

**ZEBULON**  
**BOARD OF COMMISSIONERS**  
**AGENDA**  
**March 4, 2024**  
**6:00pm**

**1. PLEDGE OF ALLEGIANCE**

**2. APPROVAL OF AGENDA**

**3. RECOGNITIONS AND PROCLAMATIONS**

*A. Zebulon Middle School*

- i. Mary Weathers Gentel – Student
- ii. Zachary Parchmenko – Teacher

**4. PROCLAMATION**

*A. Woman’s History Month*

**5. PRESENTATION**

*A. Strategic Plan Grant Funding Applicants*

**6. PUBLIC COMMENT**

All wishing to speak must sign up prior to 5:50pm. The comment period will be no longer than 15 minutes with speakers having three minutes each to speak. No speaker can speak on a public hearing item or any item that would need to be discussed under Closed Session. Speakers cannot give their minutes to another speaker. If you would like to submit comments to be read into the record at the meeting, please send comments, of 400 words or less, to Stacie Paratore at [sparatore@townofzebulon.org](mailto:sparatore@townofzebulon.org) by 3:00pm on March 4, 2024.

**7. CONSENT AGENDA**

*A. Finance*

- i. Wake County Tax Report – December 2023
- ii. Vehicle Repairs – Appropriation of Insurance Proceeds – Ordinance 2024-34

**8. OLD BUSINESS**

*A. Planning*

- i. 321 Hospital Road – Ordinance 2024-37

*B. General*

- i. Board Appointments

## **9. NEW BUSINESS**

### *A. Finance*

- i. Auditor Recommendation
- ii. Strategic Plan Grant Funding Policy

### *B. Parks and Recreation*

- i. Facility Use Request - 8Kickoff Race
  - a. Resolution 2024-19
- ii. Budget Amendment – Athletics – Ordinance 2024-35

### *C. Public Works*

- i. Authorize Public Auction of Knuckleboom Truck – Resolution 2024-18
- ii. Public Works Emergency Generator Replacement – Ordinance 2024-36

## **10. MANAGERS REPORT**

- A. Development Update
- B. Schedules (attached as addendum)
  - i. IT Director and Assistant Town Manager
  - ii. Personnel Policy
- C. Monthly Financial Report (attached as addendum)

## **11. BOARD COMMENTS**

## **12. CLOSED SESSION**

As allowed by GS § 143-318.11 (a)(6) – for the purpose of personnel discussions.

## **13. ADJOURN**

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# ZEBULON

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NORTH CAROLINA

## ***PROCLAMATION***

Designating the Month of March as  
"Women's History Month"

**Whereas**, women of every race, class, and ethnic background have made historic contributions to the growth and strength of our Nation in countless recorded and unrecorded ways; and

**Whereas**, women have played and continue to play a critical economic, cultural, and social role in every sphere of the life of the Nation by constituting a significant portion of the labor force working inside and outside of the home; and

**Whereas**, women were particularly important in the establishment of early charitable, philanthropic, and cultural institutions in our Nation; and

**Whereas**, women of every race, class, and ethnic background served as early leaders in the forefront of every major progressive social change movement, including securing their own rights of suffrage and equal opportunity, voting, civil rights, and the efforts to address systemic inequities and promote a more inclusive and just society; and

**Whereas**, we honor the women who have tirelessly worked to dismantle barriers, challenge prejudices and create opportunities for all individuals, regardless of their background; and

**Whereas**, despite these contributions, the role of women in history has been consistently overlooked and undervalued, in the literature, teaching and study of American history;

**Now, therefore, be it resolved** that the Zebulon Board of Commissioners, designates March as "Women's History Month, calling upon the people of the Zebulon to honor the women who have dedicated themselves to advocating for equity, diversity and inclusion and let us continue to work together to build a more just, equitable and inclusive world.

Adopted this the 4<sup>th</sup> day of March 2024

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*Glenn L. York—Mayor*

*Seal*

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*Lisa M. Markland, CMC—Town Clerk*

**Topic:** FY 2025 Strategic Plan Grant Applications  
**Speaker:** Bobby Fitts, Finance Director (introduction of applicants)  
**From:** Bobby Fitts, Finance Director  
**Prepared by:** Bobby Fitts, Finance Director  
**Approved by:**  Joseph M. Moore II, PE, Town Manager

**Executive Summary:**

The Board will hear from non-profits seeking Strategic Plan Grants for Fiscal Year 2025.

**Background:**

The Town requested non-profit funding applications from January 8 through January 31, 2024. March's Regular Meeting offers applicants the opportunity to briefly present their organization's purpose and how they intend to use the grant in accomplishing the goals of the Town's Strategic Plan. Funding requests received this year include:

- Preservation Zebulon
- Brown Bag Ministry of Wendell
- Positive Attitude for Life
- East Wake Education Foundation
- Zebulon Shrine Club
- James E. Shephard School Alumni Association
- The North Carolina Community of Coalitions (NC3)

**Information:**

There is no decision before the Board at this time. The presentations are an opportunity for applicants to describe their organization and how their efforts could support the goals of the Zebulon 2030 Strategic Plan.

**Policy Analysis:**

An analysis will be presented to the Board at a later date. Each application will be scored on the following questions/categories:

- Is this service a local government function permitted by statute or charter?
- Does this service support or supplement a Town of Zebulon service?
- Does this service support a community need identified by resolution or policy?
- Does this service strive towards, or achieves, a Town of Zebulon Focus Area goal?

**Staff Recommendation:**

No Staff recommendation nor Board action necessary at this time.

**Attachments:**

1. Preservation Zebulon
2. Brown Bag Ministry of Wendell
3. Positive Attitude for Life
4. East Wake Education Foundation
5. Zebulon Shrine Club
6. James E. Shepard School Alumni Association
7. The North Carolina Community of Coalitions (NC3)

TOWN OF ZEBULON  
NON-PROFIT ORGANIZATION  
FUNDING APPLICATION  
FISCAL YEAR 2024-2025

GENERAL INFORMATION		Date: <u>Jan 25, 2024</u>
Agency/Organization Name: <u>Preservation Zebulon</u>		
Mailing Address: <u>214 East Hobson Street</u>		
City: <u>Zebulon</u>	State: <u>NC</u>	Zip Code: <u>27597</u>
Physical Address (if different from mailing):		
Primary Contact & Title: <u>Marybeth Carpenter, Executive Director</u>		
Phone Number: <u>919 741-2317</u>	Fax Number: <u>N/A</u>	
Email Address: <u>Marybeth@preservationzebulon.org</u>	Website: <u>www.preservationzebulon.org</u>	

ORGANIZATION INFORMATION

<p>1) Is your agency incorporated as a non-profit organization? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If "Yes", please attach a copy of your IRS tax-exempt designation.</p>
<p>2) Does your Board of Directors consist of non-paid volunteers? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>3) Number of years organization has been in existence: <u>8</u></p>
<p>4) Did your organization receive funding from the Town of Zebulon previously? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Skip to questions)</p>
<p>4A) Did you provide an update to the Board of Commissioners? <u>YES</u></p>
<p>4B) If you did not provide an update to the Board of Commissioners, attach a description of how the funds were used.</p>
<p>5) List your organization's Mission Statement: <u>Preservation Zebulon advocates for the preservation of historic buildings and landscapes that embody important elements of the history and culture of Zebulon and promotes their conservation for the enrichment of residents and businesses.</u></p>
<p>6) Describe the service or project you intend to apply this grant towards:  <u>Funding will help PZ with its Tax Credit workshop postage and printing for publicity. It will also assist with our Fall Zebulon where we highlight stories of elderly residents on film. It will help us with our Historic Homes tour In April 2025 to promote Zebulon's history, and with our Spring and Fall walking tours. We ask the Town to support our efforts to highlight and promote history and preservation in the area.</u></p>
<p>7) What Focus Area of Zebulon's Vision 2030 Strategic Plan does this service or project fit within?:          (Ref. www.Zebulon2030.com)  <input checked="" type="checkbox"/> Small-Town Life    <input checked="" type="checkbox"/> Vibrant Downtown    <input checked="" type="checkbox"/> Grow Smart</p>
<p>8) How does this service or project accomplish a goal within the checked Focus Area?  <u>Small Town Life and Vibrant Downtown- Our historic downtown walking tours promote downtown's history and cultural significance. Our Historic Homes Tour draw people to Zebulon to see these restored structures. Our Zebulon Memory Project captures pre-1980 photos and stories from long-time residents to record and educate people about our past.</u></p>

Growing Smart - Our National Register historic district allows businesses and houses which contribute to the district to receive tax credits for restoration of their structures, which helps revitalize the area and increases economic development opportunities.

9) How many Zebulon citizens do you serve annually? 300 390

10) In the upcoming year, list the metric(s) you will measure to ensure these grant funds are effectively progressing towards meeting the service goal or need?  
See application

Annual budget: \$19,357; % Administration 6

Sources of revenue for annual budget (by amount and %):

Sources of revenue by amount and %		
Memberships	\$3831	20%
Events	\$11,059	57%
Grants	\$3,500	18%
Donations	\$967	5%

**REQUEST INFORMATION**

Amount requested from Town of Zebulon: \$1,000

Space requested from Town of Zebulon (Please indicate the location and the duration of your space needs):

Will you have a representative make a brief presentation (no more than 3 minutes) to the Board of Commissioners on Monday, March 4 @ 6:00 PM?  Yes  No

**Certification**  
 We certify to the best of our knowledge that the information provided in this application is accurate and complete and is endorsed by the organization.  
 If awarded a grant, I understand and am prepared to make a report to the Board of Commissioners at a Regular Board meeting on how the grant is being used and what progress is being made on the service goal or need. Failure to present can be a factor used in determining if subsequent grants are awarded.  
 We also certify that we have read Session 2021 Senate Bill 473 and can attest that a commissioner also serving on a nonprofit board shall not engage in self-dealing with regard to award of a grant to that nonprofit.

Signature: [Handwritten Signature]  
 Print Name & Title: Wendy [Handwritten Name], Executive Director

**APPLICATION DUE BACK TO FINANCE OFFICE BY JANUARY 31, 2024**  
 Please return your application to:  
**Town of Zebulon**  
**Attn: Bobby Fitts**  
**1003 N Arendell Avenue**  
**Zebulon, NC 27597**  
 bfitts@townofzebulon.org

(2)  
 Metrics include number of people attending the historic house tours, number of volunteers, and number of structures open for tours, people attending our events ( walking tours, Zebulon annual meeting, Memory Project presentations and Historic Homes Tour (500). Other numbers include households receiving our educational mailings (300) and Facebook followers (3,600) for our events and Zebulon Memory Project stories.

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: APR 14, 2017

PRESERVATION ZEBULON  
214 E HORTON STREET  
ZEBULON, NC 27957-0000

Employer Identification Number:  
81-8112897  
DIN:  
26053441003347  
Contact Person:  
CUSTOMER SERVICE ID# 31954  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
November 13, 2016  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible requests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

TOWN OF ZEBULON  
NON-PROFIT ORGANIZATION  
FUNDING APPLICATION  
FISCAL YEAR 2024-2025

GENERAL INFORMATION		Date:
Agency/Organization Name: Brown Bag Ministry of Wendell		
Mailing Address: PO Box 512		
City: Apex	State: NC	Zip Code: 27502
Physical Address (if different from mailing): 608 Lions Club Rd. Wendell, NC 27591		
Primary Contact & Title: Laura Doherty, Site coordinator		
Phone Number: 919 366-2923	Fax Number:	
Email Address: BBMofWendell@gmail.com	Website: Brownbagministry.org	

ORGANIZATION INFORMATION

1) Is your agency incorporated as a non-profit organization? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If "Yes", please attach a copy of your IRS tax-exempt designation.
2) Does your Board of Directors consist of non-paid volunteers? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3) Number of years organization has been in existence: 14 years our location (19 yrs bbm)
4) Did your organization receive funding from the Town of Zebulon previously? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Skip to questions)
4A) Did you provide an update to the Board of Commissioners?
4B) If you did not provide an update to the Board of Commissioners, attach a description of how the funds were used.
5) List your organization's Mission Statement: We are an all-volunteer 501(c)(3) charitable organization that serves the hungry.
6) Describe the service or project you intend to apply this grant towards: Purchasing food to prepare lunches, which includes a sandwich, fruit and two snack items.
7) What Focus Area of Zebulon's Vision 2030 Strategic Plan does this service or project fit within?: (Ref: www.Zebulon2030.com) <input checked="" type="checkbox"/> Small-Town Life <input type="checkbox"/> Vibrant Downtown <input checked="" type="checkbox"/> Grow Smart
8) How does this service or project accomplish a goal within the checked Focus Area? We provide an opportunity for citizen to become engaged community members through the preparation and/or distribution of weekly bagged lunches that help serve and meet the needs within the community. 200 lunches go directly to the Boys and Girls club, Zebulon and 300 lunches get distributed to the Wake County Housing units in Zebulon.



9) How many Zebulon citizens do you serve annually?
10) In the upcoming year, list the metric(s) you will measure to ensure these grant funds are effectively progressing towards meeting the service goal or need?
Annual budget: \$35,000.00 our <u>                    </u> location; % Administration 0% all volunteers
Sources of revenue for annual budget (by amount and %): Private donations of supplies, bread and fruit, cash donations and NC Food Bank

**REQUEST INFORMATION**

Amount requested from Town of Zebulon:
Space requested from Town of Zebulon (Please indicate the location and the duration of your space needs): N/A

Will you have a representative make a brief presentation (no more than 3 minutes) to the Board of Commissioners on Monday, March 4 @ 6:00 PM?  Yes  No

**Certification**

*We certify to the best of our knowledge that the information provided in this application is accurate and complete and is endorsed by the organization.*

*If awarded a grant, I understand and am prepared to make a report to the Board of Commissioners at a Regular Board meeting on how the grant is being used and what progress is being made on the service goal or need. Failure to present can be a factor used in determining if subsequent grants are awarded.*

*We also certify that we have read Session 2021 Senate Bill 473 and can attest that a commissioner also serving on a nonprofit board shall not engage in self-dealing with regard to award of a grant to that nonprofit.*

Signature: <u>Laura Doherty</u>
Print Name & Title: Laura Doherty, Site Coordinator

**APPLICATION DUE BACK TO FINANCE OFFICE BY JANUARY 31, 2024**

Please return your application to:

**Town of Zebulon**  
**Attn: Bobby Fitts**  
**1003 N Arendell Avenue**  
**Zebulon, NC 27597**  
[bfitts@townofzebulon.org](mailto:bfitts@townofzebulon.org)



Department of the Treasury  
Internal Revenue Service

P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248462390  
Feb. 16, 2012 LTR 4168C EO  
20-2979998 000000 00  
00023500  
BODC: TE

BROWN BAG MINISTRY  
% DAVID LEGARTH  
PO BOX 512  
APEX NC 27502-0512



012558

Employer Identification Number: 20-2979998  
Person to Contact: MR. PATTERSON  
Toll Free Telephone Number: 1-877-829-5500

Dear TAXPAYER:

This is in response to your Feb. 07, 2012, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in MARCH 2006.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website [www.irs.gov/eo](http://www.irs.gov/eo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

0248462390  
Feb. 16, 2012 LTR 4168C E0  
20-2979998 000000 00  
00023501

BROWN BAG MINISTRY  
% DAVID LEGARTH  
PO BOX 512  
APEX NC 27502-0512

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,



S. A. Martin, Operations Manager  
Accounts Management Operations

TOWN OF ZEBULON  
NON-PROFIT ORGANIZATION  
FUNDING APPLICATION  
FISCAL YEAR 2024-2025

GENERAL INFORMATION		Date: 01/30/2024
Agency/Organization Name: Positive Attitude for Life		
Mailing Address: 8601 Six Forks Road, suite 400		
City: Raleigh	State: NC	Zip Code: 27615
Physical Address (if different from mailing): 4933 Stonewood Pines Drive, Knightdale, NC 27545		
Primary Contact & Title: Keturah Powell, Founder and CEO		
Phone Number: 984-297-8281	Fax Number:	
Email Address: kp@palinc.org	Website: www.palinc.org	

ORGANIZATION INFORMATION

1) Is your agency incorporated as a non-profit organization? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If "Yes", please attach a copy of your IRS tax-exempt designation.
2) Does your Board of Directors consist of non-paid volunteers? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3) Number of years organization has been in existence: 17 years
4) Did your organization receive funding from the Town of Zebulon previously? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Skip to questions)
4A) Did you provide an update to the Board of Commissioners?
4B) If you did not provide an update to the Board of Commissioners, attach a description of how the funds were used.
5) List your organization's Mission Statement: Our mission is to provide a holistic approach by educating young women and young men ages 12 to 18 about consciously and positively preparing for their futures with the appropriate tools to better navigate their lives.
6) Describe the service or project you intend to apply this grant towards: Workshops for the youth that will include community service projects, team building activities and excursions, as well as discussions and events geared towards the well being of our youth.
7) What Focus Area of Zebulon's Vision 2030 Strategic Plan does this service or project fit within?: (Ref: www.Zebulon2030.com) <input checked="" type="checkbox"/> Small-Town Life <input type="checkbox"/> Vibrant Downtown <input type="checkbox"/> Grow Smart
8) How does this service or project accomplish a goal within the checked Focus Area? Our mission is to provide a holistic approach by educating young women and young men ages 12 to 18 about consciously and positively preparing for their futures with the appropriate tools to better navigate their lives.

9) How many Zebulon citizens do you serve annually? 10 youth this past year, but more to come
10) In the upcoming year, list the metric(s) you will measure to ensure these grant funds are effectively progressing towards meeting the service goal or need? positive post-surveys from youth and from parents, increase in positive behavior in school
Annual budget: \$98,500 ; % Administration 30%
Sources of revenue for annual budget (by amount and %): Grants: \$35,000 (35.5%), Corporate Sponsors: \$30,000 (30.5%), Fundraisers: \$17,000 (17.2%) Community Sponsors: \$10,000 (10.2%), Memberships: \$6,500 (6.6.%)

**REQUEST INFORMATION**

Amount requested from Town of Zebulon: \$20,000
Space requested from Town of Zebulon (Please indicate the location and the duration of your space needs): Zebulon Recreation Center, 1-2 times/month for the fiscal year

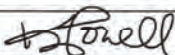
Will you have a representative make a brief presentation (no more than 3 minutes) to the Board of Commissioners on Monday, March 4 @ 6:00 PM?  Yes  No

**Certification**

*We certify to the best of our knowledge that the information provided in this application is accurate and complete and is endorsed by the organization.*

*If awarded a grant, I understand and am prepared to make a report to the Board of Commissioners at a Regular Board meeting on how the grant is being used and what progress is being made on the service goal or need. Failure to present can be a factor used in determining if subsequent grants are awarded.*

*We also certify that we have read Session 2021 Senate Bill 473 and can attest that a commissioner also serving on a nonprofit board shall not engage in self-dealing with regard to award of a grant to that nonprofit.*

Signature: 
Print Name & Title: Keturah Powell, Founder and CEO

**APPLICATION DUE BACK TO FINANCE OFFICE BY JANUARY 31, 2024**

Please return your application to:

**Town of Zebulon**  
**Attn: Bobby Fitts**  
**1003 N Arendell Avenue**  
**Zebulon, NC 27597**  
[rfitts@townofzebulon.org](mailto:rfitts@townofzebulon.org)

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: OCT 23 2007

POSITIVE ATTITUDE FOR LIFE  
C/O KETURAH BULLOCK  
PO BOX 2303  
GARNER, NC 27529-2303

Employer Identification Number:  
25-1906930  
DLN:  
17053200008047  
Contact Person:  
THOMAS C KOESTER ID# 31116  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
SEPTEMBER 30  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990 Required:  
YES  
Effective Date of Exemption:  
JANUARY 18, 2005  
Contribution Deductibility:  
YES  
Addendum Applies:  
NO

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

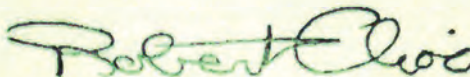
Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

If you distribute funds to individuals, you should keep case histories showing the recipient's name and address; the purpose of the award; the manner of selection; and the relationship of the recipient to any of your officers, directors, trustees, members, or major contributors.

Letter 947 (DO/CG)

POSITIVE ATTITUDE FOR LIFE

Sincerely,

A handwritten signature in dark ink, appearing to read "Robert Choi". The signature is fluid and cursive, with the first name "Robert" and last name "Choi" clearly distinguishable.

Robert Choi  
Director, Exempt Organizations  
Rulings and Agreements

Enclosures: Publication 4221-PC

TOWN OF ZEBULON  
NON-PROFIT ORGANIZATION  
FUNDING APPLICATION  
FISCAL YEAR 2024-2025

GENERAL INFORMATION

Date: \_\_\_\_\_

Agency/Organization Name: <u>East Wake Education Foundation</u>		
Mailing Address: <u>PO Box 1404</u>		
City: <u>Wendell</u>	State: <u>NC</u>	Zip Code: <u>27591</u>
Physical Address (if different from mailing): <u>16 East Fourth Street Wendell</u>		
Primary Contact & Title: <u>Shannon White - Executive Director</u>		
Phone Number: <u>919-366-5901</u>	Fax Number: _____	
Email Address: <u>Swhite@eastwakeeducationfoundation.org</u>	Website: <u>www.eastwakeeducationfoundation.org</u>	

ORGANIZATION INFORMATION

1) Is your agency incorporated as a non-profit organization? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If "Yes", please attach a copy of your IRS tax-exempt designation.
2) Does your Board of Directors consist of non-paid volunteers? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3) Number of years organization has been in existence: <u>30 years</u>
4) Did your organization receive funding from the Town of Zebulon previously? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Skip to questions)
4A) Did you provide an update to the Board of Commissioners? <u>No</u>
4B) If you did not provide an update to the Board of Commissioners, attach a description of how the funds were used. <u>See Attached</u>
5) List your organization's Mission Statement: <u>See Attached</u>
6) Describe the service or project you intend to apply this grant towards: <u>See Attached</u>
7) What Focus Area of Zebulon's Vision 2030 Strategic Plan does this service or project fit within?: (Ref: www.Zebulon2030.com) <input checked="" type="checkbox"/> Small-Town Life <input type="checkbox"/> Vibrant Downtown <input type="checkbox"/> Grow Smart
8) How does this service or project accomplish a goal within the checked Focus Area? <u>See Attached</u>



9) How many Zebulon citizens do you serve annually? <i>See Attached</i>
10) In the upcoming year, list the metric(s) you will measure to ensure these grant funds are effectively progressing towards meeting the service goal or need? <i>See Attached</i>
Annual budget: <i>243,769</i> ; % Administration <i>20%</i>
Sources of revenue for annual budget (by amount and %): <i>See Attached</i>

**REQUEST INFORMATION**

Amount requested from Town of Zebulon: <i>\$1,000</i>
Space requested from Town of Zebulon (Please indicate the location and the duration of your space needs): <i>See Attached</i>

Will you have a representative make a brief presentation (no more than 3 minutes) to the Board of Commissioners on Monday, March 4 @ 6:00 PM?  Yes  No

**Certification**

*We certify to the best of our knowledge that the information provided in this application is accurate and complete and is endorsed by the organization.*

*If awarded a grant, I understand and am prepared to make a report to the Board of Commissioners at a Regular Board meeting on how the grant is being used and what progress is being made on the service goal or need. Failure to present can be a factor used in determining if subsequent grants are awarded.*

*We also certify that we have read Session 2021 Senate Bill 473 and can attest that a commissioner also serving on a nonprofit board shall not engage in self-dealing with regard to award of a grant to that nonprofit.*

Signature: <i>Shannon White</i>
Print Name & Title: <i>Shannon White - Executive Director</i>

**APPLICATION DUE BACK TO FINANCE OFFICE BY JANUARY 31, 2024**

Please return your application to:

**Town of Zebulon**  
**Attn: Bobby Fitts**  
**1003 N Arendell Avenue**  
**Zebulon, NC 27597**  
[rfitts@townofzebulon.org](mailto:rfitts@townofzebulon.org)

Internal Revenue Service

Department of the Treasury

P. O. Box 2508  
Cincinnati, OH 45201

Date: January 13, 2003

Person to Contact:  
Ms. Benson #31-07273  
Contact Representative  
Toll Free Telephone Number:  
8:00 a.m. to 6:30 p.m. EST  
877-829-5500  
Fax Number:  
513-263-3756  
Federal Identification Number:  
56-1825860

East Wake Education Foundation  
P O. Box 1404  
Wendell, NC 27591

Dear Madam,

This is in response to your telephone request regarding your organization's tax exempt status.

