

ZEBULON
BOARD OF COMMISSIONERS
AGENDA
December 5, 2022
7:00pm

All meetings are live streamed to YouTube.

1. PLEDGE OF ALLEGIANCE

2. APPROVAL OF AGENDA

3. SCHOOL RECOGNITION

A. Zebulon Elementary School

- i. Damiyah Edmundson – Student
- ii. Mallorie Curley – Teacher

4. PUBLIC COMMENT

- A. 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. If you would like to submit comments to be read into the record at the meeting, please send comments, of 400 words or less, to Lisa Markland at lmarkland@townofzebulon.org) by 3:00pm on December 5, 2022.

5. CONSENT

A. Minutes

- i. October 27, 2022 – Mini Retreat
- ii. November 14, 2022 – Joint Public Hearing
- iii. November 17, 2022 – Work Session

B. Finance

- i. Monthly Financial Reports
- ii. Wake County Tax Report

C. Parks & Recreation

- i. Ordinance 2023-17 – Food Insecurity Grant

D. Police

- i. Ordinance 2023-18 – Governor’s Highway Safety Grant (GHSP)

6. OLD BUSINESS

A. Planning

- i. Public Hearing
 - a. Storage Max – Special Use Permit 2023-02 – *Continuation*
- ii. Storage Max – SUP 2023-02 – Deliberations
- iii. 401 W. Gannon – Conditional Zoning Request
 - a. Ordinance 2023-19

B. Administration

- i. Board Appointments
- ii. Governing Board Rules of Procedure – Agenda Setting and Role of Presiding Officer

C. Parks and Recreation

- i. Ordinance 2023-16 – Park Suspension Ordinance

7. NEW BUSINESS

A. Fire

- i. Ordinance 2023-15 – Fire Sleeping Quarters

B. Administration

- i. Fiscal Year 2023 and 2024 Meeting Schedule

8. BOARD COMMENTS

9. MANAGERS REPORT

10. ADJOURN

11. CLOSED SESSION

Per N.C. General Statute § 143-318.11(a)(5): "... to instruct the [Town] staff or negotiating agents concerning the position to be taken by or on behalf of the [Town] in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; ..."

Zebulon Board of Commissioners
Mini Retreat
Minutes
October 27, 2022

Present: Glenn L. York-Mayor, Beverly Clark, Shannon Baxter, Larry Loucks, Quentin Miles, Jessica Harrison, Joe Moore-Town Manager, Lisa Markland - Town Clerk, Mike Clark - Planning, Sheila Long – Parks & Recreation, Chris Ray – Public Works, Chris Perry – Fire, Jacqui Boykin – Police, Eric Vernon-Attorney

Drake Maynard – Personnel Policy Facilitator

Mayor York called the meeting to order at 9:05am.

Town Manager Joe Moore gave some general information and a recap of what to expect for the day.

Personnel Policy

Joe Moore introduced Drake Maynard and his background with the UNC School of Government as an adjunct professor, Director of Employee Relations with the NC State Office of Personnel, work in local government and as the owner of a consulting firm for human resources.

Drake Maynard gave an overview of the process of rewriting a personnel policy, reorganizing the policy, the minimum timeframe for completion. There was discussion about getting input from employees and Mr. Maynard explained that could be done but it was not normally productive.

It was a consensus of the Board that they would like to give the employees the opportunity to have some input. Directors were asked what they thought and Chief Boykin and Mike Clark stated that they could get more information by having a conversation than by doing a survey or in writing.

There was discussion about the vote of no confidence and how it worked in the academic arena, but neither Drake nor Commissioner Loucks was sure how it would work in the government arena with employees.

There was discussion about fraternization and a policy. Drake stated that he had never worked anywhere that had such a policy and that it was not something seen in the public sector but was in the private sector. Commissioner Clark asked if Mr. Maynard was in favor of such a policy and he stated he was not. There was discussion about the definition portion being key to implementation, consequences being spelled out and it had to be something that would protect the Town.

Commissioner Clark asked if anyone else he knew of that had one in place. Mr. Maynard stated that the only governmental agency he knew of was the school system but that was teachers with students or subordinates. Drake continued by saying that the greatest danger for fraternization was with a superior and a subordinate.

Commissioner Loucks asked for input from the attorney.

Eric Vernon stated that he had surveyed his clients and they had various versions and most were with superior/subordinate and some dealt with the issue by relying on other behavior policies like harassment. Eric stated it was enforceable, but he never dealt with it in the public sector but did with the private sector. Drake stated he agreed with Eric about not having a policy but using other behavior policies to address the problem.

Board of Commissioners

Minutes

October 27, 2022

Mayor York asked if the Board should be subject to the policies. Commissioners Baxter and Miles stated they should not be since they were elected.

Mayor York asked if he understood correctly that it would take four months to complete the process. Drake stated it would not take less than four months.

Mayor York asked the Board if they wanted to wait, the majority of the Board stated it was ok with doing it and giving feedback but adopt all at one time.

Mayor York called for a 10 minute recess.

Mayor York called the meeting back into session.

CAPITAL PROJECTS

Joe Moore reviewed the capital projects and how they could be funded, which included ARPA Funds, GFFB, and Bonds. Joe stated that staff needed direction on how the Board wanted to proceed.

Chris Ray, Chris Perry and Shelia Long came forward and spoke about the projects that had already been approved by the Board and the only question was on how they would be funded. Some of those projects were the Public Works shed, Shepard School and Old Bunn signal, Fire/EMS station, Little River Park Project, Alley Activation, Green Pace and Arendell signal, and the fire station renovations.

Joe Moore gave a recap and stated that there was a \$12 million gap between what had been approved and what there was money for. Joe asked Bobby Fitts to come forward and he walked the Board through where to get the funding for the projects.

There was considerable conversation about where the ARPA funds should be spent which included it going to community projects to help youth, and improvement to infrastructure that helped the entire community. Commissioner Miles wanting all the funds to go toward the youth in the community and pursue grant funding for stormwater and infrastructure.

It was explained that capital projects are one time needs and are matched with one time funding and programming for youth is an operational need that is funded yearly.

Commissioner Harrison asked if the Board would excuse her to attend to the funeral preparations with her family. Commissioner Miles made a motion, second by Commissioner Baxter to excuse Commissioner Harrison for the rest of the meeting. There was no discussion and the motion passed unanimously.

Recess for lunch was declared at noon.

Mayor York called the meeting back into session at 12:40.

Joe Moore explained that it was necessary to know about bond and ARPA funding so that a notice of intent could be prepared in advance of a November 2023 ballot.

The desire of the Board was as follows:

- Commissioner Clark: 30% Fund Balance, Bond \$10 million, ARPA all for stormwater
- Commissioner Loucks: 40% Fund Balance, Bond \$15 million, ARPA all to stormwater
- Commissioner Miles: 40% Fund Balance, Bond \$10 - \$15 million, ARPA \$1 million to stormwater and the remainder to other projects
- Commissioner Baxter: 40% Fund Balance, Bond \$12 million, ARPA all to stormwater
- Commissioner Harrison: 40% Fund Balance, Bond \$10 million, ARPA all to stormwater
- Mayor York: 40% Fund Balance, Bond \$10 million, ARPA all to stormwater

Joe reviewed all of the future projects and then the Board had to vote for their top 10 with colored dots.

BRANDING

Aaron Arnett gave a presentation on the redesign of the logo and shared the governmental and the marketing logos various uses and why there was a need for two different logos.

The feedback from the Board was as follows:

Variations of the seal

- Commissioner Clark: liked the just the copula with the rope, wants “Z” in the governmental
- Mayor York: liked the rope, liked rough circle
- Commissioner Baxter: did not like the beige color and the size of the rope was too big
- Commissioner Loucks: wants the “Z”, want town of friendly people, copula looked like a Lighthouse, liked the sharper circle not the rough one
- Commissioner Miles: did not like “you belong”, liked the sharper circle

There was discussion on why you belong was chosen.

There was discussion about the wayfinding and directional signs and what could be changed and what was dictated by DOT.

Joe asked Mr. Arnett to develop several variations that would be brought to the January mini retreat so the Board could make a choice.

The Board thought that it was an improvement from what was presented previously.

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

The meeting was adjourned at 4:05pm.

Adopted this the 5th day of December 2022.

Glenn L. York—Mayor

SEAL

Lisa M. Markland, CMC—Town Clerk

**Zebulon
Joint Public Hearing
Minutes
November 14, 2022**

Present: Glenn York, Beverly Clark, Quentin Miles, Shannon Baxter, Jessica Harrison, Larry Loucks, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Stacie Paratore-Deputy Town Clerk, Michael Clark-Planning, Jacqui Boykin-Police, Sheila Long-Parks and Recreation, Sam Slater-Attorney

Planning Board Present: David Lowry, Michael Germano, Laura Johnson, Domenick Schilling, Genia Newkirk, Stephanie Jenkins

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

APPROVAL OF THE AGENDA

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

PUBLIC HEARING

A. CZ 2023-01 – 401 W. Gannon Ave.

Mayor York opened the public hearing and asked for a staff report.

Michael Clark stated this was a conditional zoning request to rezone 401 W. Gannon from OI Office & Institutional to DTP-C, Downtown Periphery Conditional for the construction of a multi-family development with 11 dwelling units. A map of the parcel was shown. The public hearing notification was explained. The vicinity map, current zoning map and future land use plan were shown. The concept plan showed multi-family 11-unit townhome style structures with a 30-foot type C buffer and open space preservation. The initial proposed elevations of the units were shown. Revised proposed elevations were passed around to the Board with a traditional pitched roof and less modern design.

The applicant proposed the following conditions:

- Garage widths
- Architectural conditions
- Building articulation
- Height deviation

Michael Clark stated it was a new product type for the Town of Zebulon and showed other towns with similar type homes. The proposed units increased density, reduced the need for services and featured a pedestrian site design with an 11-minute walk to the downtown core.

The required standards for the request were in section 2.2.6.K:

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

Joint Public Hearing
Minutes
November 14, 2022

- Concept plan consistent with regulations
- Other relevant factors

Staff recommended referring the matter to the Planning Board for recommendation.

Mayor York asked if the Board had any questions.

There was discussion about the demand for the type of proposed housing, the walkability to nearby areas, pedestrian signage and traffic patterns.

Commissioners Baxter and Miles expressed concerns about the aesthetic of the proposed townhomes.

Commissioner Clark liked the new rendering and stated it fit in with the surrounding community.

Sherry Case with Meridian spoke about the new elevations that featured a more traditional look.

There was an existing tree to be saved in the open space. If the tree could not be saved Meridian would have a conversation with the Town before it was removed.

Meridian was in agreement to construct a 10ft wide greenway along Gannon Avenue toward downtown.

There was discussion about the preference of stone over brick on the façade, trees to be used for buffers, trash service, nearby zoning codes, ADA accommodations, and the price point. Michael Clark stated in terms of a regulatory context there was no impact on the historic district.

There was explanation of why the applicant was not requesting to change the zoning to residential. The Downtown Periphery mixed use character and content was more aligned with the applicant's intent versus a Residential-4 zoning. The applicant was not trying to increase past the allowable density and wanted a more residential feel for the neighborhood.

There were questions about whether the properties would be rentals or sold. Sherry Case confirmed the buildings were meant to be sold and would not be listed as rentals.

Each unit would have a single car garage and available parking in the driveway. Ms. Jenkins expressed concerns over the lack of additional parking.

Commissioner Baxter had concerns of the side views of the building from option one. Ms. Case would have the architect work on the elevations, so it was more aligned with the surrounding neighborhood.

Commissioner Miles inquired about a fence around the property. Ms. Case stated landscaping would be a more attractive option but were not opposed to installing a fence.

The proposed amenity for the property was an open gathering space with benches. Mr. Lowry suggested a gazebo being added to the open space.

Joint Public Hearing
Minutes
November 14, 2022

There was discussion about architectural elements that could be modified to match the downtown buildings.

There were questions about stormwater and Michael Clark stated the Technical Review Committee would address stormwater mitigation during the construction drawing review.

There were more concerns expressed about inadequate parking. Ms. Case stated Meridian would investigate options for additional parking.

Mayor York asked if anyone else wished to speak in favor. There were none

Mayor York asked if anyone wished to speak in opposition.

Bruce Davis of 209 W. Gannon Avenue, spoke about his concerns of the modern design being constructed near his historic home.

Leslie Gasson of 405 W. Gannon Avenue, expressed concerns of the development being built next to her home.

Ethan Sprague, of 301 Rotary Drive, stated he did not want to live next to a three-story development and it did not fit in with the Town.

Dr. Donald Krohn voiced concerns about the development, wanted more specifics about the development and how they would better the neighborhood.

Stacie Paratore read comments submitted from David A. Martin of 324 W. Gannon Avenue about his concerns about the development.

Stacie Paratore read comments submitted from Stewart Sprague of 301 Rotary Drive requesting a privacy fence be installed if the development was approved.

Mayor York asked if there was anyone else wishing to speak. There were none.

Mayor York closed the public hearing and referred the matter to the Planning Board.

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

Adopted this the 5th day of December 2022.

Glenn L. York—Mayor

SEAL

Lisa M. Markland, CMC—Town Clerk

Zebulon Board of Commissioners
Work Session
Minutes
November 17, 2022

Present: Glenn York, Beverly Clark, Quentin Miles, Shannon Baxter, Jessica Harrison, Larry Loucks, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Bobby Fitts-Finance, Chris Perry-Fire, Chris Ray-Public Works, Sheila Long-Parks and Recreation, Jacqui Boykin-Police, Michael Clark-Planning, Eric Vernon-Attorney

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

APPROVAL OF AGENDA

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

HEALTH INSURANCE RENEWAL

Bobby Fitts introduced Paul Sydor with Independent Benefit Advisors. Mr. Sydor spoke about the rising costs of health insurance. It was stated the Town paid for the employee's health, vision and dental insurance. The cost for family coverage and the percentage of their yearly gross income was reviewed. The proposal included two plans from Blue Cross and Blue Shield. To help with the costs of dependent coverage, the Town was proposing a lower cost plan option for employees. The differences of the plans were reviewed.

Lisa Markland stated Staff was proposing to move forward with the dual BCBS insurance plans. The schedule was detailed.

Commissioner Harrison made a motion, second by Commissioner Miles to approve the 2023 Insurance Renewal. There was no discussion and the motion passed unanimously.

RETENTION INCENTIVE FUNDING AGREEMENT

Joe Moore reviewed the presentation given by Ashley Jacobs with Wake County at the Board's April work session. Staff recommended adopting the agreement with Wake County for the funds they would use to support recruitment and retention incentives.

Commissioner Miles made a motion, second by Commissioner Clark to adopt Wake County's Retention Incentive Funding Agreement. There was no discussion and the motion passed unanimously.

SPECIAL EVENT STANDARDS

Joe Moore stated Staff received additional information about the special event standards which was included in the agenda packet. At the October Work Session Commissioner Baxter requested language to not allow balloon releases due to the environmental impacts. The Board was in agreement on the amendment to the balloon release verbiage.

Commissioner Miles provided a document with feedback on the special events standards and asked if the Board was able to review his notes. Staff was thanked for their work on the draft but wanted to make sure his concerns were addressed by tabling the item to allow time for Staff to make the requested changes.

Commissioner Baxter asked for Staff's thoughts on the Board approving the special events standards now with the balloon amendment and to re-review in the future. Sheila Long spoke about the upcoming events already scheduled and delaying the document left gray area for future events. Staff recommended adopting the document and then to revisit for revisions.

Commissioner Clark stated the document needed to be adopted as presented with the addition of Commissioner Baxter's amendment.

Commissioners Harrison and Loucks were both in agreement to adopt the document at the meeting and continue the review, but it was important to have set standards in place.

Commissioner Miles expressed his concerns about adopting the document at the meeting and wanted to make the changes before it was adopted.

There was discussion about the importance of the community having a framework for private events.

Commissioner Loucks made a motion, second by Commissioner Baxter to adopt the Special Events Standards with the amendment to restrict balloon and lantern releases, and for the policy to be brought back before the Board at their January meeting and to include a checklist for event organizers. There was no discussion and the motion passed unanimously.

MAIN STREET PROGRAM ORGANIZATIONAL STRUCTURE

Joe Moore stated the Board would receive a follow-up presentation to the NC Department of Commerce's presentation on September 15, 2022 and introduced Michael Clark.

Mayor York stated the Board would take a five-minute recess.

At 7:03pm the meeting reconvened.

The Main Street Program's organization models were detailed by Michael Clark. The options were: Quasi-Public/Private, City and Non-Profit and spoke about the funding sources and strengths and challenges of each option.

The Town was asked a series of questions to determine the organizational structure. Staff would review the responses and present a recommendation based upon the Board's answers.

Commissioner Loucks asked for Staff to share a proposed budget for the Main Street Program Quasi-Public/Private and what the tax rate would be proposed for the program.

TOWN OF ZEBULON GOVERNING BOARD RULES OF PROCEDURE

Joe Moore reviewed the draft rules of procedure for the agenda setting process. The various options to add items to the agenda were detailed. Items could be added 10 calendar days before the meeting with support of a second Commissioner, during the Board comments for future meeting or during the meeting with a unanimous vote.

A calendar showed Wake County's agenda setting schedule and the Town's proposed agenda was shown.

Commissioner Baxter stated she wanted to see the final agenda packet delivered to the Board the Tuesday before the meeting and stated a Board member should be able to add items at the meeting with a simple majority vote.

There was discussion among the Board members about when the packet should be reviewed and the ability to add agenda items at a meeting with a majority vote. Joe Moore stated he would have to investigate the capacity of Staff to provide packets earlier.

FY '23 FIRST QUARTER REPORTS: FIRE, PLANNING, PUBLIC WORKS

Joe Moore stated the quarterly reports were being moved to Work Sessions to allow the Board to have discussion with Department Directors. The reports would include workload, addressing workload issues, trend projections and program updates.

FIRE

Chris Perry provided updates from the Fire Department. Last year was a record year in call volume with a 20.7% increase and steadily increased in 2022. The types of calls, response times and trends were all discussed.

The Fire Department was working with Wake County to determine the type and number of different needed spaces for both EMS and Fire for the new fire station. The next step would be the preliminary floorplan, then public engagement sessions.

The total budget for the Fire station renovation was \$221,000 and the lowest bid the Town received was \$332,000.

The inflatable safety house was set up at Zebulon Elementary School where 600 children were educated about fire safety.

The Fire Department recently hired five new employees and Chief Perry spoke about the promotions and certifications recently completed in the department.

Chief Perry spoke about the Ready Wake System which currently had 2,500 contacts within the corporate limits.

Mayor York stated the Board would take a five-minute recess.

At 8:33pm the meeting reconvened.

PLANNING

Michael Clark gave building permitting updates, new development information and FY 2024 position requests. The process for hiring the Economic Development specialist and their duties were explained.

There was discussion about concerns over the traffic issues and new homes coming into town causing more traffic issues.

Mayor York stated the Town and the League of Municipalities would be asking for legislative help for CAMPO to change their tier grading system and for stormwater infrastructure assistance.

Commissioner Baxter stated she planned to meet with Wake County Public Schools in December about a possible high school. Michael Clark met with Wake County Planning Department staff and would like a high school fast tracked but it was still several years out.

There was discussion about a development moratorium to slow the growth in Town and compact traffic issues. Joe Moore stated he would not recommend a moratorium. The new development would bring in revenue to build roads and the moratorium would not have an impact on the traffic in Zebulon.

PUBLIC WORKS

Chris Ray introduced Mary Duffy and gave her background information. Mary Duffy presented the Public Works quarterly report. A chart showing the infrastructure growth was shown. Over the last two years 1.46 miles of roads were repaved and 1.65 miles of roads needed repaving annually. Ms. Duffy gave updates of the current projects including the weather camera, Green Pace and North Arendell signals, sweeper rehab and the West Horton drainage improvements.

There was discussion about the contract process and how local contractors could be used. It was explained the Town was not allowed to have a local preference and there were strict guidelines to be followed when using federal money.

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

Adopted this the 5th day of December 2022.

Glenn L. York—Mayor

SEAL

Lisa M. Markland, CMC—Town Clerk

Topic: FY 2023 Monthly Financial Statement Update

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

Prepared by: Bobby Fitts, Finance Director

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

Executive Summary:

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

Background:

The enclosed statements are through November 18, 2022.

Information:

Expenditures

Approximately 4 ½ months (38%) into Fiscal Year 2023, the Town has spent approximately 28% (~ \$5,638,000) of its General Fund budget of \$20,098,158. Some departments with higher expenditures reflect large purchases made early in the fiscal year (e.g., excavator, annual property & liability and workers compensation premiums, annual software fees, and completed paving project).

Revenues

- Property Tax (50% of annual revenues (the Town's largest revenue stream))
 - + FY 2023 collections: \$2,839,321 collected to date (~ 31.2% of budget).
 - + Observations:
 - # 26% more than collected last fiscal year (\$2,254,855).
 - # Four months of vehicle taxes have been collected for FY 2023 is 9.5% higher than last year.
- Sales Tax (12% of annual revenues (second largest revenue stream))
 - + August's sales (reports lag 3-months):
 - # \$41,281 (25.5%) more collected than last August for all sales tax.
 - # \$18,244 (25.7%) more collected than last August for "local" sales tax.
 - # "Local" sales tax (Article 39) is generated within, and returns to, Wake County.
- Utilities Sales Tax (5% of revenue stream): First distribution arrives December 15.
- Permits & Zoning
 - + \$92,006 collected
 - # 37% of budgeted revenues (\$250,000)
 - # 77.3% more than this time last fiscal year (\$51,889).
 - + Single-Family Dwelling permits
 - # Up in September and October after a slower July and August.
 - # Permits up 1,900% (60 vs. 3) when comparing October of FY '23 to FY '22.

- Transportation Impact Fees
 - + \$173,160 collected to date (includes Weaver's Pond 5 and Barrington's 2D & 2E)
 - + 140% more than collected last fiscal year (\$71,885)
 - # Collection of fees are now paid earlier at the submission of final plat instead of later with the building permit application.
 - # The timing of payment is influencing the collection rate over last fiscal year.

Policy Analysis: N/A

Financial Analysis: Budgeted revenue in FY 2023 is \$20,098,158 while year to date revenue collected is \$5,413,021 (27% of budgeted). Budgeted revenue includes \$4.1M Fund Balance, meaning that this amount of Unassigned Fund Balance has been appropriated towards FY 2023 expenditures.

Staff Recommendation:

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

Attachments:

1. General Fund Fiscal Year 2023 Expenditure Statement and Revenue Statement (as of November 18, 2022)
2. Sales Tax – FY 2023

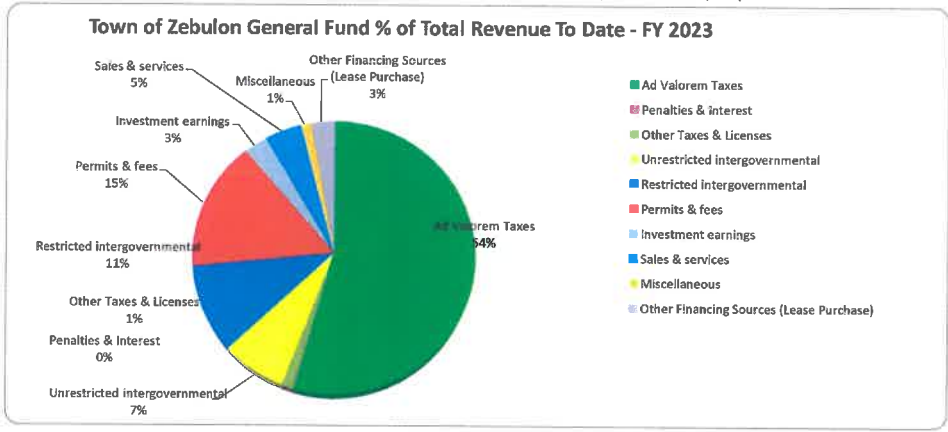
ZEBULON

SOUTH CAROLINA

TOWN OF ZEBULON
 Revenue Statement: 2022 - 2023
 for Accounting Period 6/30/2023
 GENERAL FUND

As of 11/18/2022

Revenue Categories	Estimated Revenue	Revenue YTD	% Collected	% of Total Revenue YTD
Ad Valorem Taxes	\$9,152,000	\$2,943,037	32.2%	54.4%
Penalties & Interest	\$15,000	\$5,552	37.0%	0.1%
Other Taxes & Licenses	\$175,500	\$68,640	39.1%	1.3%
Unrestricted intergovernmental	\$2,576,800	\$390,692	15.2%	7.2%
Restricted intergovernmental	\$2,104,900	\$565,614	26.9%	10.4%
Permits & fees	\$756,750	\$832,553	110.0%	15.4%
Investment earnings	\$3,000	\$152,946	5098.2%	2.8%
Sales & services	\$943,400	\$238,478	25.3%	4.4%
Miscellaneous	\$80,738	\$60,508	74.9%	1.1%
Other Financing Sources (Lease Purchase)	\$155,000	\$155,000	0.0%	2.9%
Fund Balance Appropriated	\$4,135,070	\$0	0.0%	0.0%
Total Revenues	\$20,098,158	\$5,413,021	26.9%	100%





TOWN OF ZEBULON
 Expenditure Statement:2022 - 2023
 for Accounting Period 6/30/2023
 GENERAL FUND

As of 11/18/2022

<u>Dept #</u>	<u>Department</u>	<u>Approp Amount</u>	<u>Expenditure YTD</u>	<u>% Exp.</u>
410	GOVERNING BODY	\$468,715	\$135,683	28.9%
420	FINANCE	\$460,200	\$175,707	38.2%
430	ADMINISTRATION	\$1,529,088	\$459,536	30.1%
490	PLANNING AND ZONING	\$655,280	\$217,889	33.3%
500	PUBLIC WORKS-PROPERTY & PROJECT MGMT	\$2,132,151	\$458,052	21.5%
510	POLICE	\$3,492,412	\$1,063,220	30.4%
520	PUBLIC WORKS-OPERATIONS	\$4,536,002	\$1,108,580	24.4%
530	FIRE	\$3,086,718	\$904,117	29.3%
570	POWELL BILL	\$513,772	\$437,125	85.1%
620	PARKS & RECREATION	\$2,100,920	\$650,123	30.9%
690	COMMUNITY & ECONOMIC DEVELOPMENT	\$1,122,900	\$27,670	2.5%
Total Expenditures		\$20,098,158	\$5,637,702	28.1%

Sales Tax

FY 2023

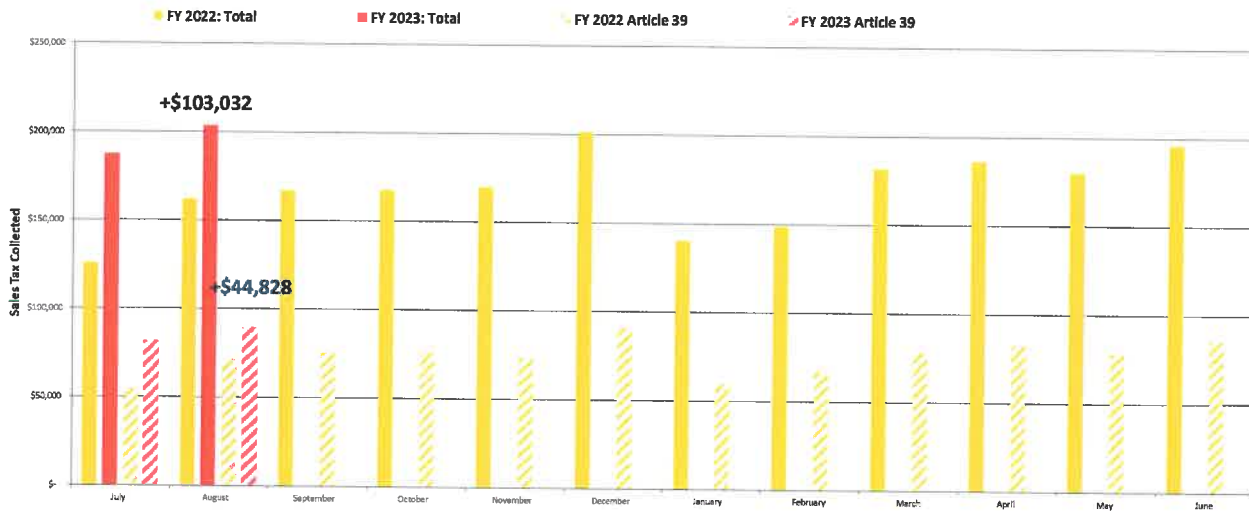
Month	Article 39 (1) *	Article 40 (1/2)	Article 42 (1/2)	Article 44 (1/2)	City Hold Harmless	FY 22 Totals	Prior Year (FY 2022)	% Inc (Dec) from Prior Yr
July	\$ 81,324	\$ 35,456	\$ 40,808	\$ (1)	\$ 29,723	\$ 187,311	\$ 125,560	49.2%
August	89,152	37,948	44,690	1	31,591	203,381	162,100	25.5%
September	-	-	-	-	-	-	167,034	-100.0%
October	-	-	-	-	-	-	167,586	-100.0%
November	-	-	-	-	-	-	169,657	-100.0%
December	-	-	-	-	-	-	201,425	-100.0%
January	-	-	-	-	-	-	140,273	-100.0%
February	-	-	-	-	-	-	148,707	-100.0%
March	-	-	-	-	-	-	181,841	-100.0%
April	-	-	-	-	-	-	186,154	-100.0%
May	-	-	-	-	-	-	180,133	-100.0%
June	-	-	-	-	-	-	195,892	-100.0%
Total	\$ 170,476	\$ 73,404	\$ 85,498	\$ (0)	\$ 61,314	\$ 390,692	\$ 287,660	35.8%

FY 2022

Month	Article 39 (1) *	Article 40 (1/2)	Article 42 (1/2)	Article 44 (1/2)	City Hold Harmless	FY 22 Totals	Prior Year (FY 2021)	% Inc (Dec) from Prior Yr
July	\$ 54,740	\$ 23,633	\$ 27,374	\$ (8)	\$ 19,820	\$ 125,560	\$ 106,293	18.1%
August	70,908	30,305	35,575	0	25,312	162,100	98,134	65.2%
September	75,195	30,242	37,636	(8)	23,969	167,034	107,017	56.1%
October	76,033	30,096	38,111	1	23,345	167,586	105,056	59.5%
November	73,190	32,351	36,680	0	27,435	169,657	111,773	51.8%
December	90,634	36,407	45,390	6	28,988	201,425	128,204	57.1%
January	59,259	27,588	29,798	(0)	23,629	140,273	107,034	31.1%
February	67,203	26,858	33,643	(3)	21,007	148,707	85,810	73.3%
March	78,105	34,810	39,178	(0)	29,749	181,841	121,143	50.1%
April	82,591	34,357	41,347	4	27,856	186,154	115,436	61.3%
May	78,526	33,955	39,398	0	28,254	180,133	120,866	49.0%
June	85,604	36,686	42,943	(0)	30,659	195,892	129,315	51.5%
Total	\$ 891,987	\$ 377,287	\$ 447,074	\$ (8)	\$ 310,023	\$ 2,026,362	\$ 1,336,082	51.7%

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

Monthly Summary of Sales Tax Collected





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

TEL 919 856 6180
FAX 919 856 5699

SIG HUTCHINSON, CHAIR
SHINICA THOMAS, VICE-CHAIR
VICKIE ADAMSON
MATT CALABRIA
MARIA CERVANIA
SUSAN EVANS
JAMES WEST

November 10, 2022

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 November 9, 2022, 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 cursive script, appearing to read "Yvonne Gilyard".

