

**ZEBULON
BOARD OF COMMISSIONERS
AGENDA
January 8, 2018
7:00pm**

I. PLEDGE OF ALLEGIANCE

II. APPROVAL OF AGENDA

III. SCHOOL RECOGNITION

A. Zebulon Middle School

1. Isiah Gaspar-Sanjuan – Student
2. Lindsey Foushee – Teacher

IV. PUBLIC HEARING

A. Autumn Lakes Annexation

V. PUBLIC COMMENT PERIOD

All wishing to speak must sign up prior to 6:50pm. 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.

VI. CONSENT

A. Minutes

1. December 4, 2017—Regular Meeting
2. December 13, 2017—Worksession

B. Finance

1. Monthly Items
 - a. Tax Report—October 2017
 - b. Financial Report as of December 2017

C. Public Works

1. Resolution 2018-10—Weavers Pond Phase 3B-1—Acceptance of roadway and storm drainage infrastructure.

Action Requested: Adoption of All Consent Agenda Items

VII. OLD BUSINESS

A. Planning

1. Ordinance 2018-19—Annexation Request of Autumn Lakes

Action Requested: Approval of Annexation Request

B. General

1. Little River Dam

Action Requested: Direction from Board

VIII. NEW BUSINESS

A. Planning Department

1. Ordinance 2018-20—Renovation of the Planning Department Suite

Action Requested: Approval of Ordinance 2018-20

2. Historic Landmark Designation—Consideration on beginning the process of designating Town Hall as a historic landmark.

Action Requested: Direction from Board


IX. BOARD COMMENTS

X. MANAGER'S REPORT



STAFF REPORT
ORDINANCE 2018-19
AN 2018-02 AUTUMN LAKES
January 8, 2018

Topic: AN 2018-02 Autumn Lakes

Speaker: Julie Spriggs, GISP, Senior Planner
From: Mark Hetrick, Planning Director
Prepared by: Julie Spriggs, GISP, Senior Planner
Approved by:  Joseph M. Moore II, PE, Town Manager

Executive Summary:

The Board of Commissioners will consider the voluntary annexation petition received for approximately 58 acres of land located at 1225 Old Bunn Road (NC PIN: 2706 51 4158).

Background:

At their October 2, 2017, meeting the Board directed the Town Clerk to investigate sufficiency of the voluntary annexation petition received for the proposed area. The Town Clerk investigated the sufficiency of the request and certified sufficiency was met. At their December 4, 2017, meeting the Board set the public hearing for the annexation request. Autumn Lakes received Special Use Permit approval on March 6, 2017. Condition #7 of SU 2017-02 states the development shall be annexed into Town limits prior to any approval for final plats (Attachment 7).

Discussion:

The discussion before the Board is whether or not to annex the proposed area. If the Board is interested in the annexation, a motion should be made to annex the proposed area effective immediately as allowed by GS §160A-31. If the Board is unsure, or not interested in annexing the proposed area, the Board should respectively table the petition or amend SU 2017-02 Autumn Lakes.

Policy Analysis:

Comprehensive Plan

The Comprehensive Plan defines the area as Medium Density Residential (MD) with an overall density of 3 to 4 units per acre. MD includes housing types of single family detached, duplexes, townhomes, and multiple-family dwellings. Based on 4 dwelling units per acre, a request of 58 acres will yield an estimated 232 dwelling units. The 2010 United States Census averages 2.62 persons per household which estimates an increase in the Town's population by 608 people.

Transportation Plan

The Transportation Plan shows Old Bunn Road from Shepard School Road to Karial Court as a 2-lane curb and gutter with wide lanes and sidewalks on both sides of the roadway and a 2-lane road with wide paved shoulders from Karial Court to the Planning Jurisdiction. SU 2017-02 has conditions relating to transportation improvements such as a fee-in-lieu for turn lanes at the intersections of NC 97 and Old Bunn Road, and Old Bunn Road and Shepard School Road. Additional right-of-way will be dedicated along



STAFF REPORT
ORDINANCE 2018-19
AN 2018-02 AUTUMN LAKES
January 8, 2018

Old Bunn Road at the time of final plat, to increase the right-of-way width to a minimum of 100 feet along the development.

Greenway, Bicycle, and Pedestrian Master Plan

The Greenway, Bicycle, and Pedestrian Master Plan (GBPMP) indicates Corridor #2 will cross the subdivision at the northern boundary line. SU 2017-02 has conditions listed for the construction timeline and the trailhead connections in the subdivision.

Parks and Recreation Master Plan

The Town currently does not have a Parks and Recreation Master Plan or a Parks and Recreation component of the Comprehensive Plan, to guide the placement, or assess the needs, of parks and recreation facilities. SU 2017-02 lists conditions for recreation amenities such as private trails, and a playground.

Water and Sewer Allocation Policy

In 2011, the Town's merger agreement with the City of Raleigh was amended to allow 2.2 million gallons per day (MGD) of water and wastewater each, with a growth factor increase of 4% per year. The total requested allocation for SU 2017-02 was 264,000 GPD. Allocation will be handled at the time of final plats for up to 200 dwelling units per final plat.

Fiscal Analysis:

The "Approximate Cost Benefit Analysis" (Attachment 6) for the petition is "positive". A more definitive and accurate reflection of cost and revenue can only occur once the site is fully developed. Capital costs and property tax revenues dedicated towards capital costs are not shown in the analysis.

Staff Recommendation:

Staff recommends approval of Ordinance 2018-19 (AN 2018-02).

Attachments:

1. Voluntary Annexation Petition
2. Deed
3. Statement of Full Development
4. Map of Request Area
5. Certificate of Sufficiency
6. Notice of Public Hearing
7. Approximate Cost Benefit Analysis
8. SU 2017-02 Autumn Lakes
9. Ordinance 2018-19

Zebulon Board of Commissioners
Minutes
December 4, 2017

Present: Robert S. Matheny-Mayor, Curtis Strickland, Beverly Clark, Dale Beck, Don Bumgarner, Annie Moore, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Greg Johnson-Parks & Recreation, Bobby Fitts-Finance, Mark Hetrick-Planning, Chris Ray-Public Works, Chris Perry-Fire, Tim Hayworth-Police, Eric Vernon-Attorney

Mayor Matheny called the meeting to order at 7:06pm.

PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Milayah Sanders from Wakelon Elementary School.

SWEARING IN CEREMONY

Lisa Markland swore in Robert S. Matheny as Mayor.

Lisa Markland swore in Beverly Wall Clark as Commissioner.

Lisa Markland swore in Annie Jean Moore as Commissioner.

AGENDA

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

SCHOOL RECOGNITION

Mayor Matheny recognized student Milayah Sanders and teacher Christa Vick both from Wakelon Elementary School.

ELECTION OF MAYOR PRO TEM

Mayor Matheny asked for nominations to serve as Mayor Pro Tem.

Commissioner Strickland nominated Commissioner Beverly Clark, the nomination was seconded by Commissioner Beck. There were no other nominations. The vote was unanimous.

Commissioner Clark was elected as Mayor Pro Tem.

PROCLAMATIONS

Mayor Matheny read a proclamation of appreciation for Glenn York for serving as Commissioner over the last four years.

PUBLIC COMMENT PERIOD

Myah Bryant, Miss Zebulon 2018, shared her platform of “Arts at the Core” on the necessity of the arts in the school curriculum and a person’s life.

Yancie Mitchell, Miss Zebulon Outstanding Teen 2018, shared her platform of “Operation Leap” which promoted dance education in the Town of Zebulon for those unable to afford dance lessons.

John Middleswarth thanked the Town for all that the Town had done and continued to do to serve the citizens of the Zebulon community.

PRESENTATIONS

Denise Nowell, Zebulon Chamber Director, came forward to give an update on the programs they had worked on and were continuing to work on for economic development.

CONSENT

A. Minutes

Commissioner Clark made a motion, second by Commissioner Moore to approve the minutes of the October 9, 2017 joint public hearing. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Moore to approve the minutes of November 6, 2017. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Moore to approve the minutes of the November 15, 2017 worksession. There was no discussion and the motion passed unanimously.

B. Finance

Commissioner Clark made a motion, second by Commissioner Moore to approve Ordinance 2018-19. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Moore to approve the tax report for September 2017. There was no discussion and the motion passed unanimously.

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

C. Planning

Commissioner Clark made a motion, second by Commissioner Moore to approve Resolution 2018-08. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Moore to approve Resolution 2018-09. There was no discussion and the motion passed unanimously.

D. General

Commissioner Clark made a motion, second by Commissioner Moore to approve the 2018 meeting calendar. There was no discussion and the motion passed unanimously.

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

OLD BUSINESS

A. General

Planning Position

Bobby Fitts presented the ordinance 2018-17 which would create an additional position of Code Enforcement/Permitting Officer in the Planning Department. Bobby explained that the position would be funded by zoning fees collected.

Commissioner Beck made a motion, second by Commissioner Bumgarner to approve Ordinance 2018-17. There was no discussion and the motion passed unanimously.

Fire Position

Bobby Fitts presented the information requested from the worksession where the Board discussed the creation of a Fire Code Inspector position.

The funding options for the position were to increase fees and there was a choice of Option A and Option B. The proposed options were reviewed and staff was recommending Option A.

Commissioner Beck made a motion, second by Commissioner Moore to approve the position with Ordinance 2018-18—Option A. There was no discussion and the motion passed unanimously.

Health Insurance

Bobby Fitts presented the follow up on the proposed health and dental insurance for the Town employees that was presented at the November worksession. Staff was recommending Blue Cross Blue Shield.

Commissioner Beck made a motion, second by Commissioner Bumgarner to go with BCBS for the Town insurance for 2018. There was no discussion and the motion passed unanimously.

NEW BUSINESS

A. Triangle J Council of Governments

Mayor Matheny stated that they needed to appoint a new person to represent the Town with the COG.

Commissioner Beck nominated Mayor Matheny, second by Commissioner Clark there was no discussion and the motion passed unanimously. Commissioner Clark would continue to be the alternate.

BOARD COMMENTS

Commissioner Moore thanked everyone for being present for her swearing in.

Commissioner Strickland thanked Denise Nowell for the great job with the holiday happenings and the parade.

Commissioner Beck thanked everyone involved with the parade and the weekend events.

MANAGERS REPORT

Joe Moore let everyone know that Pete’s Dragon would be the movie playing at the Community Center. Town offices would be closed December 25-27 and January 1 for the holidays.

Commissioner Beck made a motion, second by Commissioner Clark to go into closed session for contract negotiations.

NOTE: In closed session Commissioner Strickland made a motion, second by Commissioner Bumgarner to come out of closed session.

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

Date

Robert S. Matheny—Mayor

SEAL

Lisa M. Markland, CMC—Town Clerk

Zebulon Board of Commissioners
Work Session
Minutes
December 13, 2017

Present: Robert S. Matheny-Mayor, Curtis Strickland, Beverly Clark, Dale Beck, Annie Moore, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Chris Ray-Public Works, Mark Hetrick-Planning, Greg Johnson-Parks & Recreation, Bobby Fitts-Finance, Eric Vernon-Attorney
Absent: Don Bumgarner, Tim Hayworth and Chris Perry

Others Present: Chuck Lysaght, Graham Smith and Elizabeth Wilcox

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

APPROVAL OF AGENDA

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

OLD BUSINESS

A. General

Little River Dam

Joe Moore introduced the topic and stated that the Board had funded the Little River Master Plan when adopting the 2017-2018 budget ordinance. The project had two parts with the first being the preliminary engineering report and the second was a community engagement process. The meeting would give an update on both of those efforts.

The goal was to inform the Board on the topic and to ask questions.

Chris Ray gave an introduction of Chuck Lysaght who was a structural engineer with 30 plus years of experience and who did the preliminary engineering report on the Little River Dam.

A PowerPoint presentation was given on the project. The presentation covered the condition assessment which stated that the dam was roughly 150 years old and the damage from hurricane Matthew in 2017 left three sections damaged and missing; and approximately 18 tons of sand was deposited behind the dam that needed to be removed. There were many deteriorating masonry joints which allowed for vegetation and tree growth to occur in the dam. The dam was rated as poor overall.

Option A was for repair/restoration of the dam. It would be covered 75 percent by FEMA and 25 percent by the state of North Carolina with a cost of approximately \$815,000. This option would not cover repair of undamaged but deteriorating sections of the dam.

Board of Commissioners
Minutes
December 13, 2017

There was discussion about what FEMA would cover and what the actual reimbursement amount would be. The bids would actually determine the cost of repairs. FEMA would have to concur on all aspects of the project including contracts and bids.

Chris Ray explained that the reasons given for wanting to do work on the dam was due to its cultural significance. Even though it was not used it did have a value to the Town.

Option B was to improve the dam, which would restore and strengthen the damaged sections of the dam at a cost of approximately \$932,630. It was a much stronger option that would hopefully withstand future storms. It could require a hazard mitigation grant because they would not be restoring it to the original condition which was block and mortar and an assessment would have to be done to see if it was a worthwhile investment.

There was discussion on the structural integrity of the sections of the dam that were not damaged during the storm. Chuck Lysaght stated that the option would repair the weakest link and there was funding to re-mortar all the joints on the other sections to make it stronger. The Town would have to pay for the re-mortaring since FEMA would not cover the cost which was estimated at \$162,520. There would be additional costs for inspection by a structural engineer every two years, and insurance on that dam.

The timeframe for the project would be approximately 27 months from beginning to end no matter which option the Board should choose to do.

There was discussion about FEMA money and the update of the status and it was explained that there were funds available for eligible projects. They also discussed the older sections and the likelihood that those could be damaged but should be less. The damage to the bridge when the dam failed could be an issue again should the dam be repaired and fail again. If the dam was not put back there would not be as big an issue with the bridge should a storm come.

Mayor Matheny wanted to ask FEMA to do the mortar project as well. Chris Ray said that they were not inclined to do so in the past conversations but would ask them. Mayor Matheny also wanted to ask Wake County Parks System to participate in the project.

Mayor Matheny said that he would like for it to be a historical landmark. Commissioner Beck said that it could still be a historical landmark without rebuilding the dam.

Greg Johnson came forward and introduced Graham Smith and Elizabeth Wilcox with Site Collaborative who were hired to do the Little River Master Plan and wanted to share the results of the community engagement portion of the project.

Graham Smith gave a PowerPoint presentation and revealed there was an online survey which was shared with social media, at town events like Zebulon Night Out; they met with various groups, Board members, and citizens. The survey garnered 456 responses which was great for a town of 5000 residents.

Board of Commissioners

Minutes

December 13, 2017

The key insights were that they wanted to see the park focused around natural environment, preferred amenities were walking, hiking, nature trails and the greenway. There were 37 percent that stated they wanted the dam rebuilt and 47 percent that said they did not want the dam rebuilt of the 19 stakeholders interviewed. It showed that the community was excited about the future of Little River Park, they wanted a nature-based park with opportunities that included children's natural play areas (no equipment), water focus areas, trails, keep it natural, pedestrian bridges across the river, and the sentiment was strong on the cultural significance to the Town and the community. The biggest take away was that the dam's history was important and so long as the history and story was preserved people would be happy and that was not dependent upon rebuilding the dam.

The public expressed that on the 22 acres that would make up the park that they realized that the dam could be rebuilt, removed or it could be a hybrid. They were extremely excited that it would be a park with great water access. Many did not look at it as an either or scenario.

Joe Moore reviewed the next steps that would be coming to the Board at the January 2018 meeting. The Board would need to decide if the Town negotiated with FEMA for funds. If so then the Board would be required to decide on the type of project that would be negotiated for. There were three options they could negotiate on 1) repair that replaced the block 2) improve with reinforced concrete 3) alternative project where the funds were used for something else such as cleaning up the dam, install trails, walkways, natural play areas, treehouse/ropes courses, education based and water focused activities from fishing to kayaking. Everyone wanted it cleaned up no matter what was done.

Mayor Matheny asked if they had to designate on the front end what the money would be used for and could that be changed later on. Joe stated that after discussions with FEMA the amount of money received would be based on the repair of the dam but it could be spent on other projects that the Board designated on the front end.

Mayor Matheny asked if the basis of the project was on historical significance would that be lost if the dam was not rebuilt. Joe said that FEMA had different grades and categories had different meanings and the dam qualified for cultural significance but that did not mean that it had to be put back to receive the funds, it just meant that it qualified. FEMA would determine the amount of money the Town would receive based on calculating the cost of repairing the dam.

Mayor Matheny asked about the States contribution and if they would have to review it as well. Joe Moore stated that the State would also go through it and it was a very complex process. The Town would have to negotiate with FEMA based on the PER on the dam and the report was the supporting documentation of what the Town would be asking for and why. Mayor Matheny asked if the Town did not repair the dam would it affect the amount of money the Town was eligible for. Joe stated it would not affect the amount of money received based on discussions with FEMA.

FEMA gave specific examples of projects just like the Town's where they got money for dam repair and used it for other projects.

Board of Commissioners

Minutes

December 13, 2017

Commissioner Strickland asked if the state was going to participate since the bridge was damaged when the dam broke. Joe stated he did not know if they would participate in the project.

MANAGERS REPORT

Joe stated there was no report.

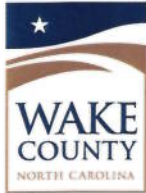
Commissioner Strickland made a motion, second by Commissioner Clark to adjourn. There was no discussion and the motion passed unanimously.

Date

Robert S. Matheny—Mayor

SEAL

Lisa M. Markland, CMC—Town Clerk



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

TEL 919 856 6160
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JESSICA N. HOLMES, CHAIR
SIG HUTCHINSON, VICE-CHAIR
JOHN D. BURNS
MATT CALABRIA
GREG FORD
ERV PORTMAN
JAMES WEST

December 6, 2017

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 December 4, 2017, 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 that reads "Denise Hogan". The signature is written in a cursive, flowing style.

Denise Hogan
Clerk to the Board
Wake County Board of Commissioners

Enclosure(s)



Wake County Revenue Department

DATE 11/07/2017

TIME 8:54:14 AM

PAGE 1

Rebate Details
10/01/2017 - 10/31/2017
ZEBULON

REBATE NUMBER	PROPERTY	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	BILLING YEAR FOR TYPE	OWNER
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BUSINESS ACCOUNTS

684598	0.00	0.00	7.63	0.00	7.63	10/04/2017	0006559008	2017	2017 007200	CISCO SYSTEMS CAPITAL CORP
684715	153.70	0.00	0.00	0.00	153.70	10/05/2017	0006791350	2017	2017 0000000	MY EYE DR OPTOMETRY OF NORTH CAROLINA
685700	126.19	0.00	0.00	0.00	126.19	10/19/2017	0005319999	2017	2017 0000000	ADRIAN WYATT ADAMS DRUG INC

SUBTOTALS FOR BUSINESS ACCOUNTS	279.89	0.00	7.63	0.00	287.52		3	Properties Rebated		
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TOTAL REBATED FOR ZEBULON	279.89	0.00	7.63	0.00	287.52		3	Properties Rebated for City		
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STAFF REPORT
FINANCIAL STATEMENTS UPDATE
JANUARY 8, 2018

Topic: FY 2018 Monthly Financial Statement Update

From: Bobby Fitts, Finance Director

Prepared by: Bobby Fitts, Finance Director

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

Executive Summary:

The attached financials are for Board of Commissioners review only. See discussion below for details on statements.

Background:

The attached financials are a summary of revenues and expenditures to date. These are provided to keep the Board informed, on a monthly basis, of how revenues and expenditures are trending throughout the year.

Information:

These financial statements are through December 18, 2017. We have received three month of sales tax and the first of the quarterly distributions of utilities sales in FY 2018. As usual, the majority of property taxes will be received in late December and early January. See notes below for analysis on those and other revenues.

For FY 2018, approximately 5 ½ months in to the new year, the Town has spent about 39% (approximately \$4,418,000) of its General Fund budget of \$11,219,322. At roughly the mid-point of the year, almost all operating lines are trending to be at or under budget. The only exception is with Fire-Vehicle Maintenance which has seen an extraordinary amount of unexpected repairs that have caused it to run over budget currently. Some discussion on some early revenue activity such as zoning fees and property taxes are below. The revenue and expenditure statements are included for your review.

A few highlights to date include:

Sales Tax

- Sales taxes collected in September 2017 were received and were 8.8% (\$7,094) more than the distribution received for the same period in FY 2017.
- For the first three months of FY 2018 they are 7.9% (\$18,893) ahead of FY 2017.
- Article 39 receipts, proceeds returned to the county of origin, were 8.4% (\$3,118) more in September than the distribution received for the same period in FY 2017.
- Article 39 totals are ahead of last year's year-to-date total for the first three months by 8.1% (\$8,871). (Ref. attached Sales Tax Collections spreadsheet).



STAFF REPORT
FINANCIAL STATEMENTS UPDATE
JANUARY 8, 2018

Utilities Sales Tax (Sales tax on natural gas, electricity, telecommunication services and video programming)

- The first distribution for FY 2018 was received December 15 for the quarter ending September 30, 2017.
- Utilities Sales tax received for the quarter was 0.41% (\$662) more, as a whole, than the distribution received for the same quarter in FY 2017.
 - The natural gas component of the above was up 12.5% (\$64) from the same quarter in FY 2017.
 - Electricity was up 1.32% (\$1,931) from the same quarter in FY 2017.
 - Telecommunications was down 8.74% (\$1,334) from the same quarter in FY 2017.
- Video programming sales tax received for the quarter was 1.4% (\$103) less than the distribution received for the same quarter in FY 2017.

Property Tax

- Property taxes collected so far in FY 2018 are approximately \$1,517,000. This is 26% of budgeted revenues (\$5,838,800).
- This is 3.6% less than what was collected to date in FY 2017 (\$1,574,000).

Permits & Zoning

- Permit and zoning fees collected to date in FY 2018 are \$71,841.
- This is 84% of budgeted revenues (\$85,000) for the year.
- It is about 200% more than what was collected to date in FY 2017 (\$23,943).

Transportation Impact Fees

- Transportation Impact fees collected to date for FY 2018 are \$46,892.
- This is 187% of budgeted revenues (\$25,000) for the year.
- It is 291% more than what was collected to date in FY 2017 (\$11,971).
- The unaudited balance to date of Transportation Impact fees is \$46,892.
- This revenue is placed into a reserve for current and future transportation projects to be spent within 10 years.

Policy Analysis: The expenditures reflect the policy goals adopted in the FY '18 Budget Ordinance (Ordinance 2017-27).

Financial Analysis: Budgeted revenue is \$11,219,322 while year to date revenue collected is \$3,036,202 (27% of budgeted). As shown in the chart on the Revenue Statement, 52% of year to date revenues come from property taxes.



STAFF REPORT
FINANCIAL STATEMENTS UPDATE
JANUARY 8, 2018

Staff Recommendation:

No staff recommendation or Board action is necessary. These are informational only.

