on plat entitled "James Leamon Pearce & wife Elizabeth I. Pearce" recorded in Book of Maps 1999, Page 17, Wake County Registry.**

Said property having been previously conveyed to the Grantors by deed(s) recorded in Book 08297, Page 2567.


TO HAVE AND TO HOLD unto the Grantees, and their heirs, successors and assigns, together with all privileges and appurtenances thereunto belonging, **Fee Simple**, subject to the Exceptions and Reservations hereinafter and hereinabove provided, if any. And the Grantors, for themselves, and their heirs, successors and assigns, hereby warrant that they are seized of the premises in fee and have the right to convey same as herein provided, that the title is marketable and is free and clear of encumbrances other than as provided herein, and that the Grantors will forever warrant and defend the title against the claims of all persons or entities whomsoever.

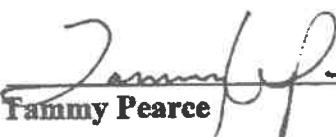
This conveyance is made subject to the following **Exceptions and Reservations**:

**Easements, restrictions and rights-of-way of record, if any, and ad valorem taxes for the year 2018.**

All references to Grantors and Grantees as used herein shall include the singular, plural, masculine, feminine or neuter as required by context.

IN WITNESS WHEREOF, the Grantors have executed this Deed, as of March 7, 2018.

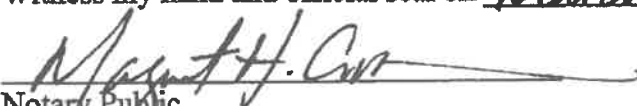
  
\_\_\_\_\_  
Donald Lee Pearce (SEAL)

  
\_\_\_\_\_  
Tammy Pearce (SEAL)

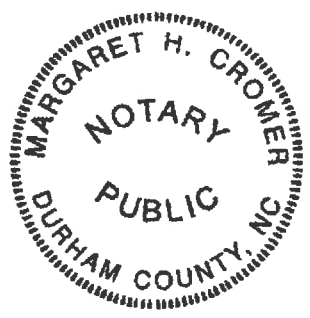
State of North Carolina  
County of Durham

I, Margaret H. Cromer, a notary public of the above county and state, do hereby certify that Donald Lee Pearce and Tammy Pearce personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal on March 7, 2018.