Yvonne Gilyard
Deputy Clerk to the Board
Wake County Board of Commissioners

Enclosure(s)



Wake County Tax Administration

Rebate Details

09/01/2022 - 09/30/2022

DATE
10/09/2022

TIME
9:31:30 PM

PAGE
1

ZEBULON

REBATE NUMBER	PROPERTY	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	YEAR FOR	BILLING TYPE	OWNER
BUSINESS ACCOUNTS											
826649	163.49	0.00	16.35	0.00	179.84	09/15/2022	0006553106	2018	2018	000000	BR & F FOOD MART INC
826648	63.95	0.00	6.40	0.00	70.35	09/15/2022	0006553106	2019	2019	000000	BR & F FOOD MART INC
826647	48.36	0.00	4.84	0.00	53.20	09/15/2022	0006553106	2020	2020	000000	BR & F FOOD MART INC
826646	36.71	0.00	3.67	0.00	40.38	09/15/2022	0006553106	2021	2021	000000	BR & F FOOD MART INC
SUBTOTALS FOR BUSINESS ACCOUNTS	312.51	0.00	31.26	0.00	343.77		4	Properties Rebated			
INDIVIDUAL PROPERTY ACCOUNTS											
827938	132.12	0.00	13.21	0.00	145.33	09/29/2022	0006828885	2021	2021	000000	DR USA TRANSPORT CORP
827935	225.72	0.00	22.57	0.00	248.29	09/29/2022	0006828885	2018	2018	000000	DR USA TRANSPORT CORP
827936	200.65	0.00	20.06	0.00	220.71	09/29/2022	0006828885	2019	2019	000000	DR USA TRANSPORT CORP
827937	146.80	0.00	14.68	0.00	161.48	09/29/2022	0006828885	2020	2020	000000	DR USA TRANSPORT CORP
827684	1,727.15	90.00	172.72	0.00	1,989.87	09/30/2022	0006973505	2022	2022	000000	CROSSROADS EQUIPMENT LEASE & FINANCE
SUBTOTALS FOR INDIVIDUAL PROPERTY ACCOUNTS	2,432.44	90.00	243.24	0.00	2,765.68		5	Properties Rebated			



Wake County Tax Administration

Rebate Details

09/01/2022 - 09/30/2022

ZEBULON

DATE
10/09/2022

TIME
9:31:30 PM

PAGE
2

REBATE NUMBER	PROPERTY	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	BILLING FOR TYPE	OWNER
TOTAL REBATED FOR ZEBULON	2,744.95	90.00	274.50	0.00	3,109.45		9		Properties Rebated for City	



Wake County Tax Administration

Rebate Details

09/01/2022 - 09/30/2022

ZEBULON

DATE
10/09/2022


TIME
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PAGE
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REBATE NUMBER	PROPERTY	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR YEAR	BILLING FOR	OWNER TYPE
Grand Total:	329,829.86	13,290.00	638.26	0.00	343,758.12		116	Properties Rebated for All Cities		

STAFF REPORT
ORDINANCE 2023-17
FOOD INSECURITY DONATION
DECEMBER 5, 2022

Topic: Ordinance 2023-17- Recognition of Grant Funds for Food Insecurity Donation

Speaker: Sheila Long (if pulled from Consent)
From: Bobby Fitts, Finance Director
Prepared by: Bobby Fitts, Finance Director,
Sheila Long, Parks & Recreation Director
Approved by:  Joseph M. Moore II, PE, Town Manager

Executive Summary:

The dedication of sponsorship funds (grant) from Wake County towards the funding of a mobile market program.

Background:

In support of an initiative to break barriers for those that are food insecure, Wake County awarded the Town \$1,500 for a mobile market program. Awarded funds were authorized by Wake County to support the Ripe for Revival mobile market.

Discussion:

The Board of Commissioners must recognize grant funding through a Budget Adjustment in order to dedicate those funds toward a particular program.

Policy Analysis:

This effort is consistent with the goals of the *Growing Smart* and *Small-Town Life* Focus Areas of the *Zebulon 2030* Strategic Plan. This effort specifically addresses a recommendation of the *Play Zebulon* Parks and Recreation Master Plan, "Offer comprehensive services through programs, events, facilities, marketing, partnerships, and community engagement".

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

Fiscal Analysis:

Adoption of the attached ordinance will dedicate awarded funds towards Food Insecurity. No new funds were required by the Town to accept funds from Wake County.

Staff Recommendation:

Staff recommends approval of Ordinance 2023-17

Attachments:

1. Ordinance 2023-17

ORDINANCE 2023-17

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, 2023.

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

	INCREASE	DECREASE
REVENUES		
Food Insecurity Donations	\$1,500.00	
EXPENDITURES		
Parks & Recreation – Food Insecurity (EBT Match)	1,500.00	

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: December 5, 2022

Effective: December 5, 2022

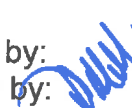
Glenn L. York - Mayor

ATTEST:

Lisa M. Markland, CMC - Town Clerk

STAFF REPORT
ORDINANCE 2022-18
POLICE GHSP EQUIPMENT PURCHASE
BUDGET ADJUSTMENT
DECEMBER 5, 2022

Topic: FY 2023 Budget Amendment: Police Department GHSP Equipment Purchase (Ordinance 2022-18)

Speaker: Jacqui K. Boykin (if pulled from Consent)
From: Jacqui K. Boykin, Police Chief
Prepared by: Jacqui K. Boykin, Police Chief
Approved by:  Joseph M. Moore II, PE, Town Manager

Executive Summary:

The Board of Commissioners will consider a budget amendment to match funds from the Governor's Highway Safety Program towards the purchase of radio upgrades for vehicles associated with the Traffic Unit.

Background:

The FY '23 Budget identified and funded a Traffic Unit. The Governor's Highway Safety Program (GHSP) grant reimburses up to 85% of the costs associated with a Traffic Unit.

While vehicles can re-use older equipment such as mobile radios, the GHSP grant can reimburse up to 85% for the mobile radio upgrade installed in the patrol vehicle.

Discussion:

The discussion before the Board is whether to utilize GHSP grant funding to upgrade mobile radios through adoption budget ordinance 2022-18.

Fiscal Analysis:

The purchase of two mobile radios is estimated at \$12,000. GHSP will reimburse \$9,860.

Policy Analysis:

This project is consistent with the Strategic Plan's Growing Smart Focus Area of "maintaining appropriate staffing to support expected service levels for the growing community". Grant funding is a fiscally responsible way of seeding the Traffic Unit for coming years.

Staff Recommendation:

Staff recommends approval of the ordinance 2022-18

Attachments:

1. Ordinance 2022-18

ORDINANCE 2023-18

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, 2023.

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

	INCREASE	DECREASE
REVENUES		
GHSP Grant	\$9,860.00	
Fund Balance Appropriated	2,140.00	
EXPENDITURES		
Police—Vehicles	12,000.00	

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: December 5, 2022

Effective: December 5, 2022


Glenn L. York - Mayor

ATTEST:

Lisa M. Markland, CMC - Town Clerk

STAFF REPORT
STORAGE MAX
SPECIAL USE PERMIT 2023-02
DECEMBER 5, 2022

Topic: STORAGE MAX, Special Use Permit 2023-02

Speaker: Michael J. Clark, AICP, CZO, Planning Director
From: Michael J. Clark, AICP, CZO, Planning Director
Prepared by: Michael J. Clark, AICP, CZO, Planning Director
Approved by:  Joseph M. Moore II, PE, Town Manager

Executive Summary:

The Board of Commissioners will consider a Special Use Permit request for a proposed self-storage facility at 901 Proctor Road. This is a quasi-judicial request and undisclosed ex-parte communication is prohibited in accordance with NCGS 160D-109(d).

Background:

James Todd, attorney with Smith Law Partners, applied on behalf of property owners Storage Family LLC for a Special Land Use permit to construct a multi-building self-storage facility at 901 Proctor Street near the intersection of Proctor Street and Shepard School Road.

The parcel totaling 6.5 acres is zoned Heavy Commercial (HC). UDO Table 4.2.3 lists "Self Service Storage, External Access Only" and "Self Service Storage, Internal Access Only" as Special Land Uses for the HC District. The parcels to the west is zoned R2 Residential and HC Heavy Commercial, and the parcels to the north and south are zoned HC Heavy Commercial. The parcels to the east are on the opposite side of Shepard School and are zoned R-13-SUP which is a legacy zoning from past Special Use permitted districts in the former Zoning Code.

The future land use classification for this parcel is SC Suburban Commercial.

The Special Use Permit request was noticed and posted in a paper of general circulation on October 28th and November 4th, 2022. A sign was posted on the property, and notices were mailed to all property owners within 150 feet, on October 17, 2022. Information about the hearing was posted on the Town's website as well.

The request was introduced, and the Quasi-Judicial hearing was opened at the November 7, 2022 meeting. Town of Zebulon Staff and the Applicant provided evidence and testimony regarding the request. The Board voted to continue the hearing at their Regular Meeting on December 5, 2022.

Discussion:

UDO Section 2.2.18.F states a special use shall be approved upon determining the use:

1. *Will not materially endanger the public health or safety if located where proposed;*
2. *Complies with all required standards, conditions, and specifications of this Ordinance, including Article 4: Uses;*

STAFF REPORT
STORAGE MAX
SPECIAL USE PERMIT 2023-02
DECEMBER 5, 2022

3. *Will not substantially injure the value of the abutting land, or the special use is a public necessity;*
4. *Will be in harmony with the area in which it is to be located;*
5. *Is in general conformity with the Town's adopted policy guidance; and*
6. *Includes a concept plan that accurately depicts the proposed use's configuration.*

The applicant has provided responses to each of these standards. No additional conditions have been provided.

Policy Analysis:

Comprehensive Plan, Land Use:

The future land use classification for this parcel is SC Suburban Commercial. As noted on Page 17 of the Land Use and Development section of the Comprehensive Land Use Plan, (Attachment 3) Suburban Commercial:

This designation involves commercial developments, whether at a neighborhood-focused or larger scale, that stand apart from most auto-oriented contemporary development. The suburban character is achieved through lesser coverage of the site with buildings and especially paved areas. Preservation of trees or other natural site features, along with generous landscaping, can also move a site into the suburban range of the community character spectrum relative to sites where "gray" paved surfaces predominate over "green" and open spaces.

Comprehensive Plan, Transportation:

The section of Shepard School Road fronting the property is designated to be a 4-Lane Divided Widening and the frontage along Proctor Street is designated to be a 2-Lane Divided Widening (re. "Grow Zebulon: Comprehensive Transportation Plan"). The developer will be responsible for completing roadway improvements for 50% of the required cross-section along the property frontage at the time of development and has shown applicable improvements in the proposed plans.

A Traffic Impact Analysis (TIA) report is not required as the trips generated during a weekday peak hour will be less than 100 trips. A driveway permit from NCDOT will be required for the site. Any improvements required to meet the conditions of the driveway permit will be handled during the technical review site plan approval process.

Unified Development Ordinance Requirements:

The proposed use is listed as Special Land Use in Section 4.2.3 when locating within a Heavy Commercial Zoning classification. UDO Section (4.3.5.QQ) provides additional site standards for the proposed use. The buildings will need to conform to the "primary" or "secondary" façade requirements of UDO Section 5.3.1 when fronting on a public street or as part of an internal customer circulation system. As presented and noted at the November 7, 2022 meeting, the west façade of the smaller building does not meet customer entry or façade requirements of Section 5.3.1 of the UDO.

Financial Analysis:

The impact of the proposed use on municipal services will be minimal in that it will not have a substantial impact on typical operations of Town of Zebulon departments.

Staff Recommendation/ Options:

Staff Recommends accepting testimony and review of standards Section 2.2.18.F of the UDO when considering the Special Use Permit request prior to closing the public hearing.

Decision:

If the Board determines that the applicant has demonstrated that all the standards of Section 2.2.18.F have been met, then the Board shall approve the request. If the Board finds that any of the standard of Section 2.2.18.F have not been met, then the Board shall Deny the request.

More Information:

If the Board determines that there is not enough information presented to decide, Staff recommends not closing the Quasi-Judicial hearing and tabling the request to the next regularly scheduled meeting. All requests for additional information must be made during the Quasi-Judicial hearing to prevent an ex-parte communication violation.

Additional Consideration:

If the Board determines that enough information has been presented but additional time is needed to consider the testimony and evidence presented at the Quasi-Judicial hearing, then the Board may close the hearing and table the request for the next regularly scheduled meeting. Please note that no additional information or documentation may be provided or taken into consideration after the hearing has been closed.

Attachments:

1. Application Packet
2. Future Land Use Map
3. Future Land Use Classification Description
4. Aerial Map
5. Zoning Map
6. Corporate Boundaries/ETJ Map
7. Photos
8. Public Hearing Notice Affidavit & Materials



Town of Zebulon

Planning Department

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

SPECIAL USE PERMIT APPLICATION

GENERAL INFORMATION:

A Special Use Permit in accordance with Section 2.2.18 of the UDO is a use that may be appropriate in a zoning district, but because of its nature, extent, and external effects, requires special consideration of its location, design, and methods of operation before it can be deemed appropriate in the district and compatible with its surroundings.

INSTRUCTIONS:

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

APPLICATION PROCEDURE – The applicant requesting a Special Use Permit must submit a written application to the Zebulon Planning Department using the forms included in this packet.

- Completed Application Form
- 8 Full Size Plan Sets and 1 PDF set on USB drive. (see site plan checklist)
- Petition Fee (Please See Fee Schedule)
- One (1) Legal Description (metes and bounds) of subject property
- Certified List of Property Owners within 150 feet of subject property
- Owner's Consent Form
- Neighborhood Meeting Packet
- Stamped envelopes addressed to Certified List of Property Owners all the home owners associations of those properties within 150 feet of the outer boundary subject property or properties affixed with the following return address:
Town of Zebulon
Planning Department
1003 N. Arendell Ave
Zebulon, NC 27597

PUBLIC HEARING PROCEDURE: Upon submittal of a complete application, the Planning Department will schedule the application for a public hearing before the Board of Commissioners. State law requires Special Use Permit hearings to be conducted utilizing quasi-judicial procedures. Please review the section of this packet entitled "QUASI-JUDICIAL HEARINGS," beginning on page 6, for an explanation of quasi-judicial hearings and the applicant's responsibility in such hearings. **APPLICANTS ARE STRONGLY ENCOURAGED TO CONTACT PLANNING STAFF AS SOON AS POSSIBLE TO ADDRESS ANY QUESTIONS ABOUT THE PUBLIC HEARING.** Notices of the public hearing will be mailed to all property owners having property located within 150 feet of the property being considered for a Special Use Permit, a sign will be posted on the subject property, and notifications will be placed in a paper of general circulation two times before the quasi-judicial public hearing in accordance with Section 2.3.6 of the UDO. At the public hearing, the applicant, proponents, and opponents will be given the opportunity to offer evidence in favor of or against the proposal. After completion of the public hearing, the Board of Commissioners may deliberate for final consideration, or render a decision at the following meeting. Deadline dates and Public Hearing dates can be found on the Town of Zebulon's website.



APPLICATION FOR
SPECIAL USE PERMIT

PART 1. DESCRIPTION OF REQUEST/PROPERTY		
Street Address of the Property: 901 Proctor Street		Acreage: 6.50 acres
Parcel Identification Number (NC PIN): 2706217463	Deed Book: 11740	Deed Page(s): 2641
Existing Zoning of the Property: HC (Heavy Commercial)	Proposed Zoning of the Property: Same	
Existing Use of the Property: Vacant land	Proposed Use of the Property: Self service storage, internal access only	
Details of the proposed Special Use: Applicant proposes to develop the Property as self-service storage, internal access only as depicted on the attached site plan. The proposed development will occupy two (2) structures: a 14,000 square foot structure near the southern boundary of the Property adjacent to a stormwater bioretention pond, and a 98,000 square foot structure to the north of the site. Both structures will contain internally-accessed self-storage units, as well as office space in the northern building, parking, a bike rack, and an internally located sidewalk for public pedestrian access to and through the Property. Vehicular access to the site will be provided off of Proctor Street. Type-A buffers will be provided around the borders to the majority of adjacent lots, while a 40' wide Type D buffer will be provided adjacent to the church property to the west.		

PART 2. APPLICANT/AGENT INFORMATION		
Name of Applicant/Agent: Smith, Anderson, Blount, Dorsett, Mitchell & Jernigan, LLP, c/o James R. Todd, on behalf of Storage Family, LLC		
Street Address of Applicant/Agent: 150 Fayetteville St., Suite 2300		
City: Raleigh	State: NC	Zip Code: 27612
Email of Applicant/Agent: jtodd@smithlaw.com	Telephone Number of Applicant/Agent: 919.821.6727	Fax Number of Applicant/Agent: 919.821.6788
Are you the owner of the property? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Are you the owner's agent? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Note: If you are not the owner of the property, you must obtain the Owner's consent and signature giving you permission to submit this application.

PART 3. PROPERTY OWNER INFORMATION		
Name of Property Owner: Twin Agri-Services, Inc. c/o Laura Gay		
Street Address of Property Owner: 500 N. Arendell Avenue		
City: Zebulon	State: NC	Zip Code: 27597
Email of Property Owner:	Telephone Number of Property Owner:	Fax Number of Property Owner:
<i>I hereby state that the facts related in this application and any documents submitted herewith are complete, true, correct, and accurate to the best of my knowledge.</i>		
Signature of Applicant: 	Print Name: James R. Todd	Date: 7/1/2022
Signature of Owner:	Print Name:	Date:



**APPLICATION FOR
SPECIAL USE PERMIT**

REQUIRED FINDINGS OF FACT

All recommendations and decisions made by the Board of Commissioners regarding Special Use Permit applications shall be supported by findings of fact. **The applicant will bear the burden of presenting substantial, competent, and material evidence** sufficient to enable the Board of Commissioners to make the findings of fact required in Section 2.2.18.F. of the Town of Zebulon Unified Development Ordinance, as set forth below. Please note that documentation may be required in addition to responding to applicable statements. Failure to adequately address the findings below may result in denial of the application. Please attach additional pages if necessary.

<p>1) Please explain how the proposed Special Use will not materially endanger the public health or safety if located where proposed.</p>
<p>The proposed self-storage use will not endanger the public health or safety. There are no dangerous conditions that will be created by, or be located on, the property. No environmental or chemical risks will be created by the use. The property will remain subject to the jurisdiction of existing law enforcement.</p>
<p>2) Please explain how the proposed Special Use complies with all required standards, conditions, and specifications of this Ordinance, including Article 4: Uses?</p>
<p>The proposed use, as shown on the attached site plan, will comply with all applicable development standards for the Heavy Commercial (HC) zoning district, including applicable height, area, and setback requirements; as well as all use specific development standards set out in Section 4.3.5.QQ of the Town's Unified Development Ordinance. This includes minimum site area, floor-to-area ratio, height restrictions, limits on the uses and activities, and a prohibition against the storage of hazardous, toxic, or explosive substances. The proposed use will be limited to indoor-only storage, will include required window treatments, and will not allow indoor storage material, racks, bins, shelving, or other evidence of the operation to be visible to the public right-of-way.</p>
<p>3) Please explain how the proposed Special Use will not substantially injure the value of the abutting land, or the special use is a public necessity</p>
<p>The proposed use will not substantially injure the value of adjacent parcels. Expert testimony on this point in accordance with Town requirements and state law will be provided at the public hearing on the issuance of the Special Use Permit. The use will be a first-rate, indoor self-storage facility that will be a resource to the Town's citizens.</p>
<p>4) Please explain how the proposed Special Use will be in harmony with the area in which it is to be located</p>
<p>The vast majority of the adjacent properties to the site are vacant. There is a relatively small car-sales use to the southeast, and a church to the west. The church property contains a parking lot that extends for more than 200' from the nearest boundary of the property to the church building. The remainder of abutting properties are vacant. There is a sizeable residential community (Shepards Park) to the east of the property; residents of that community, as well as other residential and commercial owners and tenants within Zebulon will be able to make use of the proposed storage use. The property is in a transition area between residential, commercial, and institutional uses. There are nearby residential uses, but also institutional and commercial uses to the southwest of the property. Self-storage is a resource to these types of uses, and offers the additional benefit of lower traffic volumes than other uses permitted by-right in the Heavy Commercial district. Uses such as day cares, convention centers, offices, convenience stores, car-washes, and grocery stores are all permitted by right in the HC district and would bring higher traffic volumes than the proposed self-storage use.</p>

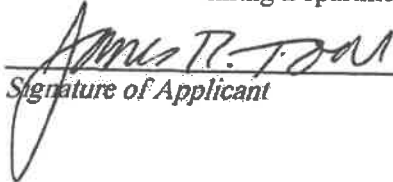


**APPLICATION FOR
SPECIAL USE PERMIT**

<p>5) Please explain how the proposed Special Use is in general conformity with the Town's adopted policy guidance</p>
<p>The Town's Comprehensive Plan ("Plan") identifies "consistent character of land use within areas intended for particular character types . . ." as a goal for land use and development (Plan, Land Use and Development, p. 2). The property is zoned for Heavy Commercial Uses. Within that context, indoor self-storage is a relatively low-impact use. It provides a service for nearby residential and commercial uses without bringing the type of high-intensity development impacts (e.g. traffic volumes, noise, and lighting) that would exist with more intensive commercial uses. It is consistent with the goal of commercial use set out by the zoning map, as well as the surrounding land uses. The Plan also advocates for "land use outcomes that further community objectives for preventing traffic congestion, ensuring more pedestrian- and cycle-friendly design, and support expanded and viable public transit options." (Plan, Land Use and Development, p.3). Self-storage on this site furthers this objective by proposing a less traffic-intensive use than would be allowed by-right in the HC district, including pedestrian focused sidewalks for interconnectivity to adjacent parcels, and providing customers with storage options that potentially allow them to choose denser, less space-intensive housing options which encourage fewer vehicle trips in walkable, or cyclable, areas. Lastly, the Plan advises land use applicants, and decision makers, to consider potential negative land use effects such as noise, odor, dust, excessive light, and traffic. (Plan, Land Use and Development, p. 3). The proposed internal self-storage use is a self-contained, internal use with use-specific development regulations aimed at limiting the visibility and impact of the use. In operation, a self-storage facility is largely inert; other than intermittent trips by customers to drop-off or retrieve stored items, the facility is quiet, and does not produce noise, odors, dust, or any of the other items identified as concerns by the Plan.</p>
<p>6) Please provide details regarding the required includes a concept plan that accurately depicts the proposed use's configuration and compliance with other applicable sections of the UDO</p>
<p>The attached site plan depicts the proposed location and configuration of the improvements to the property, as well as compliance with applicable sections of the UDO (e.g. elevation limits, setback requirements, and lot coverage requirements).</p>

APPLICANT AFFIDAVIT

I/We, the undersigned, do hereby make application and petition to the Board of Commissioners of the Town of Zebulon to approve the subject Special Use Permit. I hereby certify that I have full legal right to request such action and that the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Planning Department of the Town of Zebulon, North Carolina, and will not be returned.



 Signature of Applicant

James R. Todd

 Print Name

July 1, 2022

 Date



APPLICATION FOR SPECIAL USE PERMIT

OWNER'S CONSENT FORM

Name of Project: _____ Submittal Date: _____

OWNER'S AUTHORIZATION

I hereby give CONSENT to Storage Family LLC or Assigns (type, stamp or print clearly full name of agent) to act on my behalf, to submit or have submitted this application and all required material and documents, and to attend and represent me at all meetings and public hearings pertaining to the application(s) indicated above. Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify I have full knowledge the property I have an ownership interest in is the subject of this application. I acknowledge and agree that, pursuant to Section 2.2.18. of the Town of Zebulon Unified Development Ordinance, that lands subject to a Special Use Permit shall be subject to all the standards, conditions, and plans approved as part of that application. These standards, plans, and approved conditions are perpetually binding on the land as an amendment to this Ordinance and the Official Zoning Map, and may only be changed in accordance with the procedures established in this Ordinance. Development located outside the Town of Zebulon's corporate limits shall comply with all Town policies related to annexation and the extension of utilities. I understand that all other applicable standards and regulations of the UDO will remain applicable to the subject lands unless specifically listed as conditions or deviations as part of this request. I understand that any false, inaccurate or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I acknowledge that additional information may be required to process this application. I further consent to the Town of Zebulon to publish, copy or reproduce any copyrighted document submitted as a part of this application for any third party. I further agree to all terms and conditions, which may be imposed as part of the approval of this application.

[Signature]
Signature of Owner

Laura A. Gay [Signature] 06-03-22
Print Name Date

CERTIFICATION OF PROPERTY OWNER

I hereby certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Planning Department of the Town of Zebulon, North Carolina, and will not be returned.

[Signature]
Signature of Owner

Laura A. Gay [Signature] 06-3-22
Print Name Date

*Owner of record as shown by the Wake County Revenue Department (www.wakegov.com). An option to purchase does not constitute ownership. If ownership has been recently transferred, a copy of the deed must accompany this form.

Legal Description of 901 Practor

Exhibit "A"

BEGINNING at an existing PK nail in the centerline of SR 2320, and being approximately 365 feet northwest of the intersection of SR 2320 and SR 2406; thence along the property line of Wakefield Baptist Church North $05^{\circ} 15' 00''$ East 29.42 feet to an existing iron in the north right-of-way line of SR 2320; thence along the Wakefield Baptist Church property line North $05^{\circ} 15' 00''$ East 288.20 feet to a new iron in said property line; thence along a new line North $19^{\circ} 10' 19''$ East 122.27 feet to a new iron in said property line; thence North $07^{\circ} 57' 45''$ West 281.37 feet to a new iron, the corner of the Wakefield Baptist Church and Massey properties; thence along the Massey property line the following courses and distances: North $56^{\circ} 32' 36''$ East 129.62 feet to a new iron; North $82^{\circ} 57' 56''$ East 228.15 feet to a new iron in the west right-of-way line of SR 2406; thence North $82^{\circ} 57' 56''$ East 50.06 feet to a new PK nail in the centerline of SR 2406; thence along said centerline the following courses and distances: South $04^{\circ} 05' 44''$ East 59.95 feet to a new PK nail; South $05^{\circ} 19' 45''$ East 178.53 feet to a new PK nail; South $05^{\circ} 12' 20''$ East 358.05 feet to a new PK nail; thence along the centerline of a branch, which is the property line, a course with the following reference points: South $39^{\circ} 22' 38''$ West 118.65 feet to a new iron; South $39^{\circ} 21' 57''$ West 196.26 feet to a new iron; South $29^{\circ} 00' 27''$ West 103.03 feet to a new PK nail in the centerline of SR 2320; thence along said centerline the following courses and distances: North $63^{\circ} 32' 55''$ West 122.53 feet to a new PK nail; North $62^{\circ} 13' 00''$ West 122.56 feet to an existing PK nail, the point and place of BEGINNING, and containing 7.386 gross acres, and 6.500 net acres, more or less, excepting therefrom the right-of-way of SR 2406 and SR 2320, all according to a map and survey by W. David Hawkins, Registered Land Surveyor, entitled "Property Survey For Andy W. Gay & Randy A. Gay," dated October 8, 1985.