Attachments:

1. General Fund Fiscal Year 2018 Expenditure Statement and Revenue Statement
(as of December 18, 2017)
2. Sales Tax – FY 2018

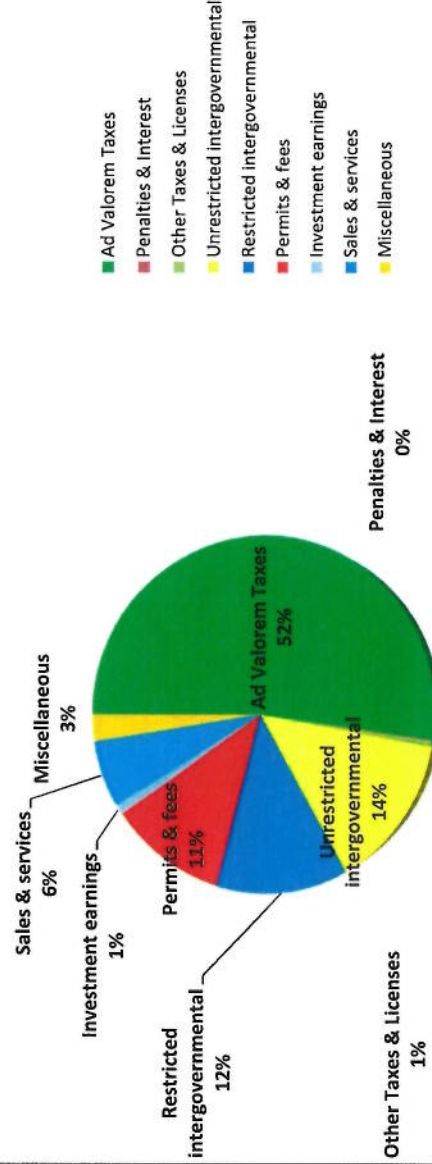


TOWN OF ZEBULON
 Revenue Statement: 2017 - 2018
 for Accounting Period 6/30/2018
 GENERAL FUND

As of 12/18/2017

<u>Revenue Categories</u>	<u>Estimated Revenue</u>	<u>Revenue YTD</u>	<u>% Collected</u>	<u>% of Total Revenue YTD</u>
Ad Valorem Taxes	\$5,882,800	\$1,584,627	26.9%	52.2%
Penalties & Interest	\$12,500	\$3,333	26.7%	0.1%
Other Taxes & Licenses	\$35,500	\$16,093	45.3%	0.5%
Unrestricted intergovernmental	\$1,675,000	\$418,229	25.0%	13.8%
Restricted intergovernmental	\$937,300	\$379,685	40.5%	12.5%
Permits & fees	\$130,500	\$339,268	260.0%	11.2%
Investment earnings	\$15,000	\$27,981	186.5%	0.9%
Sales & services	\$587,250	\$189,875	32.3%	6.3%
Miscellaneous	\$162,500	\$77,110	47.5%	2.5%
Fund Balance Appropriated	\$1,780,972	\$0	0.0%	
Total Revenues	\$11,219,322	\$3,036,202	27.1%	100%

Town of Zebulon General Fund % of Total Revenue To Date - FY 2018





TOWN OF ZEBULON
 Expenditure Statement: 2017 - 2018
 for Accounting Period 6/30/2018
 GENERAL FUND

As of 12/18/2017

<u>Dept #</u>	<u>Department</u>	<u>Approp Amount</u>	<u>Expenditure YTD</u>	<u>% Exp.</u>
410	GOVERNING BODY	\$357,400	\$144,534	40.4%
420	FINANCE	\$346,850	\$139,635	40.3%
430	ADMINISTRATION	\$557,450	\$195,479	35.1%
450	CONTRACTED SERVICES	\$17,000	\$5,560	32.7%
470	STADIUM	\$55,500	\$21,649	39.0%
490	PLANNING AND ZONING	\$476,900	\$169,887	35.6%
500	BUILDINGS & GROUNDS	\$1,322,035	\$643,397	48.7%
510	POLICE	\$2,153,025	\$1,120,614	52.0%
530	FIRE	\$1,705,300	\$716,467	42.0%
560	STREETS AND HIGHWAYS	\$1,345,967	\$219,167	16.3%
570	POWELL BILL	\$223,000	\$1,000	0.4%
580	SANITATION	\$1,000,250	\$486,801	48.7%
590	STORMWATER	\$336,700	\$101,999	30.3%
620	PARKS & RECREATION	\$1,195,245	\$416,288	34.8%
690	SPECIAL PROJECTS	\$126,700	\$35,583	28.1%
	Total Expenditures	\$11,219,322	\$4,418,059	39.4%

Sales Tax

FY 2018

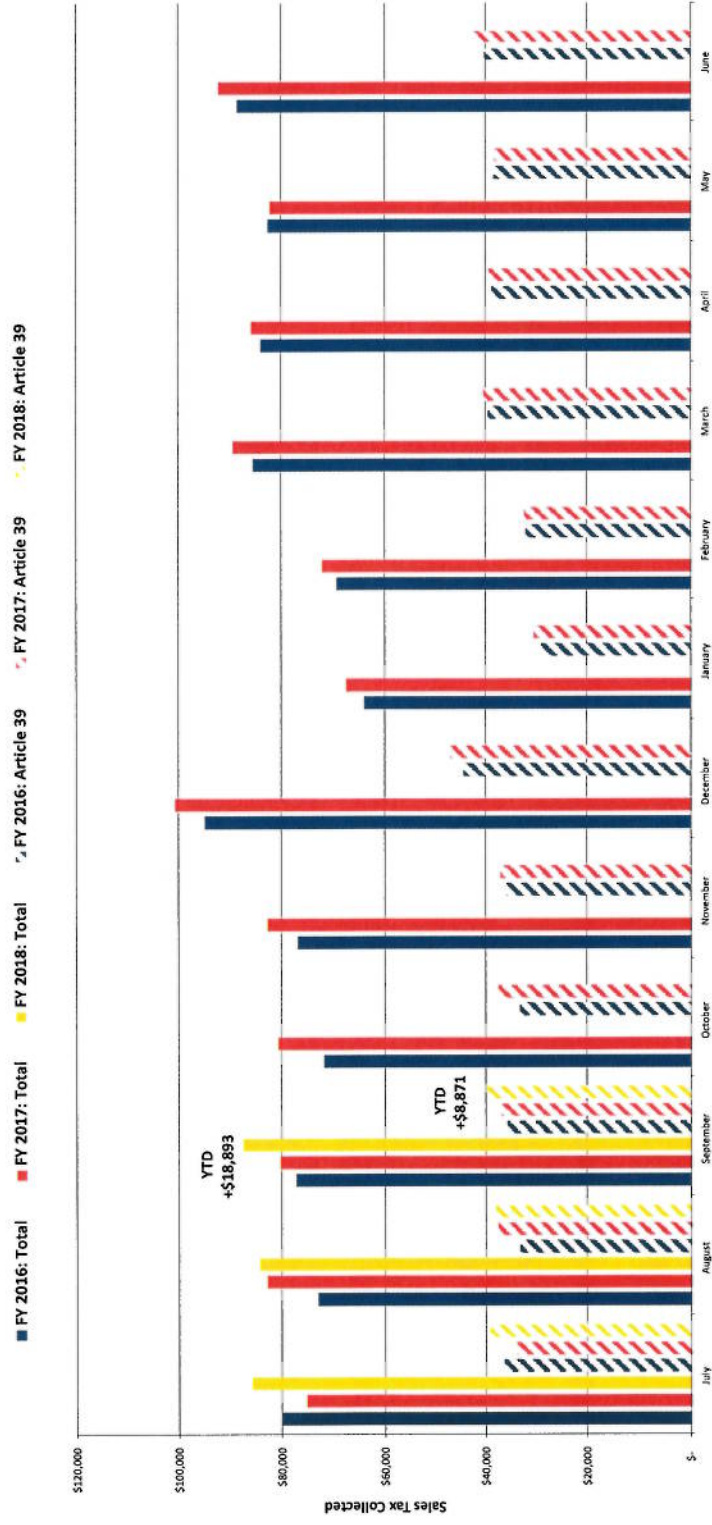
Month	Article 39 (1) *	Article 40 (1/2)	Article 42 (1/2)	Article 44 (1/2)	City Hold Harmless	FY 18 Totals	Prior Year (FY 2017)	% Inc (Dec) from Prior Yr
July	\$ 39,291	\$ 15,388	\$ 19,542	(205) \$	\$ 11,766	\$ 85,782	\$ 75,359	13.8%
August	38,167	15,189	18,990	0	11,909	84,256	82,879	1.7%
September	40,136	15,606	19,988	(4)	11,763	87,489	80,395	8.8%
October	0	0	0	0	0	0	80,741	-100.0%
November	0	0	0	0	0	0	82,777	-100.0%
December	0	0	0	0	0	0	100,663	-100.0%
January	0	0	0	0	0	0	67,521	-100.0%
February	0	0	0	0	0	0	72,155	-100.0%
March	0	0	0	0	0	0	89,323	-100.0%
April	0	0	0	0	0	0	85,773	-100.0%
May	0	0	0	0	0	0	82,182	-100.0%
June	0	0	0	0	0	0	92,134	-100.0%
Total	\$ 117,594	\$ 46,183	\$ 58,520	(208) \$	\$ 35,437	\$ 257,526	\$ 991,902	-74.0%

FY 2017

Month	Article 39 (1) *	Article 40 (1/2)	Article 42 (1/2)	Article 44 (1/2)	City Hold Harmless	FY 17 Totals	Prior Year (FY 2016)	% Inc (Dec) from Prior Yr
July	\$ 34,032	\$ 13,729	\$ 16,935	(44) \$	\$ 10,707	\$ 75,359	\$ 79,966	-5.8%
August	37,673	14,904	18,698	(1)	11,605	82,879	73,018	13.5%
September	37,017	14,249	18,357	1	10,770	80,395	77,225	4.1%
October	37,651	14,056	18,774	1	10,260	80,741	71,829	12.4%
November	37,238	15,058	18,530	3	11,949	82,777	76,904	7.6%
December	47,416	17,228	23,584	(0)	12,435	100,663	94,836	6.1%
January	30,490	12,323	15,166	0	9,542	67,521	63,979	5.5%
February	32,352	13,225	16,078	1	10,500	72,155	69,330	4.1%
March	40,433	16,157	20,137	1	12,596	89,323	85,422	4.6%
April	39,482	15,199	19,653	1	11,438	85,773	83,877	2.3%
May	38,339	14,221	19,048	1	10,572	82,182	82,551	-0.4%
June	42,330	16,292	21,063	(0)	12,450	92,134	88,447	4.2%
Total	\$ 454,453	\$ 176,640	\$ 226,023	(38) \$	\$ 134,824	\$ 991,902	\$ 947,384	4.7%

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


Monthly Summary of Sales Tax Collected





STAFF REPORT
 RESOLUTION 2018-10
 WEAVERS POND PHASE 3B-1
 ROADWAY AND STORM DRAINAGE ACCEPTANCE
 January 8, 2018

Topic: Weavers Pond – Phase 3B-1 Roadway and Storm Drainage Acceptance

Speaker: Chris D. Ray, Public Works Director
 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:

The Board of Commissioners will consider acceptance and maintenance of Weavers Pond Phase 3B-1 roadway and storm drainage infrastructure within public right-of-way or public dedicated easements and acceptance of supporting documentation detailed below.

Background:

Phase 3B-1 is a section of 51 lots located north of Golden Plum along an extension of Lacewing Drive. The Zebulon Land Use Administrator has review and approved preliminary plats and final plats for recording on December 13, 2017.

Discussion

The developer completed the infrastructure requirements consistent with the TRC approved plans dated May 23, 2017.

**List of Completed Improvements
 Phase 3B-1 (as of December 13, 2017):**

<i>Water</i>	<ul style="list-style-type: none"> • Installation of water main • Installation of water services
<i>Sewer</i>	<ul style="list-style-type: none"> • Installation of sewer main • Installation of sewer services
<i>Storm Drainage</i>	<ul style="list-style-type: none"> • Installation of storm drainage system mains** • Installation of catch basins**
<i>Streets</i>	<ul style="list-style-type: none"> • Sub grade compaction – proof rolls and density testing* • Installation of CABC stone – depth of stone, proof rolls, and density testing* • Installation of curb and gutter – temperature and slump** • Installation of first asphalt lift – temperature, density and core samples*

*Inspection provided by Town staff and third party engineering firm

** Inspection provide by Town Staff only



STAFF REPORT
 RESOLUTION 2018-10
 WEAVERS POND PHASE 3B-1
 ROADWAY AND STORM DRAINAGE ACCEPTANCE
 January 8, 2018

**List of Documentation, Outstanding Improvements, and Fees
 Phase 3B-1 (as of 12/13/2017):**

	Under Review	Completed	Estimated Completion Date
<i>City of Raleigh Certification Inspections Report (water and sewer services)</i>		Installation complete	Final acceptance expected 12/20
<i>Roadway & Storm Drainage System As-Built Drawings (paper, mylar, and electronic copies)</i>		Completed	
<i>Engineer Certification (roadway and storm drainage system infrastructure compliance)</i>		Completed	
<i>Letter of Dedication of Infrastructure (includes certified values)</i>		Completed	
<i>One Year Guaranty and Warranty Letter (all dedicated infrastructure)</i>		Completed (1-year)	
<i>Geotechnical Reports for Roadway Construction (sub-grade, stone, and asphalt)</i>		Completed	
<i>Site Improvements LOC \$178,604.91 – expires 12/18/2019 plus Cashier Check in the amount of \$16,490.30. (sidewalk, handicap ramps, 1" final overlay, stormwater BMP, Mail Kiosk and Landscaping) Total \$195,095.21</i>		Draft Completed; Copy Attached	Week of December 18 th , 2018
<i>Punch List Items (Zebulon Public Works Department)</i>		Completed	
<i>Payment of Fees \$10,146.51 Invoice Amount \$ (zoning and streets/sidewalks/stormwater inspections)</i>		Paid in Full 12/12/17	
<i>Payment of Fees</i>		Paid in Full 12/12/17	
<i>Street Lighting –underground charges - \$8,362.05 (15- 50 Watt LED Mitchell Series – 16ft fiberglass pole)</i>		Paid in Full 12/12/17	

Policy Analysis:

Acceptance of this infrastructure via resolution is in compliance with §152.059 of the Town of Zebulon Code of Ordinances. All infrastructure installed complies with the latest version of the "Town of Zebulon Street & Storm Drainage Standards and Specifications."

Fiscal Analysis:



STAFF REPORT
RESOLUTION 2018-10
WEAVERS POND PHASE 3B-1
ROADWAY AND STORM DRAINAGE ACCEPTANCE
January 8, 2018

Fiscal Analysis:

The Town has received a sealed engineer letter of dedication of Weavers Pond Phase 3B-1 roadway and storm drainage infrastructure valued at \$355,817.70. This infrastructure will be added to the Town's fixed assets.

The Town has received a letter of credit and cashier check to ensure the final completion of 1" final overlay, sidewalks, mail kiosk, landscaping and conversion of erosion control basin to stormwater BMP estimated at \$195,095.21.

Staff Recommendation:

Based on the information provided and attached, staff recommends approval of Resolution 2018-10 for acceptance of Phase 3B-1 roadway and storm drainage infrastructure as noted below:

- 1514 LF extension of Lacewing Drive
- 238 LF Lilac Ridge Court
- 80 LF of Carissa Lane
- 1720 LF of storm drainage infrastructure associated with above roadways.

Attachments:

1. Engineer Certification of Construction to Town of Zebulon standards
2. Letter of Dedication – infrastructure cost
3. Developer's Guaranty and Warranty – 1 year
4. Engineer's sealed estimate for outstanding items
5. Letter of Credit/Cashier Check
6. As-built Drawings
7. Third party certification of testing compliance
8. Playground certification
9. Engineer Certified Statement of utilities installed
10. Invoice – Planning and inspection fees
11. Payment of Fees
12. Resolution 2018-10



✓
11/30/17
Approved
Submitted.

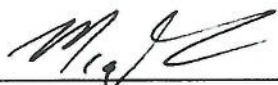
Engineer's Certification

I, MIKE SCHNEIDER, as a duly registered Professional Engineer in the State of North Carolina, having been authorized to observe periodically the construction of the project segments as listed below:

Weavers Pond Phase 3B-1

for the Weavers Pond Development Co., LLC, hereby state that, to the best of my abilities; due care and diligence was used in the observation of the project construction such that the Roadway System and Stormwater Infrastructure was observed to be built within substantial compliance and general intent of the Town of Zebulon Standards and Specifications with the following incomplete exceptions:

1. 5' Concrete Sidewalks and Handicap Ramps
2. Final Asphalt Lift
3. Pavement Striping
4. Conversion of Sediment Basin to BMP
5. Mail Kiosk

Signature  Registration No. 030956

Date: 11/29/17



Weavers Pond Phase 3B-1
Roadway and Storm Drainage

Dedicated Infrastructure Cost Estimate

LEP
11/20/17
APPROVED AS
Submitted.

Description	Quantity	Unit	Price	Total
Roadway:				
8" ABC/3" S9.5A	6470	SY	\$ 26.81	\$ 173,460.70
4" ABC under curb	3690	LF	\$ 1.90	\$ 7,011.00
30" Curb and Gutter	3690	LF	\$ 13.50	\$ 49,815.00
Utility Adjustments	49	EA	\$ 369.00	\$ 18,081.00
Total				\$ 248,367.70
Storm Drainage:				
15" RCP	780	LF	\$ 24.00	\$ 18,720.00
18" RCP	520	LF	\$ 26.00	\$ 13,520.00
24" RCP	240	LF	\$ 34.00	\$ 8,160.00
15" FES	1	EA	\$ 950.00	\$ 950.00
24" FES	1	EA	\$ 1,100.00	\$ 1,100.00
Drainage Structures	20	EA	\$ 3,250.00	\$ 65,000.00
Total				\$ 107,450.00

Grand Total \$ 355,817.70

Roadway Lengths:

Roadway	Length
Lacewing Drive	1514 lf
Lilac Ridge Court	238 lf
Carissa Lane	80 lf

11/29/17

Weavers Pond Development Company, LLC
9407 Bartons Creek Road
Raleigh, NC 27615
(919) 604-1928

*APPROVED
AS SUBMITTED
12/13/17*

October 27, 2017

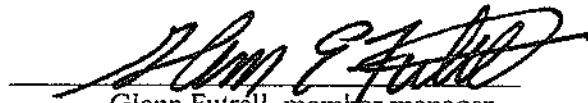
DEVELOPER'S GUARANTY

Re : Town of Zebulon, N.C.
Weaver's Pond Phase 3B-1

Weavers Pond Development Company LLC provides the following Statement of Warranty on the referenced project: Weaver's Pond Phase 3B-1.

Weavers Pond Development Company LLC guarantees and warrants that all material and equipment furnished and all work performed on the water system and sanitary sewer system installed in Weaver's Pond Phase 3B-1 conforms with the City of Raleigh's requirements, and that this warranty will remain in full force and effect for a period of one year from the date of the acceptance of the work.

Weavers Pond Development Company, LLC has executed this guarantee this 7th day of December 2017.


Glenn Futrell, member manager
Weavers Pond Development Company, LLC

Sworn to and subscribed before me this 7th day of December, 2017.

Shannon Howell
NOTARY PUBLIC

Commission Expires: 8/18/2020

SEAL
SHANNON HOWELL
NOTARY PUBLIC
Wake County
North Carolina
My Commission Expires 8/18/2020



Piedmont Land Design, LLP

8522-204 Six Forks Road • Raleigh, NC 27615 • (919) 845-7600 • Fax (919) 845-7703

November 27, 2017

Chris Ray
Town of Zebulon – Public Works Dept.
100 N. Arendell Avenue
Zebulon, NC 27597

LEDE
11/29/17
Approved AS
Submitted

Re: Weavers Pond Subdivision Phase 3B-1 – Completion Bond

Dear Mr. Ray,

Please find below estimated quantities and cost for the completion of the Phase 3B-1 infrastructure:

Type of Improvement	Est. Quantity	Unit Price	Total Cost
5-Foot Wide Sidewalk	18,450 SY	\$ 3.25	\$ 59,962.50
Final Asphalt Layer	6,470 SY	\$ 7.60	\$ 49,172.00
Handicap Ramps	6 EA	\$ 870.00	\$ 5,220.00
Striping	1 LS	\$ 1,500.00	\$ 1,500.00
Pocket Park Landscape/Fence	1 LS	\$ 6,300.00	\$ 6,300.00
Convert Sediment Basin to BMP	1 LS	\$ 3,500.00	\$ 3,500.00
BMP Landscaping	1 LS	\$ 6,500.00	\$ 6,500.00
Mail Kiosk Installation	1 LS	\$ 8,190.30	\$ 8,190.30
Lilac Ridge Roadway Repairs	1 LS	\$ 2,000.00	\$ 2,000.00

Sub-Total	\$142,344.80
Construction CPI @ 10%	\$ 14,234.48
Geotechnical Services Allowance	\$ 1,300.00
Construction Inspection – 6 days @ \$480/day	\$ 2,880.00
Construction Staking Allowance	\$ 1,600.00
Design/Construction Administration	\$ 15,000.00
Construction Total:	\$ 177,359.28
Bond Amount @ 110%	\$ 195,095.21

I would estimate the completion costs of these outstanding items to be a total of \$ 195,095.21 and would anticipate that this estimate would be valid for one year from this date. A portion of this, being \$16,490.30, will be paid by cashier's check. The remaining amount of 178,604.91 will be covered by a Letter of Credit.

Sincerely,


Mike Schneider



LETTER OF CREDIT NUMBER XXXX

*OK
APPROVED
AS DRAFTED
12/13/17*

ISSUING BANK: _____

Date of Issuance: **December XX, 2017**

Applicant:
Weavers Pond Development Company, LLC

Beneficiary:
The Town of Zebulon
1003 N. Arendell Avenue,
Zebulon, NC 27597

Amount: **One Hundred Seventy Eight Thousand, Six Hundred Four and 91/100 U.S. Dollars (US\$178,604.91)**

Expiry Date: December XX, 2018

Place of Expiration: Counters of Issuing Bank

We hereby establish our Irrevocable Standby Letter of Credit Number XXXX, inclusive of the Weavers Pond Phase 3B-1 Completion Bond estimate prepared by Piedmont Land Design and dated November 27, 2017 attached hereto as **Attachment A** and hereinafter referenced as "Attachment A", hereby establishes our Irrevocable Letter of Credit XXXX in favor of Beneficiary for the account of the Applicant in the amount of **One Hundred Seventy Eight Thousand, Six Hundred Four and 91/100 U.S. Dollars (US\$178,604.91)**, available by your draft or drafts drawn on us, payable at sight for any sum of money not to exceed a total of the Amount referenced above, which is available immediately and remaining in full force and effect until expiring, when accompanied by this Letter of Credit along with Beneficiary's signed statement reading:

"We hereby certify that Weavers Pond Development Company, LLC has not completed the installation of **final asphalt layer, sidewalks, handicap ramps, striping, and sediment basin conversion to BMP** as more particularly set forth in Attachment A to Letter of Credit Number XXXX, and the Phase 3B-1 plans as approved by the Town of Zebulon for Weavers Pond Subdivision."

Such statement shall be conclusive as to such matters and we will accept such statement as binding and correct without having to investigate or having to be responsible for the accuracy, truthfulness or validity thereof or any part thereof and notwithstanding the claim of any person to the contrary.

All drafts must reference the Number and Date of Issuance of this Letter of Credit.

We hereby agree that all Drafts drawn under and in compliance with the terms of this Letter of Credit will be duly honored upon presentation and delivery to:

North State Bank
Credit Administration Department
6200 Falls of Neuse Road
Raleigh, North Carolina 27609

It is a condition of this Letter of Credit that it shall expire on the Expiry Date listed above, provided it will be deemed automatically extended without amendment for one (1) year from the present or any future expiration date of this Letter of Credit unless at least sixty (60) days prior to the then current expiration date we notify the Beneficiary by registered letter or other receipted means of postal delivery that we elect not to consider this Letter of Credit renewed for such additional period. If such notice is given, then during such notice period (i.e. the sixty (60) day period commencing on the date of such notice and ending with the then applicable expiration date of this Letter of Credit), this Letter of Credit shall remain in full force and effect and Beneficiary may draw up to the full amount of the sum when accompanied by the statement described above.

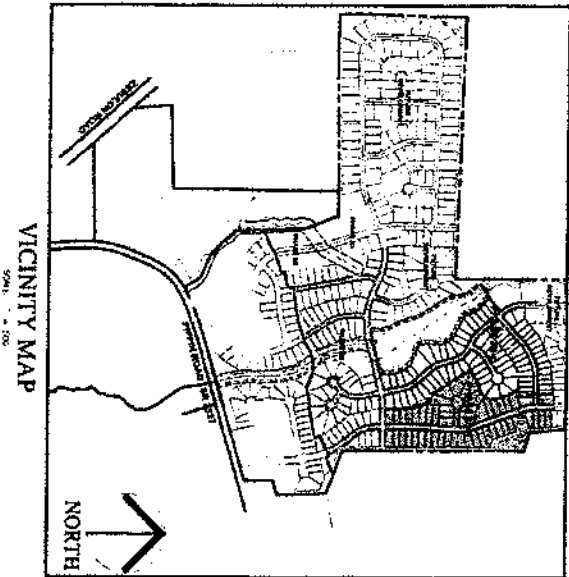
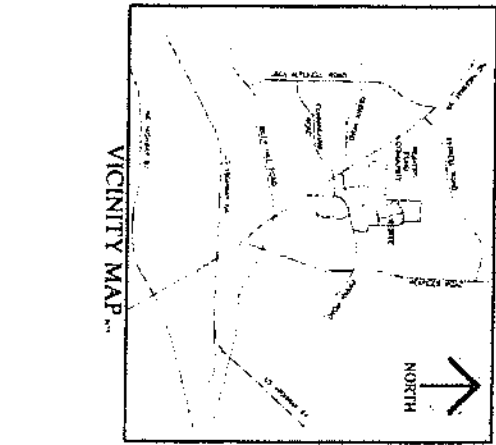
This Letter of Credit is subject to the International Standby Practices 1998 (ISP98), International Chamber of Commerce Publication No. 590.