Our records indicate that a determination letter issued in July 1994, granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

TOWN OF ZEBULON  
NON-PROFIT ORGANIZATION  
FUNDING APPLICATION  
FISCAL YEAR 2024-2025

GENERAL INFORMATION		Date: 1/31/2024
Agency/Organization Name: Zebulon Shrine Club		
Mailing Address: PO Box 142		
City: Zebulon	State: NC	Zip Code: 27597
Physical Address (if different from mailing): 1101 West Cannon		
Primary Contact & Title: Kyle Carson Rental Officer Chairman		
Phone Number: 919 745 9060	Fax Number: None	
Email Address: "NA"	Website: Zebulon Shrine Club on Facebook	

**ORGANIZATION INFORMATION**

- 1) Is your agency incorporated as a non-profit organization?  Yes  No. If "Yes", please attach a copy of your IRS tax-exempt designation. *On file*
- 2) Does your Board of Directors consist of non-paid volunteers?  Yes  No
- 3) Number of years organization has been in existence: *61*
- 4) Did your organization receive funding from the Town of Zebulon previously?  Yes  No (Skip to questions)
- 4A) Did you provide an update to the Board of Commissioners?
- 4B) If you did not provide an update to the Board of Commissioners, attach a description of how the funds were used.
- 5) List your organization's Mission Statement: *Provide a place for Shriners and their families to meet for fellowship and fundraising activities for Amman Temple and Greenville Shriners Hospital. Provide a place for individuals or organizations to meet for a reunion.*
- 6) Describe the service or project you intend to apply this grant towards: *Continue funding Greenville Shriners Hospital and Masonic Home for Children*
- 7) What Focus Area of Zebulon's Vision 2030 Strategic Plan does this service or project fit within?: (Ref: www.Zebulon2030.com)  
 Small-Town Life  Vibrant Downtown  Grow Smart
- 8) How does this service or project accomplish a goal within the checked Focus Area?  
*Provide patient care and transportation to a Shriners Hospital at no cost.*

9) How many Zebulon citizens do you serve annually? <i>1 child @ Shriners Hospital</i>
10) In the upcoming year, list the metric(s) you will measure to ensure these grant funds are effectively progressing towards meeting the service goal or need?
Annual budget: _____ ; % Administration
Sources of revenue for annual budget (by amount and %):

**REQUEST INFORMATION**

Amount requested from Town of Zebulon: <i>- 0 -</i>
Space requested from Town of Zebulon (Please indicate the location and the duration of your space needs):

Will you have a representative make a brief presentation (no more than 3 minutes) to the Board of Commissioners on Monday, March 4 @ 6:00 PM?  Yes  No

**Certification**  
*We certify to the best of our knowledge that the information provided in this application is accurate and complete and is endorsed by the organization.*

*If awarded a grant, I understand and am prepared to make a report to the Board of Commissioners at a Regular Board meeting on how the grant is being used and what progress is being made on the service goal or need. Failure to present can be a factor used in determining if subsequent grants are awarded.*

*We also certify that we have read Session 2021 Senate Bill 473 and can attest that a commissioner also serving on a nonprofit board shall not engage in self-dealing with regard to award of a grant to that nonprofit.*

Signature: <i>Dale Danvers</i>
Print Name & Title: <i>Dale Danvers Treasurer</i>

**APPLICATION DUE BACK TO FINANCE OFFICE BY JANUARY 31, 2024**  
 Please return your application to:  
**Town of Zebulon**  
**Attn: Bobby Fitts**  
**1003 N Arendell Avenue**  
**Zebulon, NC 27597**  
[bfitts@townofzebulon.org](mailto:bfitts@townofzebulon.org)

TOWN OF ZEBULON  
NON-PROFIT ORGANIZATION  
FUNDING APPLICATION  
FISCAL YEAR 2024-2025

GENERAL INFORMATION

Date: January 31, 2024

Agency/Organization Name: James E. Shepard School Alumni Association

Mailing Address: P.O. Box 222

City: Zebulon

State: NC

Zip Code: 27597

Physical Address (if different from mailing): 102 Cedarwood Dr. Leashburg, NC 27549

Primary Contact & Title: Shirley Snelling - President

Phone Number: 919-270-0685

Fax Number: N/A

Email Address: shepardalumni1979

Website: jessa.org

@gmail.com

ORGANIZATION INFORMATION

1) Is your agency incorporated as a non-profit organization?  Yes  No. If "Yes", please attach a copy of your IRS tax-exempt designation.

2) Does your Board of Directors consist of non-paid volunteers?  Yes  No

3) Number of years organization has been in existence: 1979 - to - Present

4) Did your organization receive funding from the Town of Zebulon previously?  Yes  No (Skip to questions)

4A) Did you provide an update to the Board of Commissioners?

4B) If you did not provide an update to the Board of Commissioners, attach a description of how the funds were used.

5) List your organization's Mission Statement: The James E Shepard School Alumni Association mission is to enhance and promote the memory and legacy of James E Shepard school, strengthen membership, provide lifelong connections and promote higher education.

6) Describe the service or project you intend to apply this grant towards:  
Community Action by providing families that are less fortunate with meals during the holidays... goal is for 10 families.  
Promote and encourage alumni to come back to the community to support scholarship banquet - Provide items needed for community events.

7) What Focus Area of Zebulon's Vision 2030 Strategic Plan does this service or project fit within?:  
(Ref: www.Zebulon2030.com)

Small-Town Life  Vibrant Downtown  Grow Smart

8) How does this service or project accomplish a goal within the checked Focus Area?

Have community events and encourage community to get involved  
Invite those that have moved from area to come for special events, example: Scholarship Banquet, and other activities planned and promoted by association.

9) How many Zebulon citizens do you serve annually?	75 to 100
10) In the upcoming year, list the metric(s) you will measure to ensure these grant funds are effectively progressing towards meeting the service goal or need?	44 enclosed
Annual budget:	5000 <sup>00</sup> ; % Administration 6%
Sources of revenue for annual budget (by amount and %):	Donations & Membership Dues 30%

**REQUEST INFORMATION**

Amount requested from Town of Zebulon:	Maximum amount of Grant. 1000
Space requested from Town of Zebulon (Please indicate the location and the duration of your space needs):	Town Events, Parks, Rec. Center, (Time Specified)


Will you have a representative make a brief presentation (no more than 3 minutes) to the Board of Commissioners on Monday, March 4 @ 6:00 PM?  Yes  No

**Certification**

We certify to the best of our knowledge that the information provided in this application is accurate and complete and is endorsed by the organization.

If awarded a grant I understand and am prepared to make a report to the Board of Commissioners at a Regular Board meeting on how the grant is being used and what progress is being made on the service goal or need. Failure to present can be a factor used in determining if subsequent grants are awarded.

We also certify that we have read Session 2021 Senate Bill 473 and can attest that a commissioner also serving on a nonprofit board shall not engage in self-dealing with regard to award of a grant to that nonprofit.

Signature:	
Print Name & Title:	Shurley Snelling / President

**APPLICATION DUE BACK TO FINANCE OFFICE BY JANUARY 31, 2024**

Please return your application to:

**Town of Zebulon**  
**Attn: Bobby Fitts**  
**1003 N Arendell Avenue**  
**Zebulon, NC 27597**  
[rfitts@townofzebulon.org](mailto:rfitts@townofzebulon.org)

TOWN OF ZEBULON  
NON-PROFIT ORGANIZATION  
FUNDING APPLICATION  
FISCAL YEAR 2024-2025

GENERAL INFORMATION		Date: 1/29/2024
Agency/Organization Name: The North Carolina Community of Coalitions (NC3)		
Mailing Address: 12 Iron Gate Drive		
City: Zebulon	State: NC	Zip Code: 27597
Physical Address (if different from mailing): n/a		
Primary Contact & Title: EnJanet Joseph, Co - Founder & Executive Director		
Phone Number: 919.410.8571	Fax Number: n/a	
Email Address: nccommunitycoalitions@gmail.com	Website: nccommunitycoalitions.com	

ORGANIZATION INFORMATION

1) Is your agency incorporated as a non-profit organization? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If "Yes", please attach a copy of your IRS tax-exempt designation.
2) Does your Board of Directors consist of non-paid volunteers? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3) Number of years organization has been in existence: 4 years
4) Did your organization receive funding from the Town of Zebulon previously? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Skip to questions)
4A) Did you provide an update to the Board of Commissioners?
4B) If you did not provide an update to the Board of Commissioners, attach a description of how the funds were used.
5) List your organization's Mission Statement: The mission of the North Carolina Community of Coalitions (NC3) is to empower and support community groups in their efforts to enhance the holistic quality of life for residents of affiliate NC3 communities.
6) Describe the service or project you intend to apply this grant towards:  With a strategic approach that mobilizes residents and collaborates with over 23 organizations across Wake County, NC3 focuses on diversifying stakeholders for a greater impact, providing ongoing comprehensive support in education, housing, safety, economic development, mentorship, health and wellness, and addressing unique community needs. In the Fall of 2023, NC3 established a mutually beneficial partnership with members of the Zebulon Juneteenth Committee to establish the Zebulon Community Alliance (ZCA). As members of the Alliance, ZCA engages the community to enhance the quality of life in the vulnerable areas of Zebulon through investment, outreach and advocacy. As a

collaborative, services include 1) investing time, resources, and programming; 2) organizing opportunities for community members to engage, such as health and resource fairs, and festivals; 3) and conducting focus groups and monthly community meetings to create a platform for residents to advocate for their needs and learn about existing resources. NC3 prides itself in cultivating relationships and trust when engaging residents, in feedback protocols such as engagement, surveys, and stakeholder partnerships to better understand and address these needs.

The Town of Zebulon will be instrumental in supporting the expansion of resident outreach services into the Zebulon community. Due to historical success in outreach measures, NC3 will specifically use grant funding to support ZCA in establish communication channels to include a Call Multiplier robocall system, website design, and marketing on social media platforms, as a means to connect residents to information regarding events, available resources, and programming. To obtain materials needed for community outreach and canvassing (brochures, fliers, volunteer shirts, and feedback tools), and the materials needed to coordinate outreach events in vulnerable neighborhoods and facilitate in person monthly community meetings throughout the year.

7) What Focus Area of Zebulon's Vision 2030 Strategic Plan does this service or project fit within?: (Ref: [www.Zebulon2030.com](http://www.Zebulon2030.com))

Small-Town Life  Vibrant Downtown  Grow Smart

8) How does this service or project accomplish a goal within the checked Focus Area?

Two of the main priority areas of the Zebulon Community Alliance are engaging family, youth and seniors and providing community outreach and gathering events directly in neighborhoods to create empowering opportunities for community cohesion, inclusion and community pride, amongst families and neighbors and to enhance the connection of vulnerable areas with and within the Town of Zebulon.

These efforts will lead to positive and sustainable community change by strengthening family bonds, and promote the holistic well-being of children and families. Focusing on community empowerment and well-being, contributing to a sense of security and cooperation, ultimately fostering a stronger and more resilient community.

9) How many Zebulon citizens do you serve annually? 100+

10) In the upcoming year, list the metric(s) you will measure to ensure these grant funds are effectively progressing towards meeting the service goal or need?

Number of outreach events in neighborhoods  
Outreach engagement rate  
Number of new members in ZCA group  
Number of active members in ZCA group



Referral traffic Social media analytics
Annual budget: \$5,149.19; % Administration (50%)
Sources of revenue for annual budget (by amount and %):  Contributions: 6,000 (50%) Contracts: \$2,000 (20%) Grants: \$ 2,500 (30%)

**REQUEST INFORMATION**

Amount requested from Town of Zebulon: \$1,000
Space requested from Town of Zebulon (Please indicate the location and the duration of your space needs): Zebulon Community Center for Monthly Community Meetings

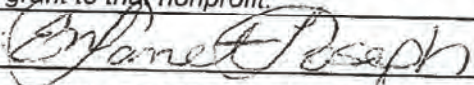
Will you have a representative make a brief presentation (no more than 3 minutes) to the Board of Commissioners on Monday, March 4 @ 6:00 PM?  Yes  No

**Certification**

*We certify to the best of our knowledge that the information provided in this application is accurate and complete and is endorsed by the organization.*

*If awarded a grant, I understand and am prepared to make a report to the Board of Commissioners at a Regular Board meeting on how the grant is being used and what progress is being made on the service goal or need. Failure to present can be a factor used in determining if subsequent grants are awarded.*

*We also certify that we have read Session 2021 Senate Bill 473 and can attest that a commissioner also serving on a nonprofit board shall not engage in self-dealing with regard to award of a grant to that nonprofit.*

Signature: 
Print Name & Title: EnJanet Joseph, Co-founder & Executive Director

**APPLICATION DUE BACK TO FINANCE OFFICE BY JANUARY 31, 2024**

Please return your application to:

**Town of Zebulon**  
**Attn: Bobby Fitts**  
**1003 N Arendell Avenue**  
**Zebulon, NC 27597**  
[rfitts@townofzebulon.org](mailto:rfitts@townofzebulon.org)

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

**JUN 21 2019**

THE NORTH CAROLINA COMMUNITY OF  
COALITIONS  
71 WOOD GREEN DRIVE  
WENDELL, NC 27591-0000

Employer Identification Number:  
83-4280830

DLN:  
26053561005279

Contact Person:  
CUSTOMER SERVICE ID# 31954

Contact Telephone Number:  
(877) 829-5500

Accounting Period Ending:  
June 30

Public Charity Status:  
509(a)(2)

Form 990/990-EZ/990-N Required:  
Yes

Effective Date of Exemption:  
May 13, 2019

Contribution Deductibility:  
Yes

Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

THE NORTH CAROLINA COMMUNITY OF

Sincerely,

*Stephen A. McCarty*

Director, Exempt Organizations  
Rulings and Agreements

Letter 947



**Board of Commissioners**  
P.O. Box 550 • Raleigh, NC 27602

TEL 919 856 6180  
FAX 919 856 5699

SHINICA THOMAS, CHAIR  
SUSAN EVANS, VICE-CHAIR  
VICKIE ADAMSON  
MATT CALABRIA  
DON MIAL  
CHERYL STALLINGS  
TARA WATERS

February 6, 2024

Ms. Lisa Markland  
Town Clerk  
Town of Zebulon  
1003 North Arendell Avenue  
Zebulon, North Carolina 27597

Dear Ms. Markland:

The Wake County Board of Commissioners, in regular session on February 5, 2024, approved and accepted the enclosed tax report for the Town of Zebulon.

The attached adopted actions are submitted for your review; no local board action is required.

Sincerely,

A handwritten signature in black ink, appearing to read "Yvonne Gilyard", written over a faint, larger version of the same signature.

Yvonne Gilyard  
Clerk to the Board  
Wake County Board of Commissioners

Enclosure(s)



Wake County Tax Administration

Rebate Details

12/01/2023 - 12/31/2023

ZEBULON

PAGE

1

TIME

2:02:27 PM

DATE

01/09/2024

REBATE NUMBER	PROPERTY TAG	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	BILLING YEAR	OWNER
---------------	--------------	----------	-----------	-----------------	---------------	--------------	----------------	----------	--------------	-------

INDIVIDUAL PROPERTY ACCOUNTS

865959	92.70	0.00	0.00	0.00	92.70	12/07/2023	0006494553	2023	2023	000001 US FOODS INC
--------	-------	------	------	------	-------	------------	------------	------	------	---------------------

SUBTOTALS FOR INDIVIDUAL PROPERTY ACCOUNTS: 92.70 0.00 0.00 0.00 92.70 1 Properties Rebated

TOTAL REBATED FOR ZEBULON: 92.70 0.00 0.00 0.00 92.70 1 Properties Rebated for City



**Wake County Tax Administration**

Rebate Details  
12/01/2023 - 12/31/2023

ZEBULON

PAGE

1

TIME

2:02:27 PM

DATE

01/09/2024

REBATE NUMBER	PROPERTY	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	BILLING YEAR	OWNER FOR TYPE
	80,980.16	0.00	1,330.21	0.00	82,310.37			64	Properties	Rebated for All Cities

Grand Total: 80,980.16

0.00

1,330.21

0.00

82,310.37

64 Properties Rebated for All Cities

STAFF REPORT  
ORDINANCE 2024-34  
VEHICLE REPAIRS  
APPROPRIATION OF INSURANCE PROCEEDS  
MARCH 4, 2024

**Topic:** Ordinance 2024-34 – Vehicle Repairs – Appropriation of Insurance Proceeds

**Speaker:** Bobby Fitts, Finance Director (if pulled from Consent)

**From:** Bobby Fitts, Finance Director

**Prepared by:** Bobby Fitts, Finance Director

**Approved by:** Joseph M. Moore II, PE, Town Manager

**Executive Summary:**

The appropriation of insurance proceeds through a Budget Adjustment to fund the replacement or repair of damaged vehicles or equipment.

**Background:**

On January 23, 2024, a 2023 Dodge Durango Police vehicle was involved in an accident resulting in the vehicle being damaged. Insurance proceeds of approximately \$11,720 will go towards repair of the vehicle.

**Discussion:**

The Board of Commissioners must recognize insurance proceeds through a Budget Adjustment in order to appropriate those funds towards repair work or replacement. Adoption of the attached ordinance will appropriate funds toward repairing these vehicles

**Policy Analysis:**

NCGS 159-15, as part of The Local Government Budget and Fiscal Control Act, allows amendments to the budget ordinance with Board approval.

**Staff Recommendation:**

Staff recommends approval of Ordinance 2024-34.

**Attachments:**

1. Ordinance 2024-34

ORDINANCE 2024-34

BE IT ORDAINED by the Board of Commissioners of the Town of Zebulon, that pursuant to North Carolina General Statutes 159-15, the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2024.

Section 1. To amend the General Fund budget as follows:

	INCREASE	DECREASE
REVENUES		
Insurance Proceeds	\$11,720.00	
EXPENDITURES		
Police – Vehicle Maintenance	11,720.00	

Section 2. Copies of this amendment shall be furnished to the Town Clerk, and to the Budget Officer, and to the Finance Officer for their direction.

Adopted: March 4, 2024

Effective: March 4, 2024


\_\_\_\_\_  
Glenn L. York - Mayor

ATTEST:

\_\_\_\_\_  
Lisa M. Markland - Town Clerk



STAFF REPORT  
ORDINANCE 2024-37  
ZONING MAP AMENDMENT 2024-01  
321 HOSPITAL RD  
MARCH 4, 2024

**Topic:** Ordinance 2024-37 - RZ 2024-01 – 321 Hospital Rd,  
**Speaker:** Adam Culpepper, Senior Planner  
**From:** Michael J. Clark, AICP, CNU-A, Planning Director  
**Prepared by:** Adam Culpepper, Senior Planner  
**Approved by:**  Joseph M. Moore II, PE, Town Manager

**Executive Summary:**

Zoning Map Amendment for 321 Hospital Road (PIN# 1795932665). This is a legislative case.

**Background:**

The Applicant, Germano Architecture + Interiors, PLLC (Michael Germano) requests rezoning a .34-acre parcel from Office Institutional (OI) District to General Commercial (GC) District. The property is located on the west side of Hospital Rd with a secondary frontage on the eastern side to Pony Rd.

The applicant is not proposing any conditions and if approved, all uses permitted within the GC-General Commercial Zoning District would be permitted at the subject property.

**Discussion:**

Unified Development Ordinance (UDO) Section 2.2.25.J provides the following standards for the Board to base their decision on the rezoning request:

1. Whether the proposed rezoning advances the public health, safety, or welfare;
2. Whether, and the extent to which the proposed rezoning is appropriate for its proposed location, and is consistent with the purposes, goals, objectives, and policies of the Town's adopted policy guidance;
3. Whether an approval of the rezoning is reasonable and in the public interest;
4. Any other factors as the Board of Commissioners may determine to be relevant.

**Policy Analysis:**

Comprehensive Land Use Plan:

The Future Land Use and Character Map designates the future use of the property as General Commercial (GC). The GC designation is for commercial retail, office, and service uses located primarily along portions of major roadway corridors for high visibility and accessibility (re. Grow Zebulon: Comprehensive Land Use Plan (Land Use and Development section pg.18)). Primary land use types within this designation include automobile service-related enterprises, restaurant chains and "big box" commercial stores.

STAFF REPORT  
ORDINANCE 2024-37  
ZONING MAP AMENDMENT 2024-01  
321 HOSPITAL RD  
MARCH 4, 2024

Unified Development Ordinance:

The applicant proposes no changes to the site as part of this Zoning Map Amendment. Any modifications to the site must adhere to Town regulations in accordance with the Unified Development Ordinance.

**Financial Analysis:**

Amending the Zoning Map at the subject property to GC will allow the applicant to use the site for a wider array of commercial uses than permitted under the OI district. The economic impact of the zoning map amendment will be minimal as the subject property was already used as commercial office space.

**Planning Board Recommendation:**

At their meeting on February 12, 2024, the Planning Board recommended approval of the request. The Planning Board found the request consistent with Section 2.2.25 of the UDO and the Land Use and Development section of the Comprehensive Land Use Plan.

**Staff Recommendation:**

Staff Recommends approval of the proposed rezoning request as presented.

**Attachments:**

1. Application
2. Future Land Use Map
3. Aerial Map
4. Zoning Map
5. Labeled Site Photos
6. Public Hearing Notification Affidavit
7. Principle Use Table Excerpt
8. Ordinance 2024-37



# Town of Zebulon

## Planning Department

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

## ZONING MAP AMENDMENT PETITION

### GENERAL INFORMATION:

In accordance with section 2.2.25 of the UDO, a Zoning Map Amendment provides a uniform means for reviewing and deciding proposed amendments to the Official Zoning Map whenever the public necessity, general welfare, the Town's adopted policy guidance, or appropriate land use practices justify or require doing so. This procedure sets out the requirements for amendments to the zoning district designation of land within the Town's planning jurisdiction as well as for land coming into the Town's planning jurisdiction via annexation in accordance with the standards in Sections 160A-382 through 160A-385 of the North Carolina General Statutes.

### INSTRUCTIONS:

**PRE-APPLICATION MEETING:** A pre-application meeting with staff in accordance with Section 2.3.2 of the UDO to verify the application requirements, processes, and procedures regarding a proposed request. To schedule a meeting, applicants must e-mail a pdf map, drawing, model, site or sketch plan to the Planning Department ([Planning@townofzebulon.org](mailto:Planning@townofzebulon.org)) no later than five (5) working days prior to the desired meeting day.