Town of Zebulon

Planning Department

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

INSTRUCTION PACKET AND AFFIDAVIT FOR NEIGHBORHOOD MEETINGS

GENERAL INFORMATION:

In accordance with Section 2.3.4 of the Unified Development Ordinance, the purpose of the neighborhood meeting is to inform landowners and occupants of nearby lands about a development application that is going to be reviewed under this Ordinance, and to provide the applicant an opportunity to hear comments and concerns about the development proposal prior to the public hearing process. The neighborhood meeting is proposed as a means of resolving potential conflicts and outstanding issues with nearby landowners, where possible, in a more informal context.

WHEN IS A NEIGHBORHOOD MEETING REQUIRED?

- Conditional Rezoning
- Planned Developments
- Site Plans in the Downtown Core or Downtown Periphery Zoning Districts
- Special Use Permits; or
- Zoning Map Amendments that establish a more dense or intense zoning district.

INSTRUCTIONS

Prior to submitting an application for the applications listed above the applicant must conduct at least one (1) Neighborhood Meeting. The applicant shall submit all forms included in this packet with the initial application submittal in accordance with Section 2.3.4 of the Town of Zebulon Unified Development Ordinance.

The Neighborhood Meeting must be held in accordance with the following rules:

- These groups and individuals must be invited to the meeting:
- The applicant is required to notify the Planning Department, all property owners within 300 feet of the subject property, and any neighborhood association that represents citizens in the area via first class mail a minimum of 10 days in advance of the neighborhood meeting, not including the day of mailing. The applicant shall use their own return address on the envelopes as the meeting is a private meeting between the applicant and the neighbors.

The applicant shall include with the meeting notice a vicinity map in addition to either the existing zoning map of the area or preliminary plans of the proposed development (see Handout requirements below).

- The meeting must be held within specific timeframes and meet certain requirements:
- The meeting must be held for a minimum of two (2) hours, Monday through Thursday, during the 5:00 p.m. - 9:00 p.m. time period. The meeting cannot be held on a Town recognized holiday (which coincide with the State of North Carolina recognized holidays).
- The meeting shall be held at a place that is generally accessible to neighbors that reside in close proximity to the land subject to the application.
- A sign-in sheet must be used in order to verify attendance. Ensure each attendee signs in. Please note if any person(s) refuses to sign in. Note if no one attended.



INFORMATION PACKET FOR NEIGHBORHOOD MEETINGS

HANDOUT REQUIREMENTS:

For any process requiring a legislative or quasi-judicial hearing, preliminary plans of the proposed development must be available at the meeting to help facilitate discussion. Neighbors may request emailed/mailed copies of the maps or plans from the applicant by checking the “send plans” box on the sign-in sheet; applicant shall provide reduced copies upon request.

Printed copies must equal the number of notices required to be sent.

Contact information for the applicant’s representative must be provided on the attached “Project Contact Information” form.

“Common Construction Issues & Who to Call” sheet (attached) must be included as part of the handout.

A copy of the handout must be included as part of the Neighborhood Meeting report.

The agenda of the meeting shall include:

Explanation of all processes the meeting is being held for (rezoning, subdivision, etc.).

Explanation of future meetings (additional neighborhood meetings, Planning Board, Board of Commissioners, etc.).

Explanation of development proposal – uses and conditions for rezonings, layout for subdivision and site plans, and builder/end user if known/public knowledge.

Questions or concerns by attendees, and responses by the applicant, if any, must be noted. Provide blank comment sheets or notecards for neighbors to submit written comments. The applicant shall also include any questions and concerns received via written correspondence (such as email) or phone call along with responses provided by the applicant.

The applicant shall be responsible for notifying any neighbors who check the “Send Plans & Updates” box on the sign-in sheet of any additional neighborhood meetings and the actual submittal date to the Town with a link to the Town of Zebulon’s Interactive Development Map.

For accountability purposes, please submit the following with your application:

- A copy of the letter mailed to neighbors and neighborhood organizations (use attached invitation template);
- A list of those persons and neighborhood organizations invited to the meeting;
- A copy of the sign-in sheet (use attached sign-in sheet template);
- A summary of the meeting and a list of any changes made to the project as a result of the neighborhood comments (use attached meeting summary template);
- The affidavit, signed, dated, and notarized (use attached affidavit template); and
- One reduced copy of the maps and/or plans presented to the neighbors at the Neighborhood Meeting.



**INFORMATION PACKET FOR
NEIGHBORHOOD MEETINGS**

NOTICE OF NEIGHBORHOOD MEETING

This document is a public record under the North Carolina Public Records Act and may be published on the Town's website or disclosed to third parties.

Dear Neighbor:

You are invited to a neighborhood meeting to review and discuss the development proposal at:

901 Proctor Street

2706217463

(Addresses)

(Pin Numbers)

in accordance with the Town of Zebulon Neighborhood Meeting procedures. This meeting is intended to be a way for the applicant to discuss the project and review the proposed plans with adjacent neighbors and neighborhood organizations before the submittal of an application to the Town. This provides neighbors an opportunity to raise questions and discuss any concerns about the impacts of the project before it is officially submitted. Once an application has been submitted to the Town, it may be tracked using the Interactive Development Map located on the Town of Zebulon website at <https://www.townofzebulon.org/services/planning>.

A Neighborhood Meeting is requested because this project will include:

- Conditional Rezoning
- Planned Unit Development
- Site Plan within the Downtown Core or Downtown Periphery Zoning Districts
- Zoning Map Amendment (results in more intensive uses or increased density)
- Special Use Permit (Quasi-Judicial Hearing)

*Quasi-Judicial Hearing: The Board of Commissioners cannot discuss the project prior to the public hearing.

The following is a description of the proposed (also see attached map(s) and/or plan sheet(s)):
Special Use Permit request to operate a Self-Service Storage use in the Heavy Commercial zoning district as shown on the enclosed site plan.

Estimated Submittal Date: July 1, 2022

MEETING INFORMATION:

Property Owner(s) Name(s) Twin Agri Services, Inc.

Applicant(s) Smith, Anderson, Blount, Dorsett, Mitchell & Jernigan, LLP, c/o James Todd

Contact Information (e-mail/phone) jtodd@smithlaw.com/919.821.6727

Meeting Address: Zebulon Community Center, Classroom A; 301 S Arendell Ave., Zebulon 27579

Date of Meeting: June 16, 2022

Time of Meeting: 5:30-7:30 p.m.

**Meetings shall occur between 5:00 p.m.-9:00 p.m. on a Monday through Thursday (excluding Town recognized holidays). If you have questions about the general process for this application, please contact the Planning Department at 919-823-1809. You may also find information about the Zebulon Planning Department and on-going planning efforts at <https://www.townofzebulon.org/services/planning>



**INFORMATION PACKET FOR
NEIGHBORHOOD MEETINGS**

PROJECT CONTACT INFORMATION

This document is a public record under the North Carolina Public Records Act and may be published on the Town's website or disclosed to third parties.

Development Contacts: Allen Massey		
Project Name: StorageMax-901 Proctor Street		Zoning: Heavy Commercial (HC)
Location: 901 Proctor Street, Zebulon		
Property PIN(s): 2706217463		Acreage/Square Feet: 6.50 acres
Property Owner: Twin Agri-Services, Inc.		
Address: P.O Box 10		
City: Zebulon	State: NC	Zip: 27597-0010
Phone:		Email:
Developer: Robert High Development, LLC		
Address: 324 Greenville Ave		
City: Wilmington	State: NC	Zip: 28403
Phone: 910.790.9490	Fax:	Email: robert@roberthighdevelopment.com
Engineer: Gettle Engineering and Design, PLLC		
Address: 3816 Waxwing Court		
City: Wake Forest	State: NC	Zip: 27587
Phone: 919.210.3934	Fax:	Email: kpgettle@gmail.com
Builder (if known): Unknown		
Address:		
City:	State:	Zip:
Phone:	Fax:	Email:



INFORMATION PACKET FOR NEIGHBORHOOD MEETINGS

PROVIDING INPUT TO THE PLANNING BOARD OR BOARD OF COMMISSIONERS:

Each Board of Commissioners meeting agenda includes a Public Forum time when anyone is permitted to speak for three (3) minutes on any topic with the exception of items listed as Public Hearings for that meeting. The Board of Commissioners meets on the 1st Monday of each month at 7:00 p.m. and Joint Public Hearings are scheduled for the 2nd Monday of every Month. (except for holidays, see schedule of meetings at <https://www.townofzebulon.org/agendas-minutes>. You may also contact Board of Commissioners at <https://www.townofzebulon.org/government/board-commissioners>.

PRIVATE AGREEMENTS AND EASEMENT NEGOTIATION:

The Town of Zebulon cannot enforce private agreements between developers and neighbors and is not a party to the easement and right-of-way negotiation that occurs between developers and neighboring property owners for easements or rights-of-way that are necessary to build the project.

It is recommended that all private agreements be made in writing and that if a property owner feels it necessary, they should obtain private legal counsel in order to protect their interests in both private agreements and during easement negotiations. The only conditions that the Town of Zebulon can enforce are those conditions that are made a part of the conditional zoning of the property by agreement of the developer and the Town.

As an example, if a developer offers to build a fence for a neighbor to mitigate some impact, the Town can only enforce the construction of the fence if the fence becomes a condition of the rezoning. This would occur by the developer offering the condition as part of their conditional zoning application package or at the Joint Public Hearing on the conditional zoning and the Town accepting it as a condition. Private agreements regarding a fence being constructed will not be enforced by the Town.

To request that any agreement with a developer is made a part of the conditional zoning at the time of approval, you may ask at the public hearing if the agreement is included in the conditions. If it is not, you may request that the Board of Commissioners not approve the rezoning without the agreement being included in the conditions (note that it is up to Board of Commissioners whether to approve or deny the rezoning but they cannot impose conditions that the applicant does not agree to add). The developer's proposed conditions can be viewed any time after a rezoning is submitted on the Town of Zebulon Interactive Development Map which can be found at: <https://www.townofzebulon.org/services/planning/whats-coming-zebulon>

DOCUMENTATION:

Neighbors to a requested new development and/or rezoning are strongly encouraged to fully document (such as through dated photographs) the condition of their property before any work is initiated for the new development. Stormwater controls installed on developed property are not designed to and will likely not remove 100% of the soil particles transported by stormwater runoff. As a result, creeks and ponds could become cloudy for a period of time after rain events.

NEIGHBORHOOD MEETING SIGN-IN SHEET:

This document is a public record under the North Carolina Public Records Act and may be published on the Town's website or disclosed to third parties.

Project Name: StorageMax-901 Proctor Street

Meeting Address: 301 S. Arendell Ave, Zebulon NC 27597

Date of Meeting: June 16, 2022 Time of Meeting: 5:30-7:30 p.m.

Property Owner(s) Names: Twin Agri-Services, Inc.

Applicants: Smith, Anderson, Blount, Dorsett, Mitchell & Jernigan, LLP

Please print your name below, state your address and/or affiliation with a neighborhood group, and provide your phone number and email address. Providing your name below does not represent support or opposition to the project; it is for documentation purposes only.

	Name/ Organization	Address	Phone#	E-mail
1	Highs used cars	1401 Shepard school	919-568-8828	Highs US:0 cars@billow4
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				

Attach Additional Sheets If Necessary.



INFORMATION PACKET FOR NEIGHBORHOOD MEETINGS

SUMMARY OF DISCUSSION FROM THE NEIGHBORHOOD MEETING

This document is a public record under the North Carolina Public Records Act and may be published on the Town's website or disclosed to third parties.

Project Name: StorageMax-901 Proctor Street

Meeting Address: 301 S. Arendell Ave, Zebulon NC 27597

Date of Meeting: June 16, 2022 Time of Meeting: 5:30-7:30 p.m.

Property Owner(s) Names: Twin Agri-Services, Inc.

Applicants: Smith, Anderson, Blount, Dorsett, Mitchell & Jernigan, LLP, c/o James R. Todd, on behalf of Storage Family, LLC

Please summarize the questions/comments and your response from the Neighborhood Meeting in the spaces below (attach additional sheets, if necessary). Please state if/how the project has been modified in response to any concerns. The response should not be "Noted" or "No Response". There has to be documentation of what consideration the neighbor's concern was given and justification for why no change was deemed warranted.

Question/ Concern #1 There was a single attendee at the meeting. Mr. High, owner of 1401 Shepard School Road, did not raise any particular concerns about the project. He asked questions about the proposal, but did not identify any particular concerns.

Applicant Response: We provided Mr. High with answers to his questions about the development including location of the improvements, access points, and future stormwater controls.

Question/ Concern #2

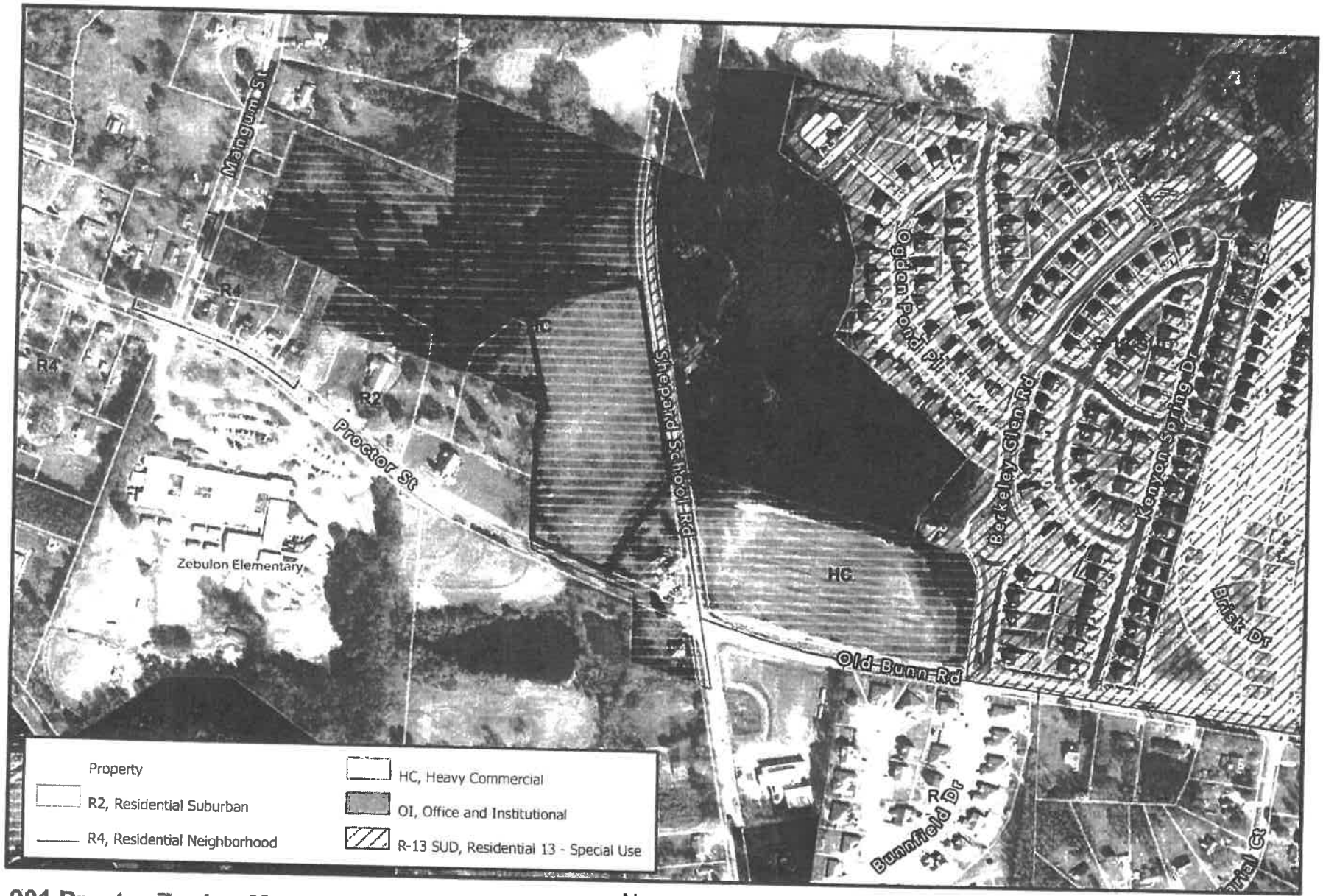
Applicant Response:

Question/ Concern #3

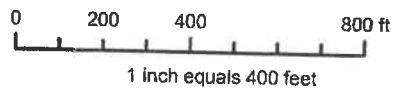
Applicant Response:

Question/ Concern #4

Applicant Response:



901 Proctor Zoning Map



Disclaimer
 iMaps makes every effort to produce and publish the most current and accurate information possible. However, the maps are produced for information purposes, and are NOT surveys. No warranties, expressed or implied, are provided for the data therein, its use, or its interpretation.



INFORMATION PACKET FOR NEIGHBORHOOD MEETINGS

AFFIDAVIT OF CONDUCTING A NEIGHBORHOOD MEETING, SIGN-IN SHEET AND ISSUES/RESPONSES SUBMITTAL

This document is a public record under the North Carolina Public Records Act and may be published on the Town's website or disclosed to third parties.

I, James P. Todd, do hereby declare as follows:
Print Name

- 1. I have conducted a Neighborhood Meeting for the proposed Rezoning, Major Site Plan, Master Subdivision Plan, or Special Use Permit.
2. The meeting invitations were mailed to the Zebulon Planning Department, all property owners within 300 feet of the subject property and any neighborhood association that represents citizens in the area via first class mail a minimum of 10 days in advance of the Neighborhood Meeting.
3. The meeting was conducted at 301 S. Arendell Ave., Zebulon (location/address) on June 16, 2022 (date) from 5:30pm (start time) to 7:30pm (end time).
4. I have included the mailing list, meeting invitation, sign-in sheet, issue/response summary, and zoning map/reduced plans with the application.
5. I have prepared these materials in good faith and to the best of my ability.

By: James P. Todd
Date

STATE OF North Carolina
COUNTY OF Wake

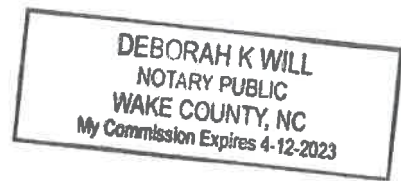
Sworn and subscribed before me, Deborah K. Will, a Notary Public for the above State and County, on this the 1st day of July, 2022.

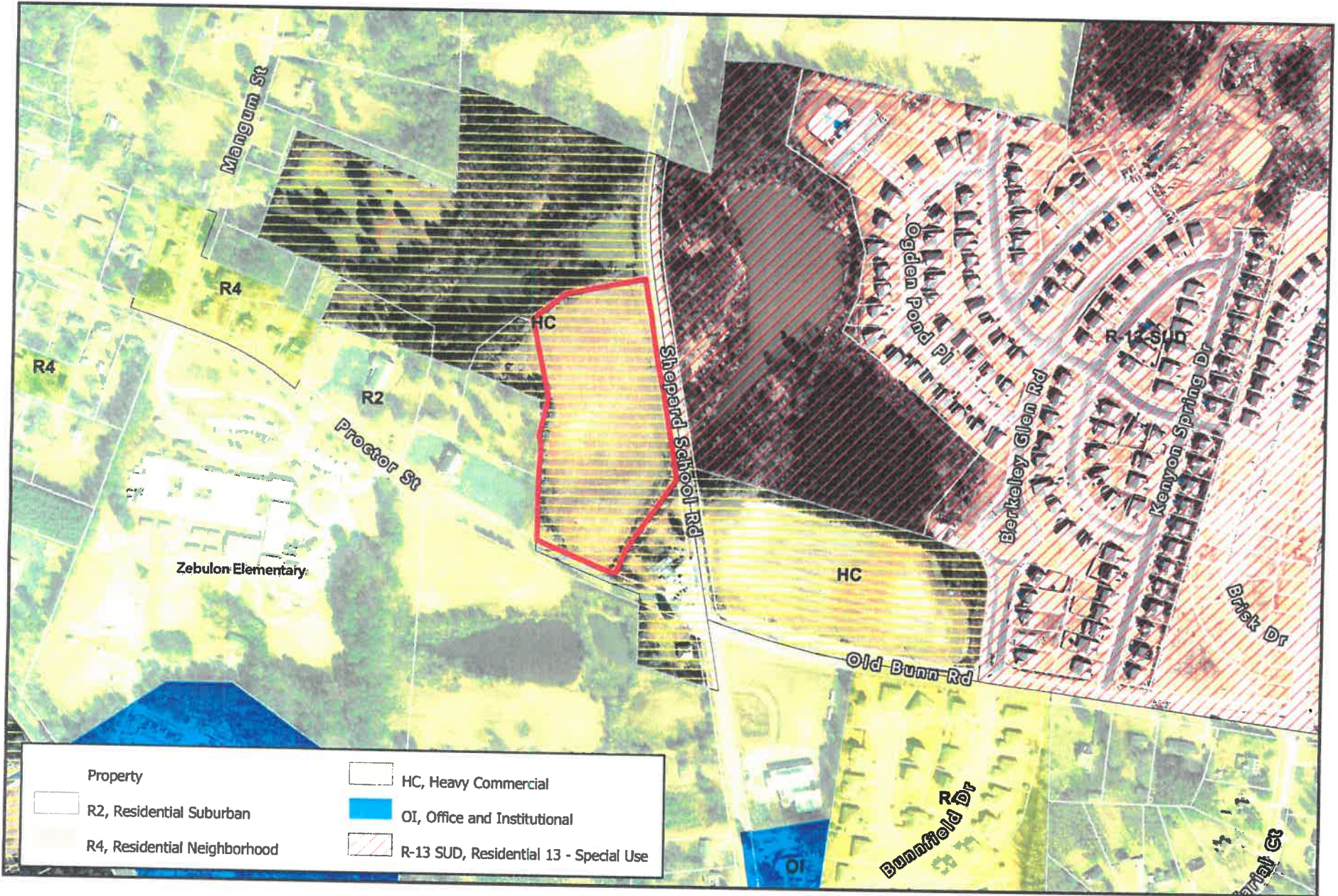
SEAL Deborah K. Will

Notary Public

Deborah K. Will
Print Name

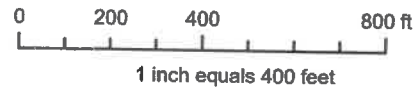
My Commission Expires: 4-12-23





Property	HC, Heavy Commercial
R2, Residential Suburban	OI, Office and Institutional
R4, Residential Neighborhood	R-13 SUD, Residential 13 - Special Use

901 Proctor Zoning Map



Disclaimer
 IMaps makes every effort to produce and publish the most current and accurate information possible. However, the maps are produced for information purposes, and are NOT surveys. No warranties, expressed or implied, are provided for the data therein, its use, or its interpretation.



Proctor Street Storage– Traffic Memorandum
Prepared for Robert High Development, LLC
Zebulon, NC
DAVENPORT Project Number 220415
October 27, 2022

Introduction

The proposed Proctor Street Storage development is located on the northwest quadrant of the intersection of Proctor Street and Shepard School Road in Zebulon, NC. The proposed development is planned to consist of 112 KSF of mini-warehouse storage. The site plan proposes two (2) full movement site accesses, one on Proctor Steet and one on Shepard School Road. A traffic impact analysis has been conducted for this development. This memorandum summarizes the trip generation of the proposed development, as well as the recommended improvements necessary to mitigate the additional traffic in the surrounding area. This is based on the TIA completed for this site on July 1, 2022.

Trip Generation

The trip generation potential of this site was projected based on the most recent edition (11th Edition) of the *ITE Trip Generation Manual*, which is the industry-standard methodology. Also, NCDOT Congestion Management provides guidance on the selection of appropriate rates and equations from the *Trip Generation Manual*. The draft guidelines for the (11th Edition) of the *ITE Trip Generation Manual* recommends using the rate of the peak hour of the generator, with unit count as the independent variable for mini-warehouse. The number of units is unknown at this time. The guidelines for the (10th Edition) of the *ITE Trip Generation Manual* recommend using the rate of the adject street, with gross floor area as the independent variable. In an effort to be conservative, the rate for the peak hour of the generator was used for AM and PM trips, with gross floor area was used as the independent variable. This equated to the highest number of trips. Table 1 presents the results.

Table 1 - ITE Trip Generation									
Proctor Steet Storage									
Average Weekday Driveway Volumes					24 Hour Two-Way	AM Peak Hour		PM Peak Hour	
Land Use	ITE Land Code	Size		Data Source	Volume	Enter	Exit	Enter	Exit
Mini-Warehouse	151	112	1000 Sq. Ft. GFA	Generator; Rate	162	10	10	10	10

Home Office:
 119 Brookstown Avenue, Suite PH-1
 Winston-Salem, NC 27101
 Main: 336.744.1636; Fax: 336.458.9377

Triangle Regional Office:
 4600 Marriott Drive, Suite 340
 Raleigh, NC 27612
 Main: 919-324-1665; Fax: 336.458.9377

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Capacity Analysis Results and Recommendations

Based on the very low trip generation of the proposed Proctor Steet Storage development, no mitigation is recommended for this development. At the off-site study intersections (Proctor Street at Zebulon Road, and Proctor Street at Pearces Road), the proposed development contributes less than a 0.5% increase in traffic volume.

The TIA analyzed the need for left and right turn lanes at the site accesses based on the NCDOT "Policy on Street and Driveway Access to North Carolina Highways." Based on projected volumes, auxiliary turn lanes are not warranted. The two proposed full access driveways should be designed per NCDOT and Town of Zebulon standards.

Please let us know if you need additional information.

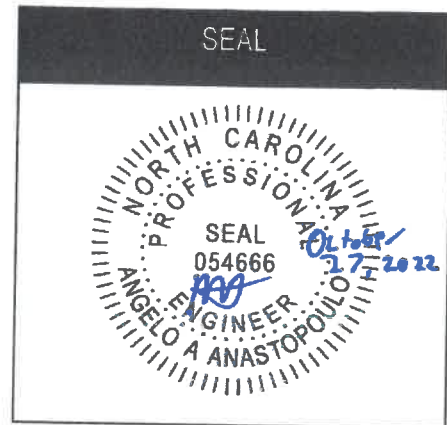
Sincerely,

A handwritten signature in blue ink, appearing to read "AJA", written over a horizontal line.