Sincerely,

LOD
AK
AS
Submittal
12/13/17

WEAVERS POND PHASE 3B-1 AS-BUILT PLANS

ZEBULON, NORTH CAROLINA
 WAKE COUNTY



SUBMISSION PLAN INFORMATION

1. PROJECT NAME	WEAVERS POND PHASE 3B-1
2. SHEET NUMBER	21
3. TOTAL SHEETS	21
4. DATE	12/13/17
5. PROJECT TYPE	AS-BUILT
6. PROJECT LOCATION	ZEBULON, NORTH CAROLINA
7. PROJECT OWNER	WAKE COUNTY
8. PROJECT CONTACT	WAKE COUNTY
9. PROJECT ADDRESS	11111 WAKE COUNTY ROAD
10. PROJECT CITY	ZEBULON, NC 27597
11. PROJECT STATE	NC
12. PROJECT COUNTY	WAKE COUNTY
13. PROJECT ZIP	27597
14. PROJECT PHONE	919.850.1234
15. PROJECT FAX	919.850.1234
16. PROJECT EMAIL	WEAVERS@WAKECOUNTY.GOV
17. PROJECT WEBSITE	WWW.WAKECOUNTY.GOV
18. PROJECT SOCIAL MEDIA	WWW.WAKECOUNTY.GOV
19. PROJECT NOTES	SEE SHEET 21 FOR NOTES
20. PROJECT COMMENTS	SEE SHEET 21 FOR COMMENTS

DRAWING INDEX

- 1. COVER SHEET
- 2. GENERAL NOTES
- 3. SITE PLAN
- 4. UTILITY PLAN
- 5. CONSTRUCTION PLAN
- 6. AS-BUILT PLAN
- 7. FINISH PLAN
- 8. EROSION CONTROL PLAN
- 9. LANDSCAPE PLAN
- 10. SIGNAGE PLAN
- 11. LIGHTING PLAN
- 12. FENCE PLAN
- 13. SECURITY PLAN
- 14. PAVEMENT PLAN
- 15. DRAINAGE PLAN
- 16. IRRIGATION PLAN
- 17. FERTILIZATION PLAN
- 18. PEST CONTROL PLAN
- 19. MAINTENANCE PLAN
- 20. OPERATIONAL PLAN



PROFESSIONAL LAND DESIGN, LLC
 11111 WAKE COUNTY ROAD
 ZEBULON, NC 27597
 PHONE: 919.850.1234
 FAX: 919.850.1234
 WWW.PLDDESIGN.COM



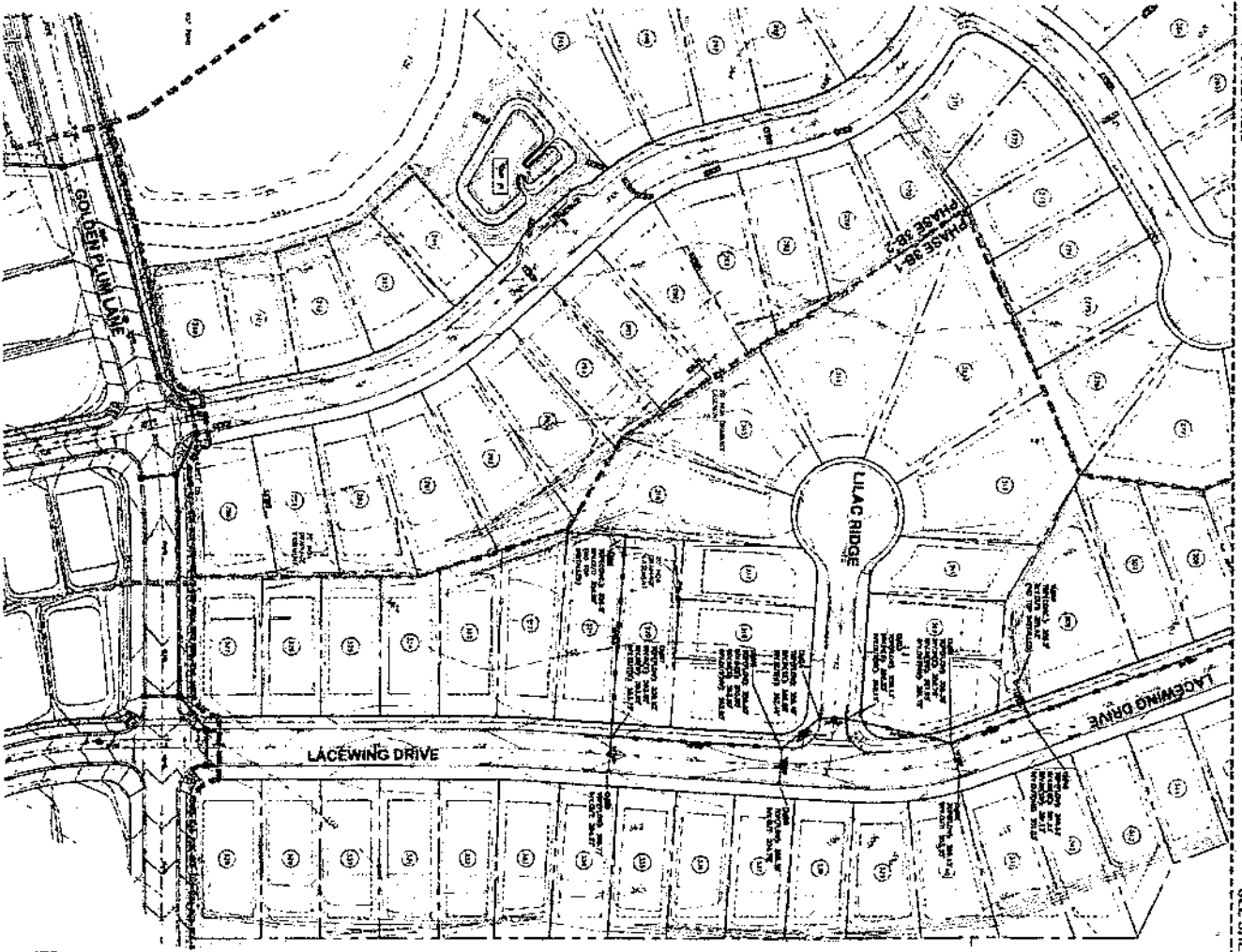
**WEAVERS POND - PHASE 3B-1
 AS-BUILT PLAN**

ZEBULON, NORTH CAROLINA

ISSUED: 04 DEC 2017
 REVISIONS:

DRAWN BY: MGS
 CHECKED BY: JNK
 PROJECT: FROWNSHAG
 COVER SHEET

DWG NO. AB.1



SEE SHEET AB.3

SEE SHEET AB.3



DWG NO. AB.2

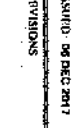
PROJECT: FIDWYNSAB
 CLIENT: JAC
 GRADING AND DRAINAGE PLAN
 SHEET 1 OF 2

ISSUED: 06 DEC 2017

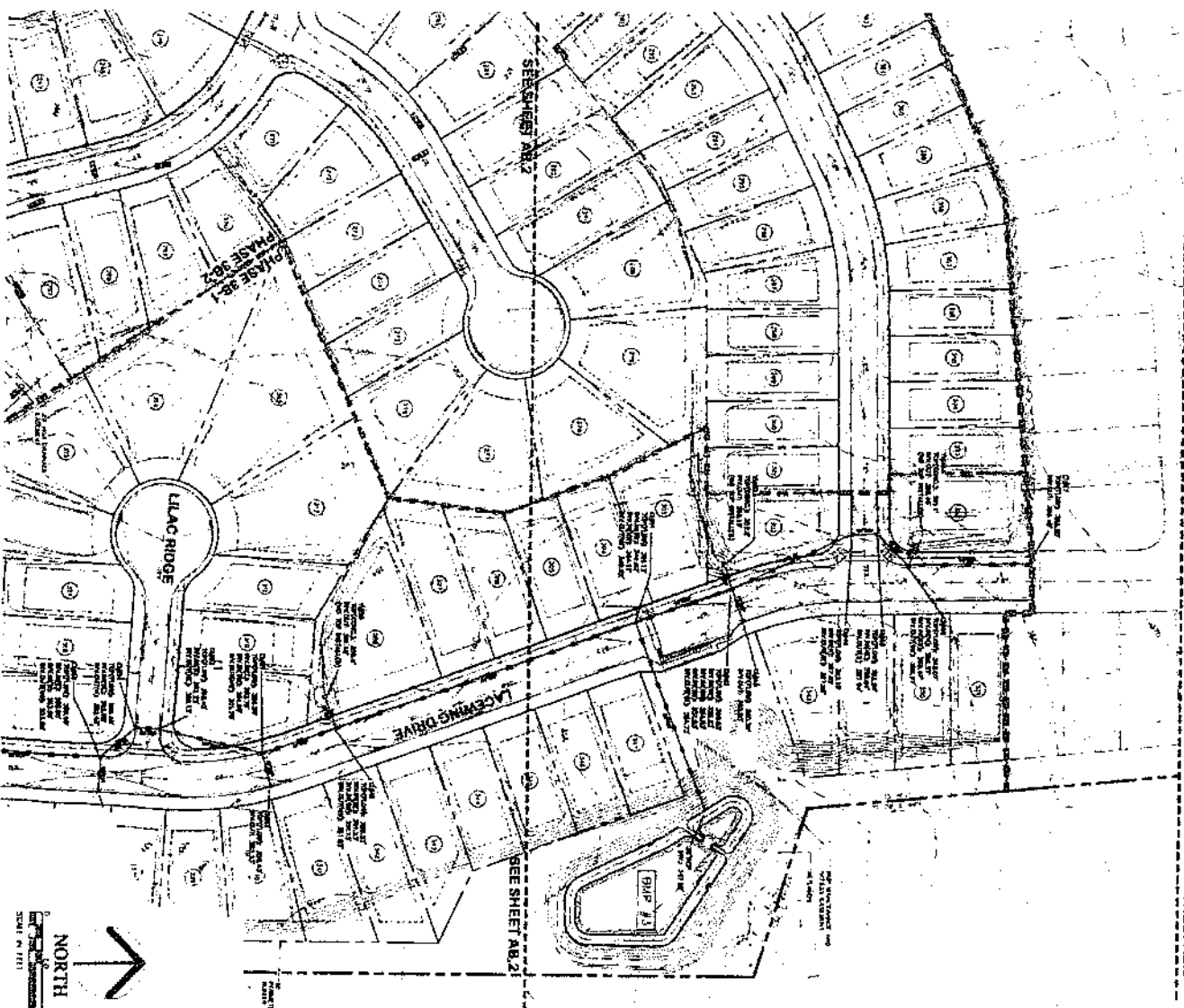
REVISIONS

**WEAVERS POND - PHASE 3B-1
 AS-BUILT PLAN**

ZEBULON, NORTH CAROLINA



PLD
 PERICENT LAND DESIGN, LLC
 4601-404 5th Street, Suite 100
 Zebulon, NC 27592
 Phone: 919.286.1111
 Fax: 919.286.1112



SEE SHEET AB.3

SEE SHEET AB.3

PLD

PROFESSIONAL LAND DESIGN, LLP
 1100 WEST GARDEN DRIVE, SUITE 100
 ZEBULON, NORTH CAROLINA 27050
 PHONE: 771-2300 FAX: 771-2301
 WWW.PLDDESIGN.COM



**WEAVERS POND - PHASE 3B-1
 AS-BUILT PLAN**

ZEBULON, NORTH CAROLINA

ISSUED: 08 DEC 2017
 REVISIONS:

DATE: 08 DEC 2017
 SCALE: AS SHOWN
 NORTH

PROJECT: FIDUCY-348
 GRADING AND DRAINAGE PLAN
 SHEET 2 OF 2

DWG NO: AB.3

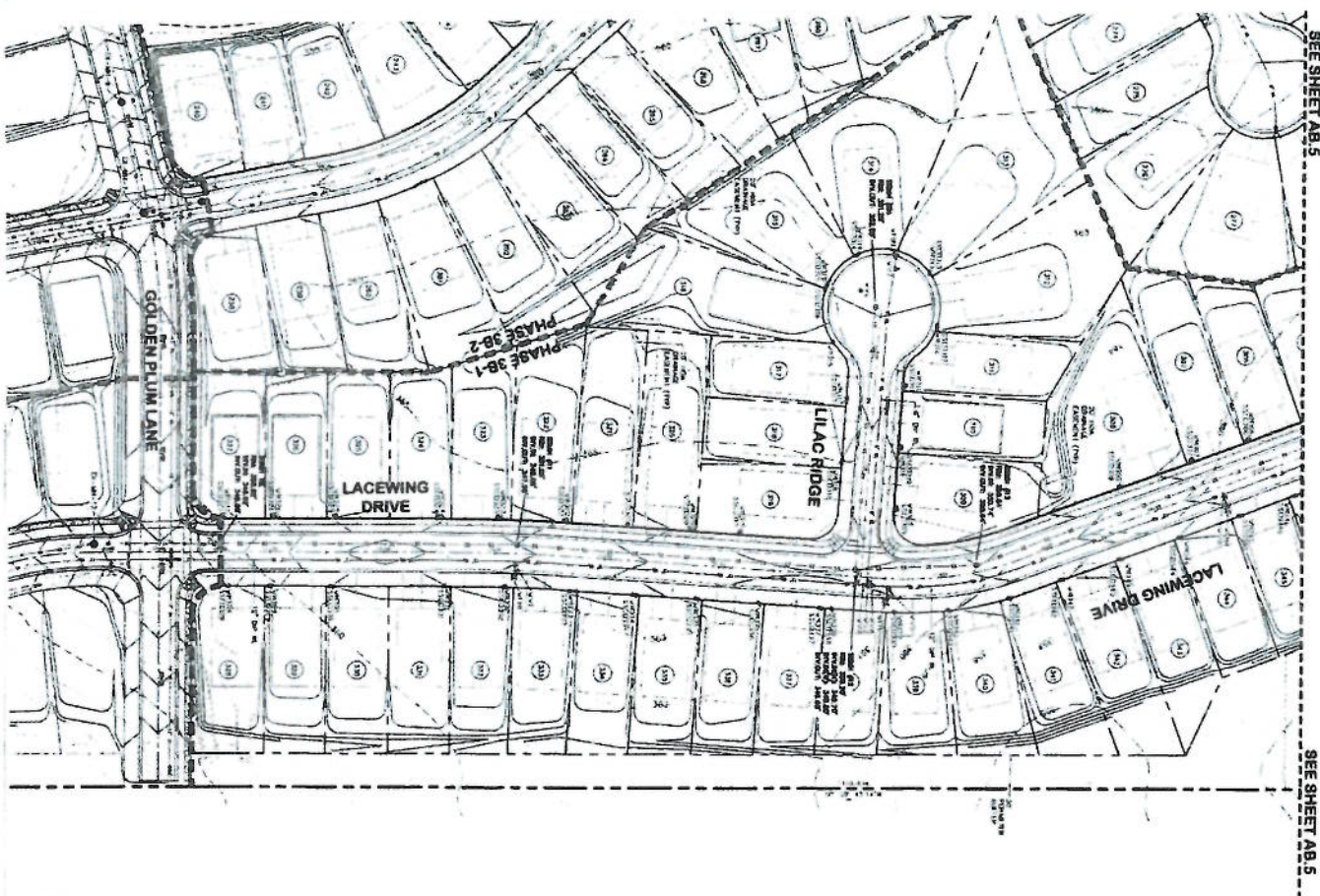
AS BUILT

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	PRICE	TOTAL
1	ASPHALT DRIVE	100	LINEAL FEET	10.00	1000.00
2	CONCRETE DRIVE	50	LINEAL FEET	15.00	750.00
3	GRAVEL DRIVE	200	LINEAL FEET	2.00	400.00
4	CONCRETE DRIVE	100	LINEAL FEET	10.00	1000.00
5	GRAVEL DRIVE	100	LINEAL FEET	2.00	200.00
6	CONCRETE DRIVE	50	LINEAL FEET	10.00	500.00
7	GRAVEL DRIVE	100	LINEAL FEET	2.00	200.00
8	CONCRETE DRIVE	50	LINEAL FEET	10.00	500.00
9	GRAVEL DRIVE	100	LINEAL FEET	2.00	200.00
10	CONCRETE DRIVE	50	LINEAL FEET	10.00	500.00
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18	CONCRETE DRIVE	50	LINEAL FEET	10.00	500.00
19	GRAVEL DRIVE	100	LINEAL FEET	2.00	200.00
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22	CONCRETE DRIVE	50	LINEAL FEET	10.00	500.00
23	GRAVEL DRIVE	100	LINEAL FEET	2.00	200.00
24	CONCRETE DRIVE	50	LINEAL FEET	10.00	500.00
25	GRAVEL DRIVE	100	LINEAL FEET	2.00	200.00
26	CONCRETE DRIVE	50	LINEAL FEET	10.00	500.00
27	GRAVEL DRIVE	100	LINEAL FEET	2.00	200.00
28	CONCRETE DRIVE	50	LINEAL FEET	10.00	500.00
29	GRAVEL DRIVE	100	LINEAL FEET	2.00	200.00
30	CONCRETE DRIVE	50	LINEAL FEET	10.00	500.00
31	GRAVEL DRIVE	100	LINEAL FEET	2.00	200.00
32	CONCRETE DRIVE	50	LINEAL FEET	10.00	500.00
33	GRAVEL DRIVE	100	LINEAL FEET	2.00	200.00
34	CONCRETE DRIVE	50	LINEAL FEET	10.00	500.00
35	GRAVEL DRIVE	100	LINEAL FEET	2.00	200.00
36	CONCRETE DRIVE	50	LINEAL FEET	10.00	500.00
37	GRAVEL DRIVE	100	LINEAL FEET	2.00	200.00
38	CONCRETE DRIVE	50	LINEAL FEET	10.00	500.00
39	GRAVEL DRIVE	100	LINEAL FEET	2.00	200.00
40	CONCRETE DRIVE	50	LINEAL FEET	10.00	500.00
41	GRAVEL DRIVE	100	LINEAL FEET	2.00	200.00
42	CONCRETE DRIVE	50	LINEAL FEET	10.00	500.00
43	GRAVEL DRIVE	100	LINEAL FEET	2.00	200.00
44	CONCRETE DRIVE	50	LINEAL FEET	10.00	500.00
45	GRAVEL DRIVE	100	LINEAL FEET	2.00	200.00
46	CONCRETE DRIVE	50	LINEAL FEET	10.00	500.00
47	GRAVEL DRIVE	100	LINEAL FEET	2.00	200.00
48	CONCRETE DRIVE	50	LINEAL FEET	10.00	500.00
49	GRAVEL DRIVE	100	LINEAL FEET	2.00	200.00
50	CONCRETE DRIVE	50	LINEAL FEET	10.00	500.00

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	PRICE	TOTAL
51	GRAVEL DRIVE	100	LINEAL FEET	2.00	200.00
52	CONCRETE DRIVE	50	LINEAL FEET	10.00	500.00
53	GRAVEL DRIVE	100	LINEAL FEET	2.00	200.00
54	CONCRETE DRIVE	50	LINEAL FEET	10.00	500.00
55	GRAVEL DRIVE	100	LINEAL FEET	2.00	200.00
56	CONCRETE DRIVE	50	LINEAL FEET	10.00	500.00
57	GRAVEL DRIVE	100	LINEAL FEET	2.00	200.00
58	CONCRETE DRIVE	50	LINEAL FEET	10.00	500.00
59	GRAVEL DRIVE	100	LINEAL FEET	2.00	200.00
60	CONCRETE DRIVE	50	LINEAL FEET	10.00	500.00
61	GRAVEL DRIVE	100	LINEAL FEET	2.00	200.00
62	CONCRETE DRIVE	50	LINEAL FEET	10.00	500.00
63	GRAVEL DRIVE	100	LINEAL FEET	2.00	200.00
64	CONCRETE DRIVE	50	LINEAL FEET	10.00	500.00
65	GRAVEL DRIVE	100	LINEAL FEET	2.00	200.00
66	CONCRETE DRIVE	50	LINEAL FEET	10.00	500.00
67	GRAVEL DRIVE	100	LINEAL FEET	2.00	200.00
68	CONCRETE DRIVE	50	LINEAL FEET	10.00	500.00
69	GRAVEL DRIVE	100	LINEAL FEET	2.00	200.00
70	CONCRETE DRIVE	50	LINEAL FEET	10.00	500.00
71	GRAVEL DRIVE	100	LINEAL FEET	2.00	200.00
72	CONCRETE DRIVE	50	LINEAL FEET	10.00	500.00
73	GRAVEL DRIVE	100	LINEAL FEET	2.00	200.00
74	CONCRETE DRIVE	50	LINEAL FEET	10.00	500.00
75	GRAVEL DRIVE	100	LINEAL FEET	2.00	200.00
76	CONCRETE DRIVE	50	LINEAL FEET	10.00	500.00
77	GRAVEL DRIVE	100	LINEAL FEET	2.00	200.00
78	CONCRETE DRIVE	50	LINEAL FEET	10.00	500.00
79	GRAVEL DRIVE	100	LINEAL FEET	2.00	200.00
80	CONCRETE DRIVE	50	LINEAL FEET	10.00	500.00

NOTES:
 1. THIS DRAWING IS FOR INFORMATION ONLY. IT IS NOT TO BE USED FOR CONSTRUCTION.
 2. THE OWNER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
 3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
 4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
 5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.

DATE: 08/21/17
 DRAWN BY: M.A.
 CHECKED BY: J.K.
 PROJECT: FDCWP/AB



SEE SHEET AB.5

SEE SHEET AB.5



DWG NO. AB.4
 UTILITY PLAN
 SHEET 1 OF 2

DESIGNED BY: M.A.
 CHECKED BY: J.K.
 PROJECT: FDCWP/AB

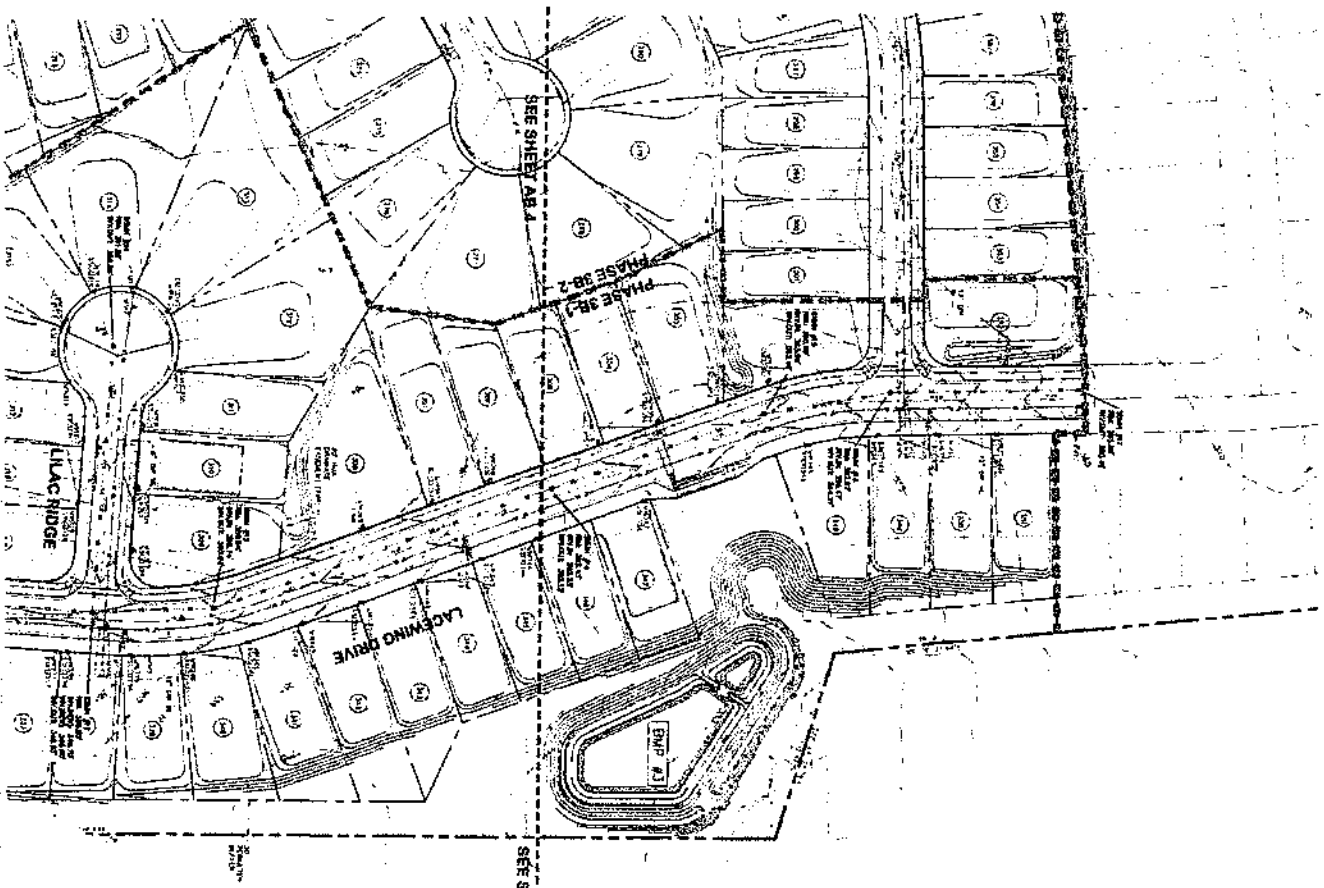
ISSUED: 08 DEC 2017
 REVISIONS:

WEAVERS POND - PHASE 3B-1
 AS-BUILT DRAWINGS

ZEBULON, NORTH CAROLINA



PLD
 PROSPECT LAND DESIGN, LLP
 1100 W. MARKET STREET, SUITE 200
 ZEBULON, NC 27356
 PHONE: 919-284-1100



PLD

PIDMONT LAND DESIGN LLP
 10000 W. WILSON ROAD
 SUITE 200
 WILSON, NC 27158
 PHONE: 704.253.1234
 FAX: 704.253.1235
 WWW.PLDDESIGN.COM