**NEIGHBORHOOD MEETING:** Neighborhood meetings are required in accordance with Section 2.3.4 of the UDO prior to application submission. The applicant is required to notify property owners and any neighborhood association that represents citizens within that area within 750 feet of the subject property via first class mail a minimum of 10 days in advance of the neighborhood meeting. The applicant shall use their own return address on the envelopes as the meeting is a private meeting between the developer and the neighbors. The applicant shall submit the "Certified List of Property Owners" and "Neighborhood Meeting Packet" forms included on the Town's website with their initial submittal.

**ANNEXATION REQUIREMENTS:** If a property or portion thereof subject to this rezoning is outside the corporate limits and ETJ, an annexation petition is **required** to be submitted on the same day as this application in accordance with section 2.2.2 of the UDO.



## 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
- PDF Plan Set (see site plan checklist)
- 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.



## APPLICATION FOR ZONING MAP AMENDMENT

<b>PART 1. DESCRIPTION OF REQUEST/PROPERTY</b>		
Street Address of the Property: <b>321 Hospital Road, Zebulon NC 27597</b>		Acreage: <b>.34</b>
Parcel Identification Number (NC PIN): <b>1795932665</b>	Deed Book: <b>18056</b>	Deed Page(s): <b>2394</b>
Existing Zoning of the Property: <b>OI</b>	Proposed Zoning of the Property: <b>GC</b>	
Existing Use of the Property: <b>Vacant - Formerly Dentist</b>	Proposed Use of the Property: <b>Wholesale Sales</b>	
Reason for Rezoning: <b>To allow for proposed use of property and bring parcel in line with the Town's Future Land Use Map.</b>		

<b>PART 2. APPLICANT/AGENT INFORMATION</b>		
Name of Applicant/Agent: <b>Germano Architecture + Interiors, pllc (Michael Germano)</b>		
Street Address of Applicant/Agent: <b>106 N Arendell Ave</b>		
City: <b>Zebulon</b>	State: <b>NC</b>	Zip Code: <b>27597</b>
Email of Applicant/Agent: <b>michael@germanoai.com</b>	Telephone Number of Applicant/Agent: <b>919.823.1894</b>	Fax Number of Applicant/Agent:
Are you the owner of the property? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Are you the owner's agent? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Note: If you are not the owner of the property, you <u>must</u> obtain the Owner's consent and signature giving you permission to submit this application.</b>

<b>PART 3. PROPERTY OWNER INFORMATION</b>		
Name of Property Owner: <b>MiCy LLC</b>		
Street Address of Property Owner: <b>6013 Reedy Creek Rd</b>		
City: <b>Raleigh</b>	State: <b>NC</b>	Zip Code: <b>27607</b>
Email of Property Owner: <b>6.cyrus@gmail.com</b>	Telephone Number of Property Owner: <b>919.565.6365</b>	Fax Number of Property Owner:
<i>I hereby state that the facts related in this application and any documents submitted herewith are complete, true, correct, and accurate to the best of my knowledge.</i>		
Signature of Applicant:	Print Name: Michael Germano	Date: <b>11/12</b>
Signature of Owner: Cyrus Stacey	Print Name: Cyrus Stacey	Date: <b>04/12</b>



## APPLICATION FOR ZONING MAP AMENDMENT

### LEGISLATIVE CONSIDERATIONS – ZONING MAP AMENDMENT

The applicant shall propose site-specific standards and conditions that take into account the following considerations, which are considerations that are relevant to the legislative determination of whether or not the proposed zoning district is in the public interest. These considerations do not exclude the legislative consideration of any other factor that is relevant to the public interest. Failure to adequately address the findings below may result in denial of the application. Please attach additional pages if necessary. The petition is justified based on the facts as they relate to the Standards in Section 2.2.25 J of the UDO as follows:

1. Please explain how the proposed Zoning Map Amendment advances the public health, safety, or welfare
This rezoning will allow for a currently vacant property to be re-established. We hope that this property will be a catalyst for redevelopment in the surrounding area.
2. Please explain how the proposed Zoning Map Amendment is appropriate for its proposed location, and is consistent with the purposes, goals, objectives, and policies of the town's adopted policy guidance;
The proposed change is in line with the Town's Future Land Use Map.
3. Please explain how an approval of the Zoning Map Amendment is reasonable and in the public interest;
The proposed change is in line with the Town's Future Land Use Map and stated goals of the Zebulon 2030 plan.
4. Please explain how the proposed Zoning Map Amendment addresses any other factors as the Board of Commissioners may determine to be relevant. These include but are not limited to the proposed uses requested and any requested deviations and proposed alternative means of compliance.
No deviations from the UDO are being requested. This is only a zoning map amendment request.







Address	Owner	Owner	Address 1	Address 2	Address 3
605 MACK TODD RD	HERITAGE BAPTIST CHURCH INC	1795926902	615 MACK TODD RD	ZEBULON NC 27597-9396	ZEBULON NC 27597-9396
601 W GANNON AVE	FAMILY DOLLAR STORES OF ZEBULON INC	1795942082	ATTN: REAL ESTATE TAX	500 VOLVO PKWY	CHESAPEAKE VA 23320-1604
313 HOSPITAL RD	ZEBULON CAPITAL LLC	1795933427	313 HOSPITAL RD	ZEBULON NC 27597-2542	
615 W GANNON AVE	TIDEWATER INVESTORS I LLC	1795832846	1011 W GANNON AVE	ZEBULON NC 27597-2130	
319 HOSPITAL RD	MOORE, GLENNDALE MD	1795933611	PO BOX 28510	RALEIGH NC 27611-8510	
315 HOSPITAL RD	WINDLEY, HEBER W III WINDLEY, GIMA M	1795933514	4017 WENDY LN	ZEBULON NC 27597-7631	
535 MACK TODD RD	JNCJ PROPERTIES LLC	1795929933	621 WALTERS DR	WAKE FOREST NC 27587-6180	
508 W GANNON AVE	DANIEL G KAMIN ZEBULON ENTERPRISES	1795947549	PO BOX 10234	PITTSBURGH PA 15232-0234	
323 HOSPITAL RD	GEORGE, P K	1795933727	4000 WINSTON HILL DR APT 204	CARY NC 27513-8151	
721 MACK TODD RD	HERITAGE BAPTIST CHURCH INC	1795923580	615 MACK TODD RD	ZEBULON NC 27597-9396	
304 PONY RD	LNP INC	1795931422	PARRISH REALTY C/O RENEE BAKER	PO BOX 1128	ZEBULON NC 27597-1128
308 PONY RD	LNP INC	1795932529	PARRISH REALTY C/O RENEE BAKER	PO BOX 1128	ZEBULON NC 27597-1128
302 PONY RD	LNP INC	1795931540	PARRISH REALTY C/O RENEE BAKER	PO BOX 1128	ZEBULON NC 27597-1128
307 HOSPITAL RD	SOUTH ATLANTIC CONFERENCE ASSOCIATION OF SEVENTH D	1795931395	307 HOSPITAL RD	ZEBULON NC 27597-2542	
603 W GANNON AVE	M M FOWLER INC	1795941010	4220 NEAL RD	DURHAM NC 27705-2322	
600 MACK TODD RD	LNP INC	1795930080	PARRISH REALTY C/O RENEE BAKER	PO BOX 1128	ZEBULON NC 27597-1128
323 PONY RD	FAMILY DOLLAR STORES OF ZEBULON INC	1795931971	ATTN: REAL ESTATE TAX	500 VOLVO PKWY	CHESAPEAKE VA 23320-1604
613 W GANNON AVE	TIDEWATER INVESTORS I LLC	1795846170	1011 W GANNON AVE	ZEBULON NC 27597-2130	
701 W GANNON AVE	TIDEWATER INVESTORS I LLC	1795844193	1011 W GANNON AVE	ZEBULON NC 27597-2130	
509 W GANNON AVE	VENTAS GC ZEBULON LP	1795938962	INVITATION HOMES-TAX DEPT	1717 MAIN ST STE 2000	
550 W GANNON AVE	VRAIVIHARI LLC	1795945228	101 W HARPER ST	SNOW HILL NC 28580-1323	
303 PONY RD	THE CARRINGTON APARTMENTS LP	1795937655	125 OLD CHAPIN RD	LEXINGTON SC 29072-2005	
535 W GANNON AVE	COLLADO, LLC	1795935786	MARIA M COLLADO-RAMIREZ	7125 FALLS GLEN CT	RALEIGH NC 27614-7174
521 DUGGINS OAK DR	ZEBULON GREEN ASSOCIATES LIMITED PARTNERSHIP	1795833158	2939 BREEZEWOOD AVE STE 201	FAYETTEVILLE NC 28303-5497	
606 W GANNON AVE	COMPLIANT INVESTCO LLC	1795940436	907 POINCIANA LN	ZEBULON NC 27597	
321 HOSPITAL RD	JIN, PEGGY LI, JI QIU	1795932665	741 MILLS ST	RALEIGH NC 27608-1827	
609 W GANNON AVE	ZEBULON TOWN LLC	1795848082	1080 NW 116TH AVE	PLANTATION FL 33323-2518	
350 PONY RD	ARUKA LLC	1795930243	10 MIDDLETON DR	ZEBULON NC 27597-9246	
301 HOSPITAL RD	301 HOSPITAL ROAD LLC	1795933227	5561 MCNEELY DR STE 203	RALEIGH NC 27612-7625	
301 PONY RD	COSTA, BARNARD	1795931805	4544 N NEW HOPE RD	RALEIGH NC 27604-4343	



**NOTES**

1. THE PURPOSE OF THIS EXHIBIT IS TO ACCURATELY SHOW BOUNDARY LINES, THE AREA OF THE PARCEL, THE IMPROVEMENTS, AS SHOWN HEREON.
2. A BOUNDARY SURVEY WAS DONE FOR THE SOLID LINES SHOWN HEREON, AND IN CONNECTION WITH THIS EXHIBIT, BUT THIS EXHIBIT DOES NOT COMPLY TO 5547-30 STANDARDS, AND SHOULD NOT BE USED ON IT OWN FOR CONVEYANCES OR SALES.
3. AREAS ARE COMPUTED BY COORDINATE GEOMETRY.
4. THE SURVEYOR HAS MADE NO INVESTIGATION OR INDEPENDENT SEARCHES FOR OTHER EASEMENTS OF RECORD, ENCUMBRANCES, RESTRICTIVE COVENANTS, OWNERSHIP TITLE EVIDENCE OR ANY OTHER FACTS THAT AN ACCURATE AND CURRENT TITLE SEARCH MAY DISCLOSE.
5. DASHED BOUNDARY LINES NOT SURVEYED.
6. THERE MAY BE OTHER IMPROVEMENTS NOT DEPICTED ON THIS EXHIBIT.
7. THIS PARCEL IS NOT LOCATED WITHIN A FLOOD HAZARD AREA, PER FEMA 3720179500K, effective on 7/19/2022.
8. THIS MAP MAY NOT BE A CERTIFIED SURVEY AND HAS NOT BEEN REVIEWED BY A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE LAND DEVELOPMENT REGULATIONS AND HAS NOT BEEN REVIEWED FOR COMPLIANCE WITH RECORDING REQUIREMENTS FOR PLATS.
9. AT THE TIME OF THIS SURVEY, POSTED ADA COMPLIANT PARKING (SIGNAGE OR RAMPS) WAS NOT OBSERVED.

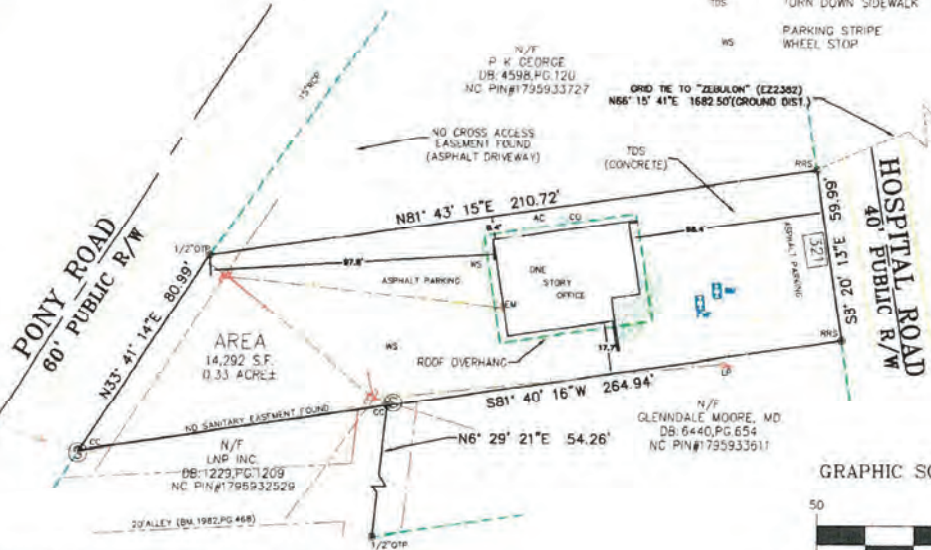
**LEGEND**

- 4"Ø" OPEN TOP PIPE (w/ SIZE)
- R/S RAIL ROAD SPIKE
- CC CALCULATED CORNER
- COE CURB OF PAVEMENT
- WM WATER METER
- BF BACK FLOW PREVENTION
- 527 ADDRESS
- EM ELECTRIC METER
- AC AIR CONDITIONING PAD
- SC/SANITARY CLEAN-OUT
- SM SANITARY MANHOLE
- SL SANITARY LINE
- PW POWER (W/ GUY WIRE)
- LP LIGHT POLE
- OP OVERHEAD POWER
- UP UNDERGROUND POWER
- 15"Ø" REINFORCE CONCRETE PIPE (w/ SIZE)
- TDS TURN DOWN SIDEWALK
- PS PARKING STRIPE
- WS WHEEL STOP

**OWNER DATA:**  
 PEGGY L JIN & QIU LI  
 741 MILLS STREET  
 RAINFIGHT, NC 276085-1827

**REFERENCES:**  
 DB 18056, PG 2394  
 NC PIN# 1795932685  
 ZONE: O (Office and Institutional)

**ADDRESSED AS:**  
 321 HOSPITAL ROAD  
 ZEBULON, NC



**GRAPHIC SCALE**



( IN FEET )  
 1 inch = 50 ft.

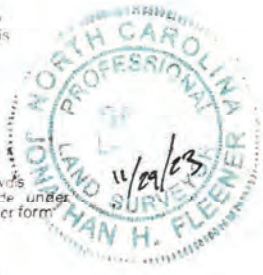
I certify that this map was drawn under my supervision from an actual survey made under my supervision (deed descriptor recorded in Book 18056, page 2394), that the boundaries not surveyed are indicated as drawn from information in Book of Maps 1982, page 468, that the ratio of precision or positional accuracy is 1:35,000, and that this map meets the requirements of The Standards of Practice for Land Surveying in North Carolina (21 NCAC 56. 1600)." This 29 day of November, 2023.

Professional Land Surveyor

I, Jonathan H. Fleener, PLS L-4313, certify that this map was drawn under my supervision from an actual GPS survey made under my supervision and the following information was used to perform

- the survey:
- (1) Class of survey: C
  - (2) Positional accuracy: OC3 N: 0.023±ft, E: 0.031±ft
  - (3) Type of GPS field procedure: NC RIM (NETWORK)
  - (4) Dates of survey: 11/28/2023
  - (5) Datum/Epoch: WGS84 / 180 Epoch
  - (6) Published/Fixed-control use: "ZEBULON" PID# E22382
  - (7) Geoid model: G12BLS
  - (8) Combined std factor(s): 0.99992182
  - (9) Units: US SURVEY FEET

Jonathan H. Fleener PLS L-4313



**FINAL SURVEY EXHIBIT**

FOR  
**MiCy LLC**  
 321 HOSPITAL ROAD - ZEBULON

LITTLE RIVER TOWNSHIP, WAKE COUNTY, NORTH CAROLINA  
 NOVEMBER 29, 2023

**SUMMIT COASTAL**  
 Surveying & Mapping lic#0518  
 300 Lloyd Street, Suite 240  
 Carrboro, NC 27510  
 www.summitcoastal.com PH:(919)869-7309









# zoning\_map\_amendment\_-\_2023

Final Audit Report

2023-12-11

Created:	2023-12-04
By:	Germano Architecture Interiors, pllc (office@germanoai.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAakuwBKOY7oZgd3wAxAIW8ObK8yYtd021V

## "zoning\_map\_amendment\_-\_2023" History

-  Document created by Germano Architecture Interiors, pllc (office@germanoai.com)  
2023-12-04 - 7:12:04 PM GMT - IP address: 71.65.192.124
-  Document emailed to Cyrus Stacey (6.cyrus@gmail.com) for signature  
2023-12-04 - 7:12:12 PM GMT
-  Email viewed by Cyrus Stacey (6.cyrus@gmail.com)  
2023-12-04 - 7:15:46 PM GMT - IP address: 66.249.83.200
-  Document e-signed by Cyrus Stacey (6.cyrus@gmail.com)  
Signature Date: 2023-12-04 - 7:16:16 PM GMT - Time Source: server- IP address: 76.218.234.142
-  Document emailed to Michael Germano (michael@germanoai.com) for signature  
2023-12-04 - 7:16:18 PM GMT
-  Email viewed by Michael Germano (michael@germanoai.com)  
2023-12-04 - 7:16:37 PM GMT - IP address: 71.65.192.124
-  Document e-signed by Michael Germano (michael@germanoai.com)  
Signature Date: 2023-12-11 - 2:33:59 PM GMT - Time Source: server- IP address: 71.65.192.124
-  Agreement completed.  
2023-12-11 - 2:33:59 PM GMT

**NORTH CAROLINA GENERAL WARRANTY DEED**

Excise Tax: \$700.00

Parcel Identifier No. 0063138 Verified by \_\_\_\_\_ County on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_  
By: \_\_\_\_\_

Mail/Box to: GRANTEE

This instrument was prepared by: Kohn Law, PLLC, 205 W. Millbrook Road, Ste. 210, Raleigh, NC 27609

Brief description for the Index: LOT Broughton LD - .34 AC. Hospital Road.

THIS DEED made this 27<sup>th</sup> day of December, 2023, by and between

**GRANTOR**  
Peggy Jin, unmarried, and Ji Qiu Li, unmarried  
741 Mills Street  
Raleigh, NC 27608

**GRANTEE**  
MiCy LLC a North Carolina limited liability company  
6013 Reedy Creek Road  
Raleigh, NC 27607

Enter in appropriate block for each Grantor and Grantee: name, mailing address, and, if appropriate, character of entity, e.g. corporation or partnership.

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, all that certain lot, parcel of land or condominium unit situated in the City of Zebulon, Township, Wake County, North Carolina and more particularly described as follows:

See Exhibit A attached hereto.

The property hereinabove described was acquired by Grantor by instrument recorded in Book 18056 page 2394

All or a portion of the property herein conveyed    includes or X does not include the primary residence of a Grantor.

A map showing the above described property is recorded in Plat Book \_\_\_\_\_ page \_\_\_\_\_.

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee in fee simple.

And the Grantor covenants with the Grantee, that Grantor is seized of the premises in fee simple, has the right to convey the same in fee simple, that title is marketable and free and clear of all encumbrances, and that Grantor will warrant and defend the title against the lawful claims of all persons whomsoever, other than the following exceptions:

Ad valorem taxes for the current year (prorated through the date of Settlement); utility easements and unviolated covenants, conditions or restrictions that do not materially affect the value of the Property.

IN WITNESS WHEREOF, the Grantor has duly executed the foregoing as of the day and year first above written.

\_\_\_\_\_  
 (Entity Name)  
 By: \_\_\_\_\_  
 Print/Type Name & Title: \_\_\_\_\_

\_\_\_\_\_  
 Print/Type Name: Peggy Jin (SEAL)  
 Ji Qiu Li by Peggy Jin AIF (SEAL)  
 Print/Type Name: Ji Qiu Li

By: \_\_\_\_\_ (SEAL)  
 Print/Type Name & Title: \_\_\_\_\_  
 Print/Type Name: \_\_\_\_\_

By: \_\_\_\_\_ (SEAL)  
 Print/Type Name & Title: \_\_\_\_\_  
 Print/Type Name: \_\_\_\_\_

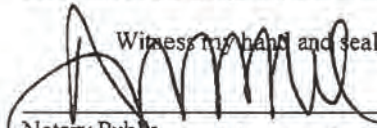
STATE OF NORTH CAROLINA  
COUNTY OF WAKE

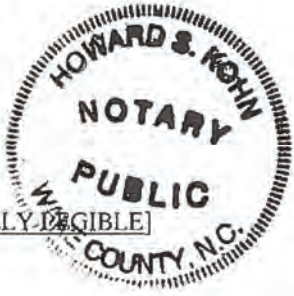
I, the undersigned, a Notary Public of the County and State aforesaid, do hereby certify that Peggy Jin, whose identity has been proven by satisfactory evidence, said evidence being:

- I have personal knowledge of the identity of the principal(s);
- I have seen satisfactory evidence of the principal's identity, by a current state or federal identification with the principal's photograph in the form of a \_\_\_\_\_
- A credible witness has sworn to the identity of the principal(s);

personally appeared before me this day and acknowledged the execution of the foregoing instrument. And further that Peggy Jin, Attorney-In-Fact for Ji Qiu Li, personally appeared before me this day, and being first duly sworn, deposes that she executed the foregoing annexed instrument for and on behalf of Ji Qiu Li, and that her authority to execute and acknowledge the said instrument is contained in a duly executed, acknowledged and recorded Power of Attorney in the Office of the Register of Deeds of Wake County, recorded in Book 10494, Page 389, Wake County Registry, and the said instrument was executed under and by virtue of the authority given by said instrument granting her Power of Attorney; and the said Peggy Jin acknowledged the due execution of the foregoing instrument for the purposes expressed therein for herself and on behalf of Ji Qiu Li.

Witness my hand and seal, this the 8th day of December, 2023.

  
 Notary Public  
 Print Name: Howard S. Kohn  
 My Commission Expires: 7/24/24



[AFFIX NOTARY SEAL BELOW - NOTE THAT SEAL MUST BE FULLY LEGIBLE]

(Official Seal)

EXHIBIT A

BEGINNING at an iron stake in the eastern right of way line of SR 2367 (Pony Road), said iron stake being the southwestern corner of the parcel of land described by Deed recorded in Book 2218, Page 243, Wake county Registry, runs thence from said point of BEGINNING with the eastern right of way line of SR 2367 North 37 degrees 32 minutes 27 seconds East 80.79 feet to an iron stake; runs thence North 85 degrees 30 minutes East 210.98 feet to a railroad spike in the western right of way line of SR 2372 (Hospital Road), runs thence with said right of way South 04 degrees 30 minutes East 60.00 feet to a railroad spike; runs thence South 85 degrees 30 minutes West 265.08 feet to an iron stake in the eastern right of way line of SR 2367, the point and place of BEGINNING, and being all of the certain tract or parcel of land containing 0.33 acres as shown by map and survey of Turning Point Surveying PLLC dated May 15, 1997 for TRB Investments, L.L.C.



# 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.





# 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:

321 Hospital Road, Zebulon NC 27597

1795932665

(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)):

The property is being proposed to be rezoned from Office/Institutional to General Commercial to bring the property in-line with the Town of Zebulon Future Land Use Map.