AJ Anastopoulos, P.E.

aanastopoulos@davenportworld.com

910-338-0743



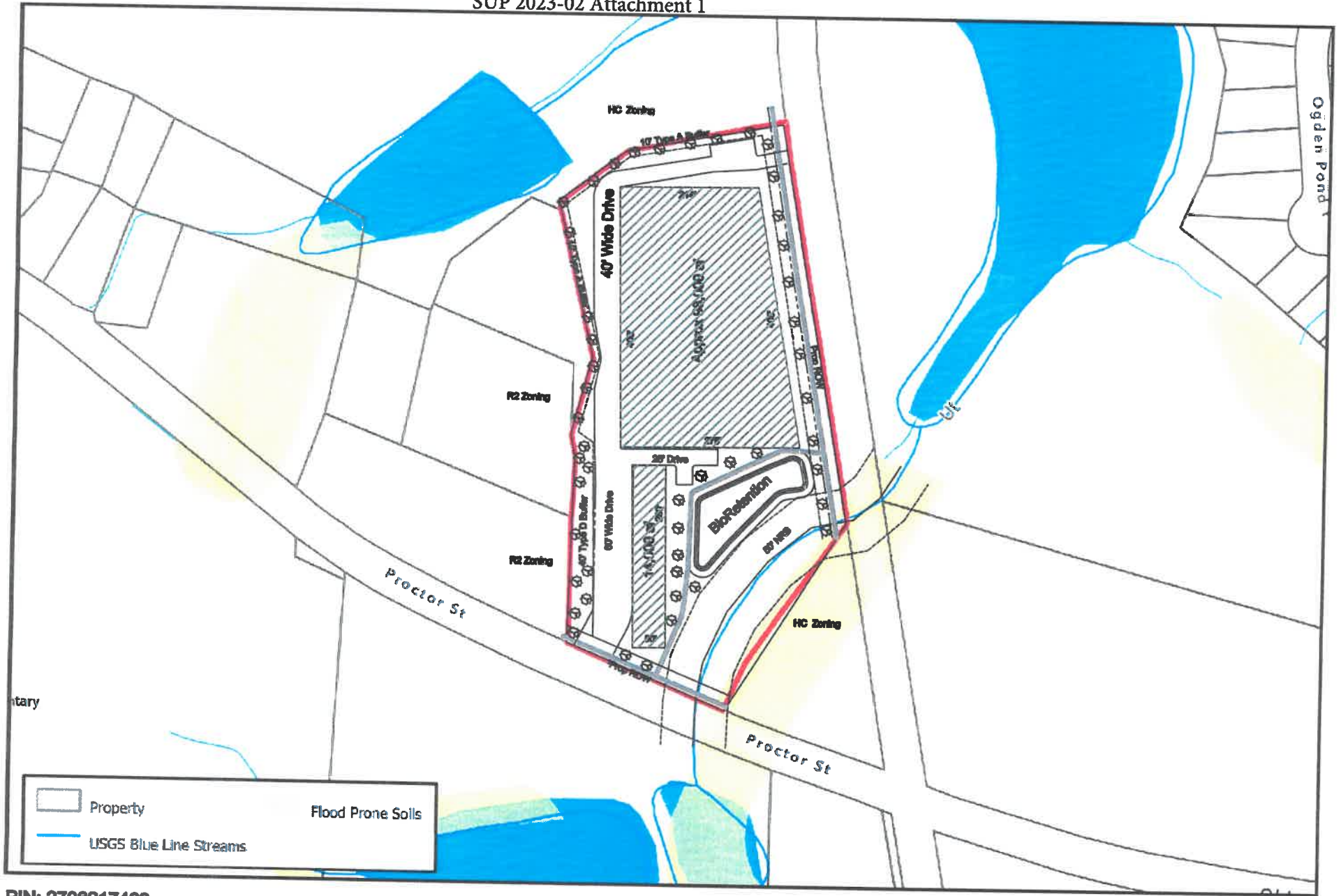


ADDITIONAL DOCUMENTATION

Home Office:
119 Brookstown Avenue, Suite PH-1
Winston-Salem, NC 27101
Main: 336.744.1636; Fax: 336.458.9377

Triangle Regional Office:
4600 Marriott Drive, Suite 340
Raleigh, NC 27612
Main: 919-324-1665; Fax: 336.458.9377

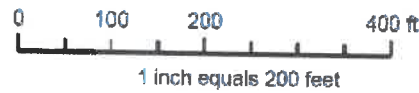
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PIN: 2706217463

PRELIMINARY DO NOT USE FOR CONSTRUCTION

Gettle Engineering and Design PLLC, P-2538



Disclaimer

Maple makes every effort to produce and publish the most current and accurate information possible. However, the maps are produced for information purposes, and are NOT surveys. No warranties, expressed or implied, are provided for the data therein, its use, or its interpretation.

Query

DATA SOURCE:
Trip Generation Manual, 11th Ed

SEARCH BY LAND USE CODE:
151

LAND USE GROUP:
(100-199) Industrial

LAND USE:
151 - Mini-Warehouse

LAND USE SUBCATEGORY:
All Sites

SETTING/LOCATION:
General Urban/Suburban

INDEPENDENT VARIABLE (IV):
1000 Sq. Ft. GFA

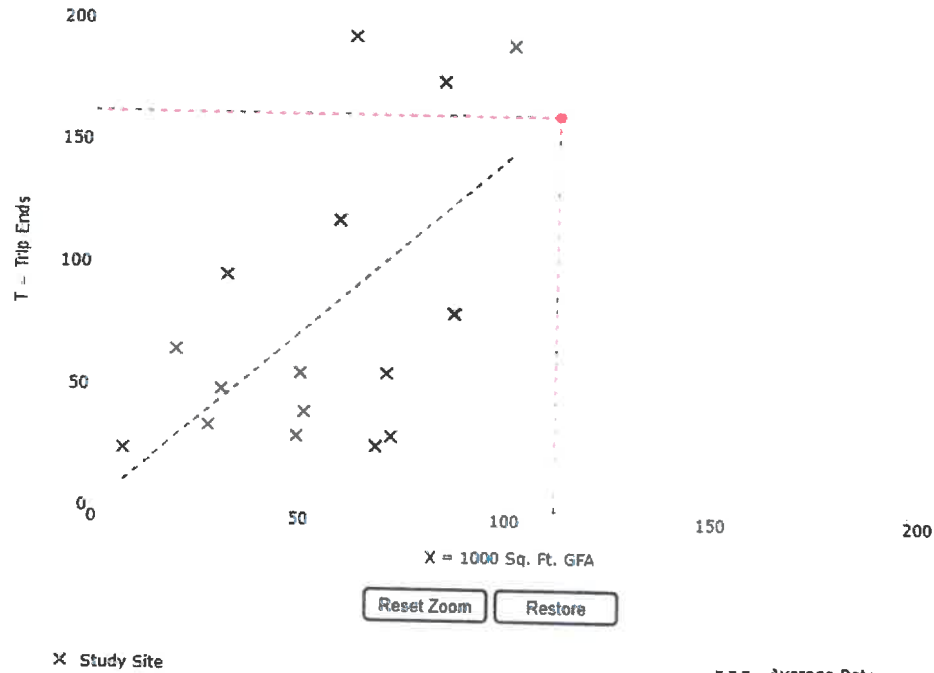
TIME PERIOD:
Weekday

TRIP TYPE:
Vehicle

ENTER IV VALUE TO CALCULATE TRIPS:
112

Data Plot and Equation

SUP 2023-02 Attachment 1



DATA STATISTICS

Land Use:
Mini-Warehouse (151) [Click for Description and Data Plots](#)

Independent Variable:
1000 Sq. Ft. GFA

Time Period:
Weekday

Setting/Location:
General Urban/Suburban

Trip Type:
Vehicle

Number of Studies:
16

Avg. 1000 Sq. Ft. GFA:
55

Average Rate:
1.45

Range of Rates:
0.38 - 3.25

Standard Deviation:
0.92

Fitted Curve Equation:
Not Given

R²:

Directional Distribution:
50% entering, 50% exiting

Calculated Trip Ends:
Average Rate, 162 (Total) 81 (Entry), 81 (Exit)

Use the mouse wheel to Zoom Out or Zoom In.
Hover the mouse pointer on data points to view X and T values.

Query

DATA SOURCE:
Trip Generation Manual, 11th Ed

SEARCH BY LAND USE CODE:

151

LAND USE GROUP:
(100-199) Industrial

LAND USE:
151 - Mini-Warehouse

LAND USE SUBCATEGORY:
All Sites

SETTING/LOCATION:
General Urban/Suburban

INDEPENDENT VARIABLE (IV):
1000 Sq. Ft. GFA

TIME PERIOD:
Weekday, AM Peak Hour of Generator

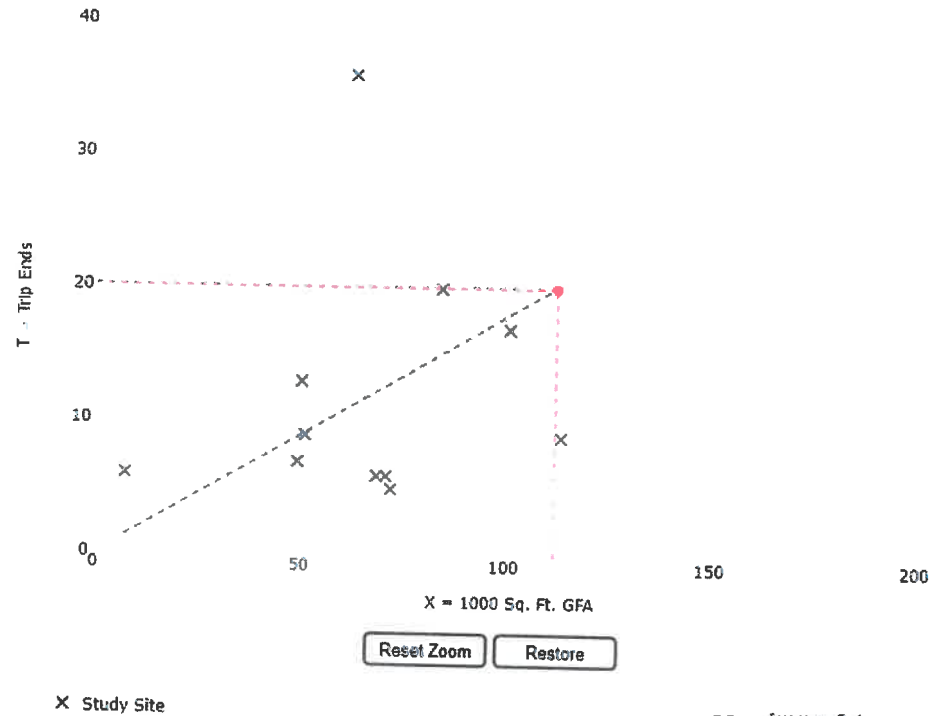
TRIP TYPE:
Vehicle

ENTER IV VALUE TO CALCULATE TRIPS:

112 Calculate

Data Plot and Equation

SUP 2023-02 Attachment 1



DATA STATISTICS

Land Use:
Mini-Warehouse (151) - [Click for Description and Data Plots](#)

Independent Variable:
1000 Sq. Ft. GFA

Time Period:
Weekday
AM Peak Hour of Generator

Setting/Location:
General Urban/Suburban

Trip Type:
vehicle

Number of Studies:
11

Avg. 1000 Sq. Ft. GFA
66

Average Rate:
0.18

Range of Rates:
0.07 - 0.79

Standard Deviation
0.16

Fitted Curve Equation:
Not Given

R²:

Directional Distribution:
51% entering, 49% exiting

Calculated Trip Ends:
Average Rate: 20 (Total: 10 (Entry), 10 (Exit))

Use the mouse wheel to Zoom Out or Zoom In.
Hover the mouse pointer on data points to view X and T values.

Query

DATA SOURCE:
Trip Generation Manual, 11th Ed

SEARCH BY LAND USE CODE:

LAND USE GROUP:
(100-199) Industrial

LAND USE:
151 - Mini-Warehouse

LAND USE SUBCATEGORY:
All Sites

SETTING/LOCATION:
General Urban/Suburban

INDEPENDENT VARIABLE (IV):
1000 Sq Ft GFA

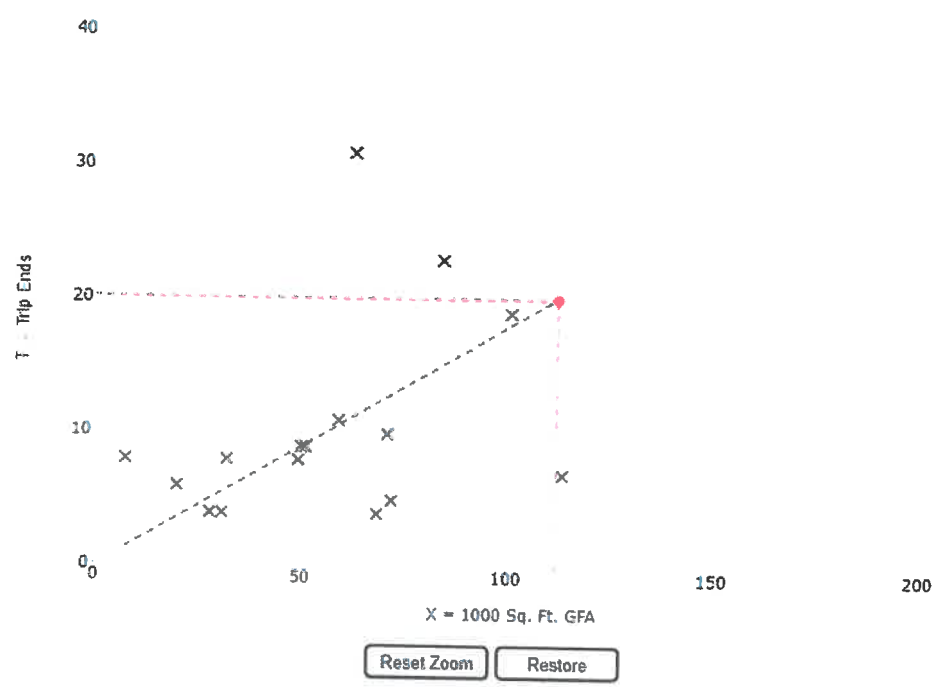
TIME PERIOD:
Weekday, PM Peak Hour of Generator

TRIP TYPE:
Vehicle

ENTER IV VALUE TO CALCULATE TRIPS:

Data Plot and Equation

SUP 2023-02 Attachment I



DATA STATISTICS

Land Use:
Mini-Warehouse (151) [Click for Description and Data Plots](#)

Independent Variable:
1000 Sq. Ft. GFA

Time Period:
Weekday
PM Peak Hour of Generator

Setting/Location:
General Urban/Suburban

Trip Type:
Vehicle

Number of Studies:
16

Avg. 1000 Sq. Ft. GFA:
56

Average Rate:
0.18

Range of Rates:
0.06 - 1.05

Standard Deviation:
0.14

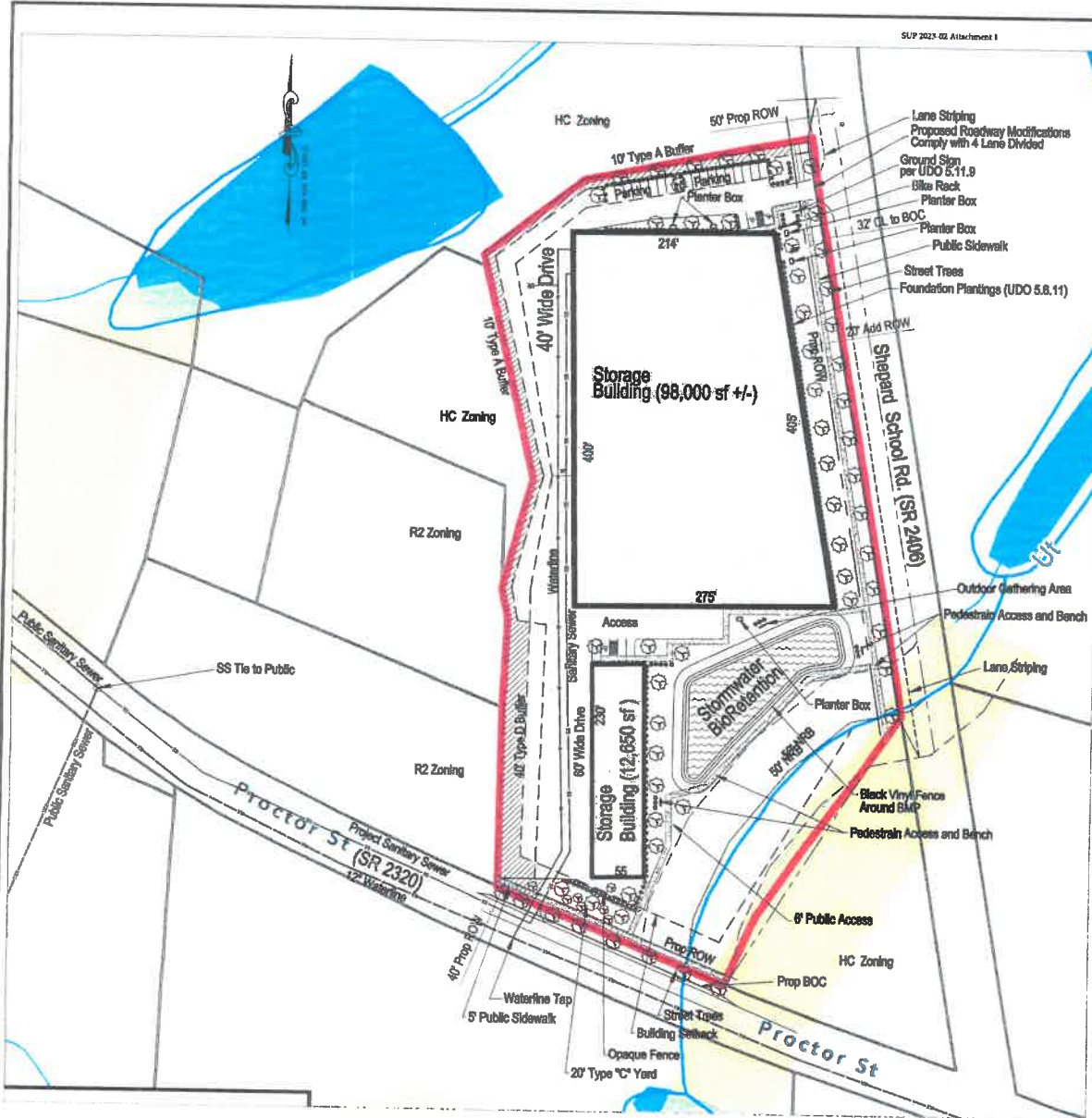
Fitted Curve Equation:
Not Given

R²:

Directional Distribution:
51% entering, 49% exiting

Calculated Trip Ends:
Average Rate: 20 (Total) 10 (Entry) 10 (Exit)

Use the mouse wheel to Zoom Out or Zoom In.
Hover the mouse pointer on data points to view X and T values.



SITE DATA:

SITE ADDRESS: 901 PROCTOR STREET, ZEBULON NC 2702717483
 PINE VACANT
 CURRENT USE: SELF STORAGE FACILITY (S20 as per UDO 5.11.9)
 PROPOSED USE: BUCKHORN REUSE
 SITE AREA: 112,000 sq ft
 WATERSHED: HC (HEAVY COMMERCIAL)
 RIVER BASIN: SUGARHORN COMMERCIAL
 H.C. ZONING DISTRICT: 112,000 sq ft
 FUTURE LAND USE: 50'
 PROPOSED BUILDING SIZE: 80% (3.20 ac)
 BUILDING HEIGHT (MAX): 92% (4.0 ac)
 MAX LOT COVERAGE (ALLOWED) - HC: 30' (STREET ROW)
 MAX LOT COVERAGE (PROVIDED) - HC: 17, 5' (SIDES)
 BUILDING SETBACKS: 25' (REAR)
 112,000 5000 = 22 SPACES
 24 SPACES
 PARKING (REQUIRED: 1 SPACE / 500 sq ft): Robert High Development, LLC
 PROVIDED: 324 Greenville Ave
 DEVELOPER: Wilmington NC 28403
 (910) 780-8490

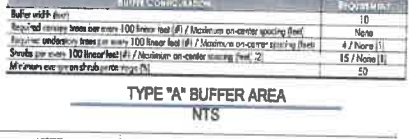
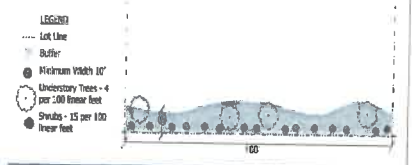


TYPICAL BUILDING SIGNAGE NTS

OPEN SPACE (PASSIVE) SUMMARY

REQUIRED: 3% X 6.6 AC = 10AC
 PROVIDED: BIORETENTION AREA WITH PEDESTRIAN ACCESS 44 AC / 6.6 AC = 7%
 OPEN AREA AT THE BMP TO COMPLY WITH UDO 5.7.5

- NOTES**
- BOUNDARY OUTLINE AND EXISTING SITE INFORMATION OBTAINED FROM WAKE COUNTY GIS, AND IS NOT TO BE CONSIDERED AN ACTUAL FIELD SURVEY. THIS DOCUMENT IS FOR CONCEPT REVIEW ONLY, NOT TO BE USED FOR CONSTRUCTION ACTIVITIES.
 - BUILDING SIZES AND CONFIGURATIONS SHOWN ARE APPROXIMATE. SEE ARCHITECTURAL PLANS FOR DETAILED INFORMATION REGARDING THE STORAGE FACILITIES.
 - ALL PROPOSED CONSTRUCTION WILL BE IN STRICT CONFORMANCE TO THE TOWN OF ZEBULON, AND NCDOT, STANDARDS AND SPECIFICATIONS.
 - WATER SUPPLY AND WASTE WATER CONNECTIONS IN THIS DEVELOPMENT SHALL BE PROVIDED BY THE CITY OF RALEIGH. WATER AND SANITARY SEWER CONNECTIONS WILL BE PROVIDED TO EXISTING UTILITIES IN PROCTOR ROAD.
 - SITE LIGHTING WILL COMPLY WITH UDO SECTION 5.4 AND IS NOTED ON DRAWING E3101, BY CBH ENGINEERS, PLLC.
 - THE PARCEL IS NOT LOCATED WITHIN A FLOOD ZONE AS NOTED PER FEMA MAP 372020001, DATED MAY 2, 2008.
 - BUILDING AND ENTRANCE SIGNAGE TO COMPLY WITH THE TOWN OF ZEBULON UDO SECTION 5.11.
 - EMERGENCY COMMUNICATION WITHIN THE BUILDINGS, AND ON SITE, SHALL BE EVALUATED DURING DETAILED SITE PLAN DEVELOPMENT. DETERMINATION IF BI-DIRECTIONAL REPEATERS ARE REQUIRED.
 - ROAD WORK ON SHEPARD AND PROCTOR STREETS TO BE CONSISTENT WITH THE TRANSPORTATION PLAN IMPROVEMENTS. SHEPARD IS PROPOSED TO HAVE A LANE DIVIDED ROADWAY, AND PROCTOR ST. TO HAVE A LANE DIVIDED ROADWAY. THE PROJECT IS RESPONSIBLE FOR [] OF ROADWAY IMPROVEMENTS AND THE CENTER MEDIAN WILL BE CONSIDERED FREE-IN-LEU.
 - SOLID WASTE DISPOSAL TO BE PROVIDED BY A ROLL-TYPE REFUSE BIN AND STORED AT THE OFFICE BUILDING. THE CONTAINER TO BE ROLLED OUT TO PROCTOR STREET ON SCHEDULED DATES OF WASTE PICKUP.
 - LANDSCAPING SHOWN IS APPROXIMATE AND WILL COMPLY WITH UDO SECTION 5.6.



PRELIMINARY
DO NOT USE FOR
CONSTRUCTION



Cattle Engineering and Design, PLLC
 3816 Waxhaw Ct.
 Wake Forest, North Carolina 27707
 (919) 210-3834 License: P-2538

NO.	DATE	DESCRIPTION
1	10/1/2023	PRELIMINARY PLAN
2	10/1/2023	FINAL PLAN
3	10/1/2023	AS NOTED



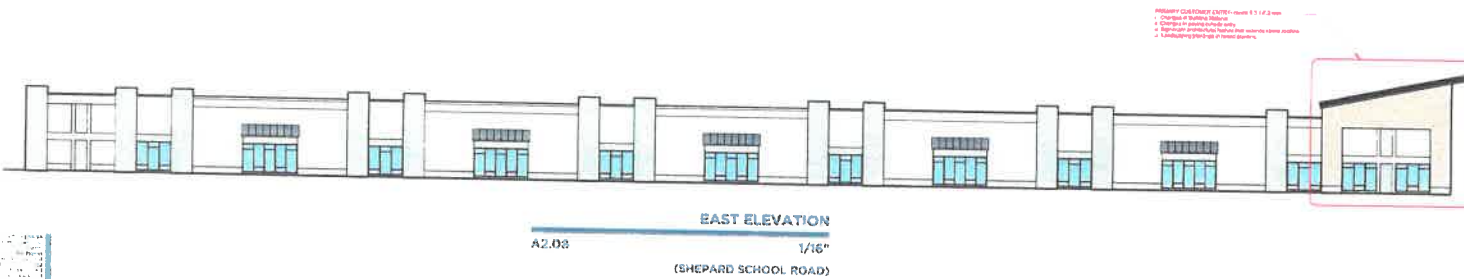
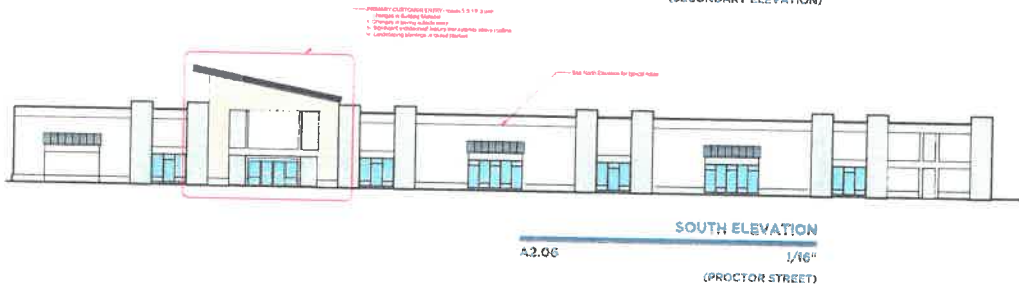
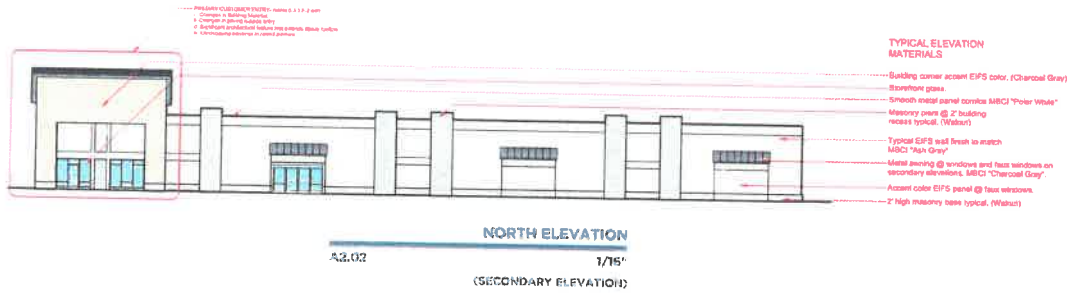
Concept Site Plan
 StorageMax
 901 Proctor Street
 Zebulon, Wake County, North Carolina

DATE: 10/1/2023
 PROJECT: STORAGE MAX
 PROJECT NUMBER: 2023-02
 PROJECT LOCATION: 901 PROCTOR STREET, ZEBULON, NC
 PROJECT STATUS: PRELIMINARY

EX1



BUILDING MATERIALS
A2.01 No Scale

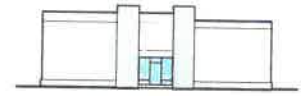


NO.	DESCRIPTION	DATE
1	ISSUE 1.1 - CHANGE IN BUILDING FACADE	10/14/2022
2	ISSUE 1.2 - CHANGE IN PANEL LAYOUT	10/14/2022
3	ISSUE 1.3 - RECONFIRM PRODUCTION FEATURES AND EXTERIOR FINISH DETAILS	10/14/2022
4	ISSUE 1.4 - RECONFIRM MASONRY OR PANEL PATTERN	10/14/2022

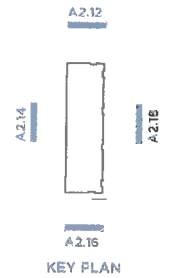


STORAGEMAX SELF STORAGE
PHASE 1 DEVELOPMENT
ROBERT ANGEL DEVELOPMENT
BY PROCTOR STREET
TULSA, OK

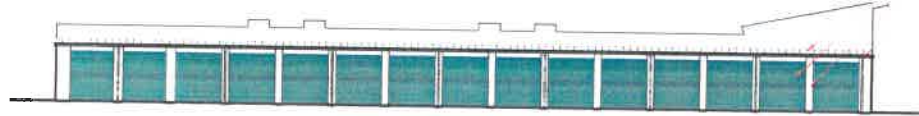
BUILDING ONE ELEVATIONS



A2.12
NORTH ELEVATION
 1/16"
 (SECONDARY ELEVATION)

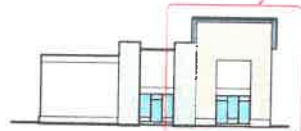


- Metal roof behind parapets
- Overhead doors to match MBCI "Farm Green"
- Sidelight casing to match MBCI "Ash Gray"
- Gutie and overhangs to match MBCI "Ash Gray"



A2.14
WEST ELEVATION
 1/16"
 (TERTIARY ELEVATION)

- Metal roof behind parapets - Match 5:1:1 Flat
- Overhead doors to match MBCI "Farm Green"
- Sidelight casing to match MBCI "Ash Gray"
- Gutie and overhangs to match MBCI "Ash Gray"



A2.16
SOUTH ELEVATION
 1/16"
 (PROCTOR STREET)

- Metal roof behind parapets - Match 5:1:1 Flat
- Overhead doors to match MBCI "Farm Green"
- Sidelight casing to match MBCI "Ash Gray"
- Gutie and overhangs to match MBCI "Ash Gray"