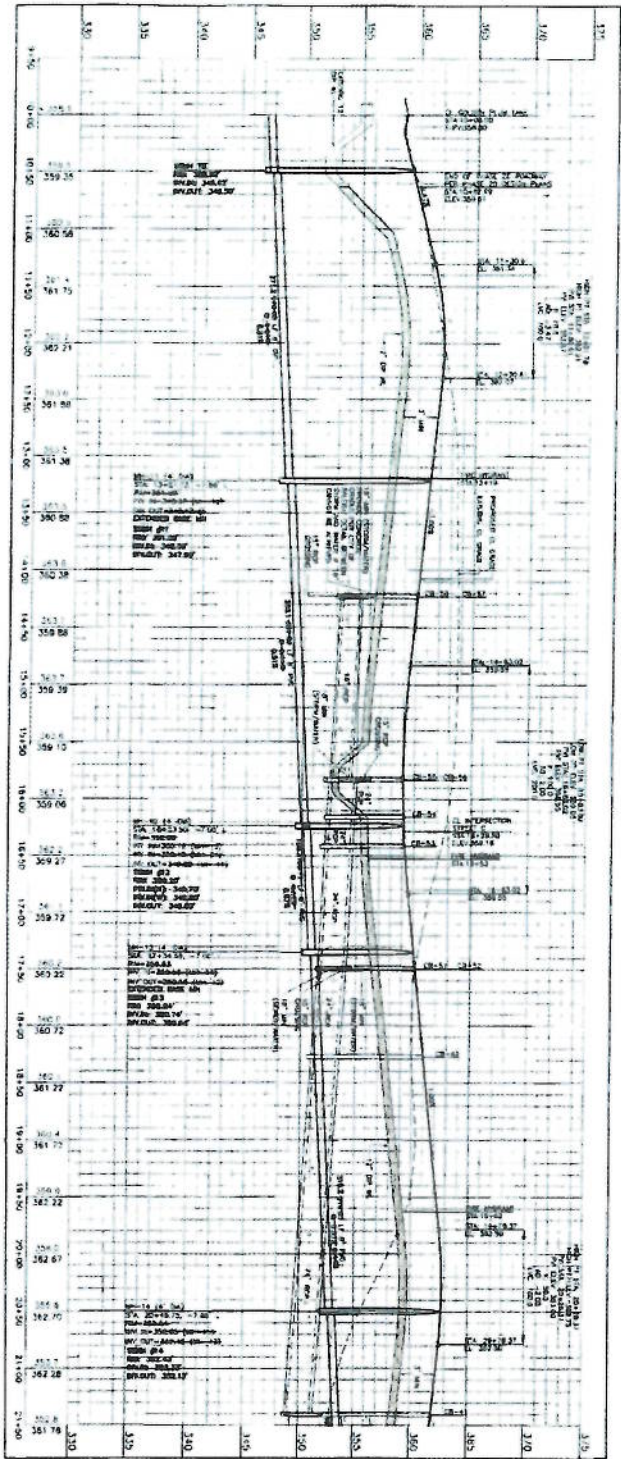
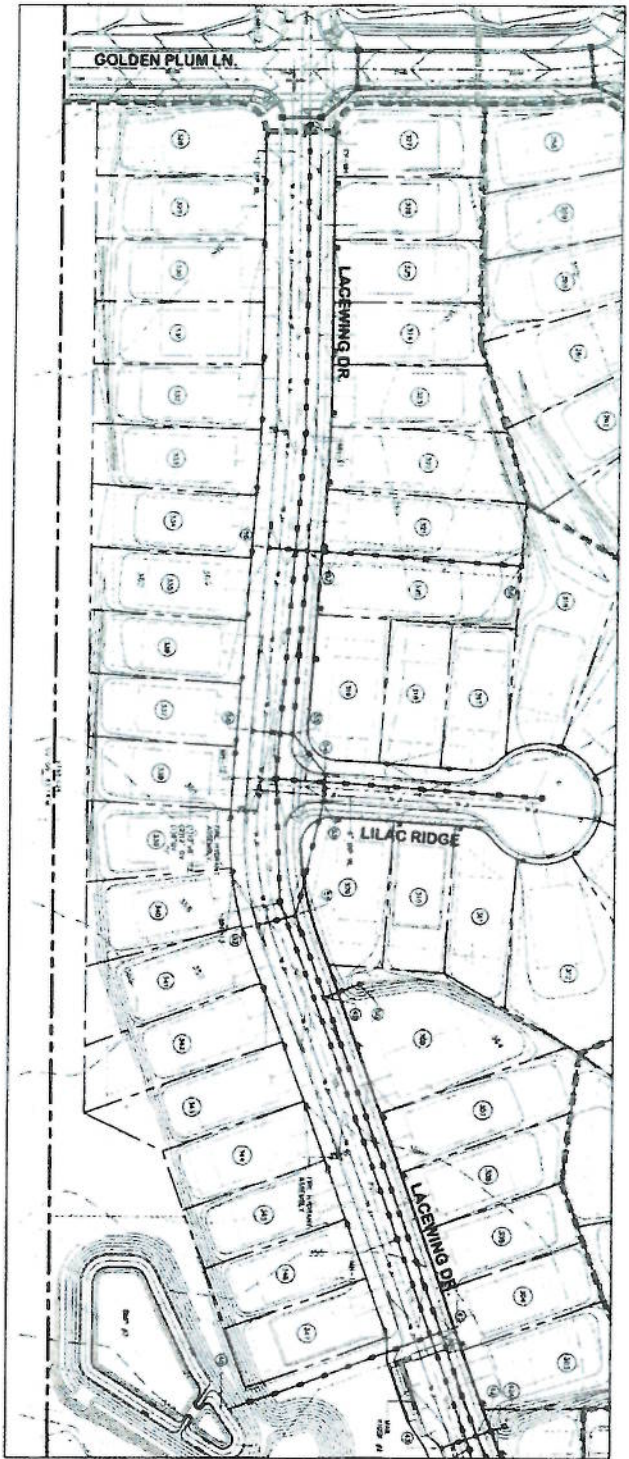


WEAVERS POND - PHASE 3B-1
AS-BUILT DRAWINGS
 ZEBULON, NORTH CAROLINA

ISSUED: 09 DEC 2017
 REVISIONS:

DESIGNED BY: JLN
 CHECKED BY: JLN
 PROJECT: FOOTCARRS
 UTILITY PLAN
 SHEET 2 OF 2

DWG NO. AB.5



PLD

PREEMPT LAND DESIGN, LLP
 1115 SOUTH MAIN STREET, SUITE 200
 ZEBULON, NC 27592
 PHONE: 919-286-1111
 FAX: 919-286-1112



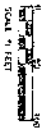
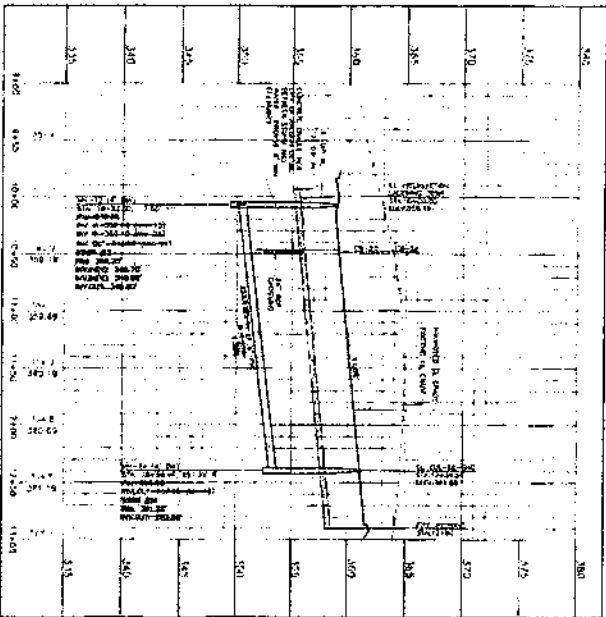
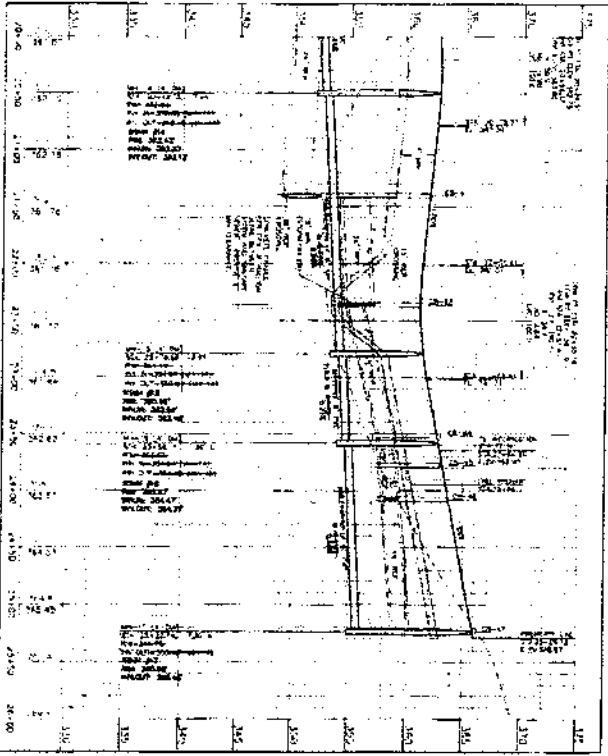
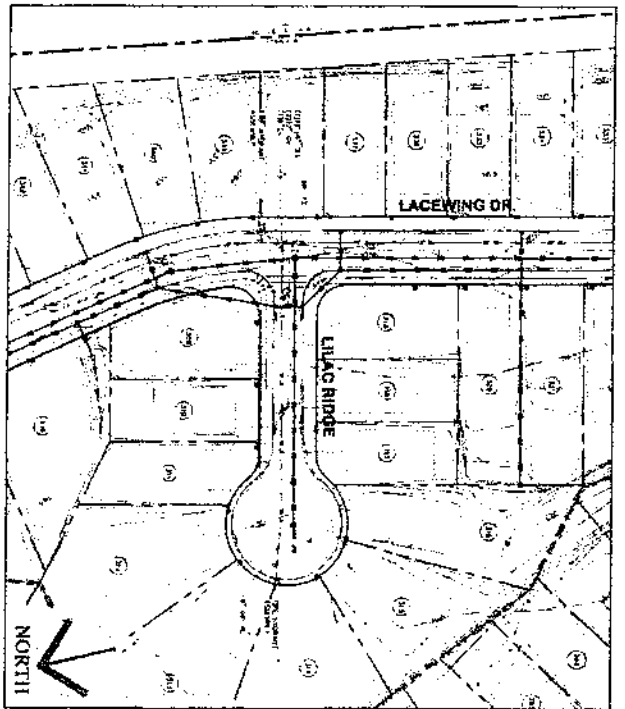
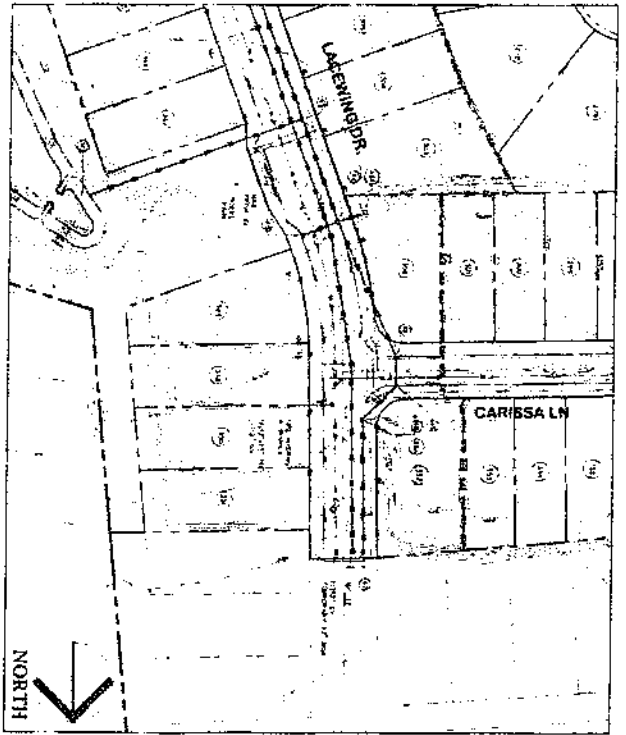
WEAVERS POND - PHASE 3B-1
AS-BUILT DRAWING
 ZEBULON, NORTH CAROLINA

ISSUED: 06 DEC 2017
 REVISIONS:

DRAWN BY: J.M.
 CHECKED BY: J.M.
 PROJECT: F0000000

LACEWING DRIVE
PLAN & PROFILE

DWG. NO. **AB.6**



DRAWN BY: M.A.S.
 CHECKED BY: J.R.
 PROJECT: FCDWPMAB
 LACEWING DRIVE
 AND
 STREET C
 PLAN & PROFILE
 DWG NO. AB.7

ISSUED: 06 DECEMBER
 REVISIONS:

WEAVERS POND - PHASE 38-1
AS-BUILT DRAWING
 ZEBULON, NORTH CAROLINA



PLD
 PERROWE LAND DESIGN, LLP
 10000 WOODBURN ROAD, SUITE 100
 ZEBULON, NC 27356
 TEL: 919.286.1111
 FAX: 919.286.1112
 WWW.PLDDESIGN.COM



Geotechnical and Construction Materials Testing Services

December 11, 2017

✓ Approved As Submitted 12/13/17

Weavers Pond Development, LLC
4020 Wake Forest Road, Suite 306
Raleigh, NC 27609

Reference: Phase 3B Roadway Amended Certification
Weavers Pond Phase 3B
Zebulon, North Carolina
GeoTechnologies Project No. 1-17-0068-CA

Dear Sir:

GeoTechnologies, Inc. has been providing the construction testing services for the Weavers Pond Subdivision - Phase 3B project located in Zebulon, North Carolina. Our services included inspections and testing for the roadways within the subdivision.

Subgrade conditions were evaluated by proofrolling with a tandem axle dump truck and probing with a one-half inch steel probe rod. During the proofroll our representative noted movement. Geo Technologies observed recommended repairs on a full time basis, and in-place density testing was performed on the sub grade soils. Based upon the results of our testing the sub grade soils were compacted to a minimum of 100 percent compaction (ASTM D-698).

The aggregate base course was tested by our field representatives and was found to conform to the specified density requirements with compaction exceeding the density of 100% compaction (ASTM D-1557). The CABC stone thickness exceeded 8" plus at all test locations on the sub divisions roads. The CABC was also proof rolled with a tandem axle dump truck. No movement was noted.

Geo Technologies representatives returned to the site to obtain 7 each, 6" asphalt core samples, within Phase 3B of the sub division. Locations were determined by using the NCDOT random sampling guidelines for verification of pavement thickness and density. The RS 9.5B was placed on the sub division road, and was placed in 1 lift. Thickness of the core samples ranged from 2.50 inches to 1.125 inches with an average thickness of 1.86 inches. Density of the RS 9.5B core samples ranged from 89.7% to 93.3% with an average density of 92.0%. The required average compaction of RS 9.5B is 92% compaction. Asphalt mix design was provided by the paving contractor. The summary of the asphalt core results and a copy of the asphalt mix design data are attached to this letter.

As requested, GeoTechnologies, Inc. resampled the asphalt adjacent to core location number 6. New cores (6A & 6B) were cut within ten feet of the initial core (6).


It is our understanding that the area adjacent to cores number 6, 6A, and 6B will be milled at a future date and re-paved. Additional cores will be obtained after new pavement is put down.

GeoTechnologies appreciates that opportunity to be of service on this project. Please do not hesitate to contact us if you have any questions regarding this submittal.

Sincerely,

GeoTechnologies, Inc.


Allen K. Henry
Asst. Manager of Construction Services


Mark R. Potratz, P.E.
NC Registration No. 25955

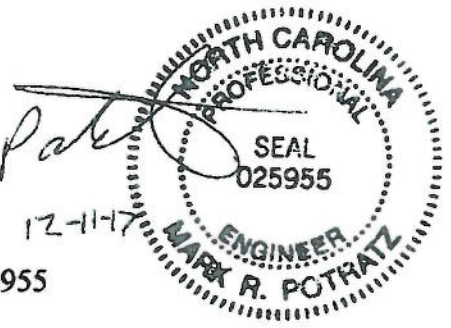


Table 1
Asphalt Thickness And Density Measurements
Weavers Pond - Phase 3B
Zebulon, NC

Geotechnologies Project No.: 1-17-0068-CA

Core #	Mix Type	Dry Weight	Weight In Water	SSD Weight	Volume	Specific Gravity	Rice	Percent Compaction	Thickness (in.)
1	RS 9.5B	2294.8	1274.0	2296.3	1022.3	2.245	2.420	92.8	2.50
2	RS 9.5B	1750.7	972.5	1752.2	779.7	2.245	2.420	92.8	1.875
3	RS 9.5B	1880.8	1036.7	1882.3	845.6	2.224	2.420	91.9	2.00
4	RS 9.5B	2175.0	1207.7	2176.4	968.7	2.245	2.420	92.8	2.25
5	RS 9.5B	1663.9	928.1	1665.2	737.1	2.257	2.420	93.3	1.75
6	RS 9.5B	1106.7	600.5	1110.0	509.5	2.172	2.420	89.8	1.25
6A	RS 9.5B	1293.9	713.5	1296.6	583.1	2.219	2.420	91.7	1.50
6B	RS 9.5B	983.9	532.1	985.5	453.4	2.170	2.420	89.7	1.125
7	RS 9.5B	2382.6	1326.6	2384.1	1057.5	2.253	2.420	93.1	2.50
Average RS 9.5B								92.0	1.86

Note: The required average compaction for RS 9.5B is 92%.

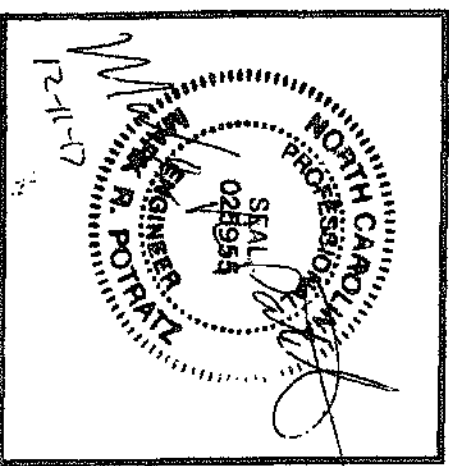
Roadway Certification Data

Station	Subgrade		Stone		Core #	Type	Asphalt	
	Density*		Density**	Thickness			Density***	Thickness
Subgrade-Sub Division Rds	proofrolled				1	RS 9.5B	92.8%	2.5
Subgrade-Sub Division Rds	100+				2	RS 9.5B	92.8%	1.875
					3	RS 9.5B	91.9%	2
					4	RS 9.5B	92.8%	2.25
					5	RS 9.5B	93.3%	1.75
					6	RS 9.5B	89.8%	1.25
					6A	RS 9.5B	91.7%	1.5
					6B	RS 9.5B	89.7%	1.125
					7	RS 9.5B	93.1%	2.5
CABC-S/D Lacewing Drive	proofrolled		100+	8				
CABC-S/D Lacewing Drive	proofrolled		100+	9.5				
CABC-S/D Lacewing Drive	proofrolled		100+	8				
CABC-S/D Lacewing Drive	proofrolled		100+	8				
CABC-S/D Street C	proofrolled		100+	8				

January 2012 NCDOT Standard Specifications for Roads and Structures

- *In accordance with Article 500-2c
- **In accordance with Article 520-9
- ***In accordance with Article 609-9(D)2,3

Attach a diagram of the roadway layout and indicate core locations.



Professional Engineer Seal



*LEAD
APPROVED
AS SUBMITTED
12/15/17*

**To: Whom It May Concern,
Job Name: Weavers Pond III**

12/04/2017

May This Letter **Confirm** that Playground Safety Services Furnished, Delivered and Installed The IPEMA Certified Engineered Wood Fiber In Accordance with the Following Specifications Certified by TUD-SUD America and the Information Listed Below:

- ASTM-2075-15 – Conformance of Specifications for Engineered Wood Fiber Under and Around the Use Zone of Public Play Equipment.
- ASTM F1292-17 – Standard for Impaction Attenuation – Engineered Wood Fiber
- ASTM F1951-14 – Standard for Determining the Accessibility of Surface Systems Under and Around Playground Equipment – (Wheelchair Accessibility)

PSSI follows Manufacturers Recommendations In Regards to the Installation of the Engineered Wood Fiber Material Which Includes But Not Limited To:

- The Sub-Grade Compaction, Slope of No More Than 2% and Adequate Drainage
- Gravel and/or Landscape Fabric Were Determined By Site Conditions and Installed As Needed
- Engineered Wood Fiber Material Will Be Installed In 4" Layers – Wet Down and Compacted for Firmness

I **Confirm** that the Engineered Wood Fiber Was Installed at the Correct Depth and Meets the Requirements of the 3 Standards Listed Above

Sincerely,

Roger D Davis - President

Signature & Title

6/21/2017

Date



INTERNATIONAL
PLAY EQUIPMENT
MANUFACTURERS
ASSOCIATION



IPEMA ASTM F1292-13 (SECTION 4.2) CERTIFICATE OF COMPLIANCE

ISSUE DATE: December 04, 2017

Requested By: Roger Davis

Project: Weavers Pond III

In the interest of public playground safety, IPEMA provides a third party certification service whereby TÜV SÜD America validates a manufacturer's certification of conformance to ASTM F1292 8 Standard Specification for Impact Attenuation of Surfacing Materials Within the Use Zone of Playground Equipment Standard, Section 4.2, Performance Criterion.

The manufacturers listed below have received written validation from TÜV SÜD America that the products listed conform with the requirements of ASTM F1292-13, Section 4.2.

The validation is made by testing at the specified fall height rating requested by the manufacturer, based upon its experience and knowledge of its products, instead of the "critical fall height" used in ASTM F1292 8. TÜV SÜD America validates that the impact attenuating performance criterion specified by ASTM F1292 8 (Section 4.2) has been met or exceeded.

PRODUCT	PRODUCT LINE	THK/HT	MANUFACTURER	DESCRIPTION
15698	SoftOne	12" / 12'	PalletOne of NC	SoftOne Playground



IPEMA ASTM F2075-15 CERTIFICATE OF COMPLIANCE

ISSUE DATE: December 04, 2017

Requested By: Roger Davis

Project: Weavers Pond III

In the interest of public playground safety, IPEMA provides a third-party certification service whereby TÜV SÜD America validates a manufacturer's certification of conformance to the ASTM F2075-15 Standard Specification For Engineered Wood Fiber for Use as a Playground Safety Surface Under and Around Playground Equipment.

The manufacturer listed below has received written validation from TÜV SÜD America that the product(s) listed conform with the requirements of ASTM F2075-15.

PRODUCT	PRODUCT LINE	THK/HT	MANUFACTURER	DESCRIPTION
15698	SoftOne	12" / 12'	PalletOne of NC	SoftOne Playground



REPORT NUMBER
72112884



America

PREPARED FOR
PALLET ONE, INC
010 26TH ST
BUTNER, NC 27509

ATTENTION
MICHAEL ALLGOOD

PO#
28588

REPORT DATE
MARCH 18,2016

TÜV SÜD America, Inc.
1755 Atlantic Blvd
Auburn Hills, Michigan 48326 USA
Phone: 616.546.4600
Fax: 248.393.6994
www.TUVAmerica.com

TUV SUD America, Inc letters reports and data are for the exclusive use of our customers to whom they are addressed and shall not be reproduced, except in full, without the written approval of the Laboratory. Our letters and reports apply only to those samples tested, and are not necessarily indicative of the qualities of apparent identical or similar products. Samples not destroyed in testing are retained for a maximum of thirty (30) days. The use of the name TUV SUD America, Inc or its Seal or Insignia, are not permitted to be used by the customer on their communications, brochures, advertising, reports or other forms of media without prior written approval. Reported test parameters are generally specified as set points of testing equipment. All documentation and data utilized in the generation of this report are available upon request.



REPORTED / APPROVED BY:

TÜV SÜD America, Inc.

A handwritten signature in black ink, appearing to read 'Joe McGuan'.

Reported by: Joe McGuan, Project Coordinator
CERTIFICATION TEST PROGRAMS

A handwritten signature in black ink, appearing to read 'David Splane'.

Approved by: David Splane, Regional Manager
CERTIFICATION TEST PROGRAMS



PURPOSE

The purpose of this test report is to present the test results obtained during the performance of a test program. This report includes a brief description of the samples presented for test, a list of the documents presented as test instructions, and a summary of the testing performed and the results obtained. Applicable requirements and conclusions are based on the criteria provided by our client, or as specified in the reference document(s).

WORK REQUESTED / REFERENCE DOCUMENT(s)

Perform testing in accordance with ASTM F1951-14, Standard Specification for Determination of Accessibility of Surface Systems Under and Around Playground Equipment.

TEST SEQUENCE

1. Wheelchair work measurement method – straight propulsion with no material on a flat surface with a grade of 7.1%.
2. Wheelchair work measurement method – straight propulsion with material and no grade.
3. Wheelchair work measurement method – turning 90° with no material on a flat surface with a grade of 7.1%.
4. Wheelchair work measurement method – turning 90° with material and no grade.

Testing was performed March 18, 2016.

SAMPLE DESCRIPTION

PALLET ONE, INC submitted approximately 60 cubic feet of loose fill wood material, identified as SoftOne.



TESTING PERFORMED

ACCESSIBILITY OF SURFACE SYSTEMS

Procedure

Sample material, SoftOne, was installed in TÜV SÜD America, Inc.'s test fixture in four inch increments, and tamped using a 10 inch X 10 inch hand tamper, until a depth of 12 inches was achieved. The sample material was tested, propelling the wheelchair with four even propulsion strokes, per trial, across the material 5.56 feet, within eight seconds. This process was repeated five times for each test, (straight and 90° turn propulsions).

Per ASTM F1951-14, section 5.1, no additional compaction or modification occurred between propulsion trials. Installation instructions were not provided by the manufacturer.

Results

The average work force over one foot, in pound force-inch values, for straight propulsion and for turning with material surface in place, shall be less than the average work per foot values for straight propulsion and for turning, respectively, on a hard, smooth, surface with a grade of $7.1\% \pm 2\%$ (1:14).

Discard the high and low work per foot values and average the remaining three trials to determine the average work per foot required to negotiate the test surface and the hard, smooth surface with a grade of $7.1\% \pm 2\%$ (1:14).

Conclusion

The average work force over one foot, in pound force-inch values, measured lower when propelling the wheelchair over the SoftOne sample material than when propelling the wheelchair over a flat surface with a grade of 7.1%.

The material met the requirements of ASTM F1951-14.

Sample Disposition

The sample material will be retained by TÜV SÜD America, Inc., for fifteen (15) days, then disposed of at the discretion of TÜV SÜD America, Inc., unless otherwise requested by Pallet One Inc..



TEST EQUIPMENT

TÜV SÜD America, Inc.'s calibration system meets the requirements of ISO 17025.

TÜV ID	Description	Manufacturer	Model	Calibration Due
PLYP00043	Signal Conditioner	Daytronics	3370	04/16
PLYP00047	Reaction Torque Sensor	Lebow	2110220500	04/16
PLYP00015	Digital Protractor	Mitutoyo	Pro 360	05/16
PLYP00151	Wheelchair	Quickie	Q2	NCR
PLYP00084	Penetration Thermocouple	Omega	K Type	12/15
PLYP00068	Digital Thermometer	Omega	HH11	12/15
PLYP00152	Accessibility Fixture	DTL	N/A	NCR
PLYP00136	Balance	Toledo Scale	4181	10/16
PLYP00145	Air Pressure Gauge	Westward	2HKX9	04/16
PLYP00071	Thermohygrometer	Extech Instruments	445702	12/15
PLYP00114	Tape Measure	Stanley	25ft. (7.6m) LeverLock	12/16

NCR – No Calibration Required

REMARKS

- Per ASTM F1951-14, section 7.1.2 Test Wheelchair Rider; a 165 + 11, -4.4lb test wheelchair rider shall propel the wheelchair during testing. The rider's weight was measured at 187 pounds prior to testing.
 - The wheelchair rider weight was 187 pounds, which combined with the wheelchair for a total of 235.7 pounds.

Per section 7.1.3 Weight of Total System - The total weight of the wheelchair Rider System, including any distance measurement or data acquisition equipment residing on the wheelchair shall be a minimum of 187.2 lb and a maximum of 255 lb.