Estimated Submittal Date: \_\_\_\_\_

### MEETING INFORMATION:

Property Owner(s) Name(s) MICy, LLC

Applicant(s) Germano Architecture + Interiors, pllc

Contact Information (e-mail/phone) michael@germanoai.com / 919.404.8085

Meeting Address: 114 N Arendell Ave. Zebulon NC 27597

Date of Meeting: January 2, 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> MiCy LLC		
Project Name: MiCy Rezoning		Zoning: GC
Location: 321 Hospital Rd, Zebulon NC 27597		
Property PIN(s): 1795932665		Acreage/Square Feet: .34 acres
Property Owner: MiCy LLC		
Address: 6013 Reedy Creek Rd		
City: Raleigh	State: NC	Zip: 27607
Phone: 919.821.7477		Email: 6cyrus@gmail.com
Developer: N/A		
Address:		
City:	State:	Zip:
Phone:	Fax:	Email:
<del>Engineer:</del> Architect: Germano Architecture + Interiors, pllc		
Address: 106 N Arendell Ave		
City: Zebulon	State: NC	Zip: 27597
Phone: 919.404.8085	Fax:	Email: michael@germanoai.com
Builder (if known): N/A		
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: MiCy Rezoning

Meeting Address: 114 N Arendell Ave. Zebulon NC 27597

Date of Meeting: January 2 2024 Time of Meeting: 5:00pm

Property Owner(s) Names: MiCy, LLC

Applicants: Germano Architecture + Interiors, pllc

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	Germano Arch+Int	106 N Arendell	919 498 0886	michael@germanozi.com
2	MiCy	6013 Reedy Creek Rd	919-369-2742	l.cyrus@gmail.com
3	Glenn Dale Moore	P.O. Box 28550 Raleigh	(919) 271-5825	
4	Sheldon Blair	380 Parry Rd	919 538 3352	Sheldon.Blair@outlook.com
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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: Hospital Road Rezoning

Meeting Address: 114 N. ARENDSELL AVE ZEBULON NC 27517

Date of Meeting: 1/2/2014 Time of Meeting: 5:00-7:00

Property Owner(s) Names: Micy LLC

Applicants: Micy LLC, Germano Architecture + Interiors

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 What will take place at the building?

Applicant Response: Property owner will use existing building for office space to support import/export business operations.

Question/ Concern #2

Applicant Response:

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, MICHAEL GERMANO, 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 114 N. ARENDEL AVE (location/address) on 1/2/2024 (date) from 5:00p (start time) to 7:00p (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.

1/3/2024 By: [Signature]
Date

STATE OF NORTH CAROLINA
COUNTY OF WAKE

Sworn and subscribed before me, Kacie E. Germano, a Notary Public for the above State and County, on this the 3rd day of January, 2023.

SEAL



Notary Public

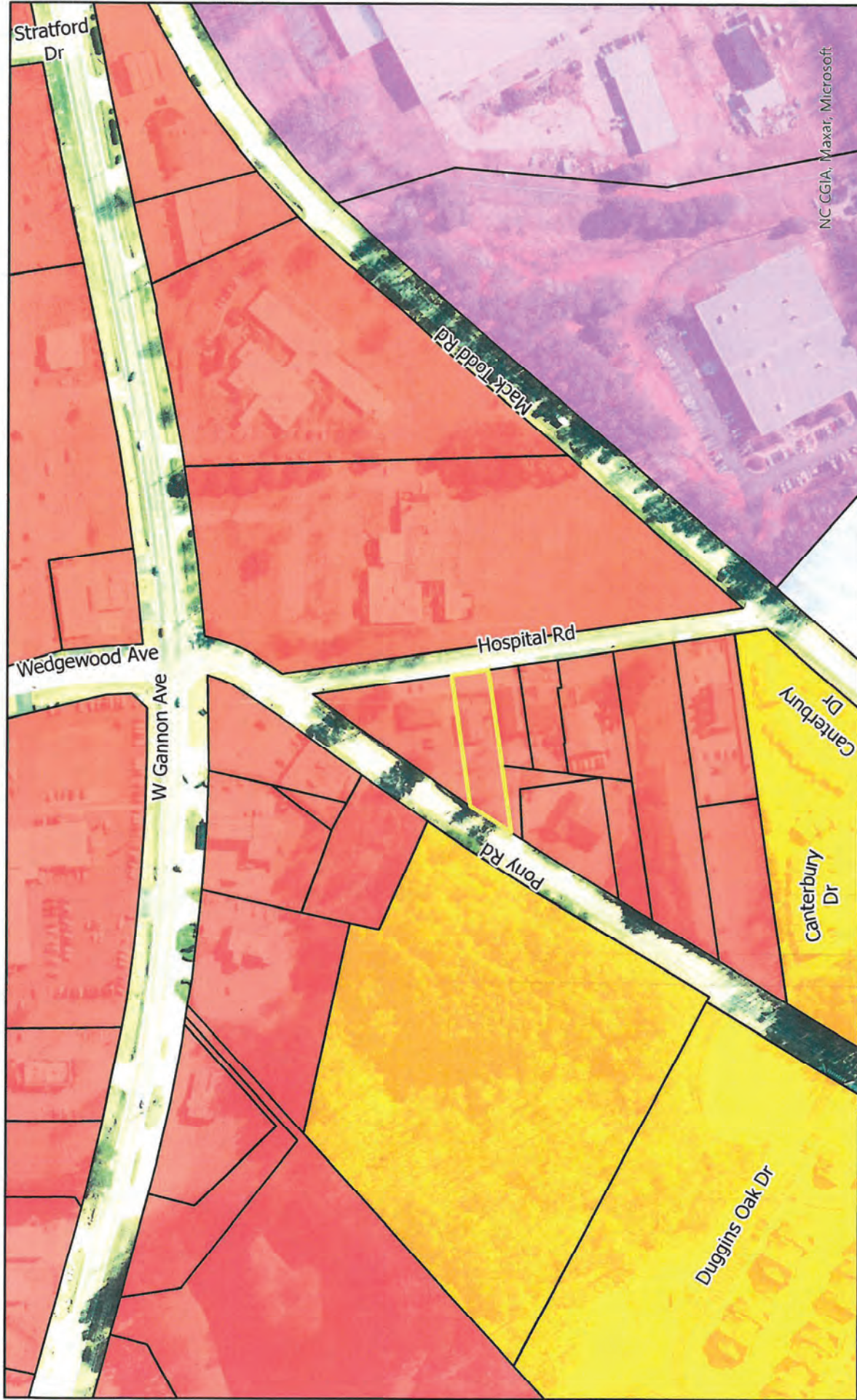
[Signature]

Print Name Kacie E. Germano

My Commission Expires:

06.25.2028

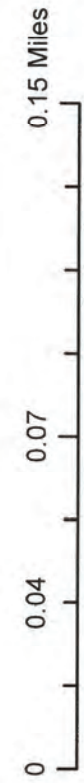
# Future Land Use and Character Map



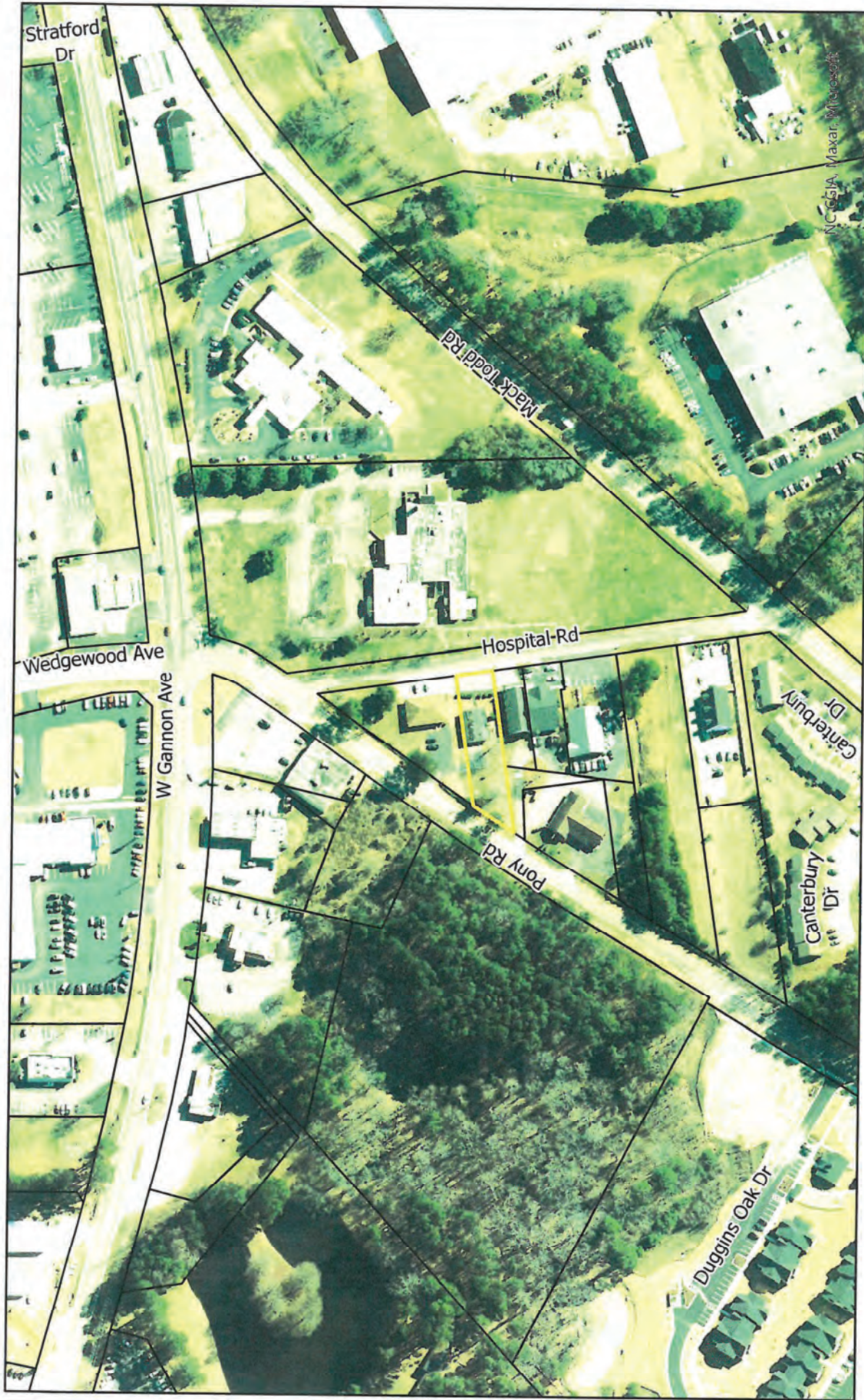
General Commercial (GC)  
 Industrial Light (IL)  
 Industrial Heavy (IH)  
 Residential Mix (RM)

321 Hospital Rd  
 Parcels

**Zebulon\_FutureLandUse**  
**Land Use/Character**



# Aerial Map



NC 651A Maxar, Microsoft

321 Hospital Rd  
Parcels

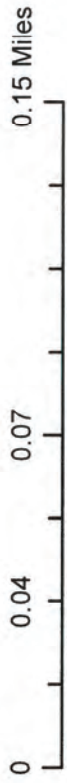




# Zoning Map



- HC, Heavy Commercial
  - LI, Light Industrial
  - HI, Heavy Industrial
  - OI, Office and Institutional
  - RMF, Residential Multi-Family
  - 321 Hospital Rd
  - Parcels
  - Streets
- ### Zoning Districts





View of the site from Hospital Road



View of the site from Pony Road

# ZEBULON

NORTH CAROLINA

CASE # RZ 2024-01 IDT# 1195805- 321 Hospital Road

PROJECT ADDRESS 321 Hospital Road

PIN NUMBER: 1795932665

HEARING DATE: February 12, 2024

State of North Carolina

County of Wake

BEFORE ME, the undersigned Notary, Lisa M. Markland on this 30<sup>th</sup> day of January 2024, personally appeared Michael J. Clark, known to me to be a credible person and of lawful age, who being by me first duly sworn, on his oath, deposes and says:

I Michael J. Clark, acting as the Planning Director for the Town of Zebulon, affirm that the following Public Notice Procedures have been completed in accordance with applicable North Carolina General Statute and Town of Zebulon Unified Development Ordinance Section 2.3.6 have been satisfied for the above referenced hearing.

- First Class Mailing Sent on **1/29/2024** (see attached mailing list and copy of mailing)
- Advertisement in a Paper of General Circulation sent on **1/29/2024** (Wake weekly, publication dates **2/2 & 2/9/2024**)
- Posting Public Hearing Signage on Property on **1/29/2024** (pictures attached)
- Posted to Planning Department Website **1/29/2024**
- Sent to E-Mail Distribution List on **1/29/2024**

Michael J. Clark

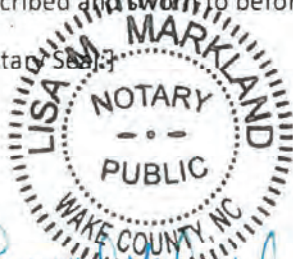
1/30/2024

Michael J. Clark, AICP, CNU-A

Date

Subscribed and sworn to before me, this 30<sup>th</sup> day of January 2024.

[Notary Seal]



Lisa M. Markland

[signature of Notary]

Lisa M. Markland

[printed name of Notary]

NOTARY PUBLIC

My commission expires: 3/29, 2025.





## Notice of Public Hearing

Notice is hereby given pursuant to the provisions of Article 2.2.6 of the Town of Zebulon Unified Development Ordinance that a public hearing will be held on **February 12, 2024 at 6:00 PM** at the **Zebulon Municipal Complex, 1003 N. Arendell Avenue**, and will be conducted by the Board of Commissioners and Planning Board of the Town of Zebulon for the purpose of considering the following items:

***IDT Project Number 886895 - PD 2024-01 – Zebulon South (751 S Wakefield St)***

*PIN # 2704492511, 2705512202, 2705413075*. A request by Andrew Suriano of Deacon Development on behalf of property owners Harold Narron and Fred Corbett, Joseph Temple Sr and Alexander Harrison, Watson Family II LLC, for a rezoning to the Planned Development (PD) zoning district for the development of a 320 unit Planned Development.

***IDT Project Number 1195805 - RZ 2024-01 – 321 Hospital Rd***

*PIN # 2705191832*. A request by Germano Architecture and Interiors, PLLC on behalf of the property owners MiCy LLC, for a Zoning Map Amendment to the General Commercial (GC) zoning district.

Public comments may be submitted to Deputy Town Clerk Stacie Paratore at [SParatore@TownofZebulon.org](mailto:SParatore@TownofZebulon.org) no later than 12:00 Noon on the day of the hearing to be read into the record. Links will be provided along with the full application packet and documentation on the Planning Department web page at <https://www.townofzebulon.org/departments/planning/public-hearing-information> For questions or additional information, please contact us at (919) 823-1816.

Wake Weekly February 2<sup>nd</sup> & 9<sup>th</sup>

**Table 4.2.3: Principal Use Table**

A=Allowed (if listed in a PD master plan); P=Permitted subject to applicable use-specific standards;  
S=Requires approval of a special use permit and compliance with applicable use-specific standards;

Use Type [1]	Commercial	Mixed Use
	GC	OI
<b>RESIDENTIAL USE CLASSIFICATION</b>		
Assisted Living Facility	P	P
Boarding/ Rooming House	.	S
Bungalow Court	.	S
Continuing Care Retirement Center	P	P
Duplex Dwelling	S	P
Family Care Home	P	P
Group Home	.	S
Halfway House	.	S
Live/Work Dwelling	P	P
Manufactured Dwelling	.	[3]
Multi-family Dwelling	P	P
Pocket Neighborhood	.	P
Nursing Home	P	P
Single-family Attached Dwelling	P	P
Single-family Detached Dwelling	P	P
Triplex/Quadplex	P	P
Upper-story Residential	P	P
<b>INSTITUTIONAL USE CLASSIFICATION</b>		
Adult Day Care Center	P	P
Antenna Collocation, Major	P	P
Antenna Collocation, Minor	P	P
Arboretum or Formal Garden	P	P
Auditorium	P	P
Blood/Tissue Collection	.	S
Broadcasting Studio	P	.
Cemetery, Columbarium, or Mausoleum	S	S
Child Day Care Center	P	P
Child Day Care, Drop In	P	P
College or University	S	P
Community/Youth/ Senior Center	P	P
Cultural Facility, Library, or Museum	P	P
Drug/Alcohol Treatment Facility	S	P



**Table 4.2.3: Principal Use Table**

A=Allowed (if listed in a PD master plan); P=Permitted subject to applicable use-specific standards; S=Requires approval of a special use permit and compliance with applicable use-specific standards;

Use Type [1]	Commercial	Mixed Use
	GC	OI
Fire/EMS/Police Station	P	P
Fraternal Club or Lodge	P	P
Government Office	P	P
Helicopter Landing Pad	.	S
Hospital	.	S
Indoor Private Recreation	P	P
Outdoor Private Recreation	P	P
Park (public or private)	P	P
Passenger Terminal	P	P
Post Office	P	P
Psychiatric Treatment Facility	.	S
Religious Institution	P	P
School, Elementary	P	P
School, High/Middle	P	P
School, Vocational	.	P
Small Wireless Facility	P	P
Telecommunications Tower, Minor or Concealed	S	S
Temporary Wireless Facility	P	P
Urgent Care Facility	P	P
Utility, Major	P	P
Utility, Minor	P	P
<b>COMMERCIAL USE CLASSIFICATION</b>		
Animal Day Care / Grooming	P	.
Art Gallery	P	P
Artisan Studio	P	P
Auction House	P	.
Automotive Repair and Servicing (without painting/ bodywork)	P	.
Automotive Sales and Rentals	P	.
Automotive Parts and Accessories Sales	P	.
Bar, Cocktail Lounge, or Private Club	S	.
Bed and Breakfast	P	P
Boat and Marine Rental, Sales, and Service	P	.

**Table 4.2.3: Principal Use Table**

A=Allowed (if listed in a PD master plan); P=Permitted subject to applicable use-specific standards;  
S=Requires approval of a special use permit and compliance with applicable use-specific standards;

Use Type [1]	Commercial	Mixed Use
	GC	OI
Bottle Shop (with on premise consumption)	S	.
Business Incubator	P	P
Campground	P	.
Car Wash or Automobile Detailing	P	.
Catering Establishment	P	.
Check Cashing/Payday Lending Establishment	S	.
Clothing Rental	P	.
Coffee Shop	P	P
Commercial Recreation, Indoor	P	.
Computer-Related Services	P	.
Convenience Store (no gasoline sales)	P	.
Convenience Store (with gasoline sales)	P	.
Co-Working Space	P	P
Event Venue	P	.
Financial Services Establishment	P	P
Funeral-Related Services	S	.
Games of Skill	S	.
Grocery Store	P	.
Gymnasium/ Fitness Center	P	P
Hair, Nails, and Skin-Related Services	P	P
Hotel or Motel	P	.
Laundry or Cleaning Service	P	.
Microbrewery, Microwinery, or Microdistillery	P	.
Nightclub or Dance Hall	P	.
Office, Medical	P	P
Office, Professional	P	P
Office, Sales or Service	P	P
Package and Printing Service	P	P
Park and Ride Facility	P	P
Parking Lot	P	P
Parking Structure	P	P

**Table 4.2.3: Principal Use Table**

A=Allowed (if listed in a PD master plan); P=Permitted subject to applicable use-specific standards; S=Requires approval of a special use permit and compliance with applicable use-specific standards;

Use Type [1]	Commercial	Mixed Use
	GC	OI
Pawn Shop	P	.
Pharmacy	P	S
Pool Hall	S	.
Repair Shop	P	.
Restaurant Indoor/Outdoor Seating	P	P
Restaurant with Drive-through/Drive-up Service	P	P
Restaurant, Walk-up Only	P	P
Retail, Bulky Item	S	.
Retail, Large Format	S	.
Retail Use, Other	P	.
Self Service Storage, Internal Access Only	S	.
Specialty Eating Establishment	P	S
Tattoo and Piercing Establishment	P	.
Theatre	P	.
Vape, Tobacco, and CBD Shop	P	.
Veterinary Clinic	P	.
<b>INDUSTRIAL USE CLASSIFICATION</b>		
Makerspace	P	.
Research and Development	.	S
<b>AGRICULTURAL USE CLASSIFICATION</b>		
Agricultural Support Services	P	.
Farmer's Market	P	.
Plant Nursery	P	.

**NOTES:**

[1] Some use types may be further limited in allowable zoning districts or may require a different procedure for establishment in accordance with [Section 4.7, Prohibited Uses](#), or [Section 3.8](#)

[2] Uses are defined in Article 9, Measurement and Definitions.

[3] Manufactured housing is only permitted on lots in the manufactured home overlay district.

**ORDINANCE 2024-37**  
**AMENDMENT TO ZONING MAP FOR**  
**321 HOSPITAL ROAD (Pin # 1795932665)**

The proposed Amendment to the official Zoning Map as described in Section 2.2.25 of the Unified Development Ordinance for approximately 0.34 acres located at 321 Hospital Road is hereby rezoned from Office Institutional (OI) District to General Commercial (GC) District in accordance with Section 2.2.25 of the Town of Zebulon Unified Development Ordinance and the attached map.


Adopted this the 4<sup>th</sup> day of March 2024

\_\_\_\_\_  
Glenn L. York – Mayor

SEAL

\_\_\_\_\_  
Lisa M. Markland, CMC – Town Clerk

STAFF REPORT  
BOARD APPOINTMENTS  
MARCH 4, 2024

**Topic:** Board Appointments  
**Speaker:** Lisa Markland, CMC, Human Resources Director/Town Clerk  
**From:** Lisa M. Markland, CMC, Human Resources Director/Town Clerk  
Michael J. Clark, AICP, CNU-A, Planning Director  
Sheila Long, Parks and Recreation Director  
**Prepared by:** Lisa Markland, CMC, Human Resources Director/Town Clerk  
Michael J. Clark, AICP, CZO, Planning Director  
**Approved by:**  Joseph M. Moore, II, PE, Town Manager

**Executive Summary:**

The Board of Commissioners will consider applicants interested in serving on appointed boards.

**Background:**

The Board of Commissioners appoints members to volunteer Boards (Planning Board, Board of Adjustment, and Parks and Recreation Advisory Board) who make recommendations or decisions in their respective areas. Persons interested in serving on these appointed Boards present applications to the Board of Commissioners for consideration.

At their Regular Meeting on February 13, 2024, the Board of Commissioners re-appointed David Lowry to the Planning Board and Dexter De'Andre Privette to the Parks and Recreation Advisory Board. A decision on all other appointments was tabled to the Board's Regular Meeting on March 4, 2024.

**Discussion:**

The discussion among the Board is who to appoint to the advisory boards.

Planning Board

There are **three** in-Town vacancies.

The Town received the following applications:

- Latoya Carter applied as an in-Town member.
- Sylvia Wheeler applied as an in-Town member (1<sup>st</sup> choice)
- Rufus Wilson, Jr. applied as an in-Town member.
- Kyle Adams, Sr. applied as an in-Town member.
- Niya Moton applied as an in-Town member.

Parks and Recreation Advisory Board

There are **two** vacancies.

The Town received an application from the following:

- Sylvia Wheeler applied for consideration (3<sup>rd</sup> choice).
- Kyla Virden applied for consideration.