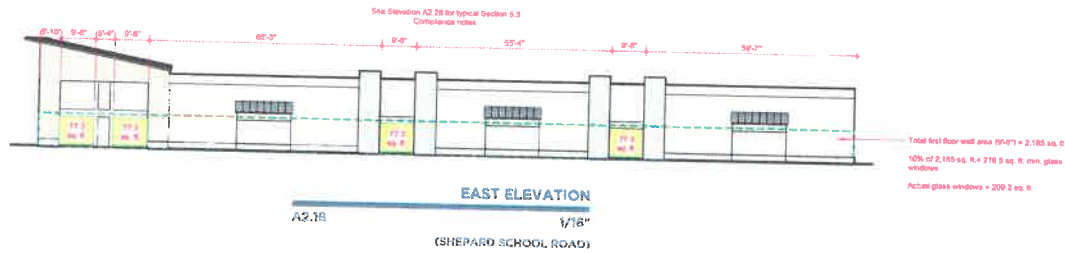
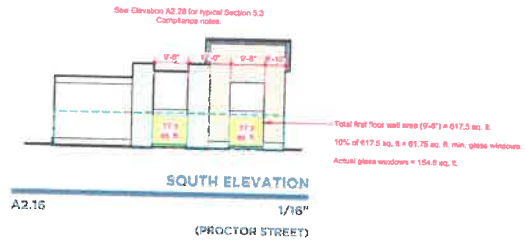
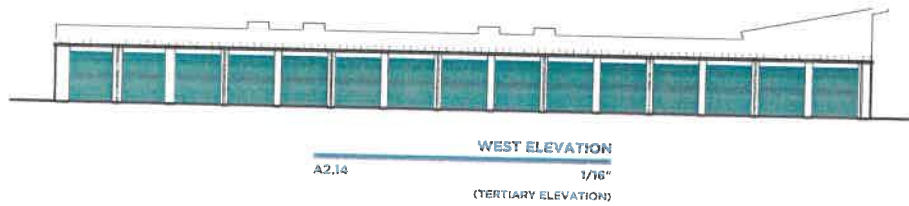
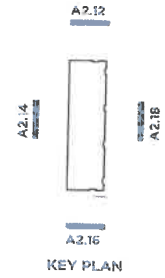
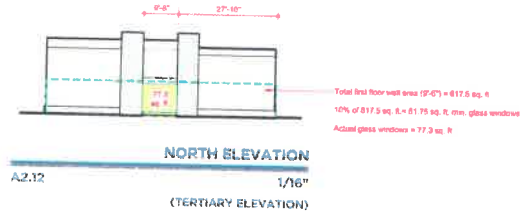


A2.18
EAST ELEVATION
 1/16"
 (SHEPARD SCHOOL ROAD)

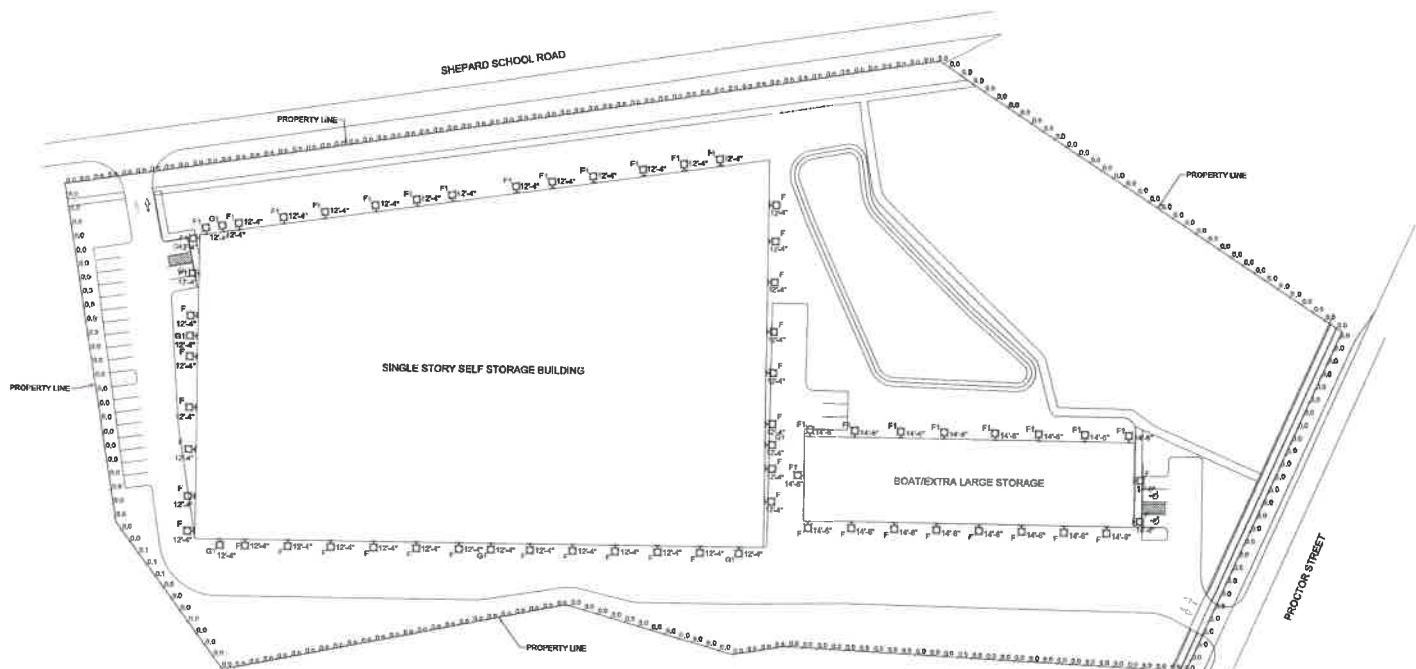
- TYPICAL ELEVATION MATERIALS**
- Sidelight glass
 - Smooth metal panel cornice ("Polar White")
 - Masonry piers @ 2' building recess typical. (W/strut)
 - Typical EPS wall finish to match MBCI "High Gray"
 - Metal casings @ windows and door windows on secondary elevations. Match MBCI "Charcoal Gray"
 - 2" high masonry base typical. (W/strut)



SUP 2023-02 Attachment 1



S/P 2024 02 Attachment 1



A1 ELECTRICAL SITE PLAN
1" = 40'-0"

LIGHTING FIXTURE SCHEDULE

MARK	DESCRIPTION	MANUFACTURER/SERIES	NOML SIZE	TEMP(H)	LAMPS	VOLTS	DELIVERED LUMENS	WATTS	COLOR	MOUNTING HEIGHT	BALLAST DRIVER	REMARKS
F	WALL MOUNTED EXTERIOR LED FIXTURE FULL CUTOFF	HUBBELL 90 SERIES OR APPROXIMATED EQUAL	N/A	4000	LEDs	120	9018	51	DARK BRONZE	REFER TO PLANS	LED DRIVER	
F1	WALL MOUNTED EXTERIOR LED FIXTURE FULL CUTOFF	HUBBELL 90 SERIES OR APPROXIMATED EQUAL	N/A	4000	LEDs	120	2263	31	DARK BRONZE	REFER TO PLANS	LED DRIVER	
F11	WALL MOUNTED EXTERIOR LED FIXTURE FULL CUTOFF WITH EMERGENCY BATTERY BACKUP	HUBBELL COMPASS CUSO OR APPROXIMATED EQUAL	N/A	4000	LEDs	120	1600 AC 800 EM	17	DARK BRONZE	REFER TO PLANS	LED DRIVER	

*THE ENGINEER OF RECORD CONFIRMS THAT THE LIGHT FIXTURES SPECIFIED AND LIGHTING LEVELS ACHIEVED MEET THE REQUIREMENTS OF THE LATEST VERSION OF THE ZEBULON UNIFIED DEVELOPMENT ORDINANCE

STATISTICS

DESCRIPTION	AVG.	MAX.	MIN.	AVG/MIN.
PROPERTY LINES	0.0 FC	0.1 FC	0.0 FC	N/A

THIS DOCUMENT IS THE PROPERTY OF CBHF ENGINEERS, PLLC. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREON. IT IS NOT TO BE REPRODUCED, COPIED, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF CBHF ENGINEERS, PLLC. THE USER OF THIS DOCUMENT AGREES TO HOLD CBHF ENGINEERS, PLLC HARMLESS FROM AND AGAINST ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES, INCLUDING REASONABLE ATTORNEY'S FEES, THAT MAY BE ASSERTED AGAINST CBHF ENGINEERS, PLLC BY ANY THIRD PARTY AS A RESULT OF THE USER'S USE OF THIS DOCUMENT.

CBHF
Engineers, PLLC
2248 Yeapton Drive
Wilmington, NC 28401
Phone: 910.791.4000
Fax: 910.791.3268
www.cbhf.com
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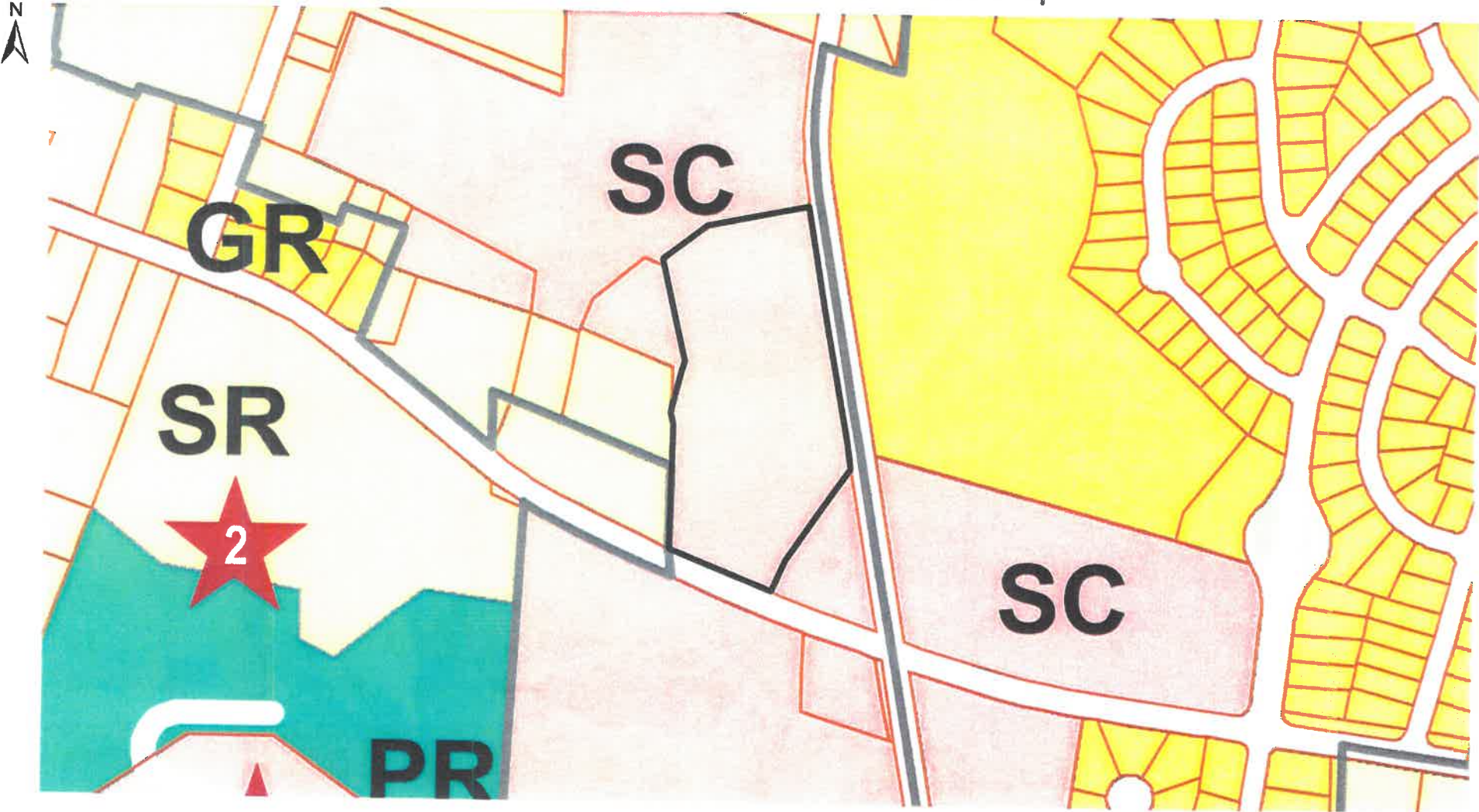






STORAGEMAX
SELF STORAGE FACILITY
ZEBULON, WAKE COUNTY, NORTH CAROLINA
ELECTRICAL
SITE PHOTOMETRIC PLAN

REVISED: 0
DRAWING NO:

ES101
REVISED: 0

Attachment 2 - Future Land Use Map



-  General Residential (GR)
-  Parks and Recreation (PR)
-  Suburban Commercial (SC)
-  Suburban Residential (SR)

Suburban Commercial

This designation involves commercial developments, whether at a neighborhood-focused or larger scale, that stand apart from most auto-oriented contemporary development. The suburban character is achieved through lesser coverage of the site with buildings and especially paved areas. Preservation of trees or other natural site features, along with generous landscaping, can also move a site into the suburban range of the community character spectrum relative to sites where "gray" paved surfaces predominate over "green" and open spaces.

Primary Land Use Types

- Commercial retail and service uses, at varying scales and development intensities depending on the site, and with potential incorporation of residential use as zoning allows.
- Office use, involving large and/or multi-story buildings or small-scale offices depending on the site, which may involve a medical or technology/research focus.
- Planned development to accommodate custom site designs or mixing of uses in a suburban character setting.



Suburban character of the State Employees Credit Union site relative to more auto-oriented site development across N.C. 96.

Characteristics

- Suburban character primarily from reduced site coverage relative to most auto-oriented commercial development. May exclude some auto-oriented uses that cannot achieve a suburban character (e.g., car washes).
- Especially at key community entries and along high-profile roadway corridors, may also involve other criteria to yield less intensive and more attractive development outcomes relative to auto-oriented areas, including higher standards for landscaping (along street frontages and within parking areas), signs, and building design.
- Near residential properties and areas, the permitted scale and intensity of non-residential uses should be limited to ensure compatibility (including adequate buffering/screening, criteria for placement and orientation of buildings and parking areas, height limits, and residential-in-appearance architectural standards).
- More opportunity for natural and/or swale drainage (and storm water retention/absorption) versus concentrated storm water conveyance in auto-oriented areas.

Where on the Map

Various locations but typically adjacent to Suburban Residential areas, plus other sites exhibiting a distinctly green appearance relative to auto-oriented commercial areas.

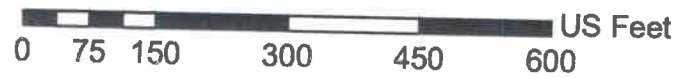
Attachment 4 - Aerial Map



Attachment 5 - Zoning Map

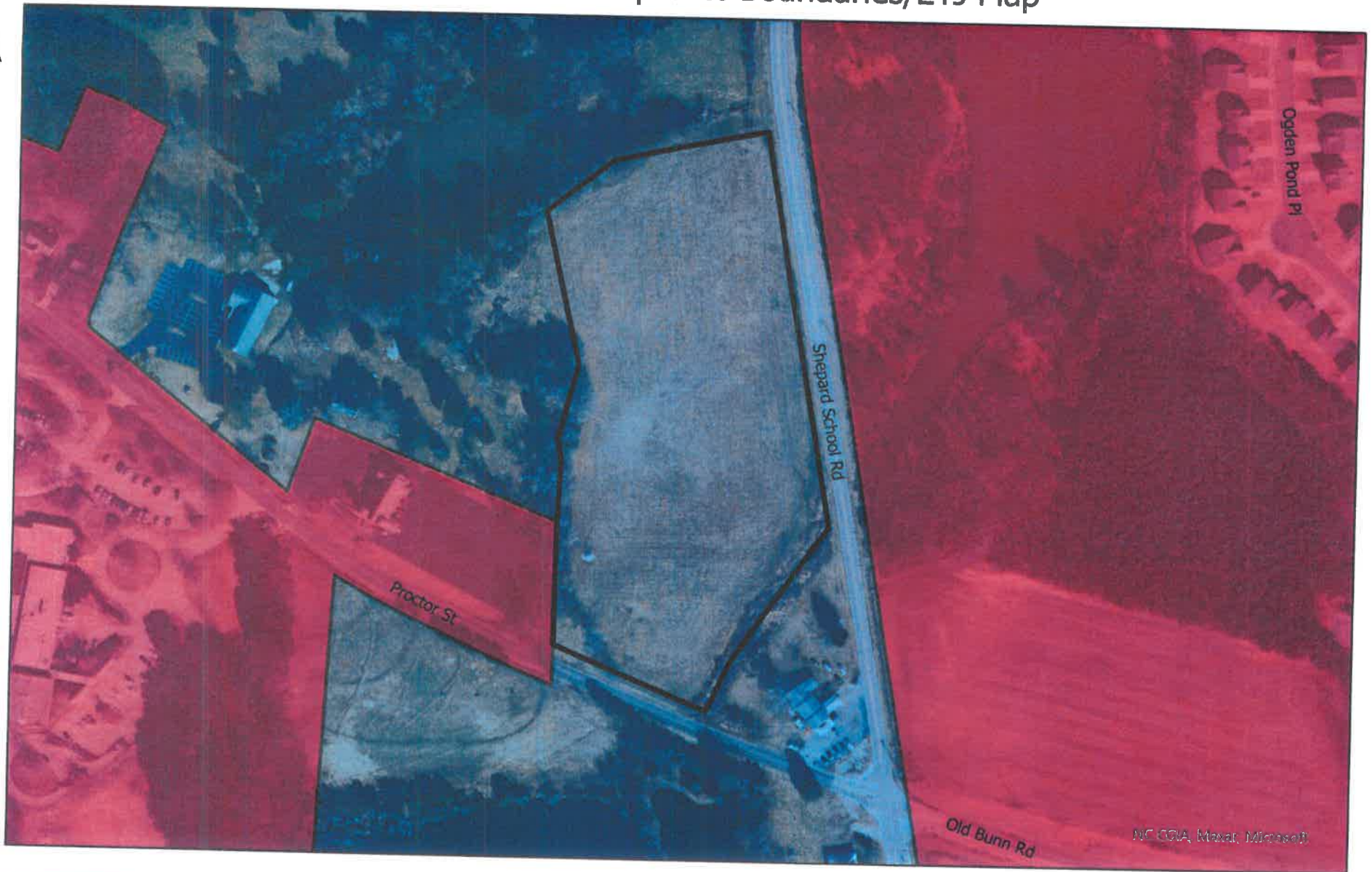


NC COIA, Maxar, Microsoft

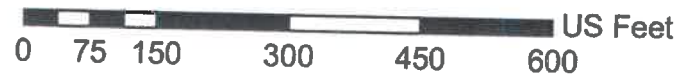


- Subject Property (901 Proctor St)
- Parcels
- Zoning Districts
 - R2, Residential Suburban
 - R4, Residential Neighborhood
 - R-13 SUD, Residential 13 - Special Use Districts
 - HC, Heavy Commercial

Attachment 6 - Corporate Boundaries/ETJ Map

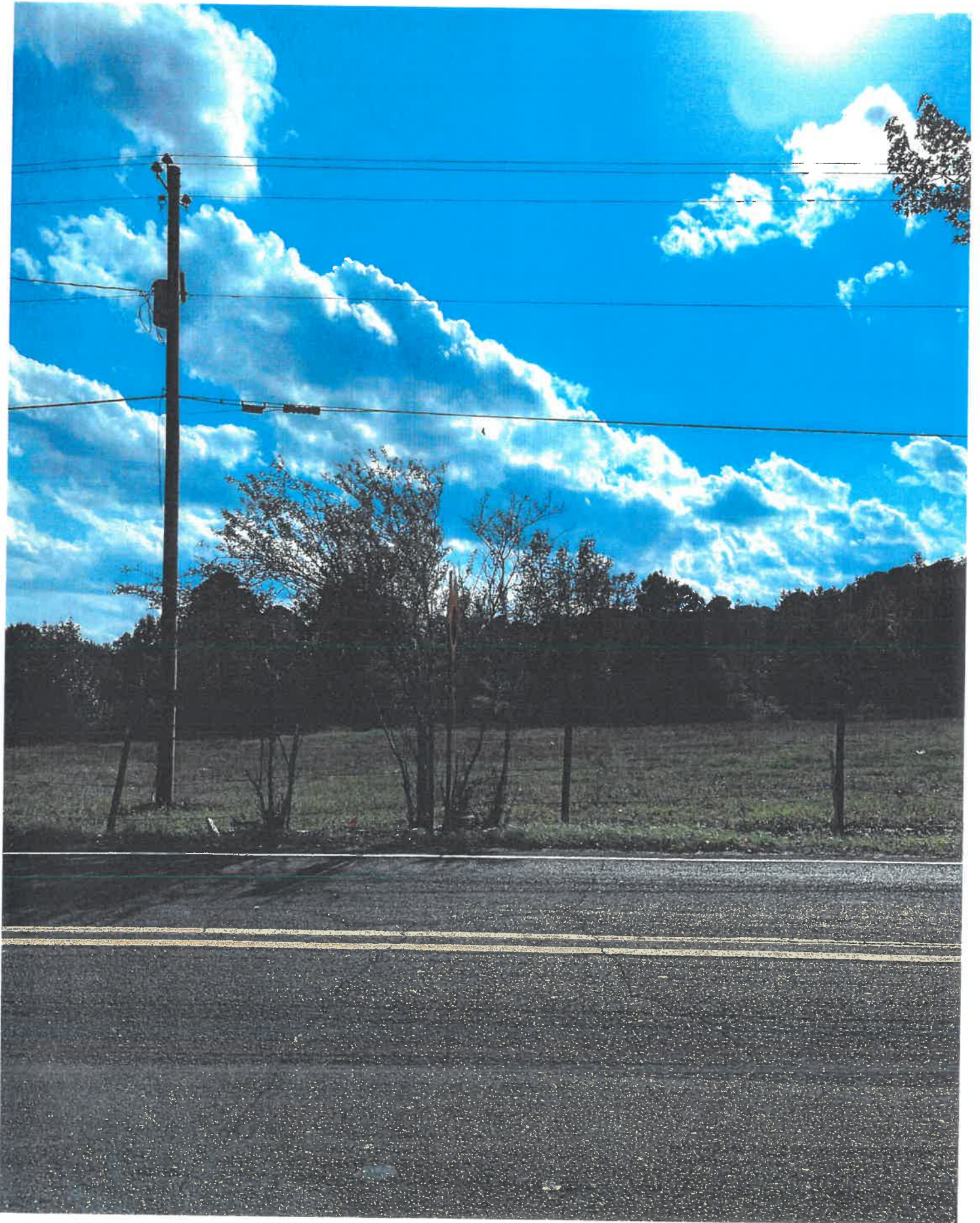


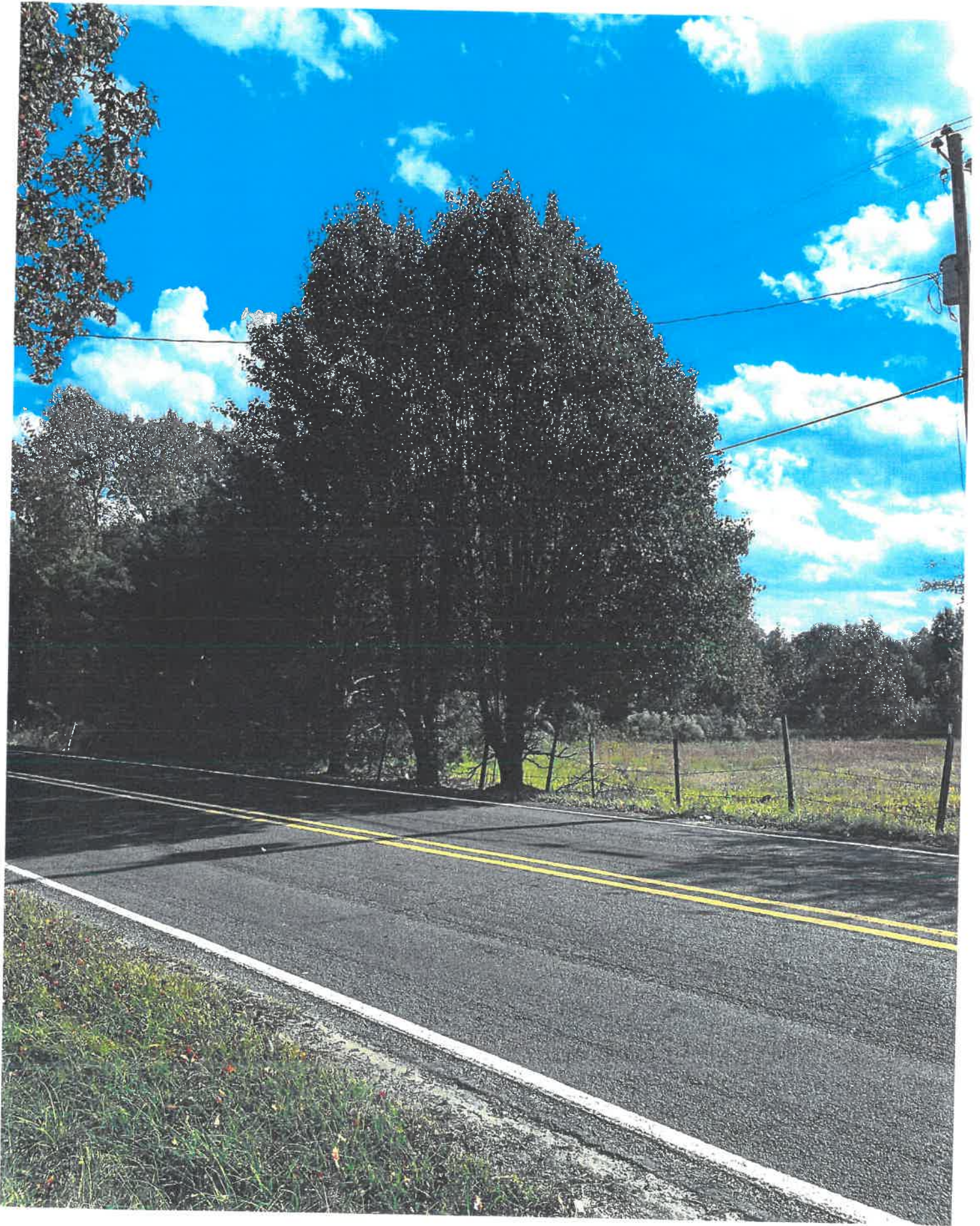
Planning
ZEBULON
NORTH CAROLINA



- Corporate Limits
- Zebulon ETJ
- Subject Property (901 Proctor St)













PUBLIC HEARING NOTICE

A Public Hearing has been scheduled for this property. For more information, please contact the Town of Zebulon Planning Department.



Special Use Permit

901 Proctor Street

TownOfZebulon.org
(919) 823-1809

ZEBULON
PLANNING
NORTH CAROLINA



PUBLIC HEARING NOTICE

A Public Hearing has been scheduled for this property. For more information, please contact the Town of Zebulon Planning Department.