Test Date: 3/18/2016		Surface Temperature: 23.5°C
Project No.: 72112884		Ambient Temperature: 23.8°C
Customer: Pallet One, Inc.		Ambient Humidity: 27%
Product Brand Name: SoftOne		
Run #	No Material (work per foot) (lbf-in)	With Material (work per foot) (lbf-in)
Straight Run 1:	124.375	91.1603
Straight Run 2:	119.464	89.7552
Straight Run 3:	120.587	88.9977
Straight Run 4:	120.554	83.4749
Straight Run 5:	123.298	84.7232
Average:	121.48	87.8254
Turn Run 1:	168.719	140.695
Turn Run 2:	172.251	135.592
Turn Run 3:	170.007	133.527
Turn Run 4:	174.16	122.595
Turn Run 5:	179.753	124.967
Average:	173.167	131.362

Results are specific to the samples described above.

Wheelchair Rider Weight: 176 Lbs.
Wheelchair tire pressures checked / Confirmed: **X** Yes



Engineer's Certified Statement of Cost of Utilities Installed

*✓ LED
11/20/17
Approved
AS
Submitted*

The City of Raleigh has asked for a certified statement as to the quantities and cost of public utilities that have been installed for;

Weavers Pond Phase 3B-1

Public Sewer

1,385 lf 8" PVC @ \$25.00/lf = \$34,625.00

1179 Lf 8" DIP @ \$32.00/lf = \$37,728.00

Public Water

2,000 lf 12" DIP @ \$41.00/lf = \$82,000.00

360 lf 8" DIP @ \$30.00/lf = \$10,800.00

439 lf 6" DIP @ \$26.00/lf = \$11,414.00

Signature 

Registration No. 030952

Date: 10/27/17

COPY

TOWN OF ZEBULON PLANNING DEPARTMENT

1003 N. Arendell Avenue
Zebulon, NC 27597
(919) 269-7455
(919) 269-6200 (fax)
www.townofzebulon.org



Date: 12/7/2017
Prepared by: JES
Invoice No. : 2018-0230

INVOICE

Qty	Description	Unit Price	Total
	Utility Fees		
	Code 41		\$ -
	Code 42		\$ -
	Code 43		\$ -
	Code 45		\$ -
	Code 47		\$ -
	Code 48		\$ -
	Inspection Fees		
	Code 46		\$ 4,798.00
	Code 47		\$ 1,720.00
	Code 99		\$ -
	Transportation Impact Fees		
	Code 44		\$ -
	Zoning Fees		
	Code 40		\$ -
	Case Fees		
	Code 40		\$ 655.00
	Development Fees		
	Code 78		\$ -
	Code 79		\$ -
	Code 65		\$ 2,973.51
	Residential Permitting Fees		
	Code 40		\$ -
	Code 76		\$ -
	Non-Residential Permitting Fees		
	Code 40		\$ -
	Code 76		\$ -
	Other Fees		
1	Duke Energy - Street Lights	\$8,362.05	\$ 8,362.05
			\$ -
			\$ -
			\$ -
			\$ -
	Detailed Fee Calculations Available Upon Request		

Building Permit: **PR 2018-03**
Applicant Owner: Weaver's Pond Development Co
Contact Number: 919.604.1928
Development Subdivision: Weaver's Pond
Lot Number: Plat Review Phase 3B-1
Physical Address: Lacewing Drive
PIN: 1797 80 1099

SubTotal	\$	18,508.56
Shipping & Handling		
Taxes		
TOTAL	\$	18,508.56

PAID

Checks Made Payable to the Town of Zebulon

ER *[Signature]*

WEAVERS POND DEVELOPMENT CO LLC
9407 BARTONS CREEK ROAD
RALEIGH, NC 27815

2530

66 1235 531

DATE 12-13-17

ON CHECK MARK

PAY TO THE ORDER OF Town of Zebulon

\$ 18,508 56

eighteen thousand five hundred eight & 56/100

DOLLARS

COMMERCIAL ANALYSIS

NORTH STATE BANK

Raleigh, NC 27609

FOR DEPOSIT ONLY 2018-0230

Jan R. Strick

COPY

RESOLUTION 2018-10

**RESOLUTION ACCEPTING ROADWAY AND STORM DRAINAGE
INFRASTRUCTURE FOR WEAVERS POND 3B-1**

WHEREAS, Weavers Pond Development, LLC., the developer of Weavers Pond 3B-1, has requested the Town of Zebulon to assume ownership and maintenance of the roadway, and storm drainage infrastructure within public right-of-way or dedicated easements; and

WHEREAS, the Town of Zebulon Public Works Department has inspected said infrastructure; and

WHEREAS, the Town of Zebulon Public Works Director has received all required documentation needed for Dedication and Warranty; and

WHEREAS, the Town of Zebulon has received a site improvements Letter of Credit and Cashier Check for completion of final roadway overlay, sidewalk, handicap ramps, mail kiosk, landscaping and conversion of erosion control basin to storm water BMP; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Town of Zebulon accepts dedication of aforementioned Roadway, and Storm Drainage Infrastructure as described in attached documents.

Adopted this 8th day of January, 2018

Robert S. Matheny—Mayor


SEAL

Lisa M. Markland, CMC—Town Clerk



STAFF REPORT
ORDINANCE 2018-19
AN 2018-02 AUTUMN LAKES
January 8, 2018

Topic: AN 2018-02 Autumn Lakes

Speaker: Julie Spriggs, GISP, Senior Planner
From: Mark Hetrick, Planning Director
Prepared by: Julie Spriggs, GISP, Senior Planner
Approved by:  Joseph M. Moore II, PE, Town Manager

Executive Summary:

The Board of Commissioners will consider the voluntary annexation petition received for approximately 58 acres of land located at 1225 Old Bunn Road (NC PIN: 2706 51 4158).

Background:

At their October 2, 2017, meeting the Board directed the Town Clerk to investigate sufficiency of the voluntary annexation petition received for the proposed area. The Town Clerk investigated the sufficiency of the request and certified sufficiency was met. At their December 4, 2017, meeting the Board set the public hearing for the annexation request. Autumn Lakes received Special Use Permit approval on March 6, 2017. Condition #7 of SU 2017-02 states the development shall be annexed into Town limits prior to any approval for final plats (Attachment 7).

Discussion:

The discussion before the Board is whether or not to annex the proposed area. If the Board is interested in the annexation, a motion should be made to annex the proposed area effective immediately as allowed by GS §160A-31. If the Board is unsure, or not interested in annexing the proposed area, the Board should respectively table the petition or amend SU 2017-02 Autumn Lakes.

Policy Analysis:

Comprehensive Plan

The Comprehensive Plan defines the area as Medium Density Residential (MD) with an overall density of 3 to 4 units per acre. MD includes housing types of single family detached, duplexes, townhomes, and multiple-family dwellings. Based on 4 dwelling units per acre, a request of 58 acres will yield an estimated 232 dwelling units. The 2010 United States Census averages 2.62 persons per household which estimates an increase in the Town's population by 608 people.

Transportation Plan

The Transportation Plan shows Old Bunn Road from Shepard School Road to Karial Court as a 2-lane curb and gutter with wide lanes and sidewalks on both sides of the roadway and a 2-lane road with wide paved shoulders from Karial Court to the Planning Jurisdiction. SU 2017-02 has conditions relating to transportation improvements such as a fee-in-lieu for turn lanes at the intersections of NC 97 and Old Bunn Road, and Old Bunn Road and Shepard School Road. Additional right-of-way will be dedicated along



STAFF REPORT
ORDINANCE 2018-19
AN 2018-02 AUTUMN LAKES
January 8, 2018

Old Bunn Road at the time of final plat, to increase the right-of-way width to a minimum of 100 feet along the development.

Greenway, Bicycle, and Pedestrian Master Plan

The Greenway, Bicycle, and Pedestrian Master Plan (GBPMP) indicates Corridor #2 will cross the subdivision at the northern boundary line. SU 2017-02 has conditions listed for the construction timeline and the trailhead connections in the subdivision.

Parks and Recreation Master Plan

The Town currently does not have a Parks and Recreation Master Plan or a Parks and Recreation component of the Comprehensive Plan, to guide the placement, or assess the needs, of parks and recreation facilities. SU 2017-02 lists conditions for recreation amenities such as private trails, and a playground.

Water and Sewer Allocation Policy

In 2011, the Town's merger agreement with the City of Raleigh was amended to allow 2.2 million gallons per day (MGD) of water and wastewater each, with a growth factor increase of 4% per year. The total requested allocation for SU 2017-02 was 264,000 GPD. Allocation will be handled at the time of final plats for up to 200 dwelling units per final plat.

Fiscal Analysis:

The "Approximate Cost Benefit Analysis" (Attachment 6) for the petition is "positive". A more definitive and accurate reflection of cost and revenue can only occur once the site is fully developed. Capital costs and property tax revenues dedicated towards capital costs are not shown in the analysis.

Staff Recommendation:

Staff recommends approval of Ordinance 2018-19 (AN 2018-02).

Attachments:

1. Voluntary Annexation Petition
2. Deed
3. Statement of Full Development
4. Map of Request Area
5. Certificate of Sufficiency
6. Notice of Public Hearing
7. Approximate Cost Benefit Analysis
8. SU 2017-02 Autumn Lakes
9. Ordinance 2018-19

Date Received: _____

Received By: _____

Annexation Petition Number: _____

TOWN OF ZEBULON PETITION
REQUESTING ANNEXATION


To the Board of Commissioners of the Town of Zebulon, North Carolina:

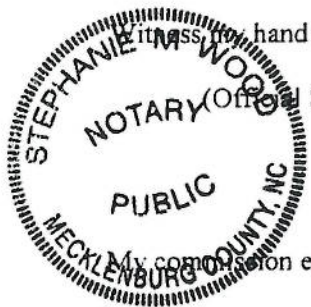
- I/We the **undersigned owner(s)** (If the property is jointly owned, all parties must sign the annexation request below.) of real property respectfully request that the area described in "exhibit A" be annexed to the Town of Zebulon, North Carolina. (If there are not enough spaces on the front, continue name, address, and signature on the back of this form. Proof verifying signature may be required.)
- The area to be annexed into the Town of Zebulon, North Carolina is listed as follows:
1225 Old Bunn Road, Zebulon, NC 27597
 Address of Property
2706514158
 PIN number and/or Real Estate ID number

 The boundaries of such territory are as follows: (**Attach Copy of Deed which contain a Metes & Bounds Description**)
- A map is attached showing the area proposed for annexation in relation to the primary corporate limits of the Town of Zebulon, North Carolina.
- Attached is a statement of the schedule for full development of the property to be annexed, which includes the type, number, and estimated value of planned improvements, if applicable.
- I/We acknowledge that any **zoning vested rights acquired pursuant to G.S. 160A385.1 or G.S. 153A-344.1 must be declared and identified in this petition. A copy of such proof will be attached to this petition.** I/We further acknowledge that failure to declare such rights on this petition shall result in a termination of vested rights previously acquired for the property.

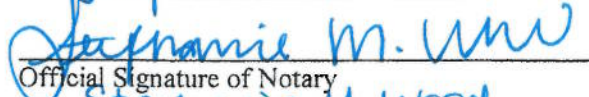
State of NC
Mecklenburg County

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated:

	Name	Address	Signature
1.	<u>David Hensley</u>	<u>3037 Sherman Dr Lancaster, SC 29720</u>	



I, the undersigned, in my hand and official seal, this the 5 day of July, 2017.


Official Signature of Notary
Stephanie M. Wood
Notary's Printed or Typed Name

My commission expires August 5, 2020.

When a petition for annexation is received, the governing body must direct the Clerk to investigate the sufficiency thereof. This means the Clerk has found as a fact that the petition is signed by all owners of real property lying in the area described therein, in accordance with G.S. 160A-31.

Date received: _____

Received By: _____

Annexation Petition Number: _____

TOWN OF ZEBULON PETITION REQUESTING ANNEXATION

To the Board of Commissioners of the Town of Zebulon, North Carolina:

1. I/We the **undersigned owner(s)** (If the property is jointly owned, all parties must sign the annexation request below.) of real property respectfully request that the area described in "exhibit A" be annexed to the Town of Zebulon, North Carolina. (If there are not enough spaces on the front, continue name, address, and signature on the back of this form. Proof verifying signature may be required.)

2. The area to be annexed into the Town of Zebulon, North Carolina is listed as follows:
1225 Old Bunn Road, Zebulon, NC 27597
Address of Property
2706 51 4158
PIN number and/or Real Estate ID number

The boundaries of such territory are as follows: **(Attach Copy of Deed which contain a Metes & Bounds Description)**

3. A map is attached showing the area proposed for annexation in relation to the primary corporate limits of the Town of Zebulon, North Carolina.

4. Attached is a statement of the schedule for full development of the property to be annexed, which includes the type, number, and estimated value of planned improvements, if applicable.

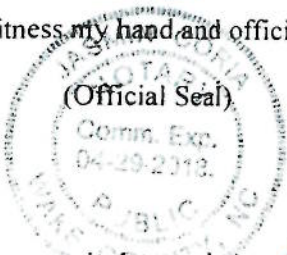
5. I/We acknowledge that any **zoning vested rights acquired pursuant to G.S. 160A385.1 or G.S. 153A-344.1 must be declared and identified in this petition. A copy of such proof will be attached to this petition.** I/We further acknowledge that failure to declare such rights on this petition shall result in a termination of vested rights previously acquired for the property.

State of North Carolina
Wake County

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated:

Name	Address	Signature
1. <u>Kimberly Coley Bunn</u>	<u>504 Parks Valley Rd</u>	<u>Kimberly Coley Bunn</u>
<u>Kimberly Coley Bunn</u>	<u>Zebulon, NC 27597</u>	

Witness my hand and official seal, this the 26 day of October, 2017.



Jasmin Coria
Official Signature of Notary
JASMIN CORIA
Notary's Printed or Typed Name

My commission expires April 29, 2018.

When a petition for annexation is received, the governing body must direct the Clerk to investigate the sufficiency thereof. This means the Clerk has found as a fact that the petition is signed by all owners of real property lying in the area described therein, in accordance with G.S. 160A-31.

Date Received: _____

Received By: _____

Annexation Petition Number: _____

State of NC
Wake County

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated:

Name	Address	Signature
4. Betty B. Donovan	1551 Old Bunn Rd Zebulon, NC 27597	Betty B. Donovan

Witness my hand and official seal, this the 30th day of October, 2017



Gwen Richards
Official Signature of Notary

Gwen Richards
Notary's Printed or Typed Name

My commission expires 11-16, 2021.

State of NC
Wake County

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated:

Name	Address	Signature
5. Edgar Roger Bunn IV	504 Parks Village Rd Zebulon, NC 27597	Edgar Bunn

Witness my hand and official seal, this the 13 day of November, 2017



Lourdes Esteroz
Official Signature of Notary

Lourdes Esteroz
Notary's Printed or Typed Name

My commission expires 2-18, 2020.

When a petition for annexation is received, the governing body must direct the Clerk to investigate the sufficiency thereof. This means the Clerk has found as a fact that the petition is signed by all owners of real property lying in the area described therein, in accordance with G.S. 160A-31.

Date Received: _____

Received By: _____

Annexation Petition Number: _____

State of _____
_____ County

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated:

6.	Name	Address	Signature

Witness my hand and official seal, this the _____ day of _____, 20____.

(Official Seal)

Official Signature of Notary

Notary's Printed or Typed Name

My commission expires _____, 20____.

State of _____
_____ County

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated:

7.	Name	Address	Signature
	<i>Virginia Kemp Bunn</i>	<i>504 Parks Kelley Rd Zebulon, NC 27597</i>	<i>[Signature]</i>

Witness my hand and official seal, this the 13 day of November, 2017.



Lardes Esterson

Official Signature of Notary

Lardes Esterson

Notary's Printed or Typed Name

My commission expires 2-18, 2020.

When a petition for annexation is received, the governing body must direct the Clerk to investigate the sufficiency thereof. This means the Clerk has found as a fact that the petition is signed by all owners of real property lying in the area described therein, in accordance with G.S. 160A-31

BK015227PG00401

WAKE COUNTY, NC 19
LAURA M RIDDICK
REGISTER OF DEEDS
PRESENTED & RECORDED ON
04/15/2013 AT 09:03:01

BOOK:015227 PAGE:00401 - 00404

Prepared by/return to: Gay, Jackson & McNally, L.L.P. / BOX 368

NOTICE: THE POWERS GRANTED BY THIS DOCUMENT ARE BROAD AND SWEEPING. THEY ARE DEFINED IN CHAPTER 32A OF THE NORTH CAROLINA GENERAL STATUTES WHICH EXPRESSLY PERMITS THE USE OF ANY OTHER OR DIFFERENT FORM OF POWER OF ATTORNEY DESIRED BY THE PARTIES CONCERNED.

POWER OF ATTORNEY

I, **Edgar Roger Bunn, IV**, having an address at Zebulon, North Carolina 27597, hereby make, constitute and appoint **Kimberly C. Bunn**, having an address at 504 Parks Village Road, Zebulon, North Carolina 27597, as my attorney-in-fact TO ACT in my name, place and stead in any way which I could do, if I were personally present, with respect to the following matters as each of them is defined in Chapter 32A of the North Carolina General Statutes, to the extent that I am permitted by law to act through an agent:

(DIRECTIONS: Initial the line opposite any one or more of the subdivisions as to which the principal desires to give the attorney-in-fact authority.)

- ERB (1) Real property transactions
- ERB (2) Personal property transactions
- ERB (3) Bond, share, stock, securities and commodity transactions
- ERB (4) Banking transactions
- ERB (5) Safe deposits
- ERB (6) Business operating transactions
- ERB (7) Insurance transactions
- ERB (8) Estate transactions
- ERB (9) Personal relationships and affairs
- ERB (10) Social security and unemployment
- ERB (11) Benefits from military service
- ERB (12) Tax matters
- ERB (13) Employment of agents
- ERB (14) Gifts to charities, and to individuals other than my attorney-in-fact
- ERB (15) Gifts to my attorney-in-fact

I also give my attorney-in-fact full power to appoint another to act as my attorney-in-fact and full power to revoke such appointment

This power of attorney is a durable power of attorney, pursuant to Chapter 32A of the North Carolina General Statutes, and it shall not be affected by my becoming disabled, incompetent or incapacitated or the lapse of time. It is my intent that the authority conferred herein shall be exercisable notwithstanding my physical disability or mental incompetence.

It may be necessary for my attorney-in-fact to have access to my medical records to establish whether medical bills are valid and appropriate or for other purposes. I grant to my attorney-in-fact the authority and power to serve as my personal representative for all purposes of the Health Insurance Portability and Accountability Act of 1996, the regulations in 45 C.F.R. Sec. 160 et seq., and any other applicable federal, state or local laws or regulations (collectively "HIPAA"), including the authority to request, receive, obtain and review, and be granted full and unlimited access to, and consent to the disclosure of complete unredacted copies of any and all health, medical and financial information and any information or records referred to in 45 C.F.R. Sec. 164.501 and regulated by the Standards for Privacy of Individually Identifiable Health Information found in 65 Fed. Reg. 82462 as protected private records or otherwise covered under HIPAA. I understand that health and medical records can include information relating to subjects such as sexually transmitted diseases, acquired immunodeficiency syndrome (AIDS), AIDS-related complex (ARC) and human immunodeficiency virus (HIV), behavioral or mental health services, and treatment for alcohol or drug abuse or addiction. I understand that I may have access to or receive an accounting of the information to be used or disclosed as provided in 45 C.F.R. Sec. 164.524 et seq. I further understand that authorizing the disclosure of this health information is voluntary and that I can refuse to sign this authorization. I further understand that any disclosure of this information carries with it the potential for an unauthorized further disclosure of this information by third parties and that such further disclosure may not be protected under HIPAA. In order to induce the disclosing party to disclose the aforesaid private and/or protected confidential information, I forever release and hold harmless said disclosing party who relies upon this instrument from any liability under confidentiality rules arising under HIPAA as a consequence of said disclosure. I authorize my attorney-in-fact to execute any and all releases or other documents that may be necessary in order to obtain disclosure of my patient records and other medical information subject to and protected by HIPAA.

To induce any third party to act hereunder, I hereby agree that any third party receiving a duly executed copy or facsimile of this power of attorney may act hereunder, and that revocation or termination hereof shall be ineffective as to such third party unless and until actual notice or knowledge of such revocation or termination shall have been received by such third party. I, for myself and my heirs, executors, legal representatives and assigns, hereby agree to indemnify and hold harmless any such third party from and against any and all claims that may arise against such third party by reason of such third party having relied upon the provisions of this power of attorney.

This power of attorney shall be governed by North Carolina law, although I request that it be honored in any state or other location in which I or my property may be found.

BK015227PG00403

If any provisions hereof shall be unenforceable or invalid, such unenforceability or invalidity shall not affect the remaining provisions of this power of attorney.

IN WITNESS WHEREOF, I have executed this power of attorney this 11th day of April, 2013.

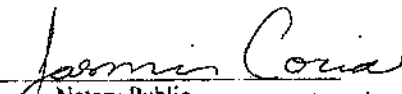

Edgar Roger Bunn, IV

STATE OF NORTH CAROLINA, COUNTY OF WAKE

I certify that the following person personally appeared before me this day, acknowledging the she voluntarily signed the foregoing power of attorney for the purpose stated therein and in the capacity indicated: Edgar Roger Bunn, IV.

Dated: April 11th, 2013




Notary Public
My commission expires on 4/29/2013



BOOK:015227 PAGE:00401 - 00404

**Yellow probate sheet is a vital part of your recorded document.
Please retain with original document and submit for rerecording.**



**Wake County Register of Deeds
Laura M. Riddick
Register of Deeds**

This Customer Group
_____ # of Time Stamps Needed

This Document
_____ New Time Stamp
_____ # of Pages *SC*

WAKE COUNTY, NC 125
LAURA M RIDDICK
REGISTER OF DEEDS
PRESENTED & RECORDED ON
09/01/2016 13:18:24

BOOK:016517 PAGE:02275 - 02278

Prepared by/return to: Gay, Jackson & McNally, LLP, P.O. Box 10, Zebulon, NC 27597

NOTICE: THE POWERS GRANTED BY THIS DOCUMENT ARE BROAD AND SWEEP-
ING. THEY ARE DEFINED IN CHAPTER 32A OF THE NORTH CAROLINA GENERAL
STATUTES WHICH EXPRESSLY PERMITS THE USE OF ANY OTHER OR DIFFERENT
FORM OF POWER OF ATTORNEY DESIRED BY THE PARTIES CONCERNED.

POWER OF ATTORNEY

I, **Virginia Kemp Bunn**, having an address at 504 Parks Village Road, Zebulon,
NC 27597 hereby make, constitute and appoint my mother **Kimberly Coley Bunn**, having an
address at 504 Parks Village Road, Zebulon, NC 27597, as my attorney-in-fact TO ACT in my
name, place and stead in any way which I could do, if I were personally present, with respect to
the following matters as each of them is defined in Chapter 32A of the North Carolina General
Statutes, to the extent that I am permitted by law to act through an agent:

(DIRECTIONS: Initial the line opposite any one or more of the subdivisions as to which the
principal desires to give the attorney-in-fact authority.)

- VKB (1) Real property transactions
- VKB (2) Personal property transactions
- VKB (3) Bond, share, stock, securities and commodity transactions
- VKB (4) Banking transactions
- VKB (5) Safe deposits
- VKB (6) Business operating transactions
- VKB (7) Insurance transactions
- VKB (8) Estate transactions
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- VKB (11) Benefits from military service
- VKB (12) Tax matters
- VKB (13) Employment of agents
- VKB (14) Gifts to charities, and to individuals other than my attorney-in-fact
- VKB (15) Gifts to my attorney-in-fact

I also give my attorney-in-fact full power to appoint another to act as my attorney-in-fact and full power to revoke such appointment

This power of attorney is a durable power of attorney, pursuant to Chapter 32A of the North Carolina General Statutes, and it shall not be affected by my becoming disabled, incompetent or incapacitated or the lapse of time. It is my intent that the authority conferred herein shall be exercisable notwithstanding my physical disability or mental incompetence.

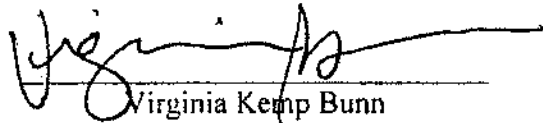
It may be necessary for my attorney-in-fact to have access to my medical records to establish whether medical bills are valid and appropriate or for other purposes. I grant to my attorney-in-fact the authority and power to serve as my personal representative for all purposes of the Health Insurance Portability and Accountability Act of 1996, the regulations in 45 C.F.R. Sec. 160 et seq., and any other applicable federal, state or local laws or regulations (collectively "HIPAA"), including the authority to request, receive, obtain and review, and be granted full and unlimited access to, and consent to the disclosure of complete unredacted copies of any and all health, medical and financial information and any information or records referred to in 45 C.F.R. Sec. 164.501 and regulated by the Standards for Privacy of Individually Identifiable Health Information found in 65 Fed. Reg. 82462 as protected private records or otherwise covered under HIPAA. I understand that health and medical records can include information relating to subjects such as sexually transmitted diseases, acquired immunodeficiency syndrome (AIDS), AIDS-related complex (ARC) and human immunodeficiency virus (HIV), behavioral or mental health services, and treatment for alcohol or drug abuse or addiction. I understand that I may have access to or receive an accounting of the information to be used or disclosed as provided in 45 C.F.R. Sec. 164.524 et seq. I further understand that authorizing the disclosure of this health information is voluntary and that I can refuse to sign this authorization. I further understand that any disclosure of this information carries with it the potential for an unauthorized further disclosure of this information by third parties and that such further disclosure may not be protected under HIPAA. In order to induce the disclosing party to disclose the aforesaid private and/or protected confidential information, I forever release and hold harmless said disclosing party who relies upon this instrument from any liability under confidentiality rules arising under HIPAA as a consequence of said disclosure. I authorize my attorney-in-fact to execute any and all releases or other documents that may be necessary in order to obtain disclosure of my patient records and other medical information subject to and protected by HIPAA.