STAFF REPORT  
BOARD APPOINTMENTS  
MARCH 4, 2024

- Dieva Hill applied for consideration.
- David Field applied for consideration.
- Rufus Wilson, Jr. applied for consideration.
- Wendell McKinley Holden applied for consideration.
- Kyle Adams, Sr. applied for consideration.
- Marcus Bennett applied for consideration.

**Board of Adjustment**

There are **two** in-town vacancies, **one** ETJ vacancy, **one** alternate ETJ vacancy, and **one** alternate in-town vacancy.

The Town received an application from the following:

- Sylvia Wheeler applied as an in-Town member (2<sup>nd</sup> choice).
- Africa Privette applied as an in-Town member.
- Scott Carpenter applied as an in-Town member.

Tad Adams and Cathy Meeler are not interested in re-appointment, leaving the Board of Adjustment with one member.

**Policy Impact:**

Municipalities are statutorily required to have a Planning Board to make recommendations on applications for rezoning, text amendments, and comprehensive land use plan updates or rewrites (§ 160D-604)

Municipalities are statutorily required to have a Board of Adjustment to hear appeals and variances for development projects (§ 160D-303(b)). Zebulon's Unified Development Ordinance lists processes and procedures to hear appeals (Article 2), and the powers, duties, and composition of the Board of Adjustment (Section 10.2). Much like the Planning Board, the Board of Adjustment requires ETJ representation because, the UDO has jurisdictional authority over both the Corporate Limits and ETJ. A Board of Adjustment without ETJ representation is open to challenges of their decisions on variances or appeals. A non-functioning Board of Adjustment is also in violation of state statutes, and effectively dilutes or nullifies the Town's development standards by rendering them unenforceable. Any ETJ representation on a board requires approval from the Zebulon Board of Commissioners and the Wake County Board.

**Fiscal Impact:**

NA

**Staff Recommendation:**

No recommendations on Board appointments.

**Attachments:**

1. Applications

## TOWN OF ZEBULON Application for Board Appointments

Please indicate which board you are interested in serving on. If you are interested in more than one board please list them by preference by using numbers (1,2,3). Please attach a copy of your driver's license for proof of eligibility to serve.

Board of Adjustment     
  Planning Board     
  Parks & Recreation Advisory

Name Latoya R. Carter

Address 2405 Savitar Drive Zebulon NC 27597

E-mail ljed1228@yahoo.com Date of Birth (month & Day) 2/11

Phone (Home) 919-671-0518 (Work) 252-39-2112<sup>X388</sup> (Cell) 919-671-0518

Employer DOSH North Carolina Gov. Occupation Advocate

Do you live in the Zebulon Corporate Limits  ETJ  Years in Zebulon 5 yrs

Do you currently, or have you previously, served on any Town of Zebulon, or other municipal board, commission or committee? Yes  No  If you answered yes, please list them below (use the back if necessary).

Board/Commission/Committee	From	To

Have you taken the opportunity to attend any previous board meetings prior to the notice of this vacancy? Yes  No

Describe extent and meetings attended 1st Meeting - met in town - came to attention meeting witnessed a student from local school be recognized by his family in attendance.  
 Why do you want to serve on this board or commission? we would like to serve on the board to

learn more about the economic, cultural and political development of Zebulon

Why would you be an asset to this board or commission? As a licensed social worker I feel that I bring a unique skill set that would provide advice in decision making to serve my community and feel that I would also be a great learning opportunity.

What are your qualifications? I have served on various committees and boards throughout my life and in the community.

What areas of concern would you like to see the Board or Commission address? growth and development and land use.

I certify that the above information is correct. I understand that this is an application to be considered for appointment to a Town of Zebulon board, commission or committee and that final appointment is made by the Zebulon Board of Commissioners. I also understand that any service, if appointed, would be without compensation. This application will remain on file for a period of 6-months from the date of application.

Date 7/1/2022 Signature Latoya R. Carter

Please fill out the form completely and return it to Stacie Paratore at Town Hall. If you have any question call 919-823-1802.

Confirmed 1/29/24

## TOWN OF ZEBULON

### Application for Board Appointments

Please indicate which board you are interested in serving on. If you are interested in more than one board please list them by preference by using numbers (1,2,3). Please attach a copy of your driver's license for proof of eligibility to serve.

2 Board of Adjustment                      1 Planning Board                      3 Parks & Recreation Advisory

Name SYLVIA T. WHEELER

Address 740 ROSE MALLOW DRIVE ZEBULON, NC 27597

E-mail SYLVIAT.WHEELER@GMAIL.COM                      Date of Birth (month & Day) 01/31

Phone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) (410)805-0181

Employer KELLER WILLIAMS REALTY PLATINUM                      Occupation REALTOR

Do you live in the Zebulon Corporate Limits                       ETJ \_\_\_\_\_                      Years in Zebulon 3

Do you currently, or have you previously, served on any Town of Zebulon, or other municipal board, commission or committee? Yes \_\_\_\_\_ No  If you answered yes, please list them below (use the back if necessary).

Board/Commission/Committee	From	To

Have you taken the opportunity to attend any previous board meetings prior to the notice of this vacancy? Yes  No \_\_\_\_\_

Describe extent and meetings attended Attend meeting at Town Hall as well government meeting

Why do you want to serve on this board or commission? Board

Why would you be an asset to this board or commission? Believe I will have a non bias opinion in helping build the Zebulon neighborhood

What are your qualifications? Aware of the neighborhood and listen to neighbors/individuals at meeting of needs/wants

What areas of concern would you like to see the Board or Commission address? Building a community for the youth to have activities/training for usgae in life. Restaurants to actually sit down at and not just fast food-affordable housing

*I certify that the above information is correct. I understand that this is an application to be considered for appointment to a Town of Zebulon board, commission or committee and that final appointment is made by the Zebulon Board of Commissioners. I also understand that any service, if appointed, would be without compensation. This application will remain on file for a period of 6-months from the date of application.*

Date 1/10/24                      Signature \_\_\_\_\_

Please fill out the form completely and return it to Stacie Paratore at Town Hall. If you have any question call 919-823-1802.



**TOWN OF ZEBULON**  
**Application for Board Appointments**

Please indicate which board you are interested in serving on. If you are interested in more than one board please list them by preference by using numbers (1,2,3). Please attach a copy of your driver's license for proof of eligibility to serve.

\_\_\_\_\_ Board of Adjustment  Planning Board \_\_\_\_\_ Parks & Recreation Advisory

Name Rufus H. Wilson Jr.

Address 1577 Sage Tree Dr. Zebulon, NC 27597

E-mail rufuswilson9@gmail.com Date of Birth \_\_\_\_\_

(month & Day) 12/11/1982 Phone (Home) (984)269-8848

(Work) \_\_\_\_\_ (Cell) (984)-269-8848 Employer SorTek, LLC -

Occupation Construction Staffing - Electrical

Do you live in the Zebulon Corporate Limits  Yes \_\_\_\_\_ ETJ \_\_\_\_\_ Years in Zebulon 4

Do you currently, or have you previously, served on any Town of Zebulon, or other municipal board, commission or committee? Yes \_\_\_\_\_ No  If you answered yes, please list them below (use the back if necessary).

Board/Commission/Committee From To \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you taken the opportunity to attend any previous board meetings prior to the notice of this vacancy? Yes \_\_\_ No  Describe extent and meetings attended \_\_\_\_\_ Why do you want to serve on this board or commission? I would love the opportunity to serve the community in which I live, work and play. I'm very passionate about Zebulon, NC and the residents that reside here.

Why would you be an asset to this board or commission? I would bring a vast amount of local government knowledge from previous roles in Charlotte NC, Washington NC, and Baltimore County Md. Specializing in Youth Development and Construction (Staffing Contractor)

What are your qualifications? Graduate of Barton College - B.S. Political Science (05) , Board Member of Life Strive -

Greenville, NC. Business Owner - SorTek, LLC. Director of NC WIA Youth Summit in Greensboro, NC (07-09)

What areas of concern would you like to see the Board or Commission address? Not a concern, but I would love to assist with the short and long range growth and development of Zebulon through a team effort. This will keep the betterment of all our citizens in the forefront.

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I certify that the above information is correct. I understand that this is an application to be considered for appointment to a Town of Zebulon board, commission or committee and that final appointment is made by the Zebulon Board of Commissioners. I also understand that any service, if appointed, would be without compensation. This application will remain on file for a period of 6- months from the date of application.

Date 2/16/2024 Signature 

Please fill out the form completely and return it to Stacie Paratore at Town Hall. If you have any question call 919-823-1802.

**TOWN OF ZEBULON**  
**Application for Board Appointments**

Please indicate which board you are interested in serving on. If you are interested in more than one board please list them by preference by using numbers (1,2,3). Please attach a copy of your driver's license for proof of eligibility to serve.

Board of Adjustment      Planning Board      Parks & Recreation Advisory  
 Name Kyle K Adams Sr  
 Address 1017 Purple Victoria Ct Zebulon NC 27947  
 E-mail ckyle1268@gmail.com     Date of Birth (month & Day) 10 15  
 Phone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) 919 512 9178  
 Employer Black Sheep Construction     Occupation Sales Director  
 Do you live in the Zebulon Corporate Limits Yes     EIJ \_\_\_\_\_     Years in Zebulon 7

Do you currently, or have you previously, served on any Town of Zebulon, or other municipal board, commission or committee? Yes \_\_\_\_\_ No  If you answered yes, please list them below (use the back if necessary)

Board Commission Committee	From	To

Have you taken the opportunity to attend any previous board meetings prior to the notice of this vacancy? Yes \_\_\_\_\_ No

Describe extent and meetings attended

Why do you want to serve on this board or commission? Zebulon is a great town and I would like to help guide into the future

Why would you be an asset to this board or commission? My family is here and we are vested interest in what is best for Zebulon

What are your qualifications? Because of my character education experience, I have a heart for community development.

What areas of concern would you like to see the Board or Commission address? Community outreach, more activities for the youth

*I certify that the above information is correct. I understand that this is an application to be considered for appointment to a Town of Zebulon board, commission or committee and that final appointment is made by the Zebulon Board of Commissioners. I also understand that any service, if appointed, would be without compensation. This application will remain on file for a period of 6 months from the date of application.*

Date 2 26 2014     Signature Kyle K Adams Sr

Please fill out this form completely and return it to Stacy Parabon at Town Hall. If you have any question call 919 824 1802

**TOWN OF ZEBULON**  
**Application for Board Appointments**

Please indicate which board you are interested in serving on. If you are interested in more than one board please list them by preference by using numbers (1,2,3). Please attach a copy of your driver's license for proof of eligibility to serve.

Board of Adjustment       Planning Board       Parks & Recreation Advisory

Name Niya Moton

Address 149 Ogden Pond Place

E-mail niyamoton@gmail.com      Date of Birth (month & Day) 6-6-1981

Phone (Home) 919-539-2463 (Work) n/a      (Cell) 919-539-2463

Employer HGS -      Occupation Customer Service/Business

Do you live in the Zebulon Corporate Limits Yes      ETJ owner      Years in Zebulon 3

Do you currently, or have you previously, served on any Town of Zebulon, or other municipal board, commission or committee? Yes  No  If you answered yes, please list them below (use the back if necessary).

Board/Commission/Committee	From	To

Have you taken the opportunity to attend any previous board meetings prior to the notice of this vacancy? Yes  No

Describe extent and meetings attended \_\_\_\_\_

Why do you want to serve on this board or commission? To help the town with

innovative planning ideas, and to contribute to community development.

Why would you be an asset to this board or commission? As the town is growing, I

can provide a voice from local communities because I have relationship with many communities in the town.

What are your qualifications? I have served on the rotary team this year as their social media administrator.

What areas of concern would you like to see the Board or Commission address? The needs of the

community, local issues, planning, and vision

*I certify that the above information is correct. I understand that this is an application to be considered for appointment to a Town of Zebulon board, commission or committee and that final appointment is made by the Zebulon Board of Commissioners. I also understand that any service, if appointed, would be without compensation. This application will remain on file for a period of 6-months from the date of application.*

Date 2/13/24

Signature 

Please fill out the form completely and return it to Stacie Paratore at Town Hall. If you have any question call 919-823-1802.

**TOWN OF ZEBULON**  
**Application for Board Appointments**

Please indicate which board you are interested in serving on. If you are interested in more than one board please list them by preference by using numbers (1,2,3). Please attach a copy of your driver's license for proof of eligibility to serve.

Board of Adjustment       Planning Board       Parks & Recreation Advisory

Name Kyla Starr Virden

Address 909 Loosestrife Ct, Zebulon, NC 27597

E-mail misskylastarr@gmail      Date of Birth (month & Day) 5/8

Phone (Home) 774 328 1649 (Work) \_\_\_\_\_ (Cell) 774 328 1649

Employer Department of labor Occupation Human Resources

Do you live in the Zebulon Corporate Limits  ETJ \_\_\_\_\_ Years in Zebulon 5

Do you currently, or have you previously, served on any Town of Zebulon, or other municipal board, commission or committee? Yes  No \_\_\_\_\_ If you answered yes, please list them below (use the back if necessary).

Board/Commission/Committee	From	To
<u>PTA</u>	<u>2015</u>	<u>present</u>
_____	_____	_____
_____	_____	_____

Have you taken the opportunity to attend any previous board meetings prior to the notice of this vacancy? Yes  No \_\_\_\_\_

Describe extent and meetings attended \_\_\_\_\_

Why do you want to serve on this board or commission? I would love the opportunity to serve because I am a resident in Zebulon

Why would you be an asset to this board or commission? I have a lot of experience in planning events and love planning events for families

What are your qualifications? event planning, labor laws,

What areas of concern would you like to see the Board or Commission address? Kids activities

*I certify that the above information is correct. I understand that this is an application to be considered for appointment to a Town of Zebulon board, commission or committee and that final appointment is made by the Zebulon Board of Commissioners. I also understand that any service, if appointed, would be without compensation. This application will remain on file for a period of 6-months from the date of application.*

Date 8/15/2023      Signature Kyla Virden

Please fill out the form completely and return it to Stacie Paratore at Town Hall. If you have any question call 919-823-1802.

## TOWN OF ZEBULON Application for Board Appointments

Please indicate which board you are interested in serving on. If you are interested in more than one board please list them by preference by using numbers (1,2,3). Please attach a copy of your driver's license for proof of eligibility to serve.

Board of Adjustment     
  Planning Board     
  Parks & Recreation Advisory

Name Dieva M. Hill

Address 2148 Blue Iris Way, Zebulon NC 27597

E-mail Dievasessoms@gmail.com Date of Birth (month & Day) 12/28

Phone (Home) 919-896-2307 (Work) \_\_\_\_\_ (Cell) same

Employer Town of Rolesville Occupation HR Analyst

Do you live in the Zebulon Corporate Limits Yes ETJ \_\_\_\_\_ Years in Zebulon 1.5

Do you currently, or have you previously, served on any Town of Zebulon, or other municipal board, commission or committee? Yes \_\_\_\_\_ No  If you answered yes, please list them below (use the back if necessary).

Board/Commission/Committee	From	To

Have you taken the opportunity to attend any previous board meetings prior to the notice of this vacancy? Yes  No \_\_\_\_\_

Describe extent and meetings attended I have reviewed a meeting online

Why do you want to serve on this board or commission? I would like to be more involved in my community.

Why would you be an asset to this board or commission? I would be an asset to the board in that I love to research, analyze and find solutions to problems. And would like to bring my personality to the board.

What are your qualifications? I have an MBA with a concentration in human resources.

What areas of concern would you like to see the Board or Commission address? none at this time

*I certify that the above information is correct. I understand that this is an application to be considered for appointment to a Town of Zebulon board, commission or committee and that final appointment is made by the Zebulon Board of Commissioners. I also understand that any service, if appointed, would be without compensation. This application will remain on file for a period of 6-months from the date of application.*

Date 8/21/2023. Signature Dieva M. Hill

Please fill out the form completely and return it to Stacie Paratore at Town Hall. If you have any question call 919-823-1802.

## TOWN OF ZEBULON

### Application for Board Appointments

Please indicate which board you are interested in serving on. If you are interested in more than one board please list them by preference by using numbers (1,2,3). Please attach a copy of your driver's license for proof of eligibility to serve.

Board of Adjustment     
  Planning Board     
  Parks & Recreation Advisory

Name David R. Field

Address 405 N. Wakefield St. Zebulon, NC 27597

E-mail RubyVincentBailey@gmail.com      Date of Birth (month & Day) May 17

Phone (Home) 919-375-4212      (Work) \_\_\_\_\_      (Cell) 919-820-0024

Employer Advanced Platform Inc. (Zebulon)      Occupation Machine Operator

Do you live in the Zebulon Corporate Limits       ETJ \_\_\_\_\_      Years in Zebulon 1+

Do you currently, or have you previously, served on any Town of Zebulon, or other municipal board, commission or committee? Yes \_\_\_\_\_ No  If you answered yes, please list them below (use the back if necessary).

Board/Commission/Committee	From	To

Have you taken the opportunity to attend any previous board meetings prior to the notice of this vacancy? Yes \_\_\_\_\_ No

Describe extent and meetings attended (reviewing meetings online)

Why do you want to serve on this board or commission? I love the town of Zebulon and I want to make our community a better place, I see this town as a hometown where people live and watch our children grow. It is our duty to serve our community.

Why would you be an asset to this board or commission? I have ideas for the community, I work well with people, I am attending the Latter Day Saints church where family values are the heart of the faith and teachings. I also problem solve very well.

What are your qualifications? I am a member of the American Legion, I live/work in Zebulon, I volunteer locally, I am managerially trained, and can use computer or people to gather information.

What areas of concern would you like to see the Board or Commission address? raise funds if needed, and to inspire love for our community.

*I certify that the above information is correct. I understand that this is an application to be considered for appointment to a Town of Zebulon board, commission or committee and that final appointment is made by the Zebulon Board of Commissioners. I also understand that any service, if appointed, would be without compensation. This application will remain on file for a period of 6-months from the date of application.*

Date 08/30/2023      Signature David R. Field

Please fill out the form completely and return it to Stacie Paratore at Town Hall. If you have any question call 919-823-8802.

## TOWN OF ZEBULON Application for Board Appointments

Please indicate which board you are interested in serving on. If you are interested in more than one board please list them by preference by using numbers (1,2,3). Please attach a copy of your driver's license for proof of eligibility to serve.

Board of Adjustment     
  Planning Board     
  Parks & Recreation Advisory

Name Rufus Wilson Jr.

Address 1577 Sage Tree Dr. Zebulon, NC 27597

E-mail rufuswilson9@gmail.com      Date of Birth (month & Day) 12/11/82

Phone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) 984-269-8848

Employer SorTek, LLC      Occupation Construction

Do you live in the Zebulon Corporate Limits yes      ETJ \_\_\_\_\_      Years in Zebulon \_\_\_\_\_

Do you currently, or have you previously, served on any Town of Zebulon, or other municipal board, commission or committee? Yes \_\_\_\_\_ No  If you answered yes, please list them below (use the back if necessary).

Board/Commission/Committee	From	To

Have you taken the opportunity to attend any previous board meetings prior to the notice of this vacancy? Yes \_\_\_\_\_ No

Describe extent and meetings attended \_\_\_\_\_

Why do you want to serve on this board or commission? I would love the opportunity to contribute to the development of our community youth. As a Coach I'm very passionate about that process.

Why would you be an asset to this board or commission? I would bring coaching knowledge in the amount of 15 years. Been a part of many successful parks & rec programs over the years.

What are your qualifications? Varsity Baseball Coach (Washington High School) College baseball player, minor league player. Training and Camp Developer

What areas of concern would you like to see the Board or Commission address? ways to bring the numbers of athletes up to a competitive number.

*I certify that the above information is correct. I understand that this is an application to be considered for appointment to a Town of Zebulon board, commission or committee and that final appointment is made by the Zebulon Board of Commissioners. I also understand that any service, if appointed, would be without compensation. This application will remain on file for a period of 6-months from the date of application.*

Date 2/16/24      Signature [Handwritten Signature]

Please fill out the form completely and return it to Stacie Paratore at Town Hall. If you have any question call 919-823-1802.



## TOWN OF ZEBULON

### Application for Board Appointments

Please indicate which board you are interested in serving on. If you are interested in more than one board please list them by preference by using numbers (1,2,3). Please attach a copy of your driver's license for proof of eligibility to serve.

Board of Adjustment
  Planning Board
  Parks & Recreation Advisory

Name Wendell McKinley Holden

Address 2129 Blue Iris Way Zebulon NC 27597

E-mail wholden@expressdriving.com Date of Birth (month & Day) 1/28

Phone (Home) \_\_\_\_\_ (Work) 919.924.8341 (Cell) 919.521.7539

Employer Express Driving Occupation Driving Instructor

Do you live in the Zebulon Corporate Limits \_\_\_\_\_ ETJ \_\_\_\_\_ Years in Zebulon 7

Do you currently, or have you previously, served on any Town of Zebulon, or other municipal board, commission or committee? Yes \_\_\_\_\_ No  If you answered yes, please list them below (use the back if necessary).

Board/Commission/Committee	From	To
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you taken the opportunity to attend any previous board meetings prior to the notice of this vacancy? Yes \_\_\_\_\_ No

Describe extent and meetings attended \_\_\_\_\_

Why do you want to serve on this board or commission? I am a coach for Zebulon Parks and Recreation and I would like to contribute more.

Why would you be an asset to this board or commission? I love and care about the community and would like to offer my experience and insights.

What are your qualifications? Current coach and I worked as a General Mgr for years.

What areas of concern would you like to see the Board or Commission address? None at the moment, but I would like to contribute to ensure further success.

I certify that the above information is correct. I understand that this is an application to be considered for appointment to a Town of Zebulon board, commission or committee and that final appointment is made by the Zebulon Board of Commissioners. I also understand that any service, if appointed, would be without compensation. This application will remain on file for a period of 6-months from the date of application.

Date 2/16/24 Signature Wendell M. Holden

Please fill out the form completely and return it to Stacie Paratore at Town Hall. If you have any question call 919-823-0802.

## TOWN OF ZEBULON Application for Board Appointments

Please indicate which board you are interested in serving on. If you are interested in more than one board please list them by preference by using numbers (1, 2, 3). Please attach a copy of your driver's license for proof of eligibility to serve.

Board of Adjustment            Planning Board            Parks & Recreation Advisory

Name Kyle K Adams Sr

Address 1017 Maple Vertebra Ct Zebulon NC 27597

E-mail kyle1268@gmail.com

Date of Birth (month & Day) 1-15

Phone (Home) \_\_\_\_\_

(Work) \_\_\_\_\_

(Cell) 919 542 9178

Employer Black & Veatch Construction

Occupation Sales Director

Do you live in the Zebulon Corporate Limits Yes

F/IJ \_\_\_\_\_

Years in Zebulon 7

Do you currently, or have you previously served on any Town of Zebulon, or other municipal board, commission or committee? Yes \_\_\_\_\_ No  If you answered yes, please list them below (use the back if necessary)

Board Commission Committee

From

To

Have you taken the opportunity to attend any previous board meetings prior to the notice of this vacancy? Yes \_\_\_\_\_ No

Describe extent and meetings attended

Why do you want to serve on this board or commission? Zebulon is a great town and I would love to help guide into the future

Why would you be an asset to this board or commission? My family is here so I have a vested interest in what is best for Zebulon

What are your qualifications? Because of my construction experience, I have a heart for community development.