TownOfZebulon.org
(919) 823-1809

Special Use Permit

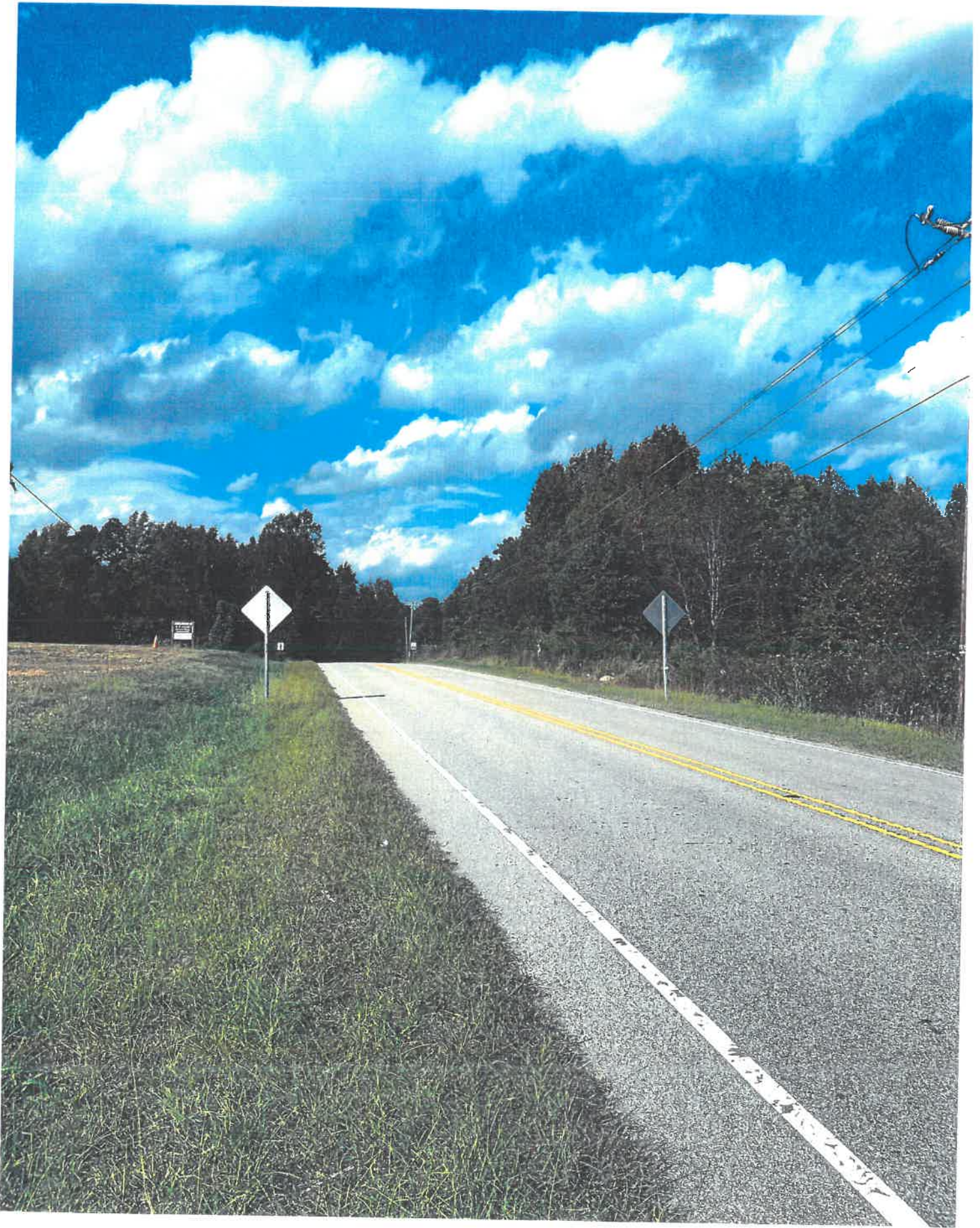
901 Proctor Street

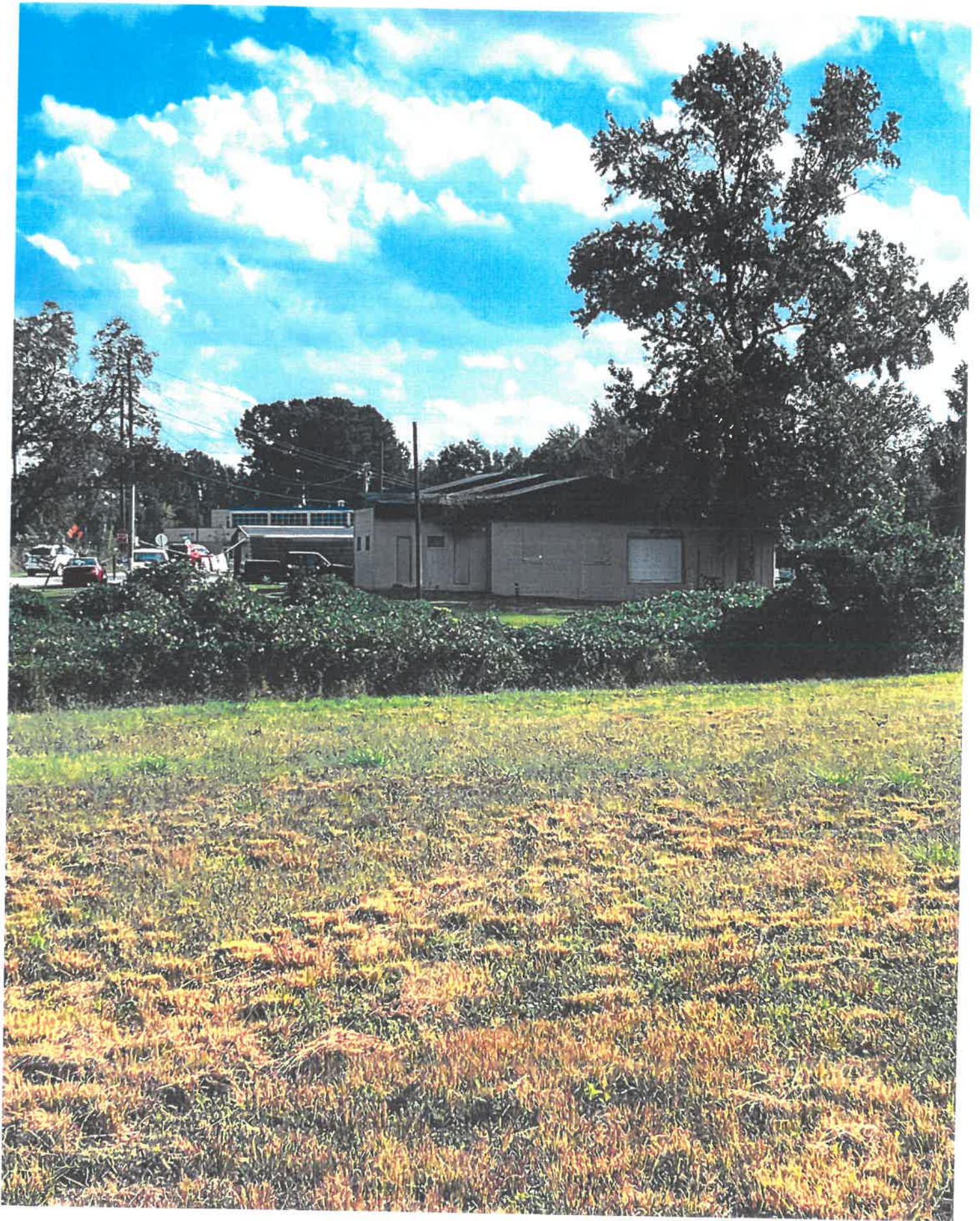
ZEBULON
SOUTH CAROLINA

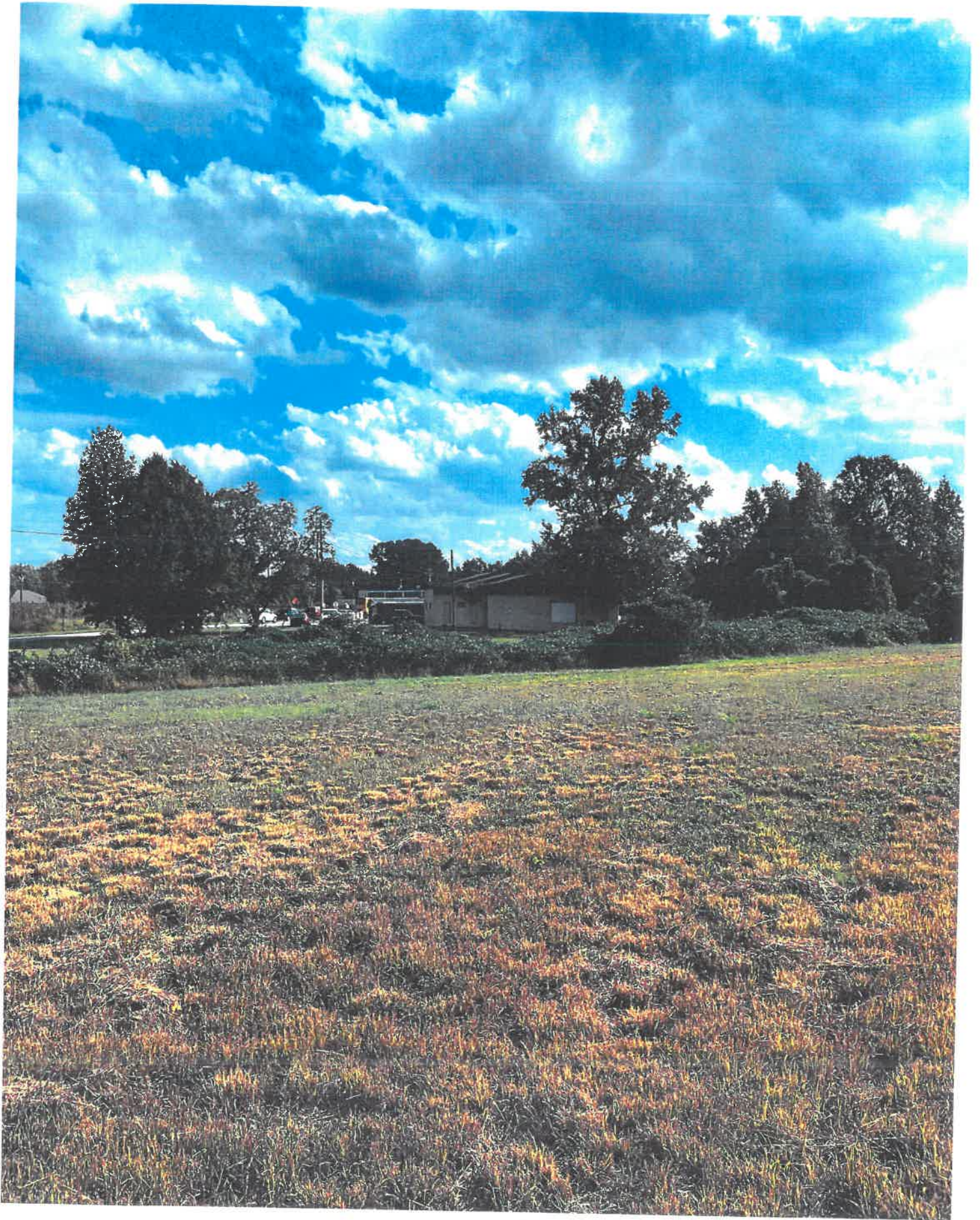


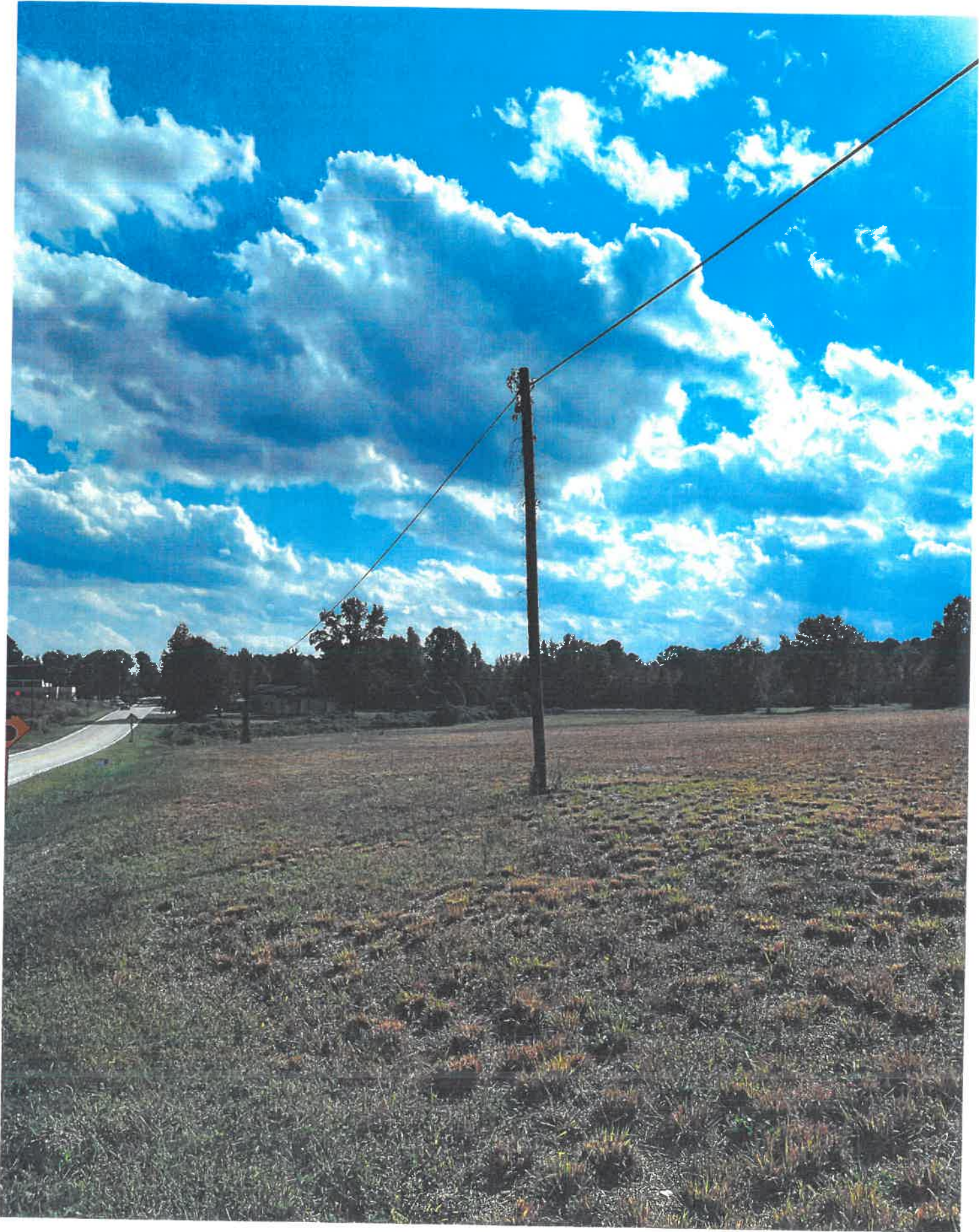


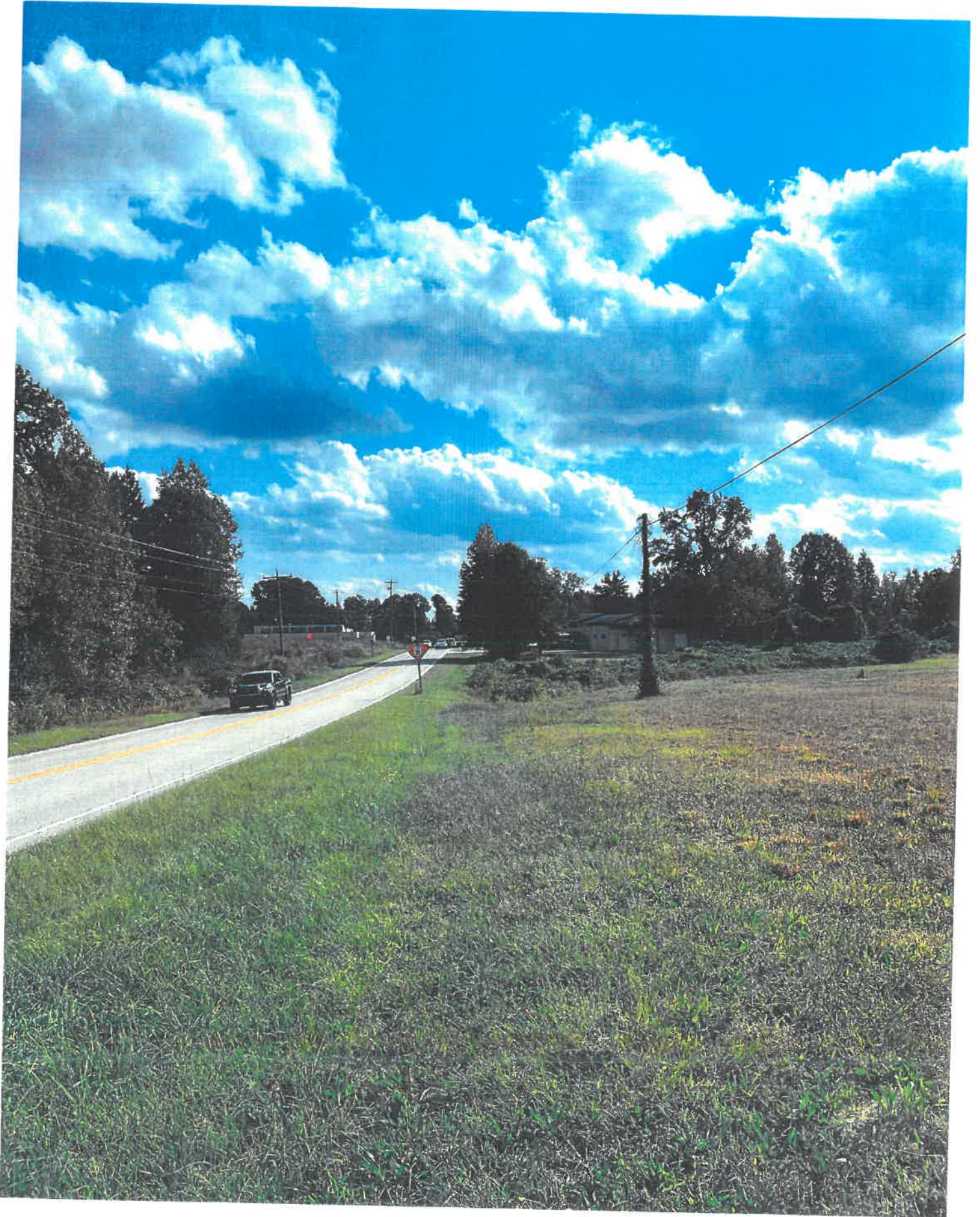


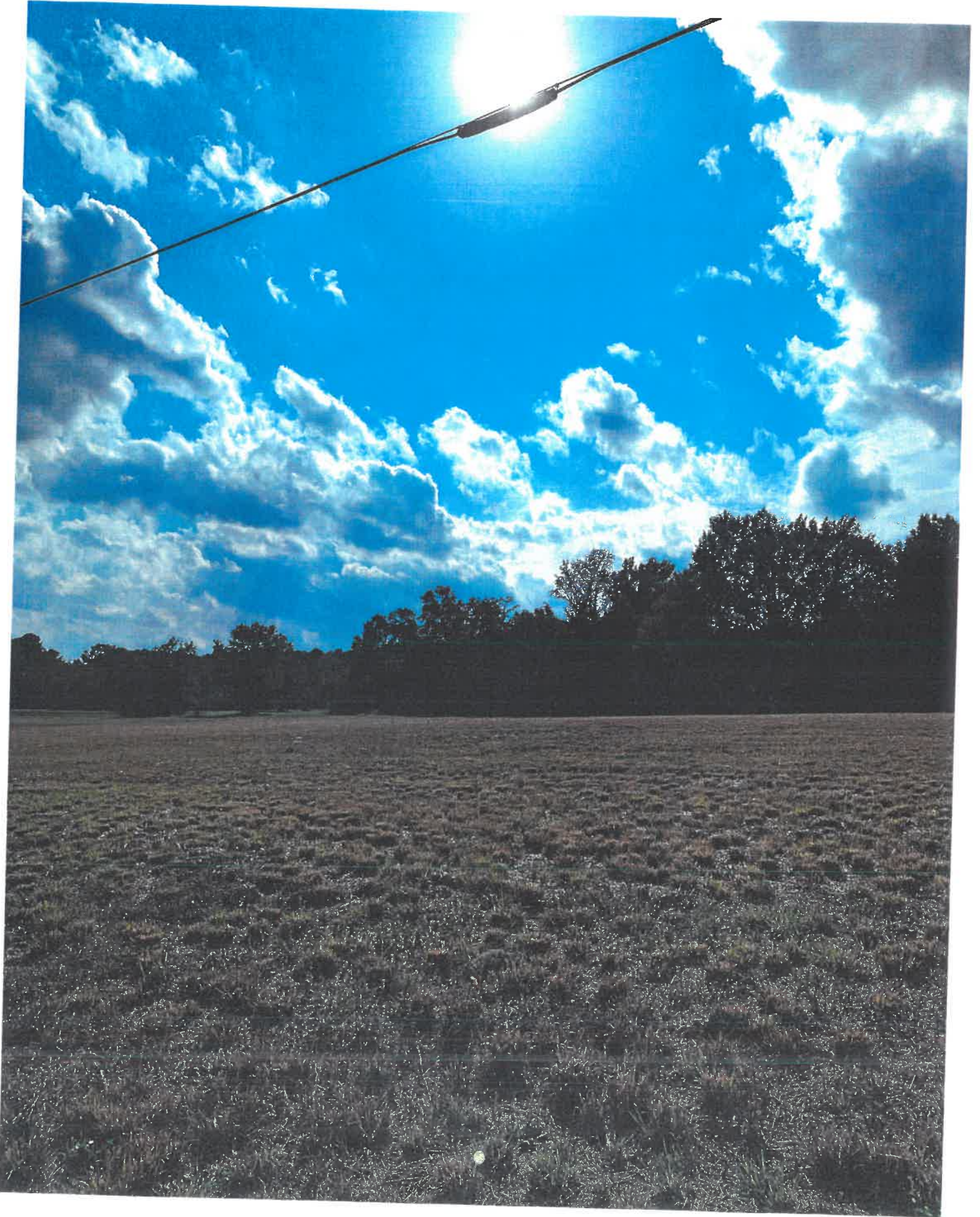


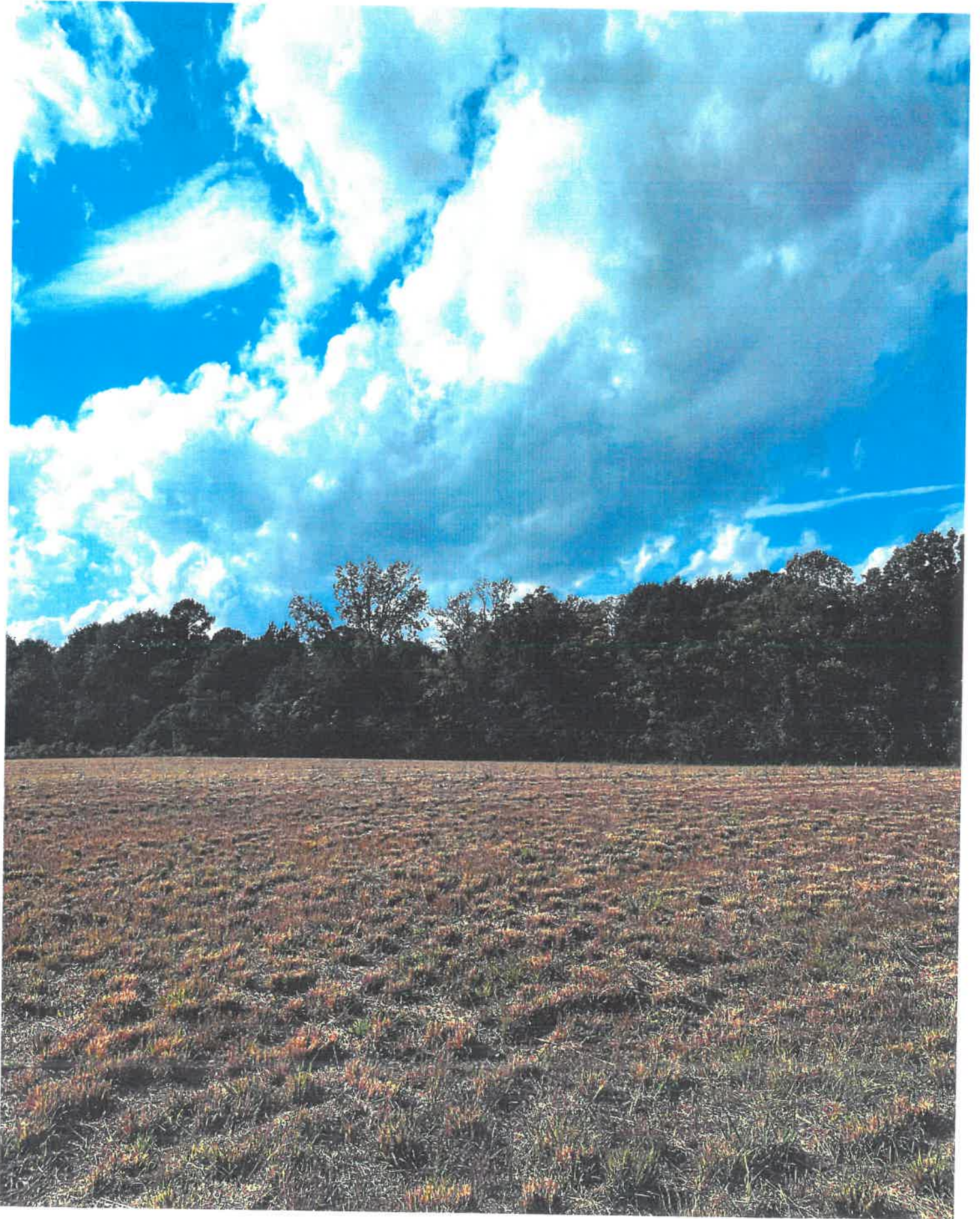




















ZEBULON
NORTH CAROLINA

CASE # SUP 2023-02 IDT#804290 – Storage Max

PROJECT ADDRESS 901 Proctor Street

PIN NUMBER: 2706217463

HEARING DATE: November 7, 2022

State of North Carolina

County of Wake

BEFORE ME, the undersigned Notary, Stacie Paratore on this 18th day of October 2022, personally appeared Michael J. Clark, known to me to be a credible person and of lawful age, who being by me first duly sworn, on his oath, deposes and says:

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

- First Class Mailing Sent on **10/17/2022** (see attached mailing list and copy of mailing)
- Advertisement in a Paper of General Circulation sent on **10/17/2022** (Wake weekly, publication dates **10/28 & 11/4 2022**)
- Posting Public Hearing Signage on Property on **10/17/2022** (pictures attached)
- Posted to Planning Department Website **10/17/2022**
- Sent to E-Mail Distribution List on **10/17/2022**

Michael J. Clark

10/18/2022

Michael J. Clark, AICP, CZO

Date

Subscribed and sworn to before me, this 18th day of October 2022

[Notary Seal:]

Stacie Paratore

[signature of Notary]

Stacie Paratore

[printed name of Notary]

NOTARY PUBLIC

My commission expires: 6/27, 2022

STACIE PARATORE
NOTARY PUBLIC
WAKE COUNTY, N.C.

Notice of Public Hearing

Notice is hereby given pursuant to the provisions of Article 2.2.24 of the Town of Zebulon Unified Development Ordinance that a quasi-judicial hearing will be held on **November 7 2022 at 7:00 PM** at the **Zebulon Municipal Complex, 1003 N. Arendell Avenue**, and will be conducted by the Board of Commissioners of the Town of Zebulon for the purpose of considering the following items:

IDT Project Number 804290 – SUP 2023-02 –901 Proctor Street

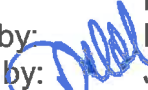
PIN # 2706217463. A request by James Todd of Smith Law Partners on behalf of Storage Max and property owner Twin Agri-Services, Inc c/o Laura Gay, for a Special Use Permit to allow a self-storage facility on a property zoned Heavy Commercial (HC).

For questions or additional information, please contact us at (919) 823-1808 or MClark@TownofZebulon.Org.

*Posted in Wake Weekly October 28th and November 4th, 2022
Mailed 150-foot Radius October 17, 2022*



STAFF REPORT
ORDINANCE 2023-19
CONDITIONAL ZONING 2023-01
401 W. GANNON AVE.
DECEMBER 5, 2022

Topic: Ordinance 2023-19, CZ 2023-01 401 W. Gannon Ave,
Speaker: Michael J. Clark, CZO, AICP, Planning Director
From: Michael J. Clark, CZO, AICP, Planning Director
Prepared by: Michael J. Clark, CZO, AICP, Planning Director
Approved by:  Joseph M. Moore II, PE, Town Manager

Executive Summary:

The Board of Commissioners will consider a Conditional Zoning Map Amendment for 401 W. Gannon Ave (PIN# 2705142309). This is a legislative case.

Background:

The Applicant, Meridian Properties Group LLC, requests rezoning a 0.99-acre parcel from Office and Institutional (O&I) to Downtown Periphery Conditional (DTP-C) District for the construction of an 11-unit multi-family residential development. The subject property is located on the southwest corner of the W. Gannon Ave. (NC 97 Hwy) and Rotary Dr intersection. The vacant parcel is located within the Town's Corporate Limits.

Parcels to the south, west, and north (opposite W. Gannon Ave.), are improved with single family-detached dwellings. The parcel to the east (opposite Rotary Dr.) is improved with a multi-family structure. The adjacent zoning districts, and a list of the uses currently permitted on the site, are included in the attachments.

Discussion:

Unified Development Ordinance Section 2.2.6.K provides the following standards for the Board to base their decision on the rezoning request:

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

Policy Analysis:

Comprehensive Land Use Plan:

The Future Land Use and Character map designates the future use of the property as General Commercial (GC). The GC designation is for properties in commercial retail, office and service uses, primarily along portions of major roadway corridors within the community for high visibility and accessibility (re. *Grow Zebulon: Comprehensive Land Use Plan* (Land Use and Development section pg.18)). Primary land use types within this designation include mixed-use developments, with potential incorporation of residential use.

STAFF REPORT
ORDINANCE 2023-19
CONDITIONAL ZONING 2023-01
401 W. GANNON AVE.
DECEMBER 5, 2022

This rezoning application is a request to amend the Future Land Use Map for this parcel to Urban Downtown Mixed Use (UDMU). The UDMU designation is for areas around an urban downtown core that still allows a mix of uses but at a lesser intensity than in the core area (pg. 24). The properties to the east (opposite of Rotary Dr), are designated UDMU. Amending the Future Land Use Map of this property to UDMU is both consistent with the designation of adjacent properties to the east and the commercial corridor character of W. Gannon Ave. Designating the property UDMU would better meet the spirit and intent of the area than the current GC designation.

Comprehensive Transportation Plan:

The Comprehensive Transportation Plan designates this section of W. Gannon Ave as a 4-lane median divided roadway up to Rotary Dr, where it starts a transition into a modified 2-lane median divided roadway. The reduction in lanes also reduces traffic speeds more appropriate for the Downtown area. Approval of the proposed request would modify this cross section to a 3-lane roadway to operate as a transition between these different cross sections. The applicant would be responsible for the construction of any road improvements associated with the proposed development. A Transportation Impact Analysis is not required for this development per UDO Section 6.13.3 due to the limited traffic generated from the proposed development.

Comprehensive Parks and Recreation Plan:

The proposed development would construct a 10-foot greenway path along this frontage in keeping with the Connectivity and Access goals of *Play Zebulon: Parks and Recreation Master Plan* (pp. 157-159).