To induce any third party to act hereunder, I hereby agree that any third party receiving a duly executed copy or facsimile of this power of attorney may act hereunder, and that revocation or termination hereof shall be ineffective as to such third party unless and until actual notice or knowledge of such revocation or termination shall have been received by such third party. I, for myself and my heirs, executors, legal representatives and assigns, hereby agree to indemnify and hold harmless any such third party from and against any and all claims that may arise against such third party by reason of such third party having relied upon the provisions of this power of attorney.

I hereby revoke any prior general powers of attorney which I have executed (but not any powers of attorney related to health care).

This power of attorney shall be governed by North Carolina law, although I request that it be honored in any state or other location in which I or my property may be found. If any provisions hereof shall be unenforceable or invalid, such unenforceability or invalidity shall not affect the remaining provisions of this power of attorney.

IN WITNESS WHEREOF, I have executed this power of attorney this 30th day of August, 2016.

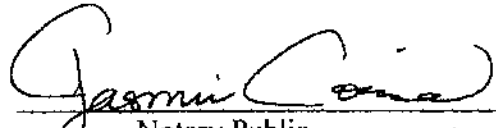

Virginia Kemp Bunn

STATE OF NORTH CAROLINA, COUNTY OF WAKE

I certify that the following person personally appeared before me this day, acknowledging that he voluntarily signed the foregoing power of attorney for the purpose stated therein and in the capacity indicated: Virginia Kemp Bunn

Dated: August 30, 2016.




Notary Public
My commission expires on 4/29/2018



BOOK:016517 PAGE:02275 - 02278



Please retain yellow trailer page

It is part of the recorded document and must be submitted with the original for re-recording

Laura M. Riddick
Register of Deeds
Wake County Justice Center
300 South Salisbury Street, Suite 1700
Raleigh, NC 27601

New Time Stamp

\$25 Non-Standard Fee

Additional Document Fee

Additional Reference Fee

This Customer Group

_____ # of Excessive Entities

_____ # of Time Stamps Needed

This Document

4 # of Pages *J*

Drawn by/mail to
Feld Davis, Attorney
Box 38, Zebulon, NC 27597
REV #100
NORTH CAROLINA
WAKE COUNTY

THIS DEED, made this 20th day of December, 1991, by VIRGINIA T. BUNN, widow, of Wake County, North Carolina, GRANTOR, to BUNN FARMS, INCORPORATED, a North Carolina corporation, 601 Park Village Road, Zebulon, North Carolina 27597, GRANTEE;

WITNESSETH: That the said Grantor, in consideration of ten dollars and other valuable consideration to her paid by the Grantee, receipt of which is acknowledged, has bargained and sold and by these presents does grant, bargain, sell, and convey to the said Grantee, its successors and assigns, all those certain tracts or parcels of land in Little River Township, Wake County, North Carolina, described on the attached rider as Parcels 1-4, inclusive, the said rider being incorporated herein in its entirety by reference thereto.

TO HAVE AND TO HOLD the aforesaid tracts or parcels of land and all privileges and appurtenances thereto belonging to it the said Grantee, its successors and assigns, in fee simple.

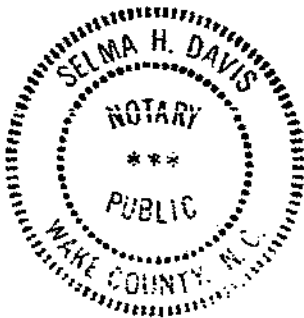
AND THE SAID GRANTOR warrants to and covenants with the said Grantee that she has done nothing to impair title to the said lands.

IN TESTIMONY WHEREOF, the said Grantor has hereunto set her hand and seal the day and year first above written.

Virginia T. Bunn [SEAL]
Virginia T. Bunn

NORTH CAROLINA, WAKE COUNTY.

I, Selma H. Davis, a notary public of Wake County, State of North Carolina, certify that Virginia T. Bunn, widow, Grantor, personally appeared before me this day and acknowledged the execution of the foregoing deed of conveyance. Witness my hand and notarial stamp or seal this 20th day of December, 1991.



Selma H. Davis
Selma H. Davis
Notary Public

My commission expires December 11, 1994.

NORTH CAROLINA - WAKE COUNTY. The foregoing certificate of Selma H. Davis, Notary Public, is certified to be correct. This instrument and this certificate are duly registered at the date and time and in the book and page shown on the first page hereof.

KENNETH C. WILKINS, REGISTER OF DEEDS

By P. Anne Redd
Deputy/Asst, Register of Deeds

000210

BM 5068 PGG 216

DESCRIPTION RIDER TO DEED FROM VIRGINIA T. BUNN TO BUNN FARMS, INCORPORATED, DATED
DECEMBER 20, 1991

Parcel 1: That certain tract of parcel of land containing 75.50 acres, more or less, lying generally along SR 2320 and the Carolina & Northwestern (formerly Norfolk Southern) Railroad, and being the same lands described in that deed of trust recorded in Book 1784, page 667, Wake County Registry, reference to said recorded instrument being hereby made for greater certainty of description. Wake County Tax Parcel 450-2. ID # 0010042.

Parcel 2: An undivided one-half interest in and to those two certain tracts of land described as follows:

First Tract: That certain tract of land containing 58 acres, more or less, being more particularly described in deed recorded in Book 2261, page 273, Wake Co. Reg., reference to said instrument being hereby made for greater certainty of description, excluding Tax Parcel 421-166. Wake County Tax Parcel 422-14. ID # 0054286.

Second Tract: That certain tract of land containing 28.5 acres, more or less, known as the Ledford tract, more particularly described in instrument recorded in Book 2460, page 510, Wake Co. reg., reference to said instrument being hereby made for greater certainty of description. Wake County Tax Parcel 422-12, ID # 0076197.

Parcel 3: That certain tract of land containing 38.5 acres, more or less, known as the Roger and Virginia Bunn home tract, bounded on the north by Beaverdam Creek, on the east by Ledford, now or formerly, on the south by Kemp lands, and on the west by Mary M. Finch, subject to the right-of-way of US 64, and subject as to the two-acre home and curtilage tract to a life estate hereby reserved by the Grantor. Wake County Tax Parcel 422-11. ID # 0010041.

Parcel 4: That certain tract of land containing 139.88 acres, more or less, known as Kemp and Bunn land, being described in deeds recorded in Book 2315, page 7, Book 1744, page 581, and Book 1754, page 33, and deed of trust recorded in Book 2048, page 583, Wake Co. Reg., reference to said recorded instrument being hereby made for greater certainty of description. Wake County Tax Parcel 450-3. ID # 0010043.

EXCEPTIONS: Each of the foregoing tracts is subject to the right-of-way of the state maintained roads running through said lands, and to easements of record. There are excluded from this description those two tracts conveyed by Virginia T. Bunn, a widow, to Edgar Roger Bunn, III, and wife, Kimberly Coley Bunn, by deed recorded in Book 4920, page 709, Wake Co. Reg. (1.38 acre) and by Virginia T. Bunn, a widow, to Richard J. Donovan and wife, Betty B. Donovan, by deed recorded in Book 4578, page 63, Wake Co. Reg. (1.828 acre), together with other tracts conveyed by the said Grantor to third parties for residential building sites.

++++

IN TESTIMONY WHEREOF, the said Virginia T. Bunn, Grantor, has executed this instrument this 20th day of December, 1991, intending that it be incorporated within the terms of the deed referred to in the caption hereof, and has hereunto set her hand and seal as follows:

Virginia T. Bunn [SEAL]
Virginia T. Bunn
Widow

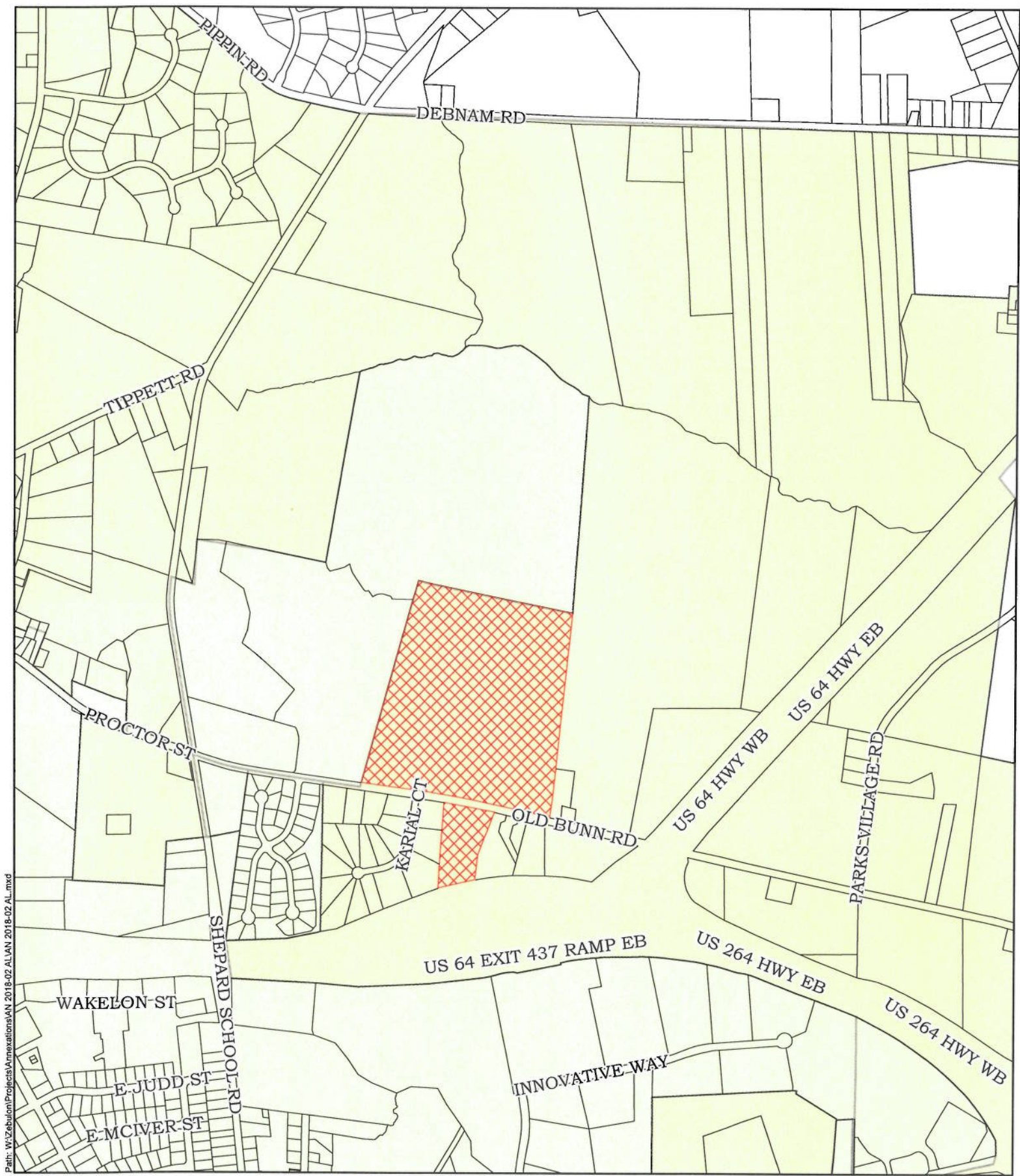
Subscribed and sworn to before me this 20th day of December, 1991.

SELMA H. DAVIS

S. H. Davis




Statement of Full Development

Autumn Lakes Subdivision is an approved special use permit subdivision for a maximum 550 homes on ±160 acres, complete with recreation amenities such as internal private greenways, connections to the public greenway Corridor #2, playground area, and dog park. Density will be around 4 DUA with total buildout expected in the next 5-7 years. The total project worth can be expected to be over \$77,000,000.



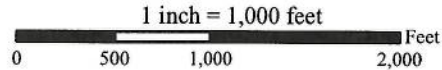
Path: W:\Zebulon\Projects\Amex\2018-02\ALIAN 2018-02 AL.mxd

Owner: Edgar Roger Bunn III Heirs
 436 E Second Street
 Ocean Isle Beach, NC 28469-7702
 NC PINs: 2706 51 4158

-  Request Area
-  Town Limits
-  ETJ

AN 2018-02

BOC January 8, 2018





Town of Zebulon
The Town of Friendly People


Certificate of Sufficiency
For Pin # 2706514158 – 1225 Old Bunn Road

To the Board of Commissioners of the Town of Zebulon, North Carolina:

I, Lisa M. Markland, Clerk to the Zebulon Board of Commissioners, do hereby certify that I have investigated the petition attached hereto, and have found as a fact that said petition is signed by all the owners of real property lying in the area described therein, in accordance with G.S. 160A-31.

In witness whereof, I have here unto set my hand and affixed the seal of the Town of Zebulon, this 15th day of November 2017.





Lisa M. Markland, CMC—Town Clerk

FIRE DEPARTMENT
113 E. Vance Street
Zebulon, NC 27597
(919) 269-6487
Facsimile (919) 269-2618

POLICE DEPARTMENT
1001 N. Arendell Avenue
Zebulon, NC 27597
(919) 269-7455
Facsimile (919) 269-0312

TOWN HALL
1003 N. Arendell Avenue
Zebulon, NC 27597
(919) 269-7455
Facsimile (919) 269-6200

PUBLIC WORKS DEPARTMENT
450 E. Horton Street
Zebulon, NC 27597
(919) 269-5285
Facsimile (919) 269-2617



Town of Zebulon
The Town of Friendly People

To Whom It May Concern:
Notice of Public Hearing

Notice is hereby given pursuant to the provisions of Section 152.083 of the Land Use Code of the Town of Zebulon that a public hearing will be held on January 8, 2018, at 7:00 PM. The hearing will be held at the Zebulon Municipal Complex, 1003 North Arendell Avenue, and will be conducted by the Board of Commissioners of the Town of Zebulon for the purpose of considering the following item:

AN 2018-02 - A request has been made to voluntarily annex contiguous parcel of land approximately 58 acres located at 1225 Old Bunn Road currently zoned Residential (R-13-SUD). [NCPINs: 2706 51 4158]

Interested resident citizens are encouraged to attend and be heard. Maps and other relevant information pertaining to these matters are available at the Zebulon Town Hall and are filed with the Planning Department.

EWN 12/27/2017 and 1/3/2018

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Approximate Cost Benefit Analysis Based of AN 2018-02 to Gauge Scale of Operational Costs Against Potential Revenue

Town Service	Notes	Operating Budget	Cost per Service	Anticipated Cost	Anticipated Revenue	Benefit Analysis
Finance	<ul style="list-style-type: none"> Population increases daily service of office visits and phone calls Assume 189 dwelling units Water Bill customers average 450 per month Estimated total water customers 2,465 Number of calls drives demand Increase in population assumes increase in volume of calls 	\$346,850	<ul style="list-style-type: none"> 450/2,465 = 18% 18% customers pay at window \$346,850 / (450*12) = \$64 per visit 	<ul style="list-style-type: none"> 189 * 0.18 = 34 Expected increase in window visits \$64 * 34 = \$2,176 Value of increased window visits 	See "Property Tax Rate" ¹	-\$2,176
Fire	<ul style="list-style-type: none"> Population assumes increase in volume of calls 	\$646,925	<ul style="list-style-type: none"> \$646,925/5,159 = \$126 Per person fee 	<ul style="list-style-type: none"> Wake County Tax revenue will be lost as property is annexed <ul style="list-style-type: none"> Assessed value \$662,550 (\$662,550/100) * 0.096 = \$636 \$126 * 495 = \$62,370 Per person fee \$1,824 * 1 = \$1,824 Police position – see Police 	See "Property Tax Rate" ¹	-\$62,370 Per person fee ± <u>-\$636 Tax revenue lost from Wake County</u> -\$63,006
Fleet Maintenance	<ul style="list-style-type: none"> Divided among 7 departments: Building and Grounds, Fire, Parks and Recreation, Planning, Police, Sanitation, Street Maintenance 62 employees Current Population Estimate 5,159 	\$113,100	<ul style="list-style-type: none"> \$113,100/62 = \$1,824 Per employee 	<ul style="list-style-type: none"> \$138 * 495 = \$68,310 Per person fee 	See "Property Tax Rate" ¹	-\$1,824
Parks and Recreation	<ul style="list-style-type: none"> Population increases daily service of office visits and phone calls Average office and window visits per month 250 Assume population increase 495 Number of calls drives demand Increase in population assumes increase in volume of calls Current Incident Estimate 10,000 Estimated 124 calls per year 2,465 estimated number of residences receiving service Assume 189 added residences 	\$709,900	<ul style="list-style-type: none"> \$709,900/5,159 = \$138 Per person fee 	<ul style="list-style-type: none"> Youth Programs <ul style="list-style-type: none"> Spring Baseball, Fall Baseball, Basketball, Soccer Assume 2010 US Census Age 5-14 at 15% population = 75 Assume 10% participation based on current services = 8 \$45 * 8 * 4 = \$1,440 See "Property Tax Rate"¹ See "Property Tax Rate"¹ Per person fee 	<ul style="list-style-type: none"> - \$68,310 Per person fee ± <u>-\$1,440 Program revenue from fees</u> - \$66,870 	
Planning	<ul style="list-style-type: none"> Population increases daily service of office visits and phone calls Average office and window visits per month 250 Assume population increase 495 Number of calls drives demand Increase in population assumes increase in volume of calls Current Incident Estimate 10,000 Estimated 124 calls per year 2,465 estimated number of residences receiving service Assume 189 added residences 	\$387,900	<ul style="list-style-type: none"> \$387,900/5,159 = \$75 Per person fee 	<ul style="list-style-type: none"> 5% of population visits monthly 495 * 0.05 = 25 expected increase \$75 * 25 = \$1,875 value of expected increased visits \$198 * 124 = \$24,552 Cost to add one police patrol officer is \$100,000 <ul style="list-style-type: none"> \$52K salary + \$3K uniform + \$45K vehicle 	See "Property Tax Rate" ¹	-\$1,875
Police	<ul style="list-style-type: none"> Population increases daily service of office visits and phone calls Average office and window visits per month 250 Assume population increase 495 Number of calls drives demand Increase in population assumes increase in volume of calls Current Incident Estimate 10,000 Estimated 124 calls per year 2,465 estimated number of residences receiving service Assume 189 added residences 	\$1,974,975	<ul style="list-style-type: none"> \$1,974,975/10,000 = \$198 Per call fee 	<ul style="list-style-type: none"> Cost to add one police patrol officer is \$100,000 <ul style="list-style-type: none"> \$52K salary + \$3K uniform + \$45K vehicle 	See "Property Tax Rate" ¹	-\$24,552
Sanitation	<ul style="list-style-type: none"> Population increases daily service of office visits and phone calls Average office and window visits per month 250 Assume population increase 495 Number of calls drives demand Increase in population assumes increase in volume of calls Current Incident Estimate 10,000 Estimated 124 calls per year 2,465 estimated number of residences receiving service Assume 189 added residences 	\$917,450	<ul style="list-style-type: none"> \$917,450/2,465 = \$372 Per residence fee 	<ul style="list-style-type: none"> \$372 * 189 = \$70,308 Per residence fee 	<ul style="list-style-type: none"> Receptacle, Trash, Recycling, Bulky Waste Fee <ul style="list-style-type: none"> \$19.25 * 12 * 189 = \$43,659 	- \$70,308 Per residence fee ± <u>+\$43,659 Per residence revenue from fees</u> -\$26,650
Stormwater	<ul style="list-style-type: none"> 10.70 miles of stormwater Assume 0.5 miles of added stormwater \$1.55 pole + \$15.88 fixture = \$18 per month Assume 1 miles of added streets with 1 light per 140LF Assume 37 new lights 20.29 miles of streets Assume 1 miles of added streets Powell Bill \$125,000 PEMR page 95 - \$12,900yd² overlay 20-year cycle for overlay Assumes 24ft wide streets 	\$184,700	<ul style="list-style-type: none"> \$184,700/10.70 = \$17,262 Per mile fee \$18 * 12 = \$216 Per light per year 	<ul style="list-style-type: none"> \$17,262 * 0.5 = \$8,631 \$216 * 37 = \$7,992 per year 	<ul style="list-style-type: none"> Stormwater fee is dedicated to capital budget. See "Property Tax Rate"¹. See "Property Tax Rate"¹ 	-\$8,631 -\$7,992
Street Maintenance	<ul style="list-style-type: none"> 10.70 miles of stormwater Assume 0.5 miles of added stormwater \$1.55 pole + \$15.88 fixture = \$18 per month Assume 1 miles of added streets with 1 light per 140LF Assume 37 new lights 20.29 miles of streets Assume 1 miles of added streets Powell Bill \$125,000 PEMR page 95 - \$12,900yd² overlay 20-year cycle for overlay Assumes 24ft wide streets 	(20.29*5280*24)/9 = 285,683yd ² (285,683*\$12,900)/20 = \$184,266	<ul style="list-style-type: none"> (1*5280*24)/9 = 17,080yd² (14,080*\$12,900)/20 = \$9,082 	<ul style="list-style-type: none"> Powell Bill is based 75% per capita and 25% on street mileage <ul style="list-style-type: none"> \$31,250/20.29 = \$1,540 per mile \$1,540 * 1 = \$1,540 \$93,750/5,159 = \$18 per person \$18 * 495 = \$8,910 See "Property Tax Rate"¹ See "Property Tax Rate"¹ 	<ul style="list-style-type: none"> -\$9,082 per year 2" overlay fee ± <u>+\$10,450 Powell Bill revenue</u> \$1,368 	
Property Tax Rate	<ul style="list-style-type: none"> Rate is per \$100 assessed valuation 0.525 for operating budget - 5 cents of tax rate dedicated to streets, fleet, facilities, greenways Assume Wake County average for Zebulon \$140,000 rounded to the nearest \$10,000 Value of houses are market driven 					\$139,915

Vehicle Tax Rate	<ul style="list-style-type: none"> • Legislature prohibits setting price poms • Rate is per \$100 assessed valuation • Assumes Wake County's average vehicle value of \$10,000 • 0.525 for operating budget - 5 cents of tax rate dedicated to streets, fleet, facilities, greenways • Assume 2 vehicles per home 	\$19,845
Vehicle Decal	<ul style="list-style-type: none"> • \$10.00 per vehicle 	\$3,780
Fee	<ul style="list-style-type: none"> • Assume 2 vehicles per home 	\$16,948
Sales and Use Tax	<ul style="list-style-type: none"> • Article 40 based on per capita • FY 2017 = \$176,640 	\$16,270
Utilities	<ul style="list-style-type: none"> • Ad Valorem percentage of Wake County 	
Franchise Tax	<ul style="list-style-type: none"> • Wake County = \$900 Million • Assume Zebulon Average \$140,000 • FY 2017 = \$542,341 	
Beer and Wine Tax	<ul style="list-style-type: none"> • Per Capita • FY 2017 = \$21,314 	\$1,980

Approximate Cost Benefit Analysis ²

¹ Services not covered by fees are funded through property tax revenue

² Approximate Cost Benefit Analysis is only a gauge to scale the operational costs against potential revenue. It is not a definitive reflection of the actual costs spent to serve the site, nor a definitive reflection of the actual revenue received from the site.

$(\$10,000/100) * 0.525 * 2 * 189 = \$19,845$	
$\$10 * 2 * 189 = \$3,780$	
$(\$176,640/5,159) * 495 = \$16,948$	
$140,000 * 189 = \$26,460,000$	
$\$26,460,000 * 3\%$	
$\$542,341 * 0.03 = \$16,270$	
$\$21,314 * 95 = \4	
$\$4 * 495 = \$1,980$	
	Positive



Town of Zebulon
The Town of Friendly People

Town of Zebulon
Special Use Permit Granted

SU 2017-02 – Autumn Lakes Subdivision

On March 6, 2017, the Board of Commissioners for the Town of Zebulon convened a hearing to consider an application for a Special Use Permit for the purpose of developing a single family residential subdivision known as Autumn Lakes located on Old Bunn Road. The property is approximately 163.24 acres with the North Carolina Parcel Identification Numbers (NC PINs) 2706729236, 2706615785, 2706514158, Real Estate Identification Numbers (REIDs) 0022181, 0038099, 0054286, and current zoning classification of Residential (R-20).

Applicant: Robert MacNaughton
LGI Homes, Inc.
3037 Sherman Drive
Lancaster, South Carolina 39720

Property Owner: Gay Family Limited Partnership II
104 W. Horton Street
Zebulon, North Carolina 27597-2600

Edgar Roger Bunn, III Heirs
Bunn Farms Incorporated
436 E. Second Street
Ocean Isle Beach, North Carolina 28469-7702

Property Location: 605 Parks Village Road,
1225 Old Bunn Road, and
0 Old Bunn Road (unaddressed parcel)
Zebulon, NC 27597

Tax Map: 2706	Scale: 04	Block: 72	Lot: 9236
Tax Map: 2706	Scale: 04	Block: 51	Lot: 4158
Tax Map: 2706	Scale: 04	Block: 61	Lot: 5785

Approved use of property: Single Family Residential Subdivision – Autumn Lakes
Approved zoning of property: R-13-SUD

Having heard all the evidence and arguments presented at the hearing, the Board of Commissioners finds that the application is complete, that the application complies with all the applicable requirements of the Town of Zebulon Code of Ordinances for the development proposed, and the purpose indicated is hereby approved subject to the conditions attached and subject to all applicable existing provisions of the Zebulon Code of Ordinance, Street and Storm Drainage Specifications Manual, and adopted Plans.