What areas of concern would you like to see the Board or Commission address? Community outreach, these activities for the youth

I certify that the above information is correct. I understand that this is an application to be considered for appointment to a Town of Zebulon board, commission or committee and that final appointment is made by the Zebulon Board of Commissioners. I also understand that any service, if appointed, would be without compensation. This application will remain on file for a period of 6 months from the date of application.

Date 7-26-2024

Signature Kyle K Adams Sr

Please fill out the form completely and return it to State Paratore at Town Hall. If you have any question call 919 823 1802

**TOWN OF ZEBULON  
Application for Board Appointments**

Please indicate which board you are interested in serving on. If you are interested in more than one board please list them by preference by using numbers (1,2,3). Please attach a copy of your driver's license for proof of eligibility to serve.

Board of Adjustment       Planning Board       Parks & Recreation Advisory

Name Marcus Bennett

Address 641 Birchhead dr Zebulon NC 27597

E-mail Marcus J. Bennett7@gmail.com      Date of Birth (month & Day) 03/28

Phone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) 407-793-5994

Employer SAIC      Occupation Server Operator

Do you live in the Zebulon Corporate Limits       ETJ \_\_\_\_\_      Years in Zebulon 3

Do you currently, or have you previously, served on any Town of Zebulon, or other municipal board, commission or committee? Yes \_\_\_\_\_ No  If you answered yes, please list them below (use the back if necessary).

Board/Commission/Committee	From	To

Have you taken the opportunity to attend any previous board meetings prior to the notice of this vacancy? Yes \_\_\_\_\_ No

Describe extent and meetings attended \_\_\_\_\_

Why do you want to serve on this board or commission? I want to better serve my community.

Why would you be an asset to this board or commission? I have been an active member in my community working with our youth and would bring their voice to the board.

What are your qualifications? I am US Army Veteran and have served 3 years.

What areas of concern would you like to see the Board or Commission address? Our youth.

*I certify that the above information is correct. I understand that this is an application to be considered for appointment to a Town of Zebulon board, commission or committee and that final appointment is made by the Zebulon Board of Commissioners. I also understand that any service, if appointed, would be without compensation. This application will remain on file for a period of 6-months from the date of application.*

Date 2/28/2024      Signature [Signature]

Please fill out the form completely and return it to Stacie Paratore at Town Hall. If you have any question call 919-823-1802.

## TOWN OF ZEBULON Application for Board Appointments

Please indicate which board you are interested in serving on. If you are interested in more than one board please list them by preference by using numbers (1,2,3). Please attach a copy of your driver's license for proof of eligibility to serve.

Board of Adjustment       Planning Board       Parks & Recreation Advisory

Name Africa Ronihita Privette

Address 717 Frosty Ln Way

E-mail africa.Brooks365@gmail.com      Date of Birth (month & Day) 12/15/1977

Phone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) (919) 637-6656

Employer Builders Mutual Insurance      Occupation underwriting

Do you live in the Zebulon Corporate Limits       ETJ \_\_\_\_\_      Years in Zebulon 2

Do you currently, or have you previously, served on any Town of Zebulon, or other municipal board, commission or committee? Yes \_\_\_\_\_ No  If you answered yes, please list them below (use the back if necessary).

Board/Commission/Committee	From	To

Have you taken the opportunity to attend any previous board meetings prior to the notice of this vacancy? Yes \_\_\_\_\_ No

Describe extent and meetings attended \_\_\_\_\_

Why do you want to serve on this board or commission? To fulfill a community responsibility

Why would you be an asset to this board or commission? My passion of this beautiful town growth

What are your qualifications? 2 years resident

What areas of concern would you like to see the Board or Commission address? Board of adjustment

*I certify that the above information is correct. I understand that this is an application to be considered for appointment to a Town of Zebulon board, commission or committee and that final appointment is made by the Zebulon Board of Commissioners. I also understand that any service, if appointed, would be without compensation. This application will remain on file for a period of 6-months from the date of application.*

Date 3/30/23      Signature [Signature]

Please fill out the form completely and return it to Stacie Paratore at Town Hall. If you have any question call 919-823-1802.

## TOWN OF ZEBULON Application for Board Appointments

Please indicate which board you are interested in serving on. If you are interested in more than one board please list them by preference by using numbers (1,2,3). Please attach a copy of your driver's license for proof of eligibility to serve.

Board of Adjustment     
  Planning Board     
  Parks & Recreation Advisory

Name Scott Carpenter

Address 214 E Horton St, Zebulon NC 27597

E-mail scarpenter44@windstream.net      Date of Birth (month & Day) 01/14

Phone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) 919-413-5083

Employer Striveworks      Occupation Data Scientist

Do you live in the Zebulon Corporate Limits  Yes      ETJ       Years in Zebulon 2

Do you currently, or have you previously, served on any Town of Zebulon, or other municipal board, commission or committee? Yes \_\_\_\_\_ No  If you answered yes, please list them below (use the back if necessary).

Board/Commission/Committee	From	To

Have you taken the opportunity to attend any previous board meetings prior to the notice of this vacancy? Yes  No

Describe extent and meetings attended Have provided citizen comment during Public Comments

Why do you want to serve on this board or commission? I would like to volunteer to assist the Town by helping to address concerns / appeals that intersect developers, planning, and citizens.

Why would you be an asset to this board or commission? As a scientist, engineer, and project manager, I know how to focus groups and teams on problems before them and can help them provide solutions.


What are your qualifications? PhD. Community volunteer in numerous civic organizations in Zebulon and Wake Co

What areas of concern would you like to see the Board or Commission address? Planning and continued growth in Zebulon will demand our attention that requires citizens helping the Board see their policies interpreted per their wishes.

*I certify that the above information is correct. I understand that this is an application to be considered for appointment to a Town of Zebulon board, commission or committee and that final appointment is made by the Zebulon Board of Commissioners. I also understand that any service, if appointed, would be without compensation. This application will remain on file for a period of 6-months from the date of application.*

Date 15 FEB 2024      Signature 

Please fill out the form completely and return it to Stacie Paratore at Town Hall. If you have any question call 919-823-1802.

**Topic:** Auditor Recommendation  
**Speaker:** Bobby Fitts, Finance Director  
**Prepared by:** Bobby Fitts, Finance Director  
**Approved by:**  Joseph M. Moore II, PE, Town Manager

**Executive Summary:**

The Board will consider proposals to conduct the Town's statutorily required annual financial audit.

**Background:**

The Town engaged Mauldin & Jenkins, LLC for auditing services in 2021 for a period of three years. The contract concluded with the completion of the Annual Comprehensive Financial Report for the fiscal year ended June 30, 2023.

While Zebulon has practiced retaining auditors for long tenures, a practice of soliciting competitive proposals on a more frequent basis promotes a culture and expectation of fresh perspectives and independent oversight of the audit process.

On December 21, 2023, the Town posted a Request For Proposals of audit services on the Town's website and listed on the NC Finance Connect listserv. Proposals were due February 19, 2024. The Town received three proposals:

- Mauldin & Jenkins, LLC
- Martin Starnes & Associates, CPA's
- Thompson, Price, Scott, Adams & Co.

**Discussion:**

The discussion before the Board is engaging the firm to conduct the FY '24 Audit.

**Program Analysis:**

The respective scores of the three proposals listed above were 91, 94, and 87.5 points (out of 100) on the criteria of *Responsiveness to the proposal, Understanding of the audit to be conducted, Technical Experience, Cost, and other items of consideration* (see attachment).

"Understanding of the audit to be conducted" criterion, included items such as understanding the resources and staffing needed to complete the audit, their ability to complete the audit by the specified deadline, describing their work plan to conduct the engagement, and knowledge and understanding of the North Carolina Local Government Commission.

"Technical Experience" criterion, included items such as experience auditing similar sized North Carolina municipalities, experience with federal grants and the associated Single Audit requirement (e.g., Beaverdam Creek Greenway), and the number of key audit team members credentialed as Certified Public Accountants with professional affiliations dedicated to governmental accounting and auditing.

STAFF REPORT  
AUDITOR RECOMMENDATION  
MARCH 4, 2024

**Financial Analysis:**

The respective costs of the three proposals are \$45,000, \$40,000, and \$30,500.

The proposal from Martin Starnes & Associates, CPA's does not exceed \$40,000 in year 1 with 10% increases in the subsequent years. This includes financial statement preparation and Single Audit of up to two programs if necessary.

**Staff Recommendation:**

Staff recommends Martin Starnes & Associates, CPA's as the auditors for a three-year contract beginning with the fiscal year ending June 30, 2024.

They perform audits for the municipalities of Albemarle, Shelby and Waynesville. In addition to their high score, reference checks revealed high satisfaction with the service and professionalism of their working relationship.

**Attachments:**


1. Audit Proposal Score Sheet Summary

**AUDIT PROPOSAL SCORE SHEET SUMMARY**

RFP Number	SECTION 1			SECTION 2			Average (Bobby & Andrea)
	Responsiveness to the Proposal	Understanding of the Audit to be Performed	Technical Experience	Entity Preference	Cost Criteria Average divided by Cost X 10	Total Points	
Audit Year Ending:	6/30/2024						
Proposal Due Date	2/19/2024						
Top Number of Bids Received:	3						
<b>ACCOUNTING FIRMS</b>	<b>Bid Amount</b>	<b>0-20</b>	<b>0-30</b>	<b>0-25</b>	<b>0-15</b>	<b>0-10</b>	
Mauldin & Jenkins, LLC	\$ 45,000.00	20.00	28.00	22.00	12.00	9.00	91
Thompson, Price, Scott, Adams & Co.	\$ 30,500.00	20.00	28.00	23.00	9.00	10.00	87.5
Martin Starnes & Associates, CPA's	\$ 40,000.00	19.00	29.00	24.00	12.00	10.00	94
		-	-	-	-	-	
		-	-	-	-	-	
		-	-	-	-	-	
		-	-	-	-	-	
Scored by:	Date:						
Bobby Fitts & Andrea Arsenault	2/21/2024						



STAFF REPORT  
STRATEGIC PLAN GRANT REVISIONS  
MARCH 4, 2024

**Topic:** Strategic Plan Grant Revisions  
**Speaker:** Kaleb Harmon, Communications Director  
**From:** Kaleb Harmon, Communications Director  
Sheila Long, Parks and Recreation Director  
Bobby Fitts, Finance Director  
**Approved by:**  Joseph M. Moore II, PE, Town Manager

**Executive Summary:**

Recommended changes to the Strategic Plan Grant Policy reflective of conversations with the Zebulon non-profit community

**Background:**

The Town of Zebulon offers grants up to \$1,000, supporting a non-profit's project or program to achieve the goals of the Town of Zebulon Strategic Plan. Applicants must make a brief presentation demonstrating their non-profit's alignment with the Town's goals at the March Board of Commissioners Regular meeting. The Board of Commissioners then decides grant awards with adoption of the Annual Budget.

On January 19, 2024, Staff hosted a non-profit luncheon to discuss the policy and the current health of the Zebulon Non-Profit Community. Non-profits from across the region were represented. Staff facilitated a dialogue on the purpose of the grant, effectiveness of the policy, and discussed the needs and abilities of non-profits servicing Zebulon.

**Discussion:**

No Board decision required. This report provides information ahead of a larger discussion at the March Work Session.

**Policy and Program Analysis:**

The Non-Profit Funding Policy was adopted to provide "financial assistance to those non-profit agencies which supplement the Town services that are provided to its citizens." Non-profit organizations in Zebulon help the Town meet the needs of its residents, especially with underserved populations and communities.

Non-profits utilizing this grant are expected to "focus on one or more of the Town of Zebulon's focus areas defined in the Strategic Plan." This ensures non-profits are providing a service that aligns with the Town's strategic goals.

**Fiscal Analysis:**

Feedback from non-profit organizations identified the current funding amount was not enough to make a reasonable impact. The \$5,000 budget, and maximum grant award of \$1,000, remain unchanged from the policy's creation nearly 15 years ago, and does not reflect necessary adjustments for inflation or growing operating expenses.

STAFF REPORT  
STRATEGIC PLAN GRANT REVISIONS  
MARCH 4, 2024

This year's applicant pool decreased despite increased engagement with the non-profit community, highlighting the diminished effectiveness of the policy's budget and grant award.

**Staff Recommendation:**

Staff recommends adding the Non-Profit Funding Policy to the March Work Session in order to discuss the purpose, scope, and needs of the program. Staff will evaluate discussion from the January 19 meeting and offer proposals to amend the current program.

**Attachment:**

1. Strategic Plan Grant Policy

## **RESOLUTION 2024 -06**

### **STRATEGIC PLAN GRANT POLICY AMENDMENT**

#### **1.0 PURPOSE:**

The purpose of this policy is to provide guidelines to Board in making decisions, and Staff in making recommendations, regarding funding requests by local non-profit organizations. The Town of Zebulon wishes to contribute to the efforts of these organizations when their focus areas align with those of the *Town of Zebulon Vision 2030 Strategic Plan*.

#### **2.0 POLICY STATEMENT:**

The Town of Zebulon is committed to providing financial assistance to those non-profit agencies which supplement the Town services that are provided to its citizens. Non-profit agencies should also focus on one or more of the Town of Zebulon's focus areas defined in the Strategic Plan. The focus areas and priority goals within those areas are:

- **Focus area 1: Vibrant Downtown** – We will have a clean, attractive, and historic downtown with a variety of special events, entertainment, shops, restaurants, businesses and housing to serve as the heart of Zebulon, providing a gathering place for the community and a destination for visitors.
  - **Goal:** Revitalize downtown Zebulon
  - **Goal:** Develop events, entertainment, and cultural attractions to draw people downtown
  
- **Focus area 2: Small Town Life** – We will preserve and enhance our small-town feel by developing more activities and locations to gather with family and neighbors, making Zebulon a safe, connected, family friendly and walkable town.
  - **Goal:** Promote more community events and festivals
  - **Goal:** Enhance and create more community gathering places
  - **Goal:** Increase the connectedness and walkability in the community
  
- **Focus area 3: Growing Smart** – Our community is growing and we will plan for the growth with appropriate staffing and service levels to address land use and traffic concerns; promote economic development and preserve the affordability of our community
  - **Goal:** Plan for appropriate land use to meet transportation and housing needs
  - **Goal:** Pursue economic development opportunities with our community partners
  - **Goal:** Maintain appropriate staffing to support expected service levels for the growing community

#### **3.0 NON-PROFIT AGENCY ELIGIBILITY FOR TOWN FUNDS:**

It shall be the policy of the Town of Zebulon to consider providing assistance to non-profit agencies meeting the criteria detailed below.

- **3.1 Eligibility Requirements**

All non-profits shall verify their non-profit status by submitting an IRS tax exempt letter confirming 501(c)(3) status, and IRS 990 form and a current solicitation license from the North Carolina Secretary of State (or if exempt, the exemption letter). Additionally, non-profit organizations must not have their revenue suspended by the North Carolina Secretary of State or have overdue federal or state taxes.

- **3.2 Accountability**

Non-profits agencies shall adhere to accountability standards set by the Town Manager and as required by law. Compliance with these standards is a criterion for funding. These standards include but are not limited to:

- Complying with all financial requirements including the submission of financial statements or audits as specified by the contract.
- Complying with program performance measurement requirements including quarterly reports to the Board of Commissioners.

- **3.3 Funding Eligibility**

1. A non-profit agency must have operated for two years by December 31 of the year preceding the application deadline.
2. Non-profit agencies may not use a third party arrangement to meet requirements for eligibility.
3. Only one application per agency will be considered each year.
4. Grants are for operating costs. The Town will not fund the purchase, maintenance, or repair of capital assets in excess of \$5,000.

- **3.4 Use of Funds**

1. Application must identify what project or program will use funds.
2. Application must identify and explain how project or program meets one of the goals of the Strategic Plan.

#### **4.0 FUNDING APPLICATION PROCEDURE:**

- **4.1 Application Timeline**

- The application will be available on the Town of Zebulon website ([www.townofzebulon.org](http://www.townofzebulon.org)) the first business day of the calendar year.
- Completed applications must be returned to the Finance Department no later than the date indicated in the public notice. Applications received after the published deadline will be deemed ineligible for that year.

- All applicants must appear and make a brief presentation at the March Board of Commissioners meeting (1<sup>st</sup> Monday of every March).
- **4.2 Application Requirements**
  - A completed and signed application is required, along with all required documentation by the advertised deadline.
  - Applications must designate if any Board members are associated with their non-profit.
  - Applicants not completing and presenting a written report to the Board of Commissioners for a prior year award will not be forwarded to the Board of Commissioners for funding consideration (see 5.0 Grant Reporting and Monitoring).
- **4.3 Funding Award**
  - Requests for funding will be handled as part of the annual budget process.
  - Town staff will provide analysis to assist the Board of Commissioners with how the applicant aligns with the Town's focus areas and goals.
  - The Board of Commissioners will approve final funding for non-profits when the Annual Budget is adopted.
  - No Board member associated with a non-profit may participate in the vote to award grant funding to that non-profit and must request recusal from voting.
  - Applicants will be notified of final funding no later than June 30<sup>th</sup>.
  - The total amount of funding available for award to all non-profit organizations shall not exceed \$5,000 for any fiscal year, with no more than \$1,000 awarded to any single non-profit organization.
  - Funds distributed by the Town of Zebulon may only be spent as indicated on the application submitted by the organization. In the event that funds are not used as indicated, the full amount of funding will be required to be returned to the Town.
  - Any organization receiving funding will hold the Town of Zebulon harmless from any claim or liability that may arise or result from the operation of any program or service assisted with funding from the Town of Zebulon.
  - Awards in violation of G.S. 14-234.3 are considered void and guilty of a Class 1 misdemeanor.

## **5.0 GRANT REPORTING AND MONITORING**

Each funded agency must present a report to the Board of Commissioners at a Regular Council meeting. Each agency shall also provide a written report documenting funds received and spent. Funded agencies who do not report will not be eligible for consideration of Town grants in the next fiscal year.

**6.0 EXCEPTIONS**

Other non-profit entities may receive funding at the Board of Commissioners discretion. The Board may consider other factors such as:

- Does it promote an established Town initiative?
- Does the entity provide a public purpose outside the Town’s focus areas?
- Does the entity have a substantial presence in the community?
- Does the entity have a proven track record over time of contributions to the benefit of the Town, its institutions and citizens?
- Does the entity stimulate or encourage community participation in non-profit activities?

This policy shall remain in effect until such time as amended by the Board of Commissioners.

Adopted this the 2<sup>nd</sup> day of October 2023  
Effective this the 2<sup>nd</sup> day of October 2023

SEAL


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Glenn L. York – Mayor

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Lisa M. Markland, CMC – Town Clerk

STAFF REPORT  
RESOLUTION 2024-19  
8KICKOFF RACE  
PUBLIC EVENT APPLICATION  
MARCH 4, 2024

**Topic:** Resolution 2024-19 – 8Kickoff Race  
**Speaker:** Sheila Long, Parks & Recreation Director  
**From:** Sheila Long, Parks & Recreation Director  
**Approved by:**  Joseph M. Moore II, PE, Town Manager

**Executive Summary:**

A request to close public right of way, use Town Hall, and reduce or eliminate fees for the Boys and Girls Club 8Kickoff Race.

**Background:**

The Boys and Girls Club is a non-profit located within the Town of Zebulon and dedicated to serving youth. The Boys and Girls Club requests use of the Zebulon Municipal Complex and closure of right of way for an 8k and 3k race. The race starts and finishes at the Zebulon Municipal Complex. The event will have food, drinks, and music. Event attendance is free to the public, but there will be a charge for race participants, food and drinks.

Funds raised through participants and sponsorships will support the cost of the event and youth programming through the Boys and Girls Club.

Event Date: Saturday, September 7, 2024  
Event Set Up: 7 AM – 10:30 AM  
Event Time: 10:30 AM - Noon  
Breakdown: Noon-1 PM

Staff has reviewed the event request and identified the expectations of the applicant. The applicant will sign an Events Agreement and work closely with the Public Works and Police departments to support the identified route and oversee the event. The route keeps participants off Arendell Ave, but requires temporary closures of several streets within, and adjacent to, the Wakelon Heights neighborhood (e.g., W. Judd St from Arendell Ave to N. Church St.).

**Discussion:**

The discussion before the Board includes: 1) authorizing use of the Municipal Complex, 2) use and closure Town-maintained roads, and 3) reducing or waiving fees for the race and event.

**Policy and Program Analysis:**

This event falls under the purview of the Special Event Standard. The event meets the standards to use the Municipal Complex and is within Staff's capacity to support the routes and oversee the event. The event meets the standards for fee reduction or waiver.

STAFF REPORT  
RESOLUTION 2024-19  
8KICKOFF RACE  
PUBLIC EVENT APPLICATION  
MARCH 4, 2024

Board Criteria for Waiving or Reducing Fees	Met	Not Met
Applicant a non-profit organization (per state or federal tax law).	✓	
Zebulon based group, chapter, or organization.	✓	
Community focused event.	✓	
Recreational event in nature.	✓	
Event is open to the general public.	✓ (race is fee based)	
Purpose to facilitate a positive impact to the community.	✓	
Meets the Strategic Plan		
Vibrant Downtown		
Small Town Life	✓	
Growing Smart		

**Fiscal Analysis:**

Per the FY '24 Fee Schedule, up to \$2,622.70 could be charged for this *type* of event. Analysis of the details with this *specific* event, reveal direct personnel and equipment expenses to the Town are estimated at \$1,146.70.

The Board may reduce the fees by \$1,476 to a charge of \$1,146.70 to cover the Town's costs supporting the routes and overseeing the event, or the Board may waive the fees entirely. If fees are waived, Staff may request a Budget Adjustment to cover these expenses before the end of the fiscal year.

The applicant requests waiving fees to support the fundraiser for the Boys and Girls Club.

**Staff Recommendation:**

Staff recommends use of the Municipal Complex and allowing the applicant access to the streets in the adjacent neighborhood through adoption of Resolution 2024-19. Board clarification on the amount of fees to charge (e.g., no waiver, partial waiver, full waiver) are required when adopting the resolution.

**Attachments:**

1. Resolution 2024-19
2. Board of Commissioners Consideration for Event Authorization
3. Staff Review
4. Application
5. Letter Requesting Fees to be waived



**RESOLUTION 2024-19**  
**TO AUTHORIZE USE OF TOWN HALL AND TEMPORARY LANE SHIFTS FOR AN 8K**  
**ON SEPTEMBER 7, 2024**

**WHEREAS**, the Board of Commissioner adopted Special Event standards on November 17, 2022 to provide guidance for Staff and the Board to consider when private groups seek to host events on public property such as streets; and

**WHEREAS**, the 2030 Strategic Plan identifies Small Town Life as a Focus Area and strives to developing more activities and locations to gather with family and neighbors; and

**WHEREAS**, the Town encourages the private sector to participate and contribute to preserve and enhance Zebulon’s Small Town Life; and

**WHEREAS**, the Town has received a request from the Boys and Girls Club to host an 8k event at Zebulon Municipal Complex and the surrounding neighborhood; and

**WHEREAS**, the proposed event will be a fundraiser for the Boys and Girls Club and will offer opportunity to participate in an 8k on September 7, 2024.