Unified Development Ordinance:

The proposed development is consistent with all other applicable sections of the Unified Development Ordinance as proposed unless otherwise noted as part of the Conditional Zoning request. If approved, the applicant would proceed with TRC review of final site plan and construction drawings before development can begin.

Financial Analysis:

The unimproved property has an assessed value of \$172,496 which produces an annual tax revenue of \$991.85. The Town has responded to multiple code enforcement actions against the property for tall grass and weeds over the past 4 years expending staff time and costs.

The existing 9-unit multi-family development on the opposite side of Rotary Dr has an assessed value for the buildings of \$861,187 resulting in a total assessed value of \$933,187. This results in an annual tax revenue of \$5,365.83. This existing development does not include garages or other features.

By comparison, the applicant is proposing an 11-unit multi-family development, all with garages and other features, which will result in a higher assessed value. The Town's cost

STAFF REPORT
ORDINANCE 2023-19
CONDITIONAL ZONING 2023-01
401 W. GANNON AVE.
DECEMBER 5, 2022

to service this property would be comparable to the multi-family development on the opposite side of Rotary Drive.

The additional residential density partly alleviates the demand for residential housing in downtown. More housing within the downtown area helps to preserve the values in other areas of downtown by reducing the need for redevelopment of older residential neighborhoods.

The proposed 11 dwelling units introduces more customers within walking distance of 1960's style shopping plazas. Increased, and different, consumer demand drives redevelopment of existing, and underperforming, commercial centers. Redeveloped commercial centers increase their property value and upgrade their adjacent road network (e.g., the W. Gannon Avenue corridor).

Planning Board Recommendation:

At the November 14, 2022 meeting, the Planning Board recommended approval of a modified request finding that the request is consistent with Goal 1 and Policies E, J, & K of the Housing and Neighborhood section of the Comprehensive Land Use Plan and the Standards in Section 2.2.6.K of the UDO. The amendments are as follows:

- Construction of a fence along the adjacent residential property lines
- Construction of a 3-foot wall along the street side property lines
- Construction of structures similar to the revisions presented at the November 14, 2022 meeting.

Staff Recommendation:

Staff recommends approval of Ordinance 2023-19 for CZ 2023-01, 401 W. Gannon Ave Project # 825841 as amended, finding that the request is consistent with Goal 1 and Policies E, J, & K of the Housing and Neighborhood section of the Comprehensive Land Use Plan and the Standards in Section 2.2.6.K of the UDO.

Attachments:

1. Application, Site Plan, and Renderings
2. Future Land Use and Character Map
3. Aerial Map
4. Zoning Map
5. Site Pictures
6. Public Hearing Notification Affidavit
7. List of permitted uses within O&I Zoning District
8. Ordinance 2023-19



APPLICATION FOR CONDITIONAL REZONING MAP AMENDMENT

CZ 2023-01 - Attachment 1

PART 1. DESCRIPTION OF REQUEST/PROPERTY		
Street Address of the Property: 401 West Gannon Avenue, Zebulon, NC 27597	Acreage: 0.99	
Parcel Identification Number (NC PIN): 2705142309	Deed Book: 19053	Deed Page(s): 2229
Existing Zoning of the Property: OI	Proposed Zoning of the Property: DTP	
Existing Use of the Property: Vacant Land	Proposed Use of the Property: Residential - Multifamily	
Reason for Conditional Rezoning: To extend the Downtown Periphery district to include the subject parcel and create a more cohesive zoning as DTP vs OI which is an outlier in this area. We wish to rezone and utilize the multi-family residential homes designation that have individual driveways and garages.		

PART 2. APPLICANT/AGENT INFORMATION		
Name of Applicant/Agent: Meridian Properties Group, LLC / Sherry Case		
Street Address of Applicant/Agent: 4030 Wake Forest Road, Suite 100		
City: Raleigh	State: NC	Zip Code: 27609
Email of Applicant/Agent: sherry@societyrealtygroup.com	Telephone Number of Applicant/Agent: 919-621-4648	Fax Number of Applicant/Agent: N/A
Are you the owner of the property? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Are you the owner's agent? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Note: If you are not the owner of the property, you must obtain the Owner's consent and signature giving you permission to submit this application.

PART 3. PROPERTY OWNER INFORMATION		
Name of Property Owner: Meridian Properties Group, LLC		
Street Address of Property Owner: 4030 Wake Forest Road, Suite 100		
City: Raleigh	State: NC	Zip Code: 27609
Email of Property Owner: info@societyrealtygroup.com	Telephone Number of Property Owner: 919-249-8383	Fax Number of Property Owner: N/A
<i>I hereby state that the facts related in this application and any documents submitted herewith are complete, true, correct, and accurate to the best of my knowledge.</i>		
Signature of Applicant: <div style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block;">DocuSigned by: <i>Shaun Smith</i></div>	Print Name: Shaun Smith	Date: 8/1/2022
Signature of Owner: <div style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block;">BC2E84D20C76438... DocuSigned by: <i>Shaun Smith</i></div>	Print Name: Shaun Smith	Date: 8/1/2022



CONDITIONAL REZONING MAP AMENDMENT

LEGISLATIVE CONSIDERATIONS – CONDITIONAL REZONING

The applicant shall propose site-specific standards and conditions that take into account the following considerations, which are considerations that are relevant to the legislative determination of whether or not the proposed conditional zoning district rezoning is in the public interest. These considerations do not exclude the legislative consideration of any other factor that is relevant to the public interest. Failure to adequately address the findings below may result in denial of the application. Please attach additional pages if necessary. The petition is justified based on the facts as they relate to the Standards in Section 2.2.6.K of the UDO as follows:

1. Please explain how the proposed Conditional Rezoning advances the public health, safety, or welfare

This conditional rezoning to DTP allows us to arrange our site to include parking in individual garages & driveways per home. Under the current zoning the parking requirement for guests & owners created a difficult requirement that would have caused us to utilize a single parking lot for all of the homes. By rezoning to DTP we're creating a residential product that aligns with what the average buyer is looking for & creates a more attractive site for neighbors & homeowners.

2. Please explain how the proposed conditional rezoning is appropriate for its proposed location, and is consistent with the purposes, goals, objectives, and policies of the town's adopted policy guidance;

The proposed conditional rezoning is appropriate for this location because the DTP zoning we're seeking extends up to the subject parcels block (stopping at adjacent Rotary Drive). The walkability of this proposed project aligns with the Downtown Periphery districts purpose & goals as land that would benefit from being included in downtown & rezoned/developed from its current single-use form to a higher, more pedestrian friendly density.

3. Please explain how an approval of the conditional rezoning is reasonable and in the public interest;

The approval of the conditional rezoning is reasonable & aligns with the purpose of the district because we're staying within the density restrictions, we're proposing homes that will improve the street scape of the area & increase the footprint of the DTP district which sets out to have higher density forms of development where units in a single building are arranged horizontally. This is in the public interest because it will bring more residents & foot traffic to the downtown area, making it easier to access by more residents & gathers more people together to interact & socialize.

4. Please explain how the concept plan associated with the conditional rezoning is consistent with this Ordinance; and

This concept plan is consistent with the ordinance by providing homes with an emphasis on pedestrian travel with front doors facing primary streets & having rear loaded homes. There will be open space that is designed for people to gather & interact and enjoy yard space & the large, historic Hemlock tree on the site. We intend to have an elevated look using a varied street scape that is characteristic of what Zebulon is looking for as it grows over the next several years - keeping it's small town charm while utilizing modern architectural details & materials.

5. Please explain how the proposed conditional rezoning addresses any other factors as the Board of Commissioners may determine to be relevant. These include but are not limited to the proposed uses requested and any requested deviations and proposed alternative means of compliance.

In meeting with the Town of Zebulon Planning board it was very clear that pedestrian access & rear load homes were of the utmost importance. We have complied with that directive with most of the homes in this project facing West Gannon Ave & Rotary Drive. This gives a consistent look to the street & helps keep traffic from impeding the flow on W. Gannon.



CONDITIONAL REZONING MAP AMENDMENT

CONCEPT PLAN REQUIREMENTS

Every applicant requesting a Conditional Zoning Amendment shall submit **8 copies and 1 pdf (e-mail or USB Drive)** of a concept plan drawing with the application for a Conditional Rezoning. The concept plan shall contain sufficient information to adequately determine the type of development being proposed. The concept plan drawing shall include, at a minimum, the following features unless otherwise specified by the Planning Department:

CHECK IF SUBMITTED

ITEM

- 1. Plot plan showing all existing and planned structures, building setback lines, perimeter boundaries, and easements. _____
- 2. Elevation drawings of all buildings indicating the proposed exterior finish materials. _____
- 3. Landscaping plan, lighting, fencing, screening, and walls, indicating all heights and locations. _____
- 4. Location of all ingress and egress. _____
- 5. Off-street parking and loading facilities, with calculations showing how the quantities were obtained. _____
- 6. All pedestrian walks and open areas for use by residents, tenants, or the public. _____
- 7. Proposed land uses indicating areas in square feet. _____
- 8. The location and types of all signs, including lighting and heights, with elevation drawings. _____
- 9. Existing and/or proposed street names. _____
- 10. Proposed potable or reuse water, wastewater connections, and storm sewer line; proposed grading and drainage patterns; proposed water and sewer allocations. _____
- 11. Such additional items and conditions, including design standards as the Planning Board and Board of Commissioners deems necessary. _____
- 12. Trip generation data and TIA _____



CONDITIONAL REZONING MAP AMENDMENT

PROPOSED CONDITIONAL USES

An application has been duly filed requesting that the property described in this application be rezoned from Office Institutional (OI) District _____ to Downtown Periphery (DTP) District _____. It is understood and acknowledged that if the property is rezoned as requested, the property described in this request will be perpetually bound to the use(s) authorized and subject to such conditions as imposed, unless subsequently changed or amended as provided for in the Unified Development Ordinance. It is further understood and acknowledged that final plans for any specific development to be made pursuant to any such Conditional Zoning shall be submitted for site or subdivision plan approval. Use additional pages as needed.

The Rezoned Lands may be used for, and only for, the uses listed immediately below. The permitted uses are subject to the limitations and regulations stated in the Use Table and any additional limitations or regulations stated below. For convenience, some relevant sections of the Unified Development may be referenced; such references do not imply that other sections of the Unified Development Ordinance do not apply.

1.	11 Multi-Family Residential Dwellings	25.	
2.		26.	
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21.		45.	
22.		46.	
23.		47.	
24.		48.	



CONDITIONAL REZONING MAP AMENDMENT

PROPOSED DEVELOPMENT CONDITIONS

The applicant hereby requests that the Zebulon Board of Commissioners, pursuant Section 2.2.6 of the UDO approve the Conditional Zoning for the Conditional Zoning for the above listed use(s), subject to the following condition(s), requested deviations, and proposed alternative means of compliance. (Attach additional pages as needed)

~~Section 3.5.4.E.8.c - Private streets are prohibited within the DTP district: The driveway for the road within the development entering off of Rotary Drive will need to be a private road because we are unable to comply with the radius curve required for that turn per DOT guidelines.~~

Applicant strikes this condition, will do an internal driveway per Planning Dept Suggestion

Section 5.3.3.E.4.c - Garage entries shall not occupy more than 20% of the width of a building facade facing a street: Units 8-11 will have garages that occupy 60% of the width of a building. However these units are not facing a main street, only the internal street for the neighborhood. It was not feasible for us to orient these units as rear load due to the restricted space on site, layout impacts, and unnecessarily increased pavement required. Units 9-11 will be able to enjoy a more private green space behind their homes as a trade off.

Section 5.3.3.E.4.e - Developments with 3 or more principal buildings shall provide variation in building size, shape, height, color, and roof line in a manner that allows different buildings to be distinguished from one another: because there are only 11 total homes, we feel it would be more cohesive to the entire street scape and overall look of the community if the homes had a consistent appearance throughout. While we will use a varied street scape with colors, materials, different elevations, our roof line and pitch will be consistent throughout the project.

Section 5.3.3.E.6.c - In the case of 3 (or more) story buildings, upper story facade walls shall be setback from the second or ground-floor facade walls: Since each unit will be comprised of floors 1-3 each home will live like a single-family attached townhome style home. We feel that a 3rd floor setback would cut into the living space for the 3rd floor reducing livability and needed floor space.

Added Condition 10/14/2022:

Sections 3.5.4.E.14.a & 5.3.3.E.8.a - Buildings subject to the standards of this section shall have a maximum height of two stories or 18 feet within 100 feet of a lot with an existing single-family detached residential dwelling, without an intervening street: We propose that these units be 3-story dwellings. We wish to include garages for each dwelling and that cannot be achieved with 2-story dwellings due to square footage constraints (this would impact the livable space and drastically decrease the value of these homes). The overall size of the subject parcel and density also prohibits the feasibility of 2-story dwellings. 3-story dwellings will not adversely impact adjacent properties, and the finished homes will benefit from individual garages, balconies, and more interior living space.



CONDITIONAL REZONING MAP AMENDMENT

OWNER'S CONSENT FORM

Name of Project: 401 W Gannon Submittal Date: 8/1/2022

OWNER'S AUTHORIZATION

I hereby give CONSENT to Meridian Properties Group, LLC (type, stamp or print clearly full name of agent) to act on my behalf, to submit or have submitted this application and all required material and documents, and to attend and represent me at all meetings and public hearings pertaining to the application(s) indicated above. Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify I have full knowledge the property I have an ownership interest in is the subject of this application. I acknowledge and agree that, pursuant to Section 2.2.6 M. of the Town of Zebulon Unified Development Ordinance, that lands subject to a conditional rezoning shall be subject to all the standards, conditions, and plans approved as part of that application. These standards, plans, and approved conditions are perpetually binding on the land as an amendment to this Ordinance and the Official Zoning Map, and may only be changed in accordance with the procedures established in this Ordinance. Development located outside the Town of Zebulon's corporate limits shall comply with all Town policies related to annexation and the extension of utilities. I understand that all other applicable standards and regulations of the UDO will remain applicable to the subject lands unless specifically listed as conditions or deviations as part of this request. I understand that any false, inaccurate or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I acknowledge that additional information may be required to process this application. I further consent to the Town of Zebulon to publish, copy or reproduce any copyrighted document submitted as a part of this application for any third party. I further agree to all terms and conditions, which may be imposed as part of the approval of this application.

DocuSigned by:
Shawn Smith Shaun Smith/Meridian Properties Group, LLC 8/1/2022
Signature of Owner *Print Name* Managing Partner *Date*

CERTIFICATION OF PROPERTY OWNER

I hereby certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Planning Department of the Town of Zebulon, North Carolina, and will not be returned.

DocuSigned by:
Shawn Smith Shaun Smith/Meridian Properties Group, LLC 8/1/2022
Signature of Owner *Print Name* Managing Partner *Date*

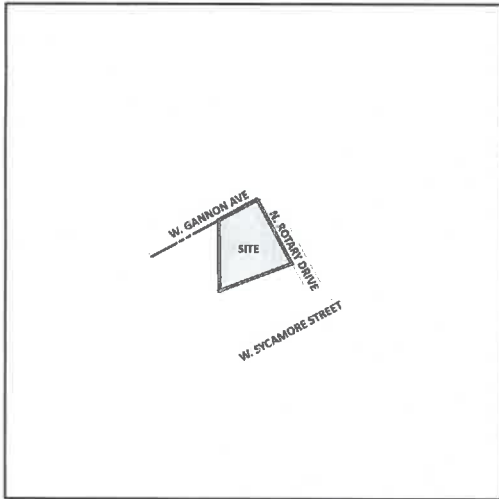
*Owner of record as shown by the Wake County Revenue Department (www.wakegov.com). An option to purchase does not constitute ownership. If ownership has been recently transferred, a copy of the deed must accompany this form.

REID	PIN_NUM	OWNER	Mailing Address 1	Mailing Address 2	DEED_ACRES	SITE_ADDRESS	SITE_ADDRESS2	ZIPNUM	PLANNING_JURISDICTION	LAND_CLASS_DECODE	TOWNSHIP_DECODE
0036142	2705140014	LINDA B. JOHNSON	406 W SYCAMORE ST	ZEBULON NC 27597-2533	0.86	406 W SYCAMORE ST	ZEBULON, NC	27597 ZB		Residential Less Than 10 Acres	Little River
0075128	2705049758	WILLIAM CORBETT WEATHERSBY	218 S PARK DR	GREENSBORO NC 27401-2012	1.31	406 W GANNON AVE	ZEBULON, NC	27597 ZB		Vacant	Little River
0020592	2705140664	WILLIAM C. WEATHERSBY	218 S PARK DR	GREENSBORO NC 27401-2012	0.9	402 W GANNON AVE	ZEBULON, NC	27597 ZB		Residential Less Than 10 Acres	Little River
0087395	2705048295	LNP INC. PARRISH REALTY C/O RENEE BAKER	PO BOX 1128	ZEBULON NC 27597-1128	0.49	407 W GANNON AVE	ZEBULON, NC	27597 ZB		Commercial	Little River
0022143	2705140239	LESLIE M. MOSS-GADSON	405 W GANNON AVE	ZEBULON NC 27597-2507	1.09	405 W GANNON AVE	ZEBULON, NC	27597 ZB		Residential Less Than 10 Acres	Little River
0016904	2705144383	JOHN ZEBULON DAVIS & JANET STEVENS DAVIS	PO BOX 322	ZEBULON NC 27597-0322	0.63	300 ROTARY DR	ZEBULON, NC	27597 ZB		Residential Less Than 10 Acres	Little River
0002087	2705144555	BILLY EUGENE CREECH HEIRS	333 PERRY CURTIS RD	ZEBULON NC 27597-8874	1.34	331 W GANNON AVE	ZEBULON, NC	27597 ZB		Residential Less Than 10 Acres	Little River
0009534	2705142262	STEWART A. SPRAGUE & DONNA E. SPRAGUE	301 ROTARY DR	ZEBULON NC 27597-2524	0.98	301 ROTARY DR	ZEBULON, NC	27597 ZB		Residential Less Than 10 Acres	Little River
0145805	2705141151	TAYLOR MICHELLE KINMANN	404 W SYCAMORE ST	ZEBULON NC 27597-2533	0.27	404 W SYCAMORE ST	ZEBULON, NC	27597 ZB		Residential Less Than 10 Acres	Little River
0222822	2705142881	RENT TO OWN REALTY LLC	324 W GANNON AVE	ZEBULON NC 27597-2506	1.09	324 W GANNON AVE	ZEBULON, NC	27597 ZB		Residential Less Than 10 Acres	Little River
0044780	2705142309	MERIDIAN PROPERTIES GROUP LLC	4030 WAKE FOREST RD STE 100	RALEIGH NC 27609-6800	0.99	401 W GANNON AVE	ZEBULON, NC	27597 ZB		Vacant	Little River

401 WEST GANNON AVENUE

CONDITIONAL ZONING CONCEPT PLANS

VICINITY MAP



ZEBULON, NC

7/29/2022
REVISED OCTOBER 14, 2022

CLIENT
 MERIDIAN PROPERTIES GROUP, LLC
 4030 WAKE FOREST ROAD, SUITE 100
 RALEIGH, NC 27609
 919-621-4648

SHEET INDEX		
SHEET NO.	SHEET NAME	MOST CURRENT REVISION DATE
E3.0	EXISTING CONDITIONS PLAN	10/14/2022
E2.0	SITE PLAN	10/14/2022
E3.0	UTILITY PLAN	10/14/2022
E4.0	GRADING PLAN	10/14/2022
E5.0	LANDSCAPE PLAN	10/14/2022



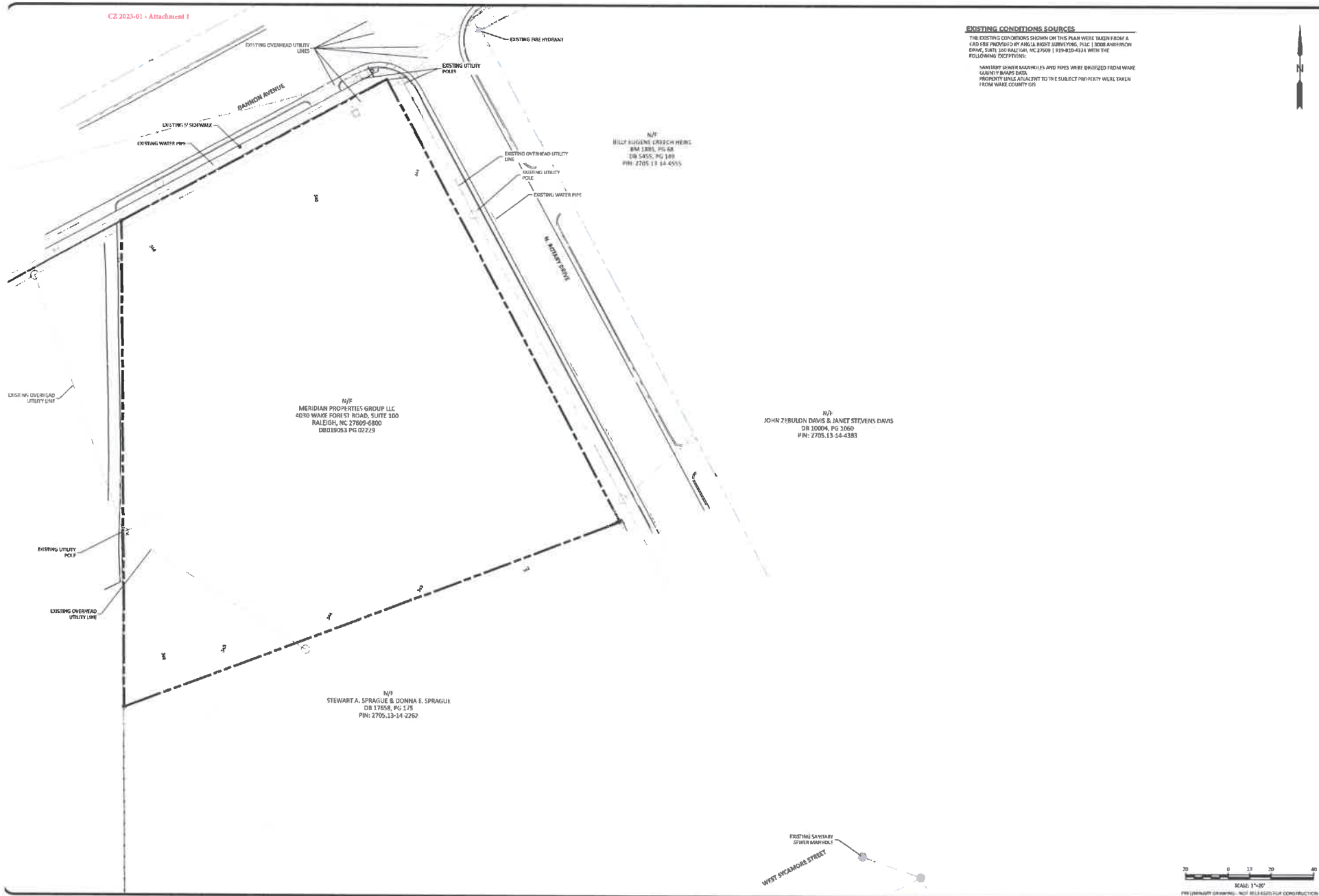
10/14/2022

TOWN OF 3000
PROJECT IDENTIFICATION IS

ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH TOWN OF ZEBULON ORDINANCES AND SPECIFICATIONS

The Nau Company
 Consulting Civil Engineers
 PO Box 810 Rolesville, NC 27571
 919-435-6395
 NCBELS License P-0751

PRELIMINARY DRAWING - NOT RELEASED FOR CONSTRUCTION



EXISTING CONDITIONS SOURCES

THE EXISTING CONDITIONS SHOWN ON THIS PLAN WERE TAKEN FROM A CAD FILE PROVIDED BY ANJLA WIGHT SURVEYING, PLLC, 1300 ANNE BOON DRIVE, SUITE 210, RALEIGH, NC 27601. THE FOLLOWING DISCIPLINES:

SAINTARY SEWER MANHOLES AND PIPES WERE DRILLED FROM WAZE CLIENT'S MAPS DATA. PROPERTY LINES ADJACENT TO THE SUBJECT PROPERTY WERE TAKEN FROM WAZE CLIENT'S DATA.

N/A
HILLY JULIENE CREECH HEIMS
RM 1885, PG 68
DB 5455, PG 189
PIN: 2785-11-14-6555

N/A
MERIDIAN PROPERTIES GROUP LLC
4010 WAKE FOREST ROAD, SUITE 100
RALEIGH, NC 27609-6800
DED19083 PG 02219

N/A
JOHN ZEBULON DAVIS & JANET STEVENS DAVIS
DB 10064, PG 1060
PIN: 2705-13-14-4383

N/A
STEWART A. SPRAGUE & DONNA E. SPRAGUE
DB 17658, PG 175
PIN: 2705-13-14-2262



The Nau Company
Consulting Civil Engineers
PO Box 810, Beaufort, NC 27571
919-435-6395
NCBEELS License P-0751

AMERICAN PROPERTIES GROUP, LLC
4010 WAKE FOREST ROAD, SUITE 100
RALEIGH, NC 27609
919-511-4648

NO. 1	DATE	DESCRIPTION
1	2023-02-28	PROVISION FOR CONSTRUCTION

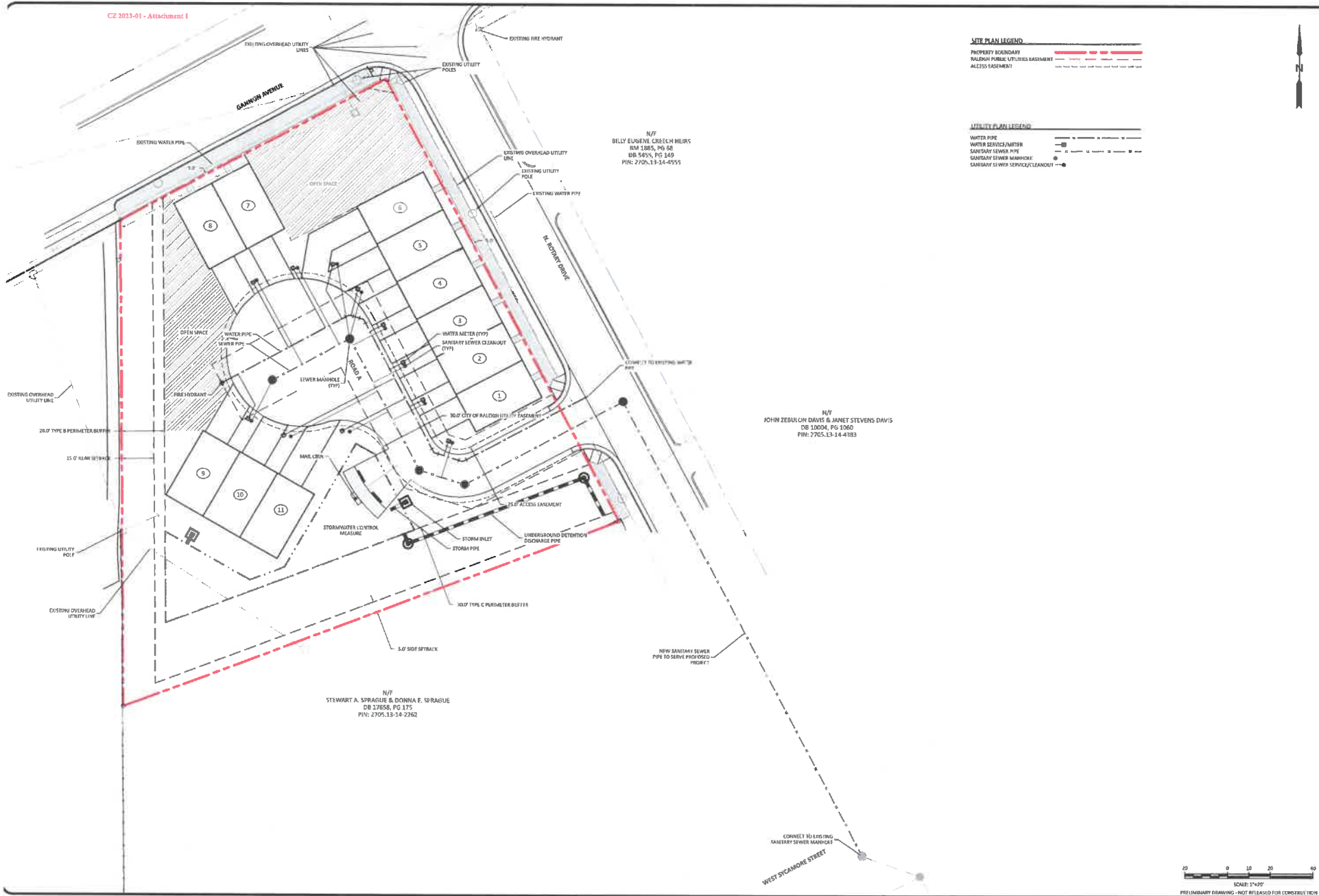
401 GANNON AVENUE
CONDITIONAL ZONING CONCEPT PLANS
ZEBULON, NC
EXISTING CONDITIONS PLAN