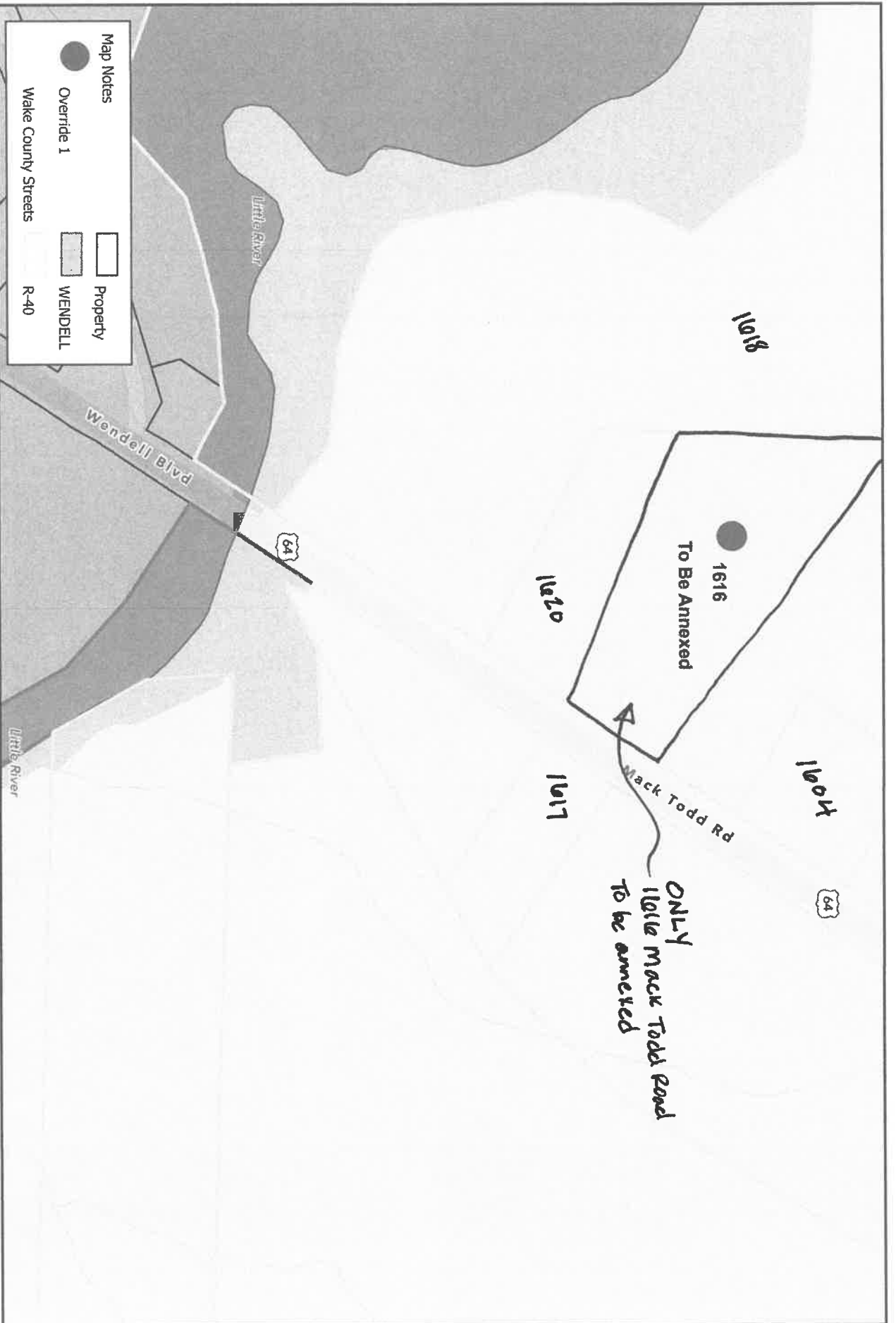
  
\_\_\_\_\_  
Notary Public

My Commission Expires: 3-31-2020

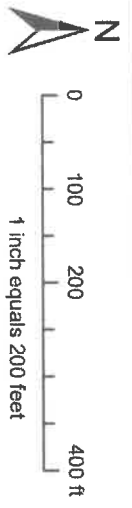








**1616 Mack Todd Road - VICINITY MAP**



**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.





*PROPERTY WITHIN 750'*

Address	Owner	Mailing Address 1	Mailing Address 2	Mailing Address 3
1700 OLD ZEBULON RD	KNOTT, MARSH WENDELL JR	PO BOX 635	WENDELL NC 27591-0635	
1560 MACK TODD RD	WHITLEY, BRENDA R WHITLEY, STACEY LONDON	1485 RICHARDSON RD	ZEBULON NC 27597-7245	ZEBULON NC 27597-1128
5172 WENDELL BLVD	PARRISH REALTY CO OF ZEBULON INC	PARRISH REALTY CO OF ZEBULON INC	PO BOX 1128	
0 WENDELL BLVD	WENDELL TOWN OF	409 LANDING VIEW DR	WENDELL NC 27591-4559	
0 MACK TODD RD	RIVER EDGE ACRES	409 LANDING VIEW DR	ZEBULON NC 27597-9227	
0 MACK TODD RD	ADAMS, JOHN MARK	810 PONY RD	HOLLY SPRINGS NC 27540-9404	
0 MACK TODD RD	HILL, DANNY JONATHAN	209 NORWALK ST	RALEIGH NC 27603-7831	
1617 MACK TODD RD	HILL, DANNY CHRISTOPHER HILL, BARRY LORAN	6000 MAL WEATHERS RD	ZEBULON NC 27597-6907	
1605 MACK TODD RD	COLLINS, JERADA L HEIRS	1617 MACK TODD RD	4106 ENGLISH GARDEN WAY	
0 OLD ZEBULON RD	WENDELL TOWN OF THE & ZEBULON TOWN OF THE	409 LANDING VIEW DR	WENDELL NC 27591-4559	RALEIGH NC 27612-4351
1620 MACK TODD RD	PEARCE, MARK TYLER	16 CLEAR CREEK CIR	GARNER NC 27529-6254	
0 MACK TODD RD	PEARCE, LISA S	704 BELLANE DR	GARNER NC 27529-3831	
1616 MACK TODD RD	HUNTSINGER, SETH	1616 MACK TODD RD	ZEBULON NC 27597-6906	
1625 MACK TODD RD	IRONWOOD CORE GROUP LLC	1625 MACK TODD RD	ZEBULON NC 27597-6907	
1637 MACK TODD RD	GORDON, DANNY ROLAN	1637 MACK TODD RD	ZEBULON NC 27597-6807	
1570 MACK TODD RD	ADAMS, DAVID JONATHAN ADAMS, JOHN MARK	6000 MAL WEATHERS RD	RALEIGH NC 27603-7831	
1604 MACK TODD RD	MILLAIN, JORGE REFUGIO MUNOZ GONZALEZ, ARACELI RODRIGUEZ	1604 MACK TODD RD	ZEBULON NC 27597-6906	