Conditions of Approval:

Stipulations Specific to the Development

1. Recordation: Special use permit and updated Illustrative Concept Plan must be recorded with the Wake County Register of Deeds.
2. Illustrative Concept Plan: Special use permit and an updated Illustrative Concept Plan addressing the approved special use permit conditions and applicable timelines shall be submitted no later than ninety (90) days following approval.
3. Site Plan: Site plan review and approval by the Zebulon Technical Review Committee (ZTRC) shall be required.
4. Site Plan (Phasing): Site plan review by the ZTRC may be submitted by phase or through submittal of an overall development plan. If a phased approach is preferred, phases shall require a separate submittal. The applicant may group phases together and phases may be submitted out of numerical order as shown on the recorded Illustrative Plan.
5. Site Plan (Greenways): Greenway trails such as Corridor #2 may submit separate site plans for each individual phase for review and approval by the ZTRC.
6. Adopted Plans/Policies: All town ordinances, plans, and adopted policies shall be adhered to and enforced by the ZTRC in addition to the special use permit approved conditions.
7. Annexation: The development shall be annexed into Town limits prior to any approval for final plats.
8. Lot Sizes (Single Family Dwellings): The minimum lot sizes shall be 4,800 square feet.
9. Lot Widths: The minimum lot widths shall be fifty feet (50').
10. Signage (Main Entrance): One main entrance monument sign will be allowed along Old Bunn Road and shall be made of brick, stone, or masonry material. Signage shall not exceed sixty-four square feet (64 SF) and must be setback at least ten feet (10') from the public right-of-way.
11. Signage (Secondary Entrances): One (1) secondary entrance monument sign will be allowed along Old Bunn Road and shall be made of brick, stone, or masonry material. The secondary entrance monument shall not exceed forty square feet (40 SF) and must be setback at least ten feet (10') from the public right-of-way.
12. Signage (Stub-out Connections): Four (4) entrance signs will be allowed on the stub-out streets that provide interconnectivity to other developments. These signs shall be made of brick, stone, or masonry material, and shall not exceed ten square feet (10 SF) and must be setback at least ten feet (10') from the public right-of-way.

Stipulations Specific to the Homeowner's Association

13. Homeowner's Association: All owners of developable lots shall immediately become members of the Homeowner's Association.
14. Homeowner's Association: A Declaration of Covenants, Conditions, and Restrictions (CC&R) and bylaws for the Homeowner's Association shall be reviewed, approved and recorded with the Phase I final plat.
15. Homeowner's Association: Homeowner's Association, or if applicable a Homeowner's Association management firm, shall be in place to enforce and abate all community association covenants, conditions, and restrictions.
16. Homeowner's Association: Homeowner's Association, or if applicable a Homeowner's Association management firm, shall enforce tall grass, trash, debris and rubbish along with the removal of any junked, abandoned, or nuisance automobiles as defined by the adopted town ordinances.



- 17. Homeowner's Association: Homeowner's Association, or if applicable a Homeowner's Association management firm, shall be responsible for the maintenance and upkeep of all open space and improvements built therein, landscaped center islands, roadway medians, or roundabouts located throughout the development.
- 18. Homeowner's Association: Homeowner's Association, or if applicable a Homeowner's Association management firm, shall be responsible for the maintenance and upkeep of all drainage easements and Detention/Retention/Water Quality Pond Areas as described in the Town of Zebulon Street and Storm Drainage Standards & Specifications Manual.

Stipulations Relating to Setbacks

- 19. Setbacks (Old Bunn Road): All residential lot lines shall be setback at least thirty feet (30') from Old Bunn Road.
- 20. Setbacks (US 64 Highway): All residential lot lines shall be setback at least thirty feet (30') from US 64 Highway.
- 21. Setbacks (Residential Buildings): Setbacks shall be measured from the lot line to the building wall. Building eaves, at-grade patios, and at-grade stoops shall be allowed in the setback area. Decks, porches or other building extensions shall not be permitted in the setback area. The minimum setbacks from the lot lines to the buildings for each residential use type shall be as follows:

<i>Land Use Type</i>	<i>Minimum Front Setback</i>	<i>Minimum Side Setback</i>	<i>Minimum Side Setback (Adjacent to Street)</i>	<i>Minimum Rear Setback</i>
Single Family Dwelling	20'	5', 12' Aggregate	10'	20'

Stipulations Relating to Recreation Amenities

- 22. Recreation Amenities: All recreation amenities shall be detailed on a site plan and recreation master plan to show the location and proposed use of all parks, open spaces, and passive recreation areas. This plan will be reviewed and approved by the Zebulon Technical Review Committee.
- 23. Recreation Amenities (Pond Trail): Tract 2 Phase 3 pond trail as shown on the Illustrative Concept Plan shall have a six to eight-foot (6' - 8') variable width private trail including a minimum of two (2) benches, two (2) trash receptacles and one (1) dog waste station.
- 24. Recreation Amenities (Pond Trail): Permits for the construction of the Tract 2 Phase 3 pond trail as shown on the Illustrative Concept Plan shall be pulled prior to the issuance of the 100th Certificate of Occupancy for homes within the development or within thirty-six (36) months following the issuance of the final plat for Phase I of the development, whichever comes first.
- 25. Recreation Amenities: Permits for the construction of the community pavilion and playground located on Tract 1 Phase 1 as shown on the Illustrative Concept Plan shall be pulled prior to the issuance of the 100th Certificate of Occupancy for homes within the development or within twenty-four (24) months following the issuance of the final plat for Phase I of the development, whichever comes first.
- 26. Playground Equipment: Playground equipment shall be included for toddlers ages 2-5 and children ages 5-12. A minimum of two (2) bike racks holding eight (8) bikes each shall be provided. A minimum of two (2) benches, two (2) trash receptacles and one (1) dog waste station shall be provided.



Stipulations Relating to Greenways

27. Greenway Trail (General): The public greenway trail is to be in accordance with the latest version of the Town of Zebulon Street and Storm Drainage Standards and Specifications Manual and the latest version of the Town of Zebulon Greenway, Bicycle, and Pedestrian Master Plan specifications. Greenway engineered drawings are required to be submitted with each phase of construction to the Zebulon Technical Review Committee for approval. Zebulon Technical Review Committee approved engineer drawings for the proposed public greenway trails and associated trailhead connections will be required prior to final plat approval for each phase.
28. Greenway Trail (General): Installation and dedication of the required public greenway trails and trailhead connection improvements must be completed prior to final plat approval for each phase of construction. Upon dedication and acceptance, all maintenance of the public greenway trails and trailhead connections will be the responsibility of the Town of Zebulon.
29. Greenway Trail (Corridor #2): A complete design for a minimum ten-foot (10') public greenway trail with a minimum twenty-foot (20') wide public greenway easement and associated trailhead connections along Beaverdam Creek adjacent to phases 1 and 2 as shown in the recorded Illustrative Concept Plan shall be engineer designed, approved by ZTRC, and installed.
30. Greenway Trail (Corridor #2): A minimum of three (3) greenway trailhead connections for the single family residential area adjacent to Phases 1 and 2 as shown on the Illustrative Concept Plan shall be provided at each cul-de-sac near the greenway trails and one other connection based on a minimum pavement width of ten feet (10') and a minimum 6.25-ton load capacity for any necessary bridges or boardwalks.
31. Greenway Trail (Corridor #2) Timeline: The greenway along the Beaverdam Creek Sewer Outfall adjacent to phases 1 and 2 as shown in the recorded Illustrative Concept Plan must have design plan approval no later thirty-six (36) months after approval of the special use permit and construction approval not later than forty-eight (48) months after approval of the special use permit.
32. Greenway Connectivity: Connectivity to greenways shall be provided with each phase. This shall be accomplished through trailheads, sidewalks, and internal trail connections as specified in Autumn Lakes Special Use Application dated November 2, 2016. All internal trail connections shall be designated as open space and maintained by the Homeowner's Association, or if applicable a Homeowner's Association management firm.

Stipulations Relating to Transportation

33. Turn Lanes: Review of the Transportation Impact Analysis (TIA) by Ramey Kemp and Associates dated November 2016 and sealed November 22, 2016, shows two site drives along Old Bunn Road. Site Drive #1 shall have an exclusive eastbound left turn lane with a minimum of 100 feet (100') full width storage. Site drive #2 shall have an exclusive westbound right turn lane with a minimum of one hundred fifty feet (150') of full width storage.
34. Turn Lanes: A fee-in-lieu shall be required for the additional turn lanes at the intersection of NC 97 Highway and Old Bunn Road. The southbound right turn lane shall have a minimum of one hundred feet (100') of full width storage and the eastbound left turn lane shall have a minimum of one hundred fifty feet (150') of full width storage. Off-site roadway improvements shall have a signed and sealed engineered construction estimate for the fee-in-lieu and fee-in-lieu paid prior to the issuance of the 330th Certificate of Occupancy for the development or when the TIA requires the improvement, whichever comes first.



35. Turn Lanes: A fee-in-lieu shall be required for the additional turn lanes at the intersection of Old Bunn Road and Shepard School Road shall be installed. A westbound left turn lane with a minimum of one hundred feet (100') of full width storage on Old Bunn Road at Shepard School Road shall have a signed and sealed engineered construction estimate for the fee-in-lieu and fee-in-lieu paid prior to the issuance of the 330th Certificate of Occupancy for the development or when the TIA requires the improvement, whichever comes first.
36. Traffic Impact Analysis Recommendations: Recommendations from the TIA by Ramey Kemp and Associates dated November 2016 and sealed November 22, 2016 will be incorporated into site plan review by the ZTRC for conformance with Town and NCDOT standards.
37. Additional Right-of-Way (Old Bunn Road): Dedication of additional right-of-way along Old Bunn Road shall be included with each final plat. Dedication amounts may vary depending on current widths; however, total amount shall be required to equal a total right-of-way width of a minimum of one hundred feet (100') or as directed by the North Carolina Department of Transportation.
38. New Roadways: Installation and dedication of any roadway infrastructure, improvements, or right-of-way widths for any and all phases of the development as shown on the Illustrative Concept Plan for Autumn Lakes Subdivision shall be in accordance with the latest version of the Town of Zebulon Street and Storm Drainage Standards and Specifications Manual specifications. Engineer certification of the roadway must be provided by a licensed engineer with acceptable bonding information during the final plat process for the development.
39. Public Roadways: All streets within the Autumn Lakes Subdivision shall be public and in accordance with the latest version of the Town of Zebulon Street and Storm Drainage Standards and Specifications Manual specifications.
40. Curb and Gutter: All curb and gutter installations throughout the subdivision and along all rights-of-way should be in accordance with the latest version of the Town of Zebulon Street and Storm Drainage Standards and Specifications Manual specifications.
41. Bonding: Developer is responsible for posting a bond for final roadway, sidewalk or amenities improvements for each phase prior to the issuance of the first building permit. Developer is fully responsible for all necessary roadway repairs of dedicated streets prior to final overlay and striping. Regardless of residential construction progress the final overlay of dedicated streets shall be over-laid within eighteen (18) months of the original roadway acceptance date for that phase.
42. Sidewalks: Each street within the subdivision will be required to have a five foot (5') wide sidewalk on one side of the street.
43. Sidewalks: Installation of five foot (5') wide sidewalks is required along the north side of Old Bunn Road. Sidewalks shall be continuous and not interrupted along the interior roadway development perimeters or as directed by the North Carolina Department of Transportation. Sidewalks shall be continuous and not interrupted along the interior roadway development perimeters or as directed by the North Carolina Department of Transportation. Optional fee-in-lieu for portions of the sidewalk with design complications associated with offsite improvements may be considered at technical review.
44. Street Signage: All street signage shall be decorative and must be in accordance with the latest version of the Town of Zebulon Street and Storm Drainage Standards and Specifications Manual specifications.
45. Street Lights: The developer is responsible for coordination with Duke Energy on the lighting plan layout; however, the Town of Zebulon will be approving the lighting plan.
46. Street Lights: The developer is responsible for paying the current Duke Energy fee per pole to the Town of Zebulon prior to installation.



47. Street Lights: All street lights shall be decorative and must in accordance with the latest version of the Town of Zebulon Street and Storm Drainage Standards and Specifications Manual specifications.
48. Street Lights: All street lights shall be decorative Mitchell 50 Watt Series LED unless otherwise specified and authorized by the Town of Zebulon Public Works Director.
49. Street Lights: All street lights shall be a minimum of 125 linear feet with a maximum of 140 linear feet apart with alternate spacing on either side of the street.
50. Entrances: All entrances shall be reviewed and approved by the Town of Zebulon and the North Carolina Department of Transportation during the appropriate site plan approval process.
51. Driveways: All individual driveways shall be concrete and able to accommodate at least two vehicles outside of the public right-of-way (inclusive of the garage) and should be in accordance with the latest version of the Town of Zebulon Street and Storm Drainage Standards and Specifications Manual specifications.
52. Driveway Restrictions: No driveways to individual lots should be located within the circulating roadway of any internal roundabouts and should be located as far away from the entrance to the circulating roadway as practical.
53. Additional Parking: Local streets shall incorporate off-street parking where practical.

Stipulations Relating to Landscaping/Buffers

54. Open Space: All lands within areas required to be maintained as open space by the Homeowner's Association, or if applicable a Homeowner's Association management firm, shall be protected by a permanent conservation easement and restrictive covenant, prohibiting further development, and recorded upon final plat approval as "Open Space".
55. Streetscaping: Old Bunn Road shall have streetscaping along the north side of the street. A minimum of one large shade tree every thirty-five feet (35') with at least five (5) bushes minimum three (3) gallon container and eighteen inches (18") in height must be planted three feet (3') apart.
56. Streetscaping: Street trees shall be planted a minimum of one hundred feet (100') on each side of all local and residential collector streets with alternating spacing and shall be planted within a landscape easement. Trees shall be deciduous and shall be a minimum size of two and a half inches (2.5") caliper at time of planting. Tree varieties shall be approved by the Technical Review Committee.
57. Lot Tree Requirement: One deciduous shade tree shall be planted in the front yard of each single family and paired single family home with a minimum caliper of two and a half inches (2.5") at time of planting.
58. Landscape Buffer (Property Perimeters): A ten-foot (10') wide Type "A" landscape buffer with two and a half inch (2.5") caliper trees shall be installed along all outer property perimeters except in areas where greenway easements are dedicated along the perimeter. Preservation of any existing trees are encouraged and may be used as a credit toward the buffer requirement.

Stipulations Relating to Architecture

59. Garages: All homes within the subdivision shall have at least a one-stall garage.
60. Building Materials: Exterior building materials will be brick or stone veneer, vinyl or fiber cement (such as hardieplank) siding.
61. Building Façade: Fifty percent of all homes must have a front façade comprised of brick or stone equal to a minimum of thirty-three percent (33%) overall coverage.
62. Foundations: Foundations will be slab on grade, stem wall, crawl space or basement as determined by the site grading and topography or as determined by the builder.
63. Housing Square Footage: The minimum heated square footage shall be 1,400 square



feet.

Stipulations Relating to Environment

64. Environmentally Sensitive Areas: No unauthorized disturbances of environmentally sensitive areas as defined by U.S. Army Corps of Engineers, NCDEQ, Wake County Environmental Services and the Town of Zebulon Planning Department.
65. Floodplain: No portion of any lot shall contain wetlands, riparian buffers, floodplain or floodway.
66. Rock Formations: Rock outcropping appearing above the surface prior to construction in the pre-determined Open Space areas shall be preserved.

Stipulations Relating to Utilities

67. Water and Sewer Allocation: Water and sewer allocation shall be authorized during the final plat process. Allocation requests shall be limited to 50,000 gallons per day (GPD) with a not to exceed amount of 200 dwelling units per phase.
68. Solid Waste and Recycling, Yard Waste and Leaf Collection: All homes within the subdivision will receive trash collection and recycling, yard waste and leaf collection services.
69. Storm Drainage Infrastructure: Certification of the storm drainage infrastructure must be provided by a licensed engineer. Bonding will be applied to drainage structures not completed prior to final plat recording. Best Management Practices (BMP's) are not converted from erosion control to permanent stormwater devices until most of the home construction is complete. BMP certification will be completed as directed by the Stormwater Administrator.
70. Water, Sewer and Pump Station Improvements: All water, sewer and pump station improvements will be reviewed and approved by the City of Raleigh Public Utilities during the Zebulon Technical Review Committee site plan review process. The utility improvements must be in accordance with the City of Raleigh adopted plans, policies, ordinances, and handbook requirements.



71. Beaverdam Creek Sewer Outfall Fee: Payment of a fee for the Beaverdam Creek Sewer Outfall project (currently approximated to be \$1,614.09 per dwelling) will be required to be paid prior to the building permit issuance for each lot. Listed below is the method of calculation for each lot's proportional share to the Beaverdam Creek Sewer Outfall project:

Title	Calculation Method	Value
Flow capacity for the Beaverdam Creek Sewer Outfall project	1,107,301 gallons per day (GPD)	1,107,301 GPD
Average household wastewater flow per day	250 gallons per day (GPD)	250 GPD
Total project cost (estimated)	<ul style="list-style-type: none"> • \$6,500,000 – based on City of Raleigh Public Utilities construction bid subtotal • \$324,800 - Engineering Budget • \$324,000 - Land Acquisition • Project Total = \$7,148,800 	\$7,148,800
Number of total homes in Autumn Lakes (all phases)	550 homes	550 homes
Total number of homes served by the Beaverdam Creek Sewer Outfall project	1,107,301 outfall capacity / 250 GPD per home = 4,429 homes served	4,429 homes
Total cost per home (estimated)	\$7,148,800 project cost / 4,429 homes served = \$1,614.09 cost per home	\$1,614.09 cost per home
Autumn Lakes homes that will need to contribute to the Beaverdam Creek Sewer Outfall project	550 homes in Autumn Lakes will need to contribute to the Beaverdam Creek Sewer Outfall project	550 homes
Total amount Autumn Lakes subdivision will need to contribute to the Beaverdam Creek Sewer Outfall project (estimated)	\$1,614.09 cost per home x 550 homes = \$887,749.50 amount needed to contribute toward the Beaverdam Creek Sewer Outfall project	\$887,749.50

The Town will review during its annual budget process the annual estimates or actual construction costs and will adjust its fee accordingly to ensure the Town is receiving full cost reimbursement and the developer is treated reasonably to respect the cost.

Stipulations Relating to Mailbox Kiosk



72. Mailbox Kiosk: Installation and maintenance of mailbox kiosks shall be accordance to the United States Post Office standards. Access and parking for the mailbox kiosk site should be in accordance with the latest version of the Town of Zebulon Code of

Ordinances and the Street and Storm Drainage Standards and Specifications Manual specifications.

73. Mailbox Kiosk: A mailbox kiosk shall be installed prior to final plat approval. There shall be a minimum of one (1) mailbox kiosk installed for the development.

Stipulations Relating to Fire Code and Blasting

74. Fire Code: Development must comply with the 2012 NC Fire Prevention Code or current edition adopted for use by the Town of Zebulon. This includes, but is not limited to, the access roadway requirements, hydrant locations, and blasting.
75. Blasting: Blasting operations shall be conducted in accordance with the provisions of the NC Fire Prevention Code.

Nothing authorized by the permit may be done until the property owner properly executes and returns to the Town of Zebulon the attached acknowledgement of the issuance of this permit so that the Town of Zebulon may have it on file in the Planning Department.

(Signatures on following pages)

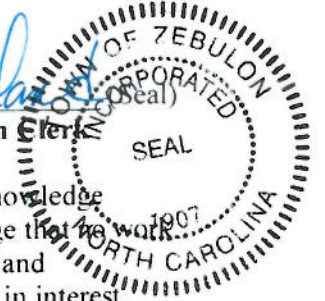


IN WITNESS WHEREOF, the Town of Zebulon has caused this permit to be issued in its name, and the undersigned, being all of the property owners of the property above described, do hereby accept this Special Use Permit, together with all its conditions, as binding on them and their successors in interest.

Town of Zebulon

By [Signature]
Robert S. Matheny, Mayor

Attest: [Signature]
Lisa M. Markland, Town Clerk



Property owner(s) and applicant(s) of the above-identified property do hereby acknowledge receipt of this Special Use Permit. The undersigned owners do further acknowledge that no work may be done pursuant to this permit except in accordance with all of its conditions and requirements and that this restriction shall be binding on them and their successors in interest.

Applicant Signature [Signature] [Signature]
Robert MacNaughton Robert MacNaughton
Agent for LGI Homes, Inc.

Mecklenburg County, NC

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she signed the foregoing document:

Robert MacNaughton

Names(s) of principal(s)

Date: 5/4/2017

[Signature]
Official Signature of Notary

Stephanie M. Wood, Notary Public
Notary's printed or typed name

(Official Seal)

My commission expires: 8-05-20



Property owner(s) and applicant(s) of the above-identified property do hereby acknowledge receipt of this Special Use Permit. The undersigned owners do further acknowledge that no work may be done pursuant to this permit except in accordance with all of its conditions and requirements and that this restriction shall be binding on them and their successors in interest.

Owner Signature Andy W. Gay
Andy W. Gay Agent for Gay Family Limited Partnership II

WAKE County

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she signed the foregoing document:

Andy W. Gray
Name(s) of principal(s)

Date: 5-16-17

Jasmin Coria
Official Signature of Notary



JASMIN CORIA, Notary Public
Notary's printed or typed name

My commission expires: 4/29/18



Property owner(s) and applicant(s) of the above-identified property do hereby acknowledge receipt of this Special Use Permit. The undersigned owners do further acknowledge that no work may be done pursuant to this permit except in accordance with all of its conditions and requirements and that this restriction shall be binding on them and their successors in interest.

Owner Signature *Kimberly C Bunn*
Kimberly C. Bunn Agent for Edgar Roger Bunn Heirs

Wake County.

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she signed the foregoing document:

Kimberly C Bunn
Name(s) of principal(s)

Date: 5-17-17

(Official Seal)

Brenda W. Hales
Official Signature of Notary

Brenda W. Hales, Notary Public
Notary's printed or typed name

My commission expires: October 31, 2020



Property owner(s) and applicant(s) of the above-identified property do hereby acknowledge receipt of this Special Use Permit. The undersigned owners do further acknowledge that no work may be done pursuant to this permit except in accordance with all of its conditions and requirements and that this restriction shall be binding on them and their successors in interest.

Owner Signature Betty B. Donovan
Betty B. Donovan Agent for Bunn Farms Inc.

Wake County.

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she signed the foregoing document:

Betty B. Donovan by Agent for
(names of principals) Bunn Farms Inc
Date: 5-17-17



Amber D Halley
Official Signature of Notary
Amber D Halley . Notary Public
Notary's printed or typed name

My commission expires: December 4, 2021



Ordinance 2018-19

**AN ORDINANCE TO EXTEND THE CORPORATE LIMIT OF THE
TOWN OF ZEBULON, NORTH CAROLINA**

**AN-2018-02—Autumn Lakes
of 58 acres Located at
1225 Old Bunn Road Pin number 2706514158**

WHEREAS, the Town of Zebulon has been petitioned under G.S. 160A-31 to annex the area as described below; and

WHEREAS, the Town of Zebulon has by resolution directed the Town Clerk to investigate the sufficiency of the petition; and

WHEREAS, the Town Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held at 1003 N. Arendell Avenue at 7:00 PM on October 2, 2017 after due notice by publication in the Eastern Wake News on December 27, 2017 and January 3, 2018;

WHEREAS, the Town of Zebulon finds that the petition meets the requirements of G.S. 160A-31;

NOW, THEREFORE, BE IT ORDAINED, the Board of Commissioners of the Town of Zebulon, North Carolina that:

Section 1. By virtue of the authority granted by G.S. 160A-31, the attached following described territory (see attachment A) to include the adjoining public right of way (see also attached map) is hereby annexed and made part of the Town of Zebulon as of January 8, 2018;

Section 2. Upon and after January 8, 2018 the described territory (see attachment A) and its citizens and property shall be subject to all laws, ordinances and regulations in force in the Town of Zebulon and shall be entitled to the same privileges and benefits as other parts of the Town of Zebulon. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 3. The Mayor or Mayor Pro Tem of the Town of Zebulon shall cause to be recorded in the office of the Register of Deeds of Wake County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory described in Section 1 above, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the County Board of Elections, as required by G.S. 163-288.1

Adopted this the 8th day of January 2018.

(SEAL)

Robert S. Matheny—Mayor

ATTEST:

APPROVED AS TO FORM:

Lisa M. Markland, CMC—Town Clerk

Eric A. Vernon—Town Attorney

Return to: Town of Zebulon
Lisa Markland
1003 N. Arendell Avenue
Zebulon, NC 27597
Attention: Town Clerk



STAFF REPORT
LITTLE RIVER DAM FEMA FUNDS
January 8, 2018

Topic: Little River Dam FEMA Funds

Speaker: Joe Moore

Prepared by: Joseph M. Moore, II, PE, Town Manager

Executive Summary:

The Board of Commissioners will consider if, and how, to negotiate for FEMA funds associated with damage to the Little River Dam.

Background:

On June 5, 2017, the Board funded the Little River Master Plan by adopting the 2017-2018 Budget Ordinance. This project included two efforts, a Preliminary Engineering Report and a Community Engagement process.

The Preliminary Engineering Report (PER) assessed the overall condition of the dam and the scope of effort to either repair or improve/reinforce the sections of the dam damaged during Hurricane Matthew. If the Board decides to negotiate with FEMA for funds, this report will serve as the Town's rationale for the value of those funds.

The Community Engagement process sought feedback on the desired recreational uses of the land and water surrounding the dam, and whether those desired uses would be hindered or improved by a repaired dam. If the Board decides to negotiate with FEMA for funds, this report will serve as the Town's rationale for the use of those funds.

Discussion:

The Board will discuss and decide whether the Town should enter negotiations with FEMA for damage reimbursement, and if "yes", what should be the use of those funds? Specifically, should the funds go towards ...

- a. A "Repair" project ("put back" damaged section of dam),
- b. An "Improvement" project (reinforce damaged section of dam), or
- c. An "Alternative" project (use of reimbursement funds for something else)

Policy Analysis:

Given the function of the dam is limited to its historic and cultural role; any guidance would come from adopted policies or plans associated with parks and recreation. Absent a Strategic Plan, policy guidance in this area falls to the goals and priorities adopted in the Comprehensive Plan and the Greenways, Bicycle, and Pedestrian Master Plan (GBPMP).