**WHEREAS**, the Boys and Girls Club has successfully planned and implemented road races in Zebulon in previous years; and

**WHEREAS**, such an event will require public safety mitigation and staff to execute the set-up and breakdown of lane shifts, and coordinating with impacted properties; and

**WHEREAS**, the Board has considered a request by the Boys and Girls Club for the Town to waive fees associated with the event as permitted by the Special Event Standard; and

**NOW, THEREFORE, BE IT RESOLVED**, the Town of Zebulon does hereby approve the request to use the Zebulon Municipal Complex and the use and closing of streets surrounding neighborhood to host an 8k road race on September 7, 2024 as described in the submitted special event application. The Town [*does not waive, partially waives, completely waives*] fees as permitted by the Special Event Standard for the requested event. The Town reserves the right to cancel or cause the interruption of the event when, in the sole discretion of the Town, such an act is necessary in the interest of public safety or protection of public property. The Town Manager or designee will execute an Event Agreement with event organizers. The Town Manager may authorize rescheduling of the event should extenuating circumstances arise.

Adopted the 4<sup>th</sup> day of March, 2024.

\_\_\_\_\_  
Glenn L. York - Mayor

Attest:

\_\_\_\_\_  
Lisa M. Markland, CMC - Town Clerk

## **Board of Commissioners Considerations for Event Authorization**

The Board of Commissioners will consider each application on a case-by-case basis on the quarterly application consideration schedule set forth herein. Event application approval or denial rests solely with the Board of Commissioners. In order to assist the Board of Commissioners in deciding whether to permit private use of public property for an event, the Board of Commissioners will consider the following:

1. Nonprofit status or public purpose of the applicant and/or event.
2. The applicant's substantial presence in the community, including but not necessarily a permanent physical presence.
3. The applicant's history of positive contributions to the Town of Zebulon, its institutions and citizens.
4. Whether the event stimulates or encourages community participation in nonprofit/civic activities.
5. The event's consistency with the plans, goals and policies of the Town.
6. Potential for damage to property or harm to people arising from the nature and size of the proposed activity.
7. Ability of the Town to support the proposed activity.
8. Ability of the Organization to implement the event.

## **Criteria for Reduced Fee Consideration**

The Board of Commissioners will review fee reduction requests on a case-by-case basis. Reduction and/or waiver of fees is not guaranteed and is at the discretion of the Board.

Application, permit, and late fees cannot be waived. Fee reduction and/or waiver may only be authorized by the Board of Commissioners by action taken at a regular Board of Commissioners meeting at the time of the application. The following criteria will be used when determining consideration of reduced or waived fees for special event implementation.

1. The requesting applicant must represent a non-profit organization as defined by state or federal tax law.
2. Priority will be given to Zebulon based groups / chapters / organizations.
3. The proposed event is community focused and / or recreational in nature.
4. The proposed event is open to the general public.
5. The proposed event has been planned to facilitate a positive impact to the community.
6. The proposed event meets the town's strategic plan.

## Special Event Standard Staff Review

1. The nature of the event and how it can serve the Town of Zebulon and its residents.

The Boys and Girls Club will plan and implement an 8k and 3k that starts and finishes at the Zebulon Municipal Complex. The event will have food, drinks, and music. It will be free for community members to attend. There will be a charge for race participants, food, and drinks. Funds raised through participants and sponsorships will support the cost of the event and to provide funding to the Boys and Girls Club to support their efforts serving local youth.

2. The dates and times during which the proposed event will occur including setup and breakdown time.

Event Date: Saturday, September 9, 2024

Event Set Up: 7 AM – 10:30 AM

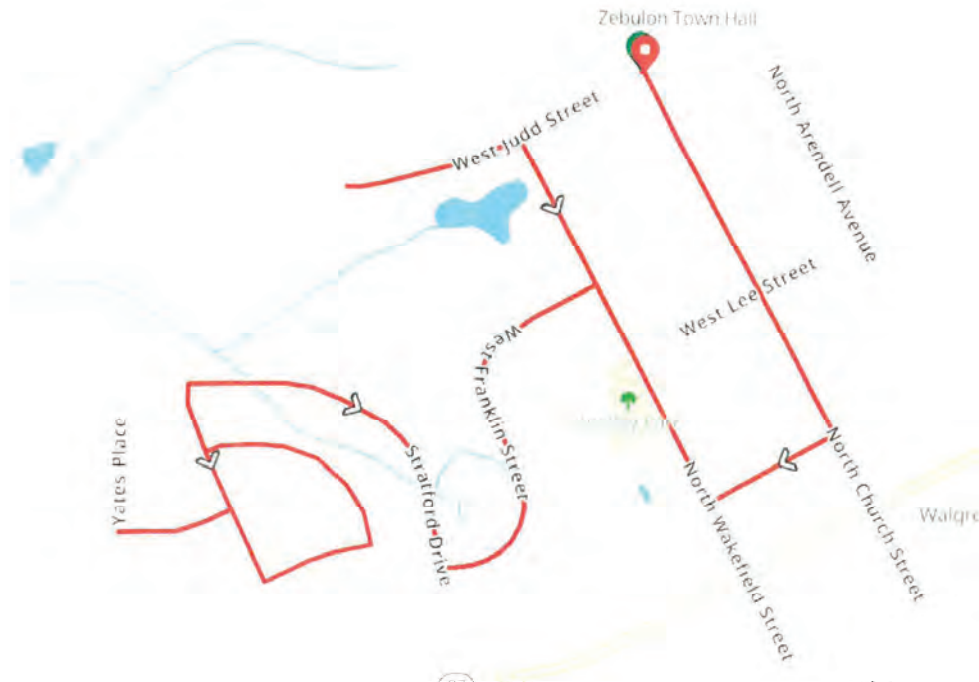
Event Time: 10:30 AM - Noon

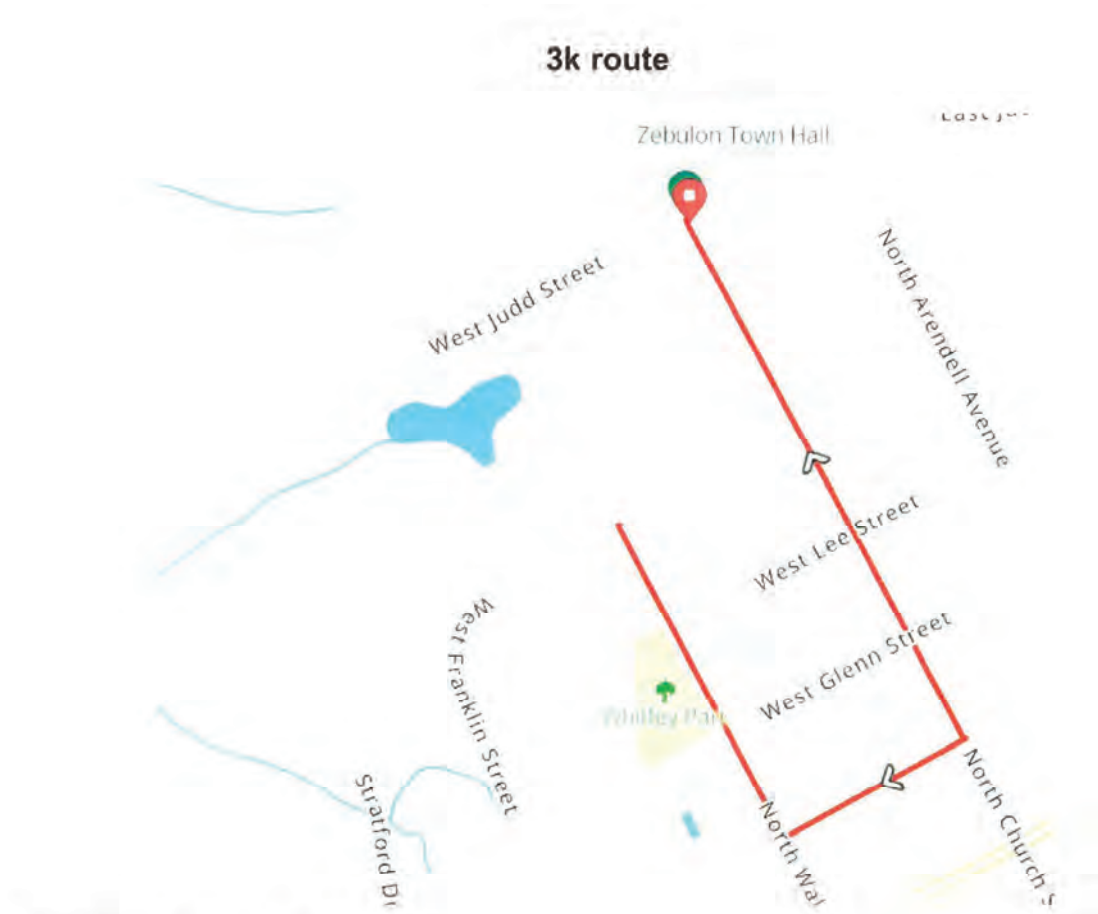
Breakdown: Noon-1 PM

3. The location(s) of the Special Event and whether the location(s) inhibit the safe flow of vehicular and pedestrian traffic in the Town.

The proposed route was developed in coordination with the Police, Public Works and Parks and Recreation and moves the race off Arendell Avenue.

### 8K Route





**Closure of Town Streets**

The temporary closure of Town streets for an event is handled by the Zebulon Police Department and the Public Works Department.

**Closure of NCDOT Streets**

NCDOT streets require notification and approval from NCDOT. Communication between the event planners and NCDOT is the responsibility of the applicant and will require cooperation and coordination with the Zebulon Police Department. NCDOT requires 60 days notice.

- 4. Whether the activities are in compliance with other applicable laws and Town ordinances.

The temporary waiver of Town sound ordinances for an event is handled by the Zebulon Police Department. If granted, a sound ordinance waiver gives the event planner permission to use amplified noise within the areas designated by the Special Event Permit. Event planners should be mindful of the impacts of the sound on the surrounding neighborhoods.

- 5. Whether the event serves a public purpose or is to benefit non-profit community service organizations.

This event is planned to benefit a non-profit community service organization, Zebulon Boys and Girls Club.

6. The general health, safety, and welfare of the participants in/or attending the event and the citizens of Zebulon.
  - The Fire Department has reviewed the request. The impacts to their operation are minimal.
  - The Police Department has reviewed the request. The scope and size of the event appear to provide a minimal impact on department operations. One off-duty officer will be required to manage the st closure and race route. One additional officer will be required to support the race.
  - Food trucks must meet any requirements established by Wake County and the State of North Carolina.
  - The applicant indicates it's volunteers will pick up trash and litter from their event. PW will need to provide trash cans.
  - It is recommended that event organizers have a CPR and First Aid Certified person available during the race. Town Hall has an AED should one be needed.
  - Any volunteers working in or near roadways or moving vehicles should wear safety vests.
  - The applicant will be responsible for marking their route and using volunteers to provide support through the race route.
  - Water stations must be provided.
  - A COI naming the Town of Zebulon as additionally insured will be required.

7. The impact and/or cost of the event on Town support services.

<b>Event Fees</b>	
Permit Fee	\$100
Complex Rental, Half Day, Back, Side & Parking	\$300
Security Deposit	\$500
<b>Parks &amp; Recreation</b>	
Weekend Staff (7 hours @ \$37.50)	\$262.50
Adm. Oversight – 2 hours @ \$45 (not charged)	
<b>Public Works</b>	
Arrow Board Rental	\$135.00
Cones – Qty-300 @ \$1.25 each	\$375.00

NCDOT Work-zone Signage – 6 @ \$11.00 each	\$66.00
Manpower – 3-man crew – 4 hrs.@ \$30.25	\$362.80
Adm. Oversight – 2 hours @ \$49.50	\$99.00
<b>Police</b>	
8 off duty hours @ \$52.80 per hour	\$422.40
<b>Total Fees</b>	<b>\$2622.70</b>

Fire: No impact or additional cost to the town.

8. The frequency of the event or similar event(s).

The Board has not authorized any additional road races in the last year along this route. The requested route is similar to the 8k Kickoff route which was held last year by the Boys and Girls Club.

9. If alcohol will be served.

The applicant has not indicated that there will be sale and/or consumption of alcohol within the event grounds.

Once Approved the following deadlines apply:

- Contract & Fees- Due 30 days after approval
- Event Action Plan –Due 30 days prior to event.
  - Include any utility needs
  - Include intended event set up and layout
  - Include event details and volunteer plan
- Off-duty police officers – contract with Police Department no later than four weeks prior to event.
- COI provided by licensee- due one month prior to the event.
- Temporary Food Establishment Permit from Wake County Environmental Services Department must be acquired by Licensee for sale or preparation of food. Wake County requires 15 days' notice prior to event for permit.
- Notification Template – must be submitted six weeks prior to event date.
- Notifications distributed to the community four weeks prior to event date for parades, walks, road races, and General Event Tier I



# Zebulon Events Committee Public Event Application

The events committee reviews public event requests that may impact town operations such as facility or street use, public safety and closing down a street in order to determine next steps to support safe and successful community events. For more information about the public event application process contact the Zebulon Parks and Recreation Department at (919) 823-1814 or slong@townofzebulon.org.

### Applicant Information

Company/Organization Name : Boys & Girls Club Zebulon

Address 1320 Shepard School Rd City Zebulon State NC Zip Code 27597

Event Contact Person: John Hanlon E-mail johnh@glagency.com

Daytime Phone Number 919-269-7773 Cell Phone Number 919-637-5663

Event Name: 8Kickoff Race

Event Location: Zebulon Municipal Complex

Event Date: 09-07-2024 Alternate Date: \_\_\_\_\_

Set Up Time: 7AM Event Time: 10:30AM

Break Down Time: 12Noon

Number of Attendees: 200

Event Description and anticipated activities: \_\_\_\_\_  
8k road race starting and finishing at the Zebulon Municipal Complex  
Music (DJ)

Please list any event partners or anticipated sponsors: \_\_\_\_\_

Requested support from the town (if any): \_\_\_\_\_  
Renting the facility half the day. We need Judd St at Church St closed for the beginning and end of the race. Trash cans will be needed

Be aware of the below requirements which may impact your event. The events committee will respond with information concerning items on this list as it pertains to your events.

- Certificate of Insurance
- Noise Ordinances
- Permits & Fire Code: Tents
- Alcohol Permits
- Street Closure notifications
- Impacted Neighbor Notification
- NCDOT Notification of street closure
- Sidewalk Encroachment Permit
- Off-Duty Law Enforcement
- Health Department Regulations
- Sign Permits
- Crowd Manager

Mark any of the following that apply to your proposed event:

- |  |  |
|--|--|
| <input type="checkbox"/> Alcohol sale/distribution               | <input type="checkbox"/> Stage                     |
| <input checked="" type="checkbox"/> Street closure               | <input type="checkbox"/> Food Trucks               |
| <input type="checkbox"/> Sidewalk closure                        | <input type="checkbox"/> Bounce Houses             |
| <input type="checkbox"/> Use of Tents                            | <input checked="" type="checkbox"/> Requires Power |
| <input checked="" type="checkbox"/> Band, DJ, or Amplified Sound | <input checked="" type="checkbox"/> Vendors        |

Anticipated Safety Measures: 2 Police officers

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Anticipated Sanitary Measures (Restroom, trash cans, litter pick up): \_\_\_\_\_  
Volunteers will pick up trash and litter

\_\_\_\_\_

\_\_\_\_\_

**If your event is scheduled to take place at a town facility or park. Please note that all rental rates, applications, and guidelines still apply to your event.**

**Please submit a site map with your application.**

### SUBMITTING THE APPLICATION:

Town of Zebulon  
 Attn: Sheila Long  
 1003 N. Arendell Ave.  
 Zebulon, NC 27597  
 or  
 Slong@townofzebulon.org

Signature: John Hanlon

Date: 01-16-2024 114





## BOYS & GIRLS CLUBS

To: The Zebulon Board of Commissioners

Reference: The Boys and Girls Clubs Serving Wake County – Zebulon Club 8K/3K Race

The Unit Board Members of The Zebulon Boys and Girls Club (the Zebulon Club) are writing this request for a fee waiver of cost associated with renting town hall and any expenses relating to the closure of Judd Street from Arendell Avenue to Church Street, as well as closure of the intersection at Judd Street and Church Street. The purpose of the rental of town facilities and the street closures will be for the second annual 8k/3K road race benefiting the Zebulon Club of The Boys and Girls Club serving Wake County. This year's race will incorporate a shorter 3k run in addition to the 8k to accommodate a broader range of participants.

The Boys and Girls Clubs Serving Wake County is a non-profit organization with seven locations that has been supporting the youth of Zebulon for over twenty years through the Zebulon Club. The Boys and Girls Club Serving Wake County focuses its programming on three vitally critical areas of academic success, leadership development, and healthy lifestyles for our youth. Currently, the Zebulon Club has one of the highest daily attendance totals of the seven locations and serves approximately two hundred children per day in the after-school program. The Zebulon Club has achieved such success in membership given the dedication of the staff members who have built great partnerships with both Zebulon Elementary School and Zebulon Middle School.

The Unit Board Members (the Board) of the Zebulon Club are a group of local volunteers who support the club in a variety of ways throughout the year. One such area of support is fund raising for The Zebulon Club through various activities within the community. For over twenty-two years the Board has annually hosted a golf tournament at Zebulon Country Club, and it continues to be one of the largest tournaments each year for the county club. In 2006, John Hanlon, one of our Board Members, partnered with the Zebulon Chamber of Commerce to host the Zebulon Chamber 5k race. This event benefited the Zebulon Club and successfully lasted through 2019 when challenges including Covid made such an event almost impossible.


We hope this request meets the town guidelines for requesting a fee waiver as the Boys and Girls Club of Wake County is a nonprofit organization with a specific location benefiting the town of Zebulon. An 8k/3k community event is a wonderful opportunity for the town to highlight the variety of events offered in Zebulon and is a way to attract visitors who have not previously had a reason to come to Zebulon. An 8k/3k race also falls in line with the Zebulon Club's focus on living healthy lifestyles and can give both kids and adults access to a fun event that gets them outdoors and participating in such a health focused event. As part of the 8k/3k race the chosen route truly highlights the small town feel of Zebulon and allows our residents to easily connect with others throughout the community. There will also be an opportunity for those who choose not to participate in the race to come out to the Town Complex and enjoy listening to music, trying out various food trucks and cheering on the runners.

The Unit Board Members appreciate the Board of Commissioners consideration of this event, and this associated fee waiver request. We hope this can continue to be a great event that benefits both the town and the Zebulon Boys and Girls Club.

Derek C. Pruitt

Unit Board Member, The Zebulon Boys and Girls Club

STAFF REPORT  
ORDINANCE 2024-35  
BUDGET AMMENDMENT: ATHLETICS  
MARCH 4, 2024

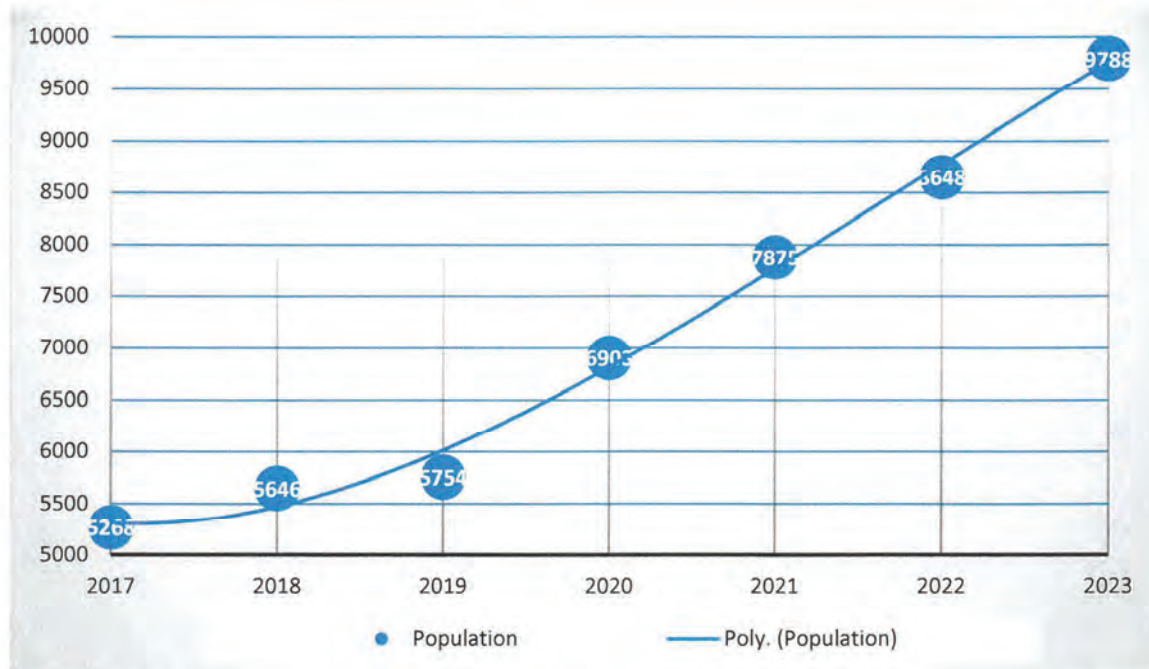
**Topic:** Ordinance 2024-35 - Budget Amendment - Athletics  
**Speaker:** Sheila Long, Parks and Recreation (if pulled from Consent)  
**From:** Sheila Long, Parks and Recreation  
**Prepared by:** Sheila Long, Parks and Recreation  
**Approved by:**  Joseph M. Moore II, PE, Town Manager

**Executive Summary:**

Budget adjustment allocating funds to support growth of athletics and remaining spring expenses.

**Background:**

Zebulon's substantial population growth has translated to an increased enrollment in the Town's athletics programs, with participation increasing 39% through the current fiscal year alone. As of February 14<sup>th</sup>, 2024 (approximately 3/4 of the fiscal year), the Town has outfitted 1,323 participants compared to 953 served all of last year. Additional funding is required for team uniforms and part-time staff (e.g. scorekeepers, site supervisors) to serve the increased number of participants enrolled in youth sports.



**Discussion:**

The Board must recognize increased revenue from increased participation through a Budget Adjustment Ordinance.

**Fiscal Analysis:**

The increased participation has increased fee revenue by \$21,300 over the budgeted amount. The Budget Adjustment Ordinance will recognize \$20,000 of the additional

STAFF REPORT  
ORDINANCE 2024-35  
BUDGET AMMENDMENT: ATHLETICS  
MARCH 4, 2024

revenue to offset the additional expenses (Team Uniforms= \$8,500 and PT Athletics= \$11,500).

**Policy Analysis:**

Zebulon Parks and Recreation is the primary youth league provider in the community and has a history of expanding league minimums instead of capping participation. Caps eliminate opportunities to participate or forces travel outside the community or participation in more costly private options.

The ability to expand league leagues provides them with greater participation and reduces barriers for families experiencing any financial challenges.

**Staff Recommendation:**

Staff recommends approval of Ordinance 2024-35, allocating \$20,000 for athletics.

**Attachments:**

1. Ordinance 2024-35

ORDINANCE 2024-35

BE IT ORDAINED by the Board of Commissioners of the Town of Zebulon, that pursuant to North Carolina General Statutes 159-15, the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2024.

Section 1. To amend the General Fund budget as follows:

	INCREASE	DECREASE
REVENUES		
Youth Leagues	\$20,000.00	
EXPENDITURES		
Parks & Recreation – Part-time Salaries (Athletics)	11,500.00	
Parks & Recreation – Team Uniforms	8,500.00	

Section 2. Copies of this amendment shall be furnished to the Town Clerk, and to the Budget Officer, and to the Finance Officer for their direction.