The Comprehensive Plan offers no guidance on the historic or cultural role of this property or the dam.

The GBPMP identifies a Little River Trail running through this property. While no priority is assigned to this trail, the GBPMP notes, "connecting to the future reservoir and Wake County's planned trails was considered extremely important". The GBPMP also



STAFF REPORT
LITTLE RIVER DAM FEMA FUNDS
January 8, 2018

references dedicating a Blueway between Little River Park and Business 64/Mack Todd Road. No other policy guidance is available from this document.

Fiscal Analysis:

A "Repair" project is estimated to cost \$815,464. If approved by FEMA as an accurate reflection of this work, these funds will only restore the lost blocks from the dam's damaged sections. FEMA's requirement to carry insurance on the dam (~\$2000 annually), the insurance carrier's requirement to perform an engineer's inspection report and develop an emergency action plan (~\$1200), and recommendations to both tuckpoint all joints throughout remaining portions of the dam (\$162,520) and conduct biennial structural inspections (\$1200) would not be covered by FEMA funds. If damaged in future events, and considered an eligible project, FEMA would only consider funds above and beyond the insurance coverage.

An "Improvement" project is estimated to cost \$923,630. If this additional \$108,166 above the "Repair" estimate is both an accurate reflection of this work and is considered to produce a more valuable benefit, these funds will only restore and reinforce the dam's damaged sections. FEMA's requirement to carry insurance on the dam (~\$2000 annually), the insurance carrier's requirement to perform an engineer's inspection report and develop an emergency action plan (~\$1200), and recommendations to both tuckpoint all joints throughout remaining portions of the dam (\$162,520) and conduct biennial structural inspections (\$1200) would not be covered by FEMA funds. If damaged in future events, and considered an eligible project, FEMA would only consider funds above and beyond the insurance coverage.

Funds for an "Alternative" project would be based upon the approved cost estimate for the "Repair" project (estimated \$815,464). By selecting the "Alternative" project the Town foregoes future FEMA consideration for dam repairs.

Staff Recommendation:

If the Board chooses to negotiate for FEMA funds, Staff recommends putting those funds toward an "Alternative" project for the following reasons.

The dam's functional purpose as a power source for the grist mill and water supply for the Town has long been abandoned, and the resulting lack of maintenance associated with these purposes has compromised the dam's structural integrity. Investing funds to restore this structural integrity will not restore its functional purpose and will exceed funds anticipated from FEMA. If the Board is interested in maintaining the dam's cultural and historic role, this role may be preserved by means other than investing funds into the structure. Choosing an "Alternative" project will allow the conversion of the dam's monetary value into facilities that both recognizes its history (through historic markers, working interpretations, and demonstration sites), and honors its cultural identity (by cleaning up the damage, removing the overgrowth, and re-developing the beach areas).

If the Board is interested in growing the park's boundary or identity for a new generation by developing and highlighting the naturalized park conditions unique to this site (e.g. walking/nature trails, board walks, fishing platforms, natural playgrounds), choosing an



STAFF REPORT
LITTLE RIVER DAM FEMA FUNDS
January 8, 2018

“Alternative” project represents the most realistic and tangible means to secure funding for these projects. The pressing and mounting needs in infrastructure (e.g. N. Arendell Widening), facilities (e.g. Fire Station Relocation/Renovation), and fleet management (e.g. Ladder and Engine replacement) will push Little River Park down in priority for Town funds. Securing funds from an “Alternative” project could serve as the necessary match in the increasingly competitive process to attain grant funds.

Attachment(s): None, reference 12/13/17 Worksession documents




STAFF REPORT
ORDINANCE 2018-19
PLANNING DEPARTMENT SUITE RENOVATIONS
January 8, 2018

Topic: Planning Department Suite Renovations

Speaker: Mark Hetrick, Planning Director

Prepared by: Mark Hetrick, Planning Director

Chris Ray, Public Works Director

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

Executive Summary:

The Board will consider appropriating funds to renovate the Planning Department's suite.

Background:

Over a year ago, Wake County began updating jurisdictions on the status of work performed to date in the selection and implementation of a new software system for permitting and inspections related to land development. This includes planning, building permitting and inspections, stormwater, erosion control, wastewater (septic), groundwater (wells), fire safety, and food health and safety. The County currently provides some or all of these services to each municipality in Wake County. The new system requires online submissions through a public kiosk with a direct link to the "Citizen Self Service (CSS) Portal".

The County will provide, at no cost to the Town, the licenses needed to access the system and the purchase, installation, and support needed for the public kiosk. The Town is responsible for the dedication of the area of service, the power supply and internet connections, the permitting personnel, and construction in preparation of the kiosk. On November 30, 2017, Wake County confirmed kiosk installation will occur in January and February 2018. In order to meet the January/February 2018 installation timeline, the Town will need to start construction immediately.

Delaying construction to FY 2019 will disrupt the current level of service. The placement of the kiosk near the existing permitting window is key to the functionality of not only the new system, but the existing services provided. The permitting personnel will need to be available to help applicants step by step through the permitting process. If construction is incomplete or delayed, a temporary kiosk is required. Construction to provide the necessary dedicated power and internet connections is still required and will have to be redone with the permanent installation of the kiosk. The placement for a temporary kiosk would be the main lobby, which will remove permitting personnel from the window in order to help at the kiosk. This will disrupt all other services provided by the department including answering phones, directing citizens to the proper employees, processing other planning and permitting documents, and increasing wait times.

Discussion:

The discussion before the Board is whether or not to fund improvements to prepare for the installation of a public kiosk in addition to making the public space more efficient.



STAFF REPORT
ORDINANCE 2018-19
PLANNING DEPARTMENT SUITE RENOVATIONS
January 8, 2018

Policy Analysis:

One of the goals in Zebulon's Comprehensive Plan is to "maintain public facilities and community services in order to provide the highest level of service, accessibility, and multi-functional use opportunities"¹. Additionally, a policy within the Plan looks to "ensure facilities are maintained in a manner which supports the provision of the highest quality level of service"².

Fiscal Analysis:

An assessment of the current conditions and proposed kiosk installation was performed by DeVon Tolson Architecture.

Cost Estimate	\$39,500	Design Development; Construction Documents, Bidding, Construction, Construction Administration, Conference Room Furniture
Capital Reserve Savings	(\$29,305)	Town Hall Basement Project, Public Works Security System, Fire Department Fire Alarm
TOTAL	\$10,195	Remaining Funds Needed

A budget amendment is listed as an attachment to transfer funds from Capital Reserve and General Fund Fund Balance as shown in the chart above.

Staff Recommendation:

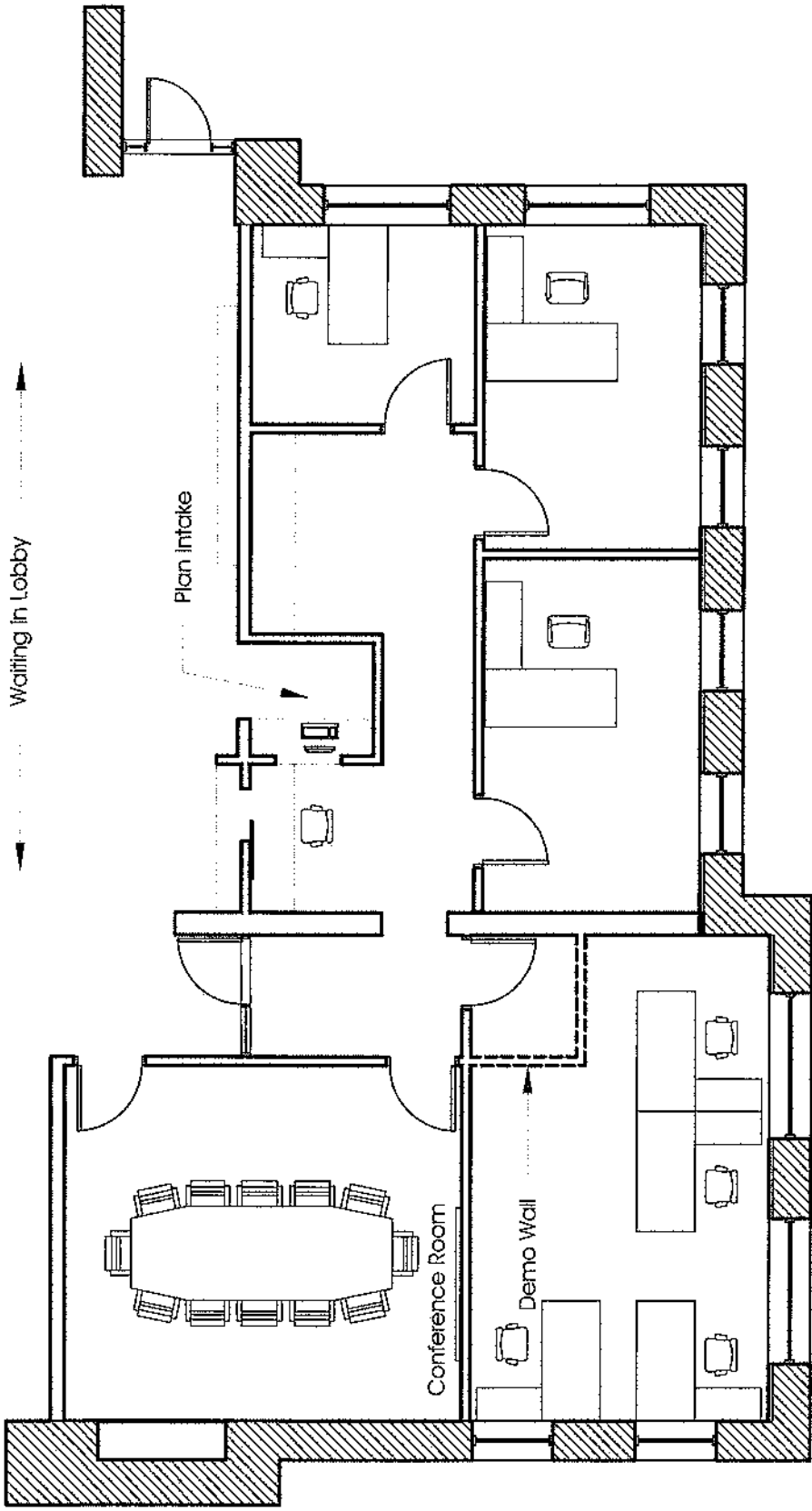
Staff recommends approval of the suite renovations for the kiosk installation and public level of service efficiencies due to the department's expanding service demands and installation of the CSS Portal by February 2018.

Attachments:

1. Proposed Schematic Design – Prepared by DeVon Tolson Architecture
2. Opinion of Probable Cost Estimate – Prepared by Chris Ray, Public Works Director
3. Wake County EnerGov Project Stage/Task Schedule – Prepared by Carmelitta DeGraffinreed, PMP, Wake County Information Services
4. Ordinance 2018-19 – Budget Amendment to Transfer funds from Capital Reserve and General Fund Fund Balance

1 Zebulon Comprehensive Plan, pg.71

2 Zebulon Comprehensive Plan, pg.71



Planning Suite Renovations
Opinion of Probable Cost Estimate
Thursday, November 30, 2017

Prepared By: Chris D. Ray, Director of Public Works
 Requested By: Joe Moore, PE, Zebulon Town Manager
 Mark Helrick, Planning Director

Engineering : FY-2017-2018	Description	Amount
	Design Development, Construction Documents, Bidding, Construction Adm.	\$ 7,200.00
	Engineering Subtotal	\$ 7,200.00
	Engineering Cost	\$ 7,200.00
	Engineering Contingency @ 15%	\$ 1,080.00
	Total Engineering Cost	\$ 8,280.00
	Engineering Budget	\$8,300.00

Furniture Acquisitions FY2017-2018		Amount
	Conference Table - racetrack	1 \$ 3,000.00 \$ 3,000.00
	Black conference room chairs - fixed arms	12 \$ 283.00 \$ 4,500.00
	55" Smart LED TV	1 \$ 850.00 \$ 850.00
	Furniture Acquisition Cost	\$ 8,350.00
	Contingency @ 10%	\$ 835.00
	Furniture Acquisition Cost	\$ 9,185.00
	Furniture Budget	\$ 9,200.00

Construction Cost FY 2018-2019		Work to begin - April, 2018			
Line Item #	Description	Quantity	Unit	Price	Amount
1	Construction - Demolition, Framing, Drywall, Millwork, Ceiling Grid, Sprinklers, lights, mechanical, electrical, fire alarm, and finishes	1	LS	\$ 20,000.00	\$ 20,000.00
	Construction sub-total				\$ 20,000.00
	Construction Contingency @ 10%				\$ 2,000.00
	Construction Total				\$ 22,000.00
	Construction Budget				\$ 22,000.00

Summary		Amount
	Engineering Budget Amount	\$ 8,300.00
	Furniture Budget Amount	\$ 9,200.00
	Construction Budget Amount	\$ 22,000.00
	Total Project Expenditure	\$ 39,500.00

Wake County Land Development Solutions (EnerGov)

Carmelitta DeGraffinreed, PMP

IT Project Manager/Business Analyst

10/9/2017

Project Stage/Next Steps	Target Date
Confirm licensed users for EnerGov access (number of users only)	August/September 2017
Municipality prepares for Wake to install kiosk (internet access, rearrange space, etc.)	November 2017
Provide listing of names with email addresses for licensed EnerGov access	December 2017
Municipality users to participate in User Acceptance Testing	February 2018
Wake to install municipality kiosk for public access	January 2018
Municipality users to participate in Training	April/May 2018
EnerGov Go-Live	June 11, 2018

ORDINANCE 2018-20

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, 2018.

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

	INCREASE	DECREASE
REVENUES		
Fund Balance Appropriated	\$10,195.00	
Fund Balance Appropriated—Capital Reserve	29,305.00	
EXPENDITURES		
Planning—Suite Renovation Project	\$39,500.00	

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: January 8, 2018

Effective: January 8, 2018

Robert S. Matheny—Mayor

ATTEST:

Lisa M. Markland, CMC—Town Clerk



STAFF REPORT
TOWN HALL LANDMARK DESIGNATION
January 8, 2018

Topic: Town Hall Landmark Designation

Speaker: Mark Hetrick, Planning Director
Gary Roth, President & CEO, Capital Area Preservation

Prepared by: Mackenzie Day, Planner I

Approved by: Joseph M. Moore II, Town Manager

Executive Summary:

The Board of Commissioners will consider designating Town Hall as a local historic landmark.

Background:

On March 6, 2017, the Board adopted an interlocal agreement to rejoin the local Wake County Historic Preservation Program. The program, administered by the Wake County Historic Preservation Commission (WCHPC), allows designation of local historic landmarks by the Zebulon Board of Commissioners. Local historic landmarks are buildings, structures, site areas, or objects, which have historical, architectural, archeological, or cultural significance and have been recognized by official designation for their importance. Town Hall is potentially eligible to be designated a local historic landmark. As a part of the application process for landmark designation a study must be prepared with current data about Town Hall, a complete description of the property, pertinent historical information, and photographs. Wake County is offering to pay for the study from existing grant funds.

Discussion:

The discussion before the Board is whether or not there is interest in having Wake County fund a study required to apply for the potential landmark designation of Town Hall. If interested, the study should be complete and come before the WCHPC for an official local landmark designation by the end of June, 2018.

Policy Analysis:

There is no policy guidance on this matter.

Fiscal Impact:

No funds are being requested of the Town for the study or the application to be designated a local landmark.

Staff Recommendation:

Staff recommends that the Board allow Wake County to fund the study to consider Town Hall as a local historic landmark. Final approval of the site as a local landmark will come back before the Board for adoption.



STAFF REPORT
TOWN HALL LANDMARK DESIGNATION
January 8, 2018

Attachments:

1. Wake County Historic Preservation Ordinance Section 3. Historic Landmarks
2. Capital Area Preservation Landmark Designation Q & A

Wake County Historic Preservation Ordinance

3.0 Historic Landmarks

3.1 Adoption of an Ordinance of Designation

Upon compliance with the procedures set out in Section 3.4, the local governing body may adopt and, from time to time, amend or repeal an ordinance designating one or more historic landmarks. The ordinance shall include information which shall:

- (a) List the name or names of the owner or owners of the property;
- (b) Describe each property designated in the ordinance, including the approximate area of the property so designated;
- (c) Describe those elements of the property that are integral to its historical, prehistorical, architectural, archaeological, and/or cultural significance;
- (d) Provide for each designated historic landmark, a suitable sign or plaque indicating that the landmark has been so designated; and (e) Any other information the local governing body deems necessary within the authority of this ordinance and the general statutes.

3.2 Criteria for Designation

In order for any building, structure, site, area, or object to be designated in an ordinance as a historic landmark, the Commission must find that the property is of special significance in terms of its history, prehistory, architecture, archaeology and/or cultural importance, and that it possesses integrity of design, setting, workmanship, materials, feeling and/or association.

3.3 Inventory

The Commission shall use an inventory of buildings, structures, sites, areas, or objects of historical, prehistorical, architectural, and archaeological significance in the county as a guide to the identification, assessment, and designation of historic landmarks. The Commission shall update the inventory from time to time.

3.4 Required Procedures for Designation

A local governing body may not adopt or amend an ordinance designating a historic building, structure, site, area, or object, or acquire any landmark, until the steps prescribed by this ordinance and its subsections have been taken, including rules of procedure and guidelines for the altering, restoring, moving, or demolishing properties designated as historic. Designation procedures may be initiated by the Commission or at the request of a property owner.

3.4.1 Designation Reports

The Commission shall make, or cause to be made, an investigation and report that includes all the information contained in this Section. Applications prepared by owners will be judged by the same criteria as those prepared by the Commission.

- (a) The name of the property to be considered for designation - both common and historic names, if they can be determined;
- (b) The name and address of the current property owner;
- (c) The location of the property proposed to be designated historic, including the street address and Wake County tax map and parcel numbers or the parcel identification number;
- (d) The date of construction and of any later alterations, if any;
- (e) An assessment of the significance of the site or structure pursuant to Section 3.2;
- (f) An architectural or archaeological description of the area of the site or structure proposed to be designated. If outbuildings or other appurtenant features are proposed to be designated, the report shall contain a description of those features;
- (g) A historical discussion of the site or structure within its type, period and locality;
- (h) A photograph that clearly depicts the property proposed to be designated and supplementary photographs showing facades, details and siting; and
- (i) A map showing the location of the property, including any outbuildings and appurtenant features.

3.4.2 Review by the Department of Cultural Resources

A report accepted by the Commission shall be submitted to the North Carolina Department of Cultural Resources, Division of Archives and History or its successor agency, for comments pursuant to G.S. 160A-400.6, as amended from time to time. The Department of Cultural Resources or its successor agency, acting through the State Historic Preservation Officer, shall, either upon request of the Department or at the initiative of the Commission, be given an opportunity to review and comment upon the substance and effect of the designation of any landmark pursuant to this ordinance.

3.4.3 Consideration of the Report

Once the designation report has been prepared, either by the Commission or by the owner, and is deemed by the Commission staff to meet the provisions of subsection 3.4.1, the Commission shall consider the report. The Commission may accept it, amend it, reject it, or recommend further study.

Prior to final action on a designation report, the Commission shall indicate the extent to which the landmark meets the criteria for designation in Section 3.2.

The Commission should consider any comments received in writing from the Department of Cultural Resources or its successor agency. If the Department does not submit its written comments or

recommendations in connection with any proposed designation within thirty (30) days following receipt of the report, the Commission and the local governing body shall be relieved of any responsibility to consider such comments. After the expiration of the thirty (30) day comment period given the Division of Archives and History, the Commission may recommend to the local governing body that the property be designated as a historic landmark.

3.4.4 Submission to the Governing Body

The Commission shall forward its recommendation to the local governing body. The Commission shall submit a copy of the designation report, any written comments received from the Department of Cultural Resources, and, if the recommendation is for approval, a proposed ordinance of designation, to the local governing body.

3.4.5 Public Hearing

When a proposed ordinance of designation is submitted, the Commission and the local governing body shall hold a joint public hearing or separate public hearings on the proposed ordinance. Reasonable notice of the time and place thereof shall be given.

3.4.6 Adoption of a Designation Ordinance

Following the required public hearing, the local governing body shall consider the designation report, the Commission's recommendation, the Department of Cultural Resource's comments, and the comments made at the public hearing, and may adopt the ordinance as proposed, adopt the ordinance with amendments or reject the ordinance.

3.5 Actions Subsequent to Approval

Upon adoption of the ordinance:

(a) Commission staff shall send the owner(s) of the landmark, as identified by current tax records, written notice of such designation within thirty (30) days of adoption of the ordinance by certified mail, return receipt requested.

(b) The Commission shall file one copy of the ordinance and any subsequent amendments thereto, in the office of the Register of Deeds of Wake County. The Register of Deeds shall index each historic landmark according to the name of the owner in the grantee and grantor indexes. The Commission shall pay a fee for filing and indexing.

(c) In the case of a landmark lying within the zoning jurisdiction of a municipality, a second copy of the ordinance shall be kept on file in the office of the municipal clerk and be made available for public inspection at any reasonable time. A copy shall also be given to the municipality's Inspections Director.

(d) All tax maps maintained by Wake County shall clearly indicate the designation of a building, structure, site, area, or object as a historic landmark for as long as the designation remains in effect.

(e) The Commission staff shall notify the tax assessor of Wake County of the landmark designation. The assessor shall consider the designation and any recorded restriction on the landmark in appraising it for tax purposes.

3.6 Denied Applications

If the local governing body denies a designation report, a copy of the minutes of the meeting at which such a decision to deny the report was made, shall be mailed to the owner of the property proposed for designation.



Landmark Designation Q & A

What is a local historic landmark?

A local historic landmark is an individual building, structure, site, area, or object, which has historical, architectural, archeological, or cultural significance and has been recognized by official designation for its importance. There are approximately 139 individual properties designated as historic landmarks in Wake County, including municipalities.

What are the benefits of designating a property as a historic landmark?

Honor - Landmark designation is an honor that is bestowed on only a few of the county's significant historic properties each year.

Reduced Property Taxes - An owner of a privately owned landmark is eligible for an annual 50% property tax deferral, as long as the special character of the historic property is maintained.

Design and Technical Assistance - The Wake County Design Guidelines aid the landmark owner in planning desired exterior changes in such a way that a landmark's historic value is preserved. Capital Area Preservation (CAP) staff can provide technical preservation assistance to owners of landmarks upon request.

What are the requirements of local designation?

Once the property has been designated, property owners are required to obtain a "certificate of appropriateness" from Capital Area Preservation before making changes to the exterior of the property. A Certificate of Appropriateness, or "CA," is a type of permit that *certifies* that changes to a historic landmark are *appropriate* to the historic character of the property. The Wake County Historic Preservation Commission's review of proposed changes ensures that work does not compromise the special character of the landmark.

How is local designation different from listing in the National Register of Historic Places?

Local designation should not be confused with listing in the National Register of Historic Places, a federal program administered by the state. Although some properties may carry both types of designation, the National Register and local designation are totally separate and independent programs with different requirements and benefits.

How are landmarks designated?

A local governing board designates historic landmarks upon recommendation of the Historic Preservation Commission. Procedures and requirements for landmark designation were established in the Wake County historic preservation ordinance.

Eligibility - Wake County's survey of historic architecture is used as a guide to evaluate a property's eligibility for landmark designation. In addition, the Historic Preservation

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Commission maintains a "Designation Priorities List" which includes properties already determined eligible for landmark designation. Other properties may be eligible, however, it is suggested that the applicant discuss the property's eligibility with Capital Area Preservation staff before proceeding with designation. Landmark designation is usually initiated by the property owner, Capital Area Preservation, the Wake County Historic Preservation Commission, or the Raleigh Historic Districts Commission.

Application and Designation Report - A Designation Application and Report are completed and submitted to Capital Area Preservation. The report is usually prepared by the property owner or a consultant hired by the property owner or CAP. The report will include current data about the property and site; a complete description of the property proposed for designation; pertinent historical information; and photographs. (The "Landmark Designation Application" specifies all the information required for designation reports. A designation handbook provides detailed instructions about preparing a designation report.)

Historic Preservation Commission Review - Once Capital Area Preservation determines that the report is complete; it is submitted to the Historic Preservation Commission. The Commission is required to give the State Historic Preservation Office 30 days to comment on the report. The report may also be referred to the Commission's Designation Committee. Following these reviews, the Historic Preservation Commission will hold a public hearing on the landmark request during a regular meeting. Comments from the property owner, the State Historic Preservation Office, and other interested parties will be heard at the public hearing. The commission will then vote on a recommendation.

Governing Board Review - The report will be forwarded to the appropriate local governing body, which will also hold a public hearing on the proposed designation. Comments from the property owner, the State Historic Preservation Office, and other interested parties will be heard at the public hearing and the Historic Preservation Commission will present its recommendation. Following this public hearing, the local governing body may adopt an ordinance designating the property as a landmark or reject the proposal.

Notification - Upon approval, written notice of the designation is mailed to the property owner. A certified copy of the ordinance is also mailed to the owner after it is filed with the Wake County Register of Deeds Office.

How do landmarks get the tax deferral?

Landmarks are eligible for the property tax deferral beginning in the year following designation. For example, a property which is designated as a historic landmark in 2001 is eligible for the tax deferral in 2002. (The deadlines are established by the N.C. General Statutes.) The tax deferral is claimed by submitting an application and a copy of the landmark ordinance to the Wake County Tax Assessor during the January tax listing period.

Please note that it takes several months for the completion of the landmark designation process. In order to ensure an adequate amount of processing time, the Historic Preservation Commission suggests that property owners who wish to meet the December 31 deadline submit a completed designation application form and report no later than August (see meeting schedule for specific deadline).

Is there any penalty if a property receiving the tax deferral loses its landmark status?

Yes. If a designated historic landmark loses its landmark status due to demolition or alterations which affect the special character of the property, the owner will be responsible for up to three years back taxes, plus interest.

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