Adopted: March 4, 2024

Effective: March 4, 2024

\_\_\_\_\_  
Glenn L. York - Mayor

ATTEST:

\_\_\_\_\_  
Lisa M. Markland, CMC - Town Clerk


STAFF REPORT  
RESOLUTION 2024-18  
PUBLIC AUCTION OF KNUCKLEBOOM TRUCK  
MARCH 4, 2024

**Topic:** Resolution 2024-18—Authorize Public Auction –  
2010 Knuckleboom Truck

**Speaker:** Chris D. Ray, Public Works Director (if pulled from Consent)

**From:** Chris D. Ray, Public Works Director  
Bobby Fitts, Finance Director

**Prepared by:** Mary Duffy, Public Works Adm./Contracts Manager

**Approved by:**  Joseph M. Moore II, PE, Town Manager

**Executive Summary:**

Sale of 2010 Freightliner Knuckleboom truck as surplus by electronic public auction.

**Background:**

The Board of Commissioners approved replacement of the 2010 Freightliner “knuckleboom” truck (VIN 1FVACXDT7ADAT2521) with adoption of the FY '24 Budget Ordinance.

The Town has successfully sold surplus items, including large vehicles and fire trucks, through the GovDeals electronic public auction. This method of sale is recommended for large, specialty vehicles as it reaches a broad national audience of private and public entities, typically leading to higher bids and more retained value for the Town.

Due to a potential sale value of over \$30,000, the Board must adopt a resolution approving the public auction, and specifying the date, time, place, and terms of sale. The Board may authorize “an appropriate city official” to dispose of the 2010 knuckleboom at public auction.

**Discussion:**

The attached resolution authorizes the Town Manager (or his designee) to sell the 2010 Freightliner diesel knuckleboom truck via electronic public auction, in accordance with N.C.G.S. § 160A-270.

**Fiscal Analysis:**

All revenue from the sale of the knuckleboom will be deposited into the Fleet Capital Reserve account upon completion of the sale.

**Policy/Program Analysis:**

N.C.G.S. § 160A-265 authorizes towns to sell or dispose of personal property.

N.C.G.S. § 160A-270(b) provides that the Board may adopt a resolution authorizing an “appropriate city official” to dispose of personal property at public auction.

STAFF REPORT  
RESOLUTION 2024-18  
PUBLIC AUCTION OF KNUCKLEBOOM TRUCK  
MARCH 4, 2024

N.C.G.S. § 160A-270(c) authorizes the use of electronic auction for the disposal of personal property.

N.C.G.S. § 160A-270(c) states that a decision to publish notice solely by electronic means shall be approved by the governing board of the political subdivision.

**Staff Recommendation:**

Staff recommends approval of the resolution authorizing the Town Manager (or his designee) to sell the knuckleboom via electronic public auction and publish notice of such auction solely by electronic means.

**Attachments:**

1. Resolution 2024-18

**RESOLUTION 2024-18**  
**RESOLUTION OF THE TOWN OF ZEBULON BOARD OF COMMISSIONERS**  
**AUTHORIZING THE SALE OF PERSONAL PROPERTY AT PUBLIC AUCTION**

**WHEREAS**, Chapter 160A, Article 12 of the North Carolina General Statutes authorizes the Town of Zebulon (the “Town”), at the discretion of its board of commissioners (the “Board”), to sell or dispose of personal property, without regard to the method or purpose of its acquisition or to its intended or actual governmental or other prior use;

**WHEREAS**, pursuant to N.C.G.S. §160A-270, the Board may authorize an appropriate town official to dispose of personal property through existing private or public electronic auction services;

**WHEREAS**, the Town is the owner of a 2010 Freightliner diesel knuckleboom truck with VIN 1FVACXDT7ADAT2521 (“the Knuckleboom”), which has reached the end of its useful service life and will no longer be utilized by the Town’s Public Works Department;

**WHEREAS**, the Town desires to sell the Knuckleboom via electronic public auction and designate the Town Manager (or his designee) as responsible for all aspects of such sale;

**NOW, THEREFORE**, the Board of Commissioners of the Town of Zebulon, North Carolina resolves that:

1. The Knuckleboom is hereby declared as surplus.
2. The sale of the Knuckleboom to the highest bidder is hereby approved.
3. The Town authorizes the Town Manager (or his designee) to conduct all aspects of the sale of the Knuckleboom via electronic auction on the GovDeals website ([www.GovDeals.com](http://www.GovDeals.com)), for a period starting March 27, 2024 and ending April 10, 2024.
4. A summary of this Resolution shall be published at least once and not less than 10 days before March 27, 2024 and shall include the electronic address where information about the Knuckleboom can be found, as well as the electronic address where bids may be posted (“Notice”).
5. The Board hereby approves Notice via electronic means.
6. This Resolution shall take effect upon its passage.


Adopted this the 4<sup>th</sup> day of March, 2024.

\_\_\_\_\_  
Glenn L. York—Mayor

SEAL

\_\_\_\_\_  
Lisa M. Markland, CMC—Town Clerk

STAFF REPORT  
ORDINANCE 2024-36  
PW EMERGENCY GENERATOR REPLACEMENT  
BUDGET AMENDMENT  
MARCH 4, 2024

**Topic:** PW Emergency Generator – Ordinance 2024-36  
**Speaker:** Chris D. Ray, Public Works Director (if pulled from Consent)  
**From:** Chris D. Ray, Public Works Director  
**Prepared by:** Chris D. Ray, Public Works Director  
**Approved by:**  Joseph M. Moore, II, PE, Town Manager

**Executive Summary:**

Budget amendment to provide additional funding to the Public Works Emergency Generator Replacement Project at the Public Works Facility.

**Background:**

The FY '24 Budget appropriated \$95,000 to replace the 20-year-old 60 KW generator at the Public Works facility. The generator was both at the end of its useful life, and too small to meet the future demands from expansions to the facility and site.

HDM and Associates engineered the drawings and specifications for a generator to meet these future demands and a 100 KW natural gas generator from Sourcewell's cooperative purchase program was purchased for \$45,500.

Bids to install this generator were received on February 15, 2024, exceeding the project's budget. Staff has negotiated with the contractor to lower the bid price by \$10,000 through revisions to the project scope (i.e., "value engineering"), but the bid and contingency costs still exceed the project's budget.

	Description	Cost
1	Engineering (drawings and specifications)	\$13,150.00
2	Generator Purchase (100 KW)	\$45,500.00
3	Generator installation bid (after value engineering)	\$53,950.00
4	Installation Contingency (approx.. 15% of bid price)	\$8,100.00
	<b>Subtotal</b>	<b>\$120,700.00</b>
	Budget	\$95,000.00
	<b>Difference</b>	<b>\$25,700.00</b>

**Discussion:**

The Board has two options:

1. Reject bids: Board rejects bids and Staff re-advertises to solicit new bids.
2. Accept bid: Board appropriates funds for contractor to install generator.



STAFF REPORT  
ORDINANCE 2024-36  
PW EMERGENCY GENERATOR REPLACEMENT  
BUDGET AMENDMENT  
MARCH 4, 2024

**Fiscal Analysis:**

Reject Bids

Rejecting bids will add 60-75 days to the installation of the generator. Typically, re-bid projects drive up the bid price by ten or more percent for the following reasons: 1) the added time increases the cost of materials and labor especially in a tight market such as the Triangle region, 2) the margins of the competing contractors, having been revealed with unsealing the bids, leads to less aggressive bidders, and 3) the number of contractors decreases, further reducing the competitiveness of the bids.

Accept Bid

Transfer \$25,700.00 from savings realized in the Public Works Equipment Shed Project (10-500-7418).

**Program Analysis:**

The current generator is undersized to meet the department's current and future needs. Completing the project now we will avoid performing the work during the NC hurricane season of June through November, thus ensuring continuity of public services to residents during these severe weather events. The new generator will be natural gas powered, thus ensuring a more reliable source of fuel than diesel-fueled units during emergency events.

**Staff Recommendation:**

Staff recommends approval of the attached ordinance.

**Attachments:**

1. Ordinance 2024-36
2. Bid Tabulation

ORDINANCE 2024-36

BE IT ORDAINED by the Board of Commissioners of the Town of Zebulon, that pursuant to North Carolina General Statutes 159-15, the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2024.

Section 1. To amend the General Fund budget as follows:

	INCREASE	DECREASE
REVENUES		
EXPENDITURES		
PW Property & Proj Mgmt – Generator	\$25,700.00	
PW Property & Proj Mgmt – Equipment Shed		\$25,700.00

Section 2. Copies of this amendment shall be furnished to the Town Clerk, and to the Budget Officer, and to the Finance Officer for their direction.

Adopted: March 4, 2024

Effective: March 4, 2024

\_\_\_\_\_  
Glenn L. York - Mayor

ATTEST:

\_\_\_\_\_  
Lisa M. Markland, CMC - Town Clerk

**BID TABULATION**

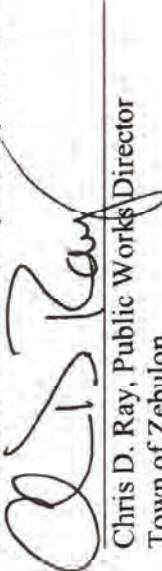
**PROJECT:** Zebulon Public Works – Generator Replacement      **DATE:** February 15, 2024  
**CONTRACT:** (Single) Prime Electrical                                      **TIME:** 2:00 p.m.

CONTRACTOR	LICENSE NO.	ADDENDA	BID SIGNED & SEALED	MBE	BID BOND	BID TOTAL
Minutemen Electrical & Controls, LLC P. O. Box 2461 Sharpsburg, NC 27878		<b>No Bid Received</b>		YES	N/A	<b>NO BID</b>
Nationwide Electrical Services, Inc. 708 N. William St. Goldsboro, NC 27530	15521-U	YES	YES	YES	N/A	\$63,950.00
Tech Electric Corp. 1002 Morrisville Parkway Morrisville, NC 27560	20010-U	YES	Yes		N/A	\$ 65,000.00

**Incomplete or Disqualified Bids**


- 1) Addendum No. 1 dated February 9, 2024.
- 2) Bid, Performance and Payment Bonds were waived as permitted by North Carolina General Statutes.

This bid tabulation indicates the apparent low bidder and does not constitute an award of contract or bid. This is to certify that the bids tabulated herein were publicly opened and read on the 15<sup>th</sup> of February, 2024, at the Zebulon Public Works Office located at 450 East Horton Street, and that all said bids were accompanied by certified checks or bidder's bond except as otherwise noted.

  
 Chris D. Ray, Public Works Director  
 Town of Zebulon

**ENGINEERING CONSULTANT:**  
 HDM Associates, Inc.  
 Richard T. Thorne, Jr., P.E., President  
 Bid Certification and Review      Seal

**Topic: Schedule Updates**

**Executive Summary:**

Schedule updates to the Personnel Policy revisions and Assistant Town Manager recruitment.

**Background:**

The Town Manager offered to provide schedule updates to the Personnel Policy revisions and Assistant Town Manager recruitment per questions raised by members of the Board at their Regular Meeting on February 13, 2024.

**Information:**

Personnel Policy

Revisions to the Personnel Policy are in draft form. Dr. Linda Jordon is performing a scan of the language and intent of the policy from a lens of Diversity, Equity, and Inclusion. Department Directors will then familiarize themselves with the operational aspects of the policy and note any functionality or procedural concerns in implementing and administering the document with employees. The Board should have a document to review at June's Work Session.

Assistant Town Manager

Job analysis for the Information Technology Director (IT) is expected to be complete by the end of March, with the job posted through the end of April. Screenings (both primary and secondary) and assessments will occur through May. The hiring date will depend upon the screening results identifying qualified candidate(s), successful negotiations, and relocation (if necessary).

Job analysis for the Assistant Town Manager (ATM) is expected to start in April. Following a similar process described with the IT search, assessments are expected to occur by late June. The hiring date will depend upon the screening results identifying qualified candidate(s), successful negotiations, and relocation (if necessary).

**Policy Analysis: N/A**

**Fiscal Analysis: N/A**

**Staff Recommendation: N/A**

**Attachment(s): none**

**Topic: FY 2024 Monthly Financial Report Addendum**

**Executive Summary:**

A monthly report summarizing the status of the Town's revenues and expenditures.

**Background:**

Monthly Financial Reports are provided to inform the Board of revenue and expenditure trends throughout the year. The enclosed statements are through February 16, 2024.

**Information:**

Expenditures

Approximately 62.5% (7 ½ months) through Fiscal Year 2024, the Town has spent approximately 41.6% (~ \$12,201,943) of its General Fund budget of \$29,324,773.

Revenues

The status of the Town's noteworthy revenue streams for Fiscal Year 2024 follows:

- Property Tax (the Town's largest revenue stream)
  - + FY 2024 collections: \$9,919,346 collected to date (~ 92.9% of budget).
  - + Observations:
    - # 2.9% more than collected last fiscal year (\$9,638,058).
    - # Seven months of vehicle taxes have been collected for FY 2024.
- Sales Tax (second largest revenue stream)
  - + November's sales (reports lag 3-months):
    - # \$30,751 (16.3%) more collected than last November for all sales tax.
    - # \$16,379 (19.8%) more collected than last November for "local" sales tax.
    - # "Local" sales tax (Article 39) is generated within, and returns to, Wake County.
    - # For every \$100,000 in local sales, \$3.68 comes back to the Town of Zebulon.
- Utilities Tax (~ 5% of revenue stream): Second quarter distribution arrives March 15.
- Permits & Zoning (development growth indicator)
  - + \$173,956 collected total (70% of budgeted revenues (\$250,000))
  - + 25.5% more than what was collected this time last fiscal year (\$138,557).
- Parks & Recreation (service and programming growth indicator)
  - + \$130,202, collected total (128% of budgeted revenues (\$102,000))
  - + 26.1% more than what was collected through this month last fiscal year (\$103,283).
- Transportation Impact Fees (development growth indicator)
  - + \$361,174 collected to date in FY 2024
  - + 44.9% less than what was collected last fiscal year (\$655,966).
  - + Revenue placed in reserve for transportation projects to be spent within 10 years

- Recreation Impact Fees (development growth indicator)
  - + \$1,104,000 collected to date in FY 2024
  - + 44.7% less than what was collected last fiscal year (\$1,998,000).
  - + Collections since inception of fee (January 2022) ~ \$4,835,000
  - + Revenue is reserved for growth-related projects (e.g., new parks or expansions)

**Policy Analysis: N/A**

**Financial Analysis:**

Budgeted revenue in FY 2024 is \$29,324,773 while year to date revenue collected is \$17,980,581 (61.3% of budgeted). Budgeted revenue includes \$8.38M Fund Balance.

**Staff Recommendation: N/A**

No staff recommendation or Board action is necessary. Financial Report is information only.

**Attachments:**

1. General Fund Fiscal Year 2024 Expenditure Statement and Revenue Statement (as of February 16, 2023)
2. Sales Tax Collection Report – FY 2024

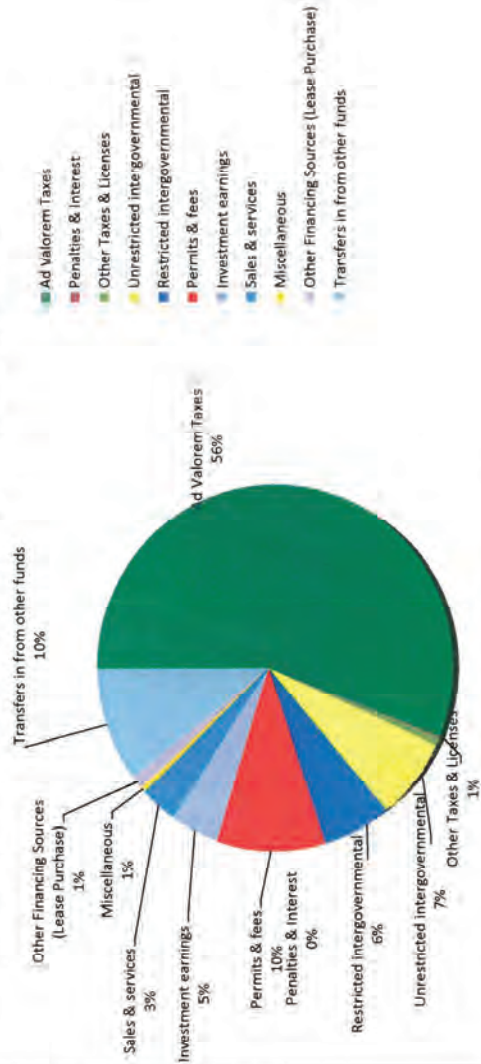


TOWN OF ZEBULON  
 Revenue Statement: 2023 - 2024  
 for Accounting Period 6/30/2024  
 GENERAL FUND

As of 2/16/2024

Revenue Categories	Estimated Revenue	Revenue YTD	% Collected	% of Total Revenue YTD
Ad Valorem Taxes	\$10,722,500	\$10,075,786	94.0%	56.0%
Penalties & Interest	\$15,000	\$18,666	124.4%	0.1%
Other Taxes & Licenses	\$185,500	\$123,580	66.6%	0.7%
Unrestricted intergovernmental	\$3,233,000	\$1,265,066	39.1%	7.0%
Restricted intergovernmental	\$2,512,000	\$1,088,579	43.3%	6.1%
Permits & fees	\$797,750	\$1,776,697	222.7%	9.9%
Investment earnings	\$300,000	\$814,037	271.3%	4.5%
Sales & services	\$972,000	\$619,207	63.7%	3.4%
Miscellaneous	\$83,369	\$98,230	117.8%	0.5%
Other Financing Sources (Lease Purchase)	\$232,000	\$215,000	92.7%	1.2%
Transfers in from other funds	\$1,885,733	\$1,885,733	100.0%	10.5%
Fund Balance Appropriated	\$8,385,921	\$0	0.0%	0.0%
<b>Total Revenues</b>	<b>\$29,324,773</b>	<b>\$17,980,581</b>	<b>61.3%</b>	<b>100%</b>

Town of Zebulon General Fund % of Total Revenue To Date - FY 2024



# ZEBULON

NORTH CAROLINA

## TOWN OF ZEBULON

Expenditure Statement: 2023 - 2024  
for Accounting Period 6/30/2024

### GENERAL FUND

As of 2/16/2024

<u>Dept #</u>	<u>Department</u>	<u>Approp Amount</u>	<u>Expenditure YTD</u>	<u>% Exp.</u>
410	GOVERNING BODY	\$646,116	\$268,972	41.6%
420	FINANCE	\$517,155	\$359,852	69.6%
430	ADMINISTRATION	\$1,600,725	\$674,523	42.1%
490	PLANNING AND ZONING	\$825,330	\$409,713	49.6%
500	PUBLIC WORKS-PROPERTY & PROJECT MGMT	\$2,805,855	\$909,958	32.4%
510	POLICE	\$3,938,975	\$2,342,320	59.5%
520	PUBLIC WORKS-OPERATIONS	\$11,225,660	\$3,689,330	32.9%
530	FIRE	\$3,705,574	\$1,905,408	51.4%
570	POWELL BILL	\$232,686	\$115,376	49.6%
590	ENGINEERING	\$165,000	\$26,855	16.3%
620	PARKS & RECREATION	\$2,044,097	\$963,479	47.1%
690	COMMUNITY & ECONOMIC DEVELOPMENT	\$1,617,600	\$536,156	33.1%
	<b>Total Expenditures</b>	<b>\$29,324,773</b>	<b>\$12,201,943</b>	<b>41.6%</b>



**Sales Tax**

**FY 2024**

Month	Article 39 (1) *	Article 40 (1/2)	Article 42 (1/2)	Article 44 (1/2)	City Hold Harmless	FY 24 Totals	Prior Year (FY 2023)	% Inc (Dec) from Prior Yr
July	\$ 89,122	\$ 38,656	\$ 44,762	(0)	\$ 32,237	\$ 204,776	\$ 187,311	9.3%
August	\$ 93,423	\$ 40,589	\$ 46,952	0	\$ 34,081	\$ 215,045	\$ 203,381	5.7%
September	\$ 89,799	\$ 37,462	\$ 45,030	0	\$ 29,862	\$ 202,153	\$ 202,821	-0.3%
October	\$ 92,175	\$ 37,812	\$ 46,268	(3)	\$ 30,232	\$ 206,484	\$ 197,664	4.5%
November	\$ 99,162	\$ 39,407	\$ 49,722	2	\$ 30,628	\$ 218,921	\$ 188,169	16.3%
December	-	-	-	-	-	-	\$ 225,394	-100.0%
January	-	-	-	-	-	-	\$ 187,935	-100.0%
February	-	-	-	-	-	-	\$ 144,614	-100.0%
March	-	-	-	-	-	-	\$ 212,514	-100.0%
April	-	-	-	-	-	-	\$ 177,123	-100.0%
May	-	-	-	-	-	-	\$ 207,702	-100.0%
June	-	-	-	-	-	-	\$ 216,208	-100.0%
<b>Total</b>	\$ 463,680	\$ 193,927	\$ 232,733	(1)	\$ 157,040	\$ 1,047,378	\$ 979,346	6.9%

**Sales Tax**

**FY 2023**

Month	Article 39 (1) *	Article 40 (1/2)	Article 42 (1/2)	Article 44 (1/2)	City Hold Harmless	FY 23 Totals	Prior Year (FY 2022)	% Inc (Dec) from Prior Yr
July	\$ 81,324	\$ 35,456	\$ 40,808	(1)	\$ 29,723	\$ 187,311	\$ 125,560	49.2%
August	\$ 89,152	\$ 37,948	\$ 44,690	1	\$ 31,591	\$ 203,381	\$ 162,100	25.5%
September	\$ 90,401	\$ 37,188	\$ 45,331	(9)	\$ 29,910	\$ 202,821	\$ 167,034	21.4%
October	\$ 88,724	\$ 35,842	\$ 44,468	(2)	\$ 28,631	\$ 197,664	\$ 167,586	17.9%
November	\$ 82,782	\$ 35,160	\$ 41,563	1	\$ 28,664	\$ 188,169	\$ 169,657	10.9%
December	\$ 100,596	\$ 41,335	\$ 50,512	0	\$ 32,950	\$ 225,394	\$ 201,425	11.9%
January	\$ 83,332	\$ 34,713	\$ 41,782	0	\$ 28,106	\$ 187,935	\$ 140,273	34.0%
February	\$ 61,030	\$ 28,403	\$ 30,601	(6)	\$ 24,586	\$ 144,614	\$ 148,707	-2.8%
March	\$ 94,803	\$ 38,927	\$ 47,461	9	\$ 31,315	\$ 212,514	\$ 181,841	16.9%
April	\$ 75,803	\$ 34,229	\$ 38,068	(10)	\$ 29,033	\$ 177,123	\$ 186,154	-4.9%
May	\$ 91,708	\$ 38,501	\$ 45,971	0	\$ 31,521	\$ 207,702	\$ 180,133	15.3%
June	\$ 93,849	\$ 40,893	\$ 47,128	10	\$ 34,329	\$ 216,208	\$ 195,892	10.4%
<b>Total</b>	\$ 1,033,506	\$ 438,596	\$ 518,383	(6)	\$ 360,358	\$ 2,350,837	\$ 2,026,362	16.0%

\* Net proceeds of the Article 39 tax are returned to the county of origin.

# Monthly Summary of Sales Tax Collected