PROJECT NO:	-
DESIGN BY:	JPL
DRAWN BY:	JPL
SCALE:	1"=20'
DATE:	2023-02-28
SHEET NO:	C1.0



SCALE: 1"=20'
FOR CONSTRUCTION DRAWING, NOT BE USED FOR CONSTRUCTION



N/P
 BILLY EUGENE CRESCH MEYERS
 BM 1885, PG 68
 DB 5455, PG 149
 PIN: 2705.13-14-4555

N/P
 JOHN ZEBULON DAVIS & JANET STEVENS DAVIS
 DB 1004, PG 1060
 PIN: 2705.13-14-4983

N/P
 STEWART A. SPRAGUE & DONNA E. SPRAGUE
 DB 37658, PG 175
 PIN: 2705.13-14-2762

SITE PLAN LEGEND
 PROPERTY BOUNDARY
 TALENAN PUBLIC UTILITIES EASEMENT
 ACCESS EASEMENT

UTILITY PLAN LEGEND
 WATER PIPE
 WATER SERVICE WATER
 SANITARY SEWER PIPE
 SANITARY SEWER MANHOLE
 SANITARY SEWER SERVICE/CLEANOUT



The Nau Company
 Consulting Civil Engineers
 PO Box 810, Rolesville, NC 27071
 919-435-6395
 NCELS License P-0751

COMMERCIAL WORKS
 MERIDIAN PROJECTS GROUP, LLC
 4010 WAKE FOREST ROAD, SUITE 100
 RALEIGH, NC 27609
 919-811-1466

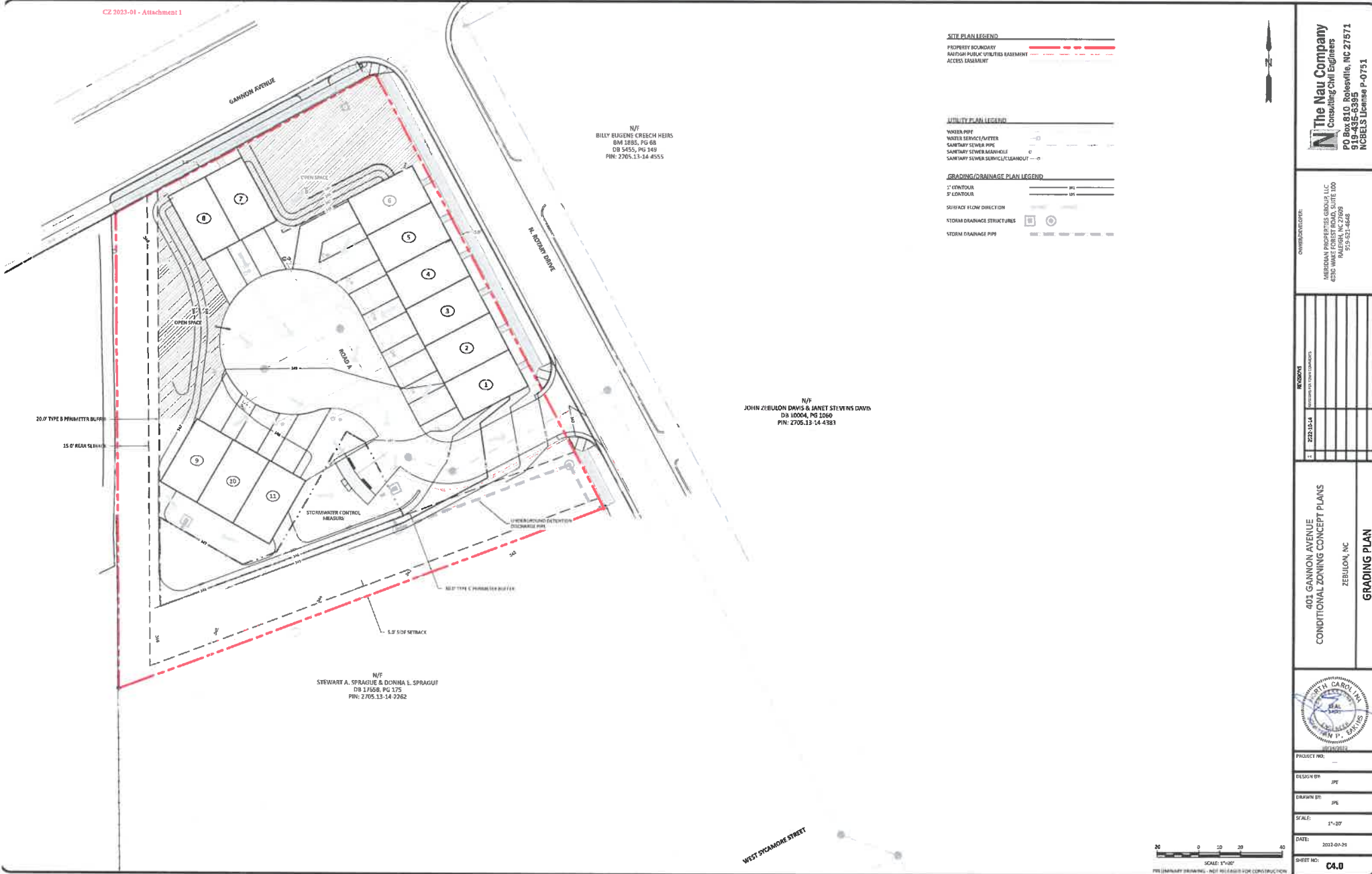
1	2023-04-14	REVISIONS	REVISIONS
1	2023-04-14	ISSUED FOR PERMIT	ISSUED FOR PERMIT

401 GANNON AVENUE
 CONDITIONAL ZONING CONCEPT PLANS
 ZEBULON, NC
 UTILITY PLAN



PROJECT NO: ---
 DESIGN BY: JPE
 DRAWN BY: JPE
 SCALE: 1"=20'
 DATE: 2023-07-29
 SHEET NO: **C3.0**





N/F
 BILLY EUGENE CRECH HEINS
 BM 1885, PG 68
 DB 5455, PG 149
 PIN: 2705.13-14-4555

N/F
 JOHN ZEBULON DAVIS & JANET STEVENS DAVIS
 DB 10004, PG 1040
 PIN: 2705.13-14-4383

N/F
 STEWART A. SPRAGUE & DONNA E. SPRAGUE
 DB 17658, PG 175
 PIN: 2705.13-14-2262

SITE PLAN LEGEND

PROPERTY BOUNDARY
 RAUFGAN PUBLIC UTILITIES EASEMENT
 ACCESS EASEMENT

UTILITY PLAN LEGEND

WATER PIP
 WATER SERVICE P/LETTER
 SANITARY SEWER PIPE
 SANITARY SEWER MANHOLE
 SANITARY SEWER SERVICE/CLEANOUT

GRADING/ DRAINAGE PLAN LEGEND

1" LOWTERRAIN
 5" LOWTERRAIN
 SURFACE FLOW DIRECTION
 STORM DRAINAGE STRUCTURES
 STORM DRAINAGE PIPE

The Nau Company
 Consulting Civil Engineers
 PO Box 810, Reidsville, NC 27871
 919-435-6395
 NCELS License P-0751

CONTRACT NO. 2023-01-01
 PROJECT NO. 2023-01-01
 SHEET NO. C4.0

401 GANNON AVENUE
 CONDITIONAL ZONING CONCEPT PLANS
 ZEBULON, NC



PROJECT NO. 2023-01-01
 DESIGNER JPE
 DRAWN BY JPE
 SCALE: 1"=20'
 DATE: 2023-01-29
 SHEET NO. C4.0





Front Elevation

20' Rear Load Townhomes - Zebulon, NC

11.14.2022



www.gmdesigngroup.com
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carolinas, inc. 2022

The drawings presented are the work of architect and design group, and are subject to change based upon final design requirements. It is intended for informational purposes only. All other drawings, specifications, and notes shall govern. © 2022 gmd design group, inc.



Front Elevation

20' Front Load Townhomes - Zebulon, NC

11.14.2022



www.gmdesigngroup.com

© gmd design group

carolinas, inc. 2022

This drawing is intended as a guide only and is not to be used for construction. All dimensions and details are subject to change without notice. © 2022 GMD Design Group Carolinas, Inc. All rights reserved. GMD Design Group Carolinas, Inc. 11/14/2022



July 21, 2022

Zebulon Town Hall
1003 N Arendell Ave
Zebulon, NC 27597

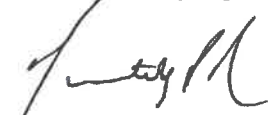
RE: 401 W. Gannon – TIA Letter

To Whom It May Concern:

The trip generation for the 11 Multifamily Condos results in 5 Trips in the AM Peak and & 6 Trips in the PM Peak. Its my understanding a TIA is not required.

Regards:

The Nau Company, PLLC



Timothy P. Nau, PE
Owner/Manager
tnau@thenauco.com

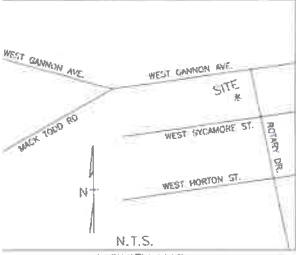


7/21/2022

CZ 2023-01 - Attachment 1

LEGAL DESCRIPTION 401 W. GANNON AVENUE, LITTLE RIVER TOWNSHIP, ZEBULON, WAKE COUNTY, NC:

BEGINNING AT AN EXISTING IRON PIPE IN THE SOUTHERN RIGHT OF WAY LINE OF WEST GANNON AVENUE, SAID POINT BEING LOCATED S 61°03'56" W A DISTANCE OF 191.53' FROM NCGS MONUMENT "ZEBULON" HAVING PUBLISHED STATE PLANE GRID COORDINATES N: 754,388.46 (Y) AND E: 2,200,942.91 (X), COMMENCING THENCE WITH THE RIGHT OF WAY N 61°27'26" E A DISTANCE OF 140.99 TO AN IRON PIPE AT THE INTERSECTION OF W. GANNON AVENUE AND ROTARY DRIVE RIGHT OF WAYS, THENCE WITH THE WESTERN RIGHT OF WAY FOR ROTARY DRIVE S 27°53'40" E A DISTANCE OF 235.74' TO AN IRON PIPE MARKING THE NORTHEAST CORNER OF STEWART & DONNA SPRAGUE, THENCE LEAVING SAID RIGHT OF WAY AND WITH THE LINE OF STEWART & DONNA SPRAGUE S 69°09'39" W A DISTANCE OF 248.07' TO AN IRON PIPE LOCATED AT THE COMMON CORNER OF STEWART & DONNA SPRAGUE AND NAEEMAH AZAWI, THENCE WITH THE LINE OF NAEEMAH AZAWI, N 00°34'37" W A DISTANCE OF 229.24' TO AN IRON PIPE BEING THE POINT AND PLACE OF BEGINNING AND CONTAINING 0.99 ACRES MORE OR LESS.



- LEGEND**
- ⊙ EIP EXIST. IRON PIPE
 - ⊙ ECM EXIST. MONUMENT
 - ⊙ RB EXIST. REBAR
 - ⊙ PP POWER POLE
 - ⊙ LP LIGHT POLE
 - ⊙ WATER METER
 - ⊙ EXISTING SIGN
 - ⊙ GAS METER
 - ⊙ ELECTRIC METER
 - ⊙ WATER VALVE
 - EXISTING LINK FENCE
 - POWER LINE
 - ⊙ GAS LINE MARKER
 - ⊙ FIBER OPTIC MARKER
 - ⊙ SEWER MANHOLE
 - ⊙ TELE PEDESTAL
 - ⊙ ADDRESS

REFERENCES:
 DB 18069, PG 427
 BM 1885, PG 68
 OTHERS AS NOTED

NOTE:
 1. THIS PROPERTY IS NOT WITHIN A FEMA AC FLOOD ZONE BASED ON FEMA MAP 87252/0000A MAP REVISED MAY 6, 2006.
 2. HORIZONTAL DATUM IS NAD 83/2011 (VRS). VERTICAL DATUM NAVD-88 (VRS).
 3. ALL DASHED LINES HAVE NOT BEEN SURVEYED.
 4. ALL DISTANCES ARE HORIZONTAL UNLESS OTHERWISE NOTED OTHERWISE.
 5. THIS PROPERTY IS SUBJECT TO ALL EASEMENTS OF RECORD THAT MAY OR MAY NOT BE SHOWN. SURVEY CONDUCTED WITHOUT BENEFIT OF TITLE REPORT.

NCCS MONUMENT "ZEBULON"
 N: 754,388.457
 E: 2,200,342.911
 COMBINED SCALE FACTOR: 0.99991058
 (CONVERTED NAD 83-2011)

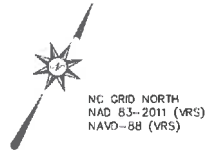
N/F
 NAEEMAH AL AZAM
 DB 18069, PG 427
 PIN: 2705.13-14-0239

LOT AREA
 43,291.95 SF
 0.99 AC
 VACANT
 N/F
 NAEEMAH AL AZAM
 DB 18069, PG 427
 PIN: 2705.13-14-2309

N/F
 BILLY EUGENE CREECH HEIRS
 BM 1885, PG 68
 DB 5485, PG 149
 PIN: 2705.13-14-4555

N/F
 JOHN ZEBULON DAVIS &
 JANET STEVENS DAVIS
 DB 10004, PG 1060
 PIN: 2705.13-14-4383

N/F
 STEWART A. SPRAGUE & DONNA E. SPRAGUE
 DB 17658, PG 175
 PIN: 2705.13-14-2262



I CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION, THAT THE INFORMATION NOTED HEREON IS INDICATED AS BEING FROM INFORMATION AS NOTED, THAT THE INFO OF THIS MAP MEETS THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA (PLS NCAC 86C 0400). THE GLOBAL POSITIONING SYSTEM OBSERVATIONS WERE PREPARED USING THE FOLLOWING INFORMATION:
 (1) CLASS OF SURVEY: CLASS 4
 (2) POSITIONAL ACCURACY: 0.02"
 (3) TYPE OF INSTRUMENTS/PROCEDURES: NC VRS
 (4) DATE(S) OF SURVEY: 3-29-2022
 (5) OBSERVATION/PROCEDURE: NAD 83, 2011/2010
 (6) PUBLISHED/PROCESSED CONTROL USED: ZEBULON (NCCS MONO)
 (7) LEGEND MODELS: FGD018
 (8) COMBINED GRID FACTORS: 0.99991058
 (9) UNITS: US SURVEY FEET
 THIS PLAN DATED APRIL, 2022.

PROFESSIONAL LAND SURVEYOR LICENSE NO. P. 1071-1-4442

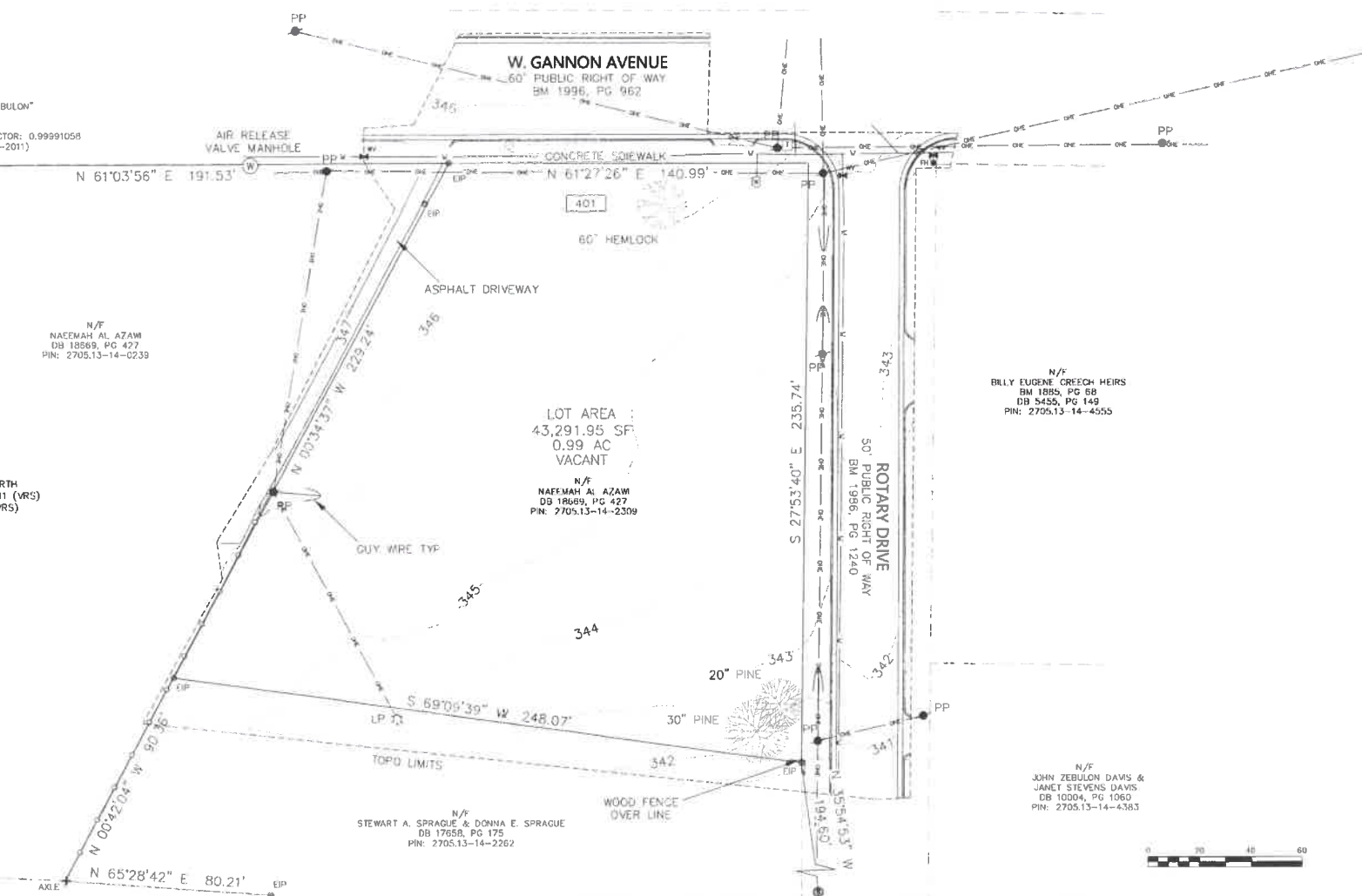


ANGLE RIGHT LAND SURVEYING, PLLC
 SURVEYING THE PAST AND THE FUTURE TODAY
 919-810-4224
 P-0446 1102
 3008 ANDERSON DRIVE, SUITE 160 RALEIGH, NC 27609

REV.	DESCRIPTION	DATE
1	REVISED OWNER INFO AND DELETED NOTE 6	4-6-22

BOUNDARY & TOPOGRAPHIC SURVEY OF
401 W. GANNON AVENUE
 LITTLE RIVER TOWNSHIP, WAKE COUNTY, NC
 OWNER: NAEEMAH AL AZAM

SURVEYOR: ANGLE RIGHT LAND SURVEYING	
SCALE: 1" = 20'	ZONING: TR
DATE OF SURVEY: 3-29-2022	
JOB NUMBER 22_161	PAGE 1 OF 1





NOTICE OF NEIGHBORHOOD MEETING

This document is a public record under the North Carolina Public Records Act and may be published on the Town’s website or disclosed to third parties.

Dear Neighbor:

You are invited to a neighborhood meeting to review and discuss the development proposal at:

401 WEST GANNON AVENUE, ZEBULON, NC 27597

2705142309

(Addresses)

(Pin Numbers)

in accordance with the Town of Zebulon Neighborhood Meeting procedures. This meeting is intended to be a way for the applicant to discuss the project and review the proposed plans with adjacent neighbors and neighborhood organizations before the submittal of an application to the Town. This provides neighbors an opportunity to raise questions and discuss any concerns about the impacts of the project before it is officially submitted. Once an application has been submitted to the Town, it may be tracked using the Interactive Development Map located on the Town of Zebulon website at <https://www.townofzebulon.org/services/planning>.

A Neighborhood Meeting is requested because this project will include:

- Conditional Rezoning
- Planned Unit Development
- Site Plan within the Downtown Core or Downtown Periphery Zoning Districts
- Zoning Map Amendment (results in more intensive uses or increased density)
- Special Use Permit (Quasi-Judicial Hearing)

*Quasi-Judicial Hearing: The Board of Commissioners cannot discuss the project prior to the public hearing.

The following is a description of the proposed (also see attached map(s) and/or plan sheet(s)):

~~This proposal is for a multi-family subdivision. This conditional rezoning proposes to change the property from Office Institutional District (OI) to Downtown Periphery District (DTP).~~

Estimated Submittal Date: August 1, 2022

MEETING INFORMATION:

Property Owner(s) Name(s) Meridian Properties Group, LLC

Applicant(s) Meridian Properties Group, LLC

Contact Information (e-mail/phone) Shaun Smith - Managing Partner - (919) 249-8383 - info@meridianpropertiesgroup.com

Meeting Address: Zebulon Rotary-Woman’s Club Building: 405 West Sycamore Street, Zebulon, NC 27597

Date of Meeting: Tuesday, July 26, 2022

Time of Meeting: 5:30PM to 7:30PM

**Meetings shall occur between 5:00 p.m.-9:00 p.m. on a Monday through Thursday (excluding Town recognized holidays). If you have questions about the general process for this application, please contact the Planning Department at 919-823-1809. You may also find information about the Zebulon Planning Department and on-going planning efforts at <https://www.townofzebulon.org/services/planning>

REID	PIN_NUM	OWNER	Mailing Address 1	Mailing Address 2	Mailing Address 3	DEED_ACRES	SITE_ADDRESS
0036142	2705140014	LINDA B. JOHNSON	406 W SYCAMORE ST	ZEBULON NC 27597-2533		0.86	406 W SYCAMORE ST
0075128	2705049758	WILLIAM CORBETT WEATHERSBY	218 S PARK DR	GREENSBORO NC 27401-2012		1.31	406 W GANNON AVE
0020592	2705140664	WILLIAM C. WEATHERSBY	218 S PARK DR	GREENSBORO NC 27401-2012		0.9	402 W GANNON AVE
0084634	2705130811	LINDA B. JOHNSON	406 W SYCAMORE ST	ZEBULON NC 27597-2533		0.99	506 W SYCAMORE ST
0174094	2705146442	JOETTE MANIGO	312 W SYCAMORE ST	ZEBULON NC 27597-2531		0.36	312 W SYCAMORE ST
0087395	2705048295	LNP INC	PARRISH REALTY C/O RENEE BAKER	PO BOX 1128	ZEBULON NC 27597-1128	0.49	407 W GANNON AVE
0174095	2705145379	ARMANDO REYES-LEAL	314 W SYCAMORE ST	ZEBULON NC 27597-2531		0.36	314 W SYCAMORE ST
0053207	2705048057	PARRISH REALTY CO OF ZEBULON INC	PARRISH REALTY C/O RENEE BAKER	PO BOX 1128	ZEBULON NC 27597-1128	0.83	407 W GANNON AVE
0038295	2705146112	FLOYD E. MEEKS & BRENDEX RENE MEEKS	3861 JONESVILLE RD	WAKE FOREST NC 27587-8181		0.62	313 W SYCAMORE ST
0022143	2705140239	LESLIE M. MOSS-GADSON	405 W GANNON AVE	ZEBULON NC 27597-2507		1.09	405 W GANNON AVE
0098462	2705047604	G & G BROTHERS INC	2606 WINTER STORM RD	ZEBULON NC 27597-7359		3.11	410 W GANNON AVE
0016904	2705144383	JOHN ZEBULON DAVIS & JANET STEVENS DAVIS	PO BOX 322	ZEBULON NC 27597-0322		0.63	300 ROTARY DR
0016905	2705133968	ROTARY FOUNDATION OF ZEBULON INC	405 W SYCAMORE ST	ZEBULON NC 27597-2532		1.28	405 W SYCAMORE ST
0444351	2705150016	AMOS C. ESTES	513 W FRANKLIN ST	ZEBULON NC 27597-2149		4.13	314 W NORTH ST
0002087	2705144555	BILLY EUGENE CREECH HEIRS	333 PERRY CURTIS RD	ZEBULON NC 27597-8874		1.34	331 W GANNON AVE
0009534	2705142262	STEWART A. SPRAGUE & DONNA E. SPRAGUE	301 ROTARY DR	ZEBULON NC 27597-2524		0.98	301 ROTARY DR
0145605	2705141151	TAYLOR MICHELLE KINMANN	404 W SYCAMORE ST	ZEBULON NC 27597-2533		0.27	404 W SYCAMORE ST
0222822	2705142881	RENT TO OWN REALTY LLC	324 W GANNON AVE	ZEBULON NC 27597-2506		1.09	324 W GANNON AVE
0044780	2705142309	MERIDIAN PROPERTIES GROUP LLC	4030 WAKE FOREST RD STE 100	RALEIGH NC 27609-6800		0.99	401 W GANNON AVE
0033856	2705132900	NAEEMAH AL AZAWI	921 SHEPARD SCHOOL RD	ZEBULON NC 27597-2769		0.48	407 W SYCAMORE ST
0004671	2705144951	JAMES G. WALTERS & MCKENZIE WALTERS TOWN OF ZEBULON	310 W GANNON AVE ATTN: PLANNING DEPARTMENT	ZEBULON NC 27597-2506 1003 N ARENDELL AVENUE	ZEBULON NC 27597	1.79	310 W GANNON AVE



NEIGHBORHOOD MEETING SIGN-IN SHEET:

This document is a public record under the North Carolina Public Records Act and may be published on the Town's website or disclosed to third parties.

Project Name: 401 West Gannon Ave

Meeting Address: Zebulon Rotary-Woman's Club Building: 405 West Sycamore Street, Zebulon, NC 27597

Date of Meeting: Tuesday, July 26, 2022

Time of Meeting: 5:30PM to 7:30PM

Property Owner(s) Names: Meridian Properties Group, LLC

Applicants: Meridian Properties Group, LLC

Please print your name below, state your address and/or affiliation with a neighborhood group, and provide your phone number and email address. Providing your name below does not represent support or opposition to the project; it is for documentation purposes only.

	Name/ Organization	Address	Phone#	E-mail
1	Lorinda Johnson	406 W Sycamore	919-269-7575	
2	Leslie Moss-Gadsen	405 W Gannon	919 375 4658	lemitara@comcast.net
3	VICTOR GUILLEN	410 W GANNON	919-745-0333	G
4	DAVID MARTIN	324 W GANNON	919-827-5701	/
5	Aric Martin	324 W Gannon	919-827-2552	
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Attach Additional Sheets If Necessary.



SUMMARY OF DISCUSSION FROM THE NEIGHBORHOOD MEETING

This document is a public record under the North Carolina Public Records Act and may be published on the Town's website or disclosed to third parties.

Project Name: 401 West Gannon Ave

Meeting Address: Zebulon Rotary-Woman's Club Building: 405 West Sycamore Street, Zebulon, NC 27597

Date of Meeting: Tuesday, July 26, 2022 Time of Meeting: 5:30PM to 7:30PM

Property Owner(s) Names: Meridian Properties Group, LLC

Applicants: Meridian Properties Group, LLC

Please summarize the questions/comments and your response from the Neighborhood Meeting in the spaces below (attach additional sheets, if necessary). Please state if/how the project has been modified in response to any concerns. The response should not be "Noted" or "No Response". There has to be documentation of what consideration the neighbor's concern was given and justification for why no change was deemed warranted.

Question/ Concern #1 What will the sales price be?

Applicant Response: We're not entirely sure yet. We have to get Town of Zebulon and Board of Commissioner feedback on exterior architectural requirements before we set a price.

Question/ Concern #2 What type of homes will be built here?

Will there be government subsidized homes or section 8 housing?

Applicant Response: We are proposing 3-story multi-family condos that will look like and live like townhomes. There is no plan for section 8 or government subsidized homes here.

Question/ Concern #3 Will there be a fence installed along the property boundary of 401 and 405 W. Gannon Ave?

Applicant Response: There is presently no plan to install a fence along that property line. There will be a 20' Type B Landscape Buffer that will create an attractive separation between the single family home on 405 W. Gannon and 401 W. Gannon.

Question/ Concern #4 Will the applicant own the homes at the end? Will they be rentals?

Applicant Response: The applicant does not intend to own the homes at the end of the project. We intend all homes to be owned by private homeowners. The homes could very well be rented to tenants, we do not intend to cap that ability because they are multi-family and only 11 homes proposed.



SUMMARY OF DISCUSSION FROM THE NEIGHBORHOOD MEETING

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Project Name: 401 West Gannon Ave

Meeting Address: Zebulon Rotary-Woman's Club Building: 405 West Sycamore Street, Zebulon, NC 27597

Date of Meeting: Tuesday, July 26, 2022 Time of Meeting: 5:30PM to 7:30PM

Property Owner(s) Names: Meridian Properties Group, LLC

Applicants: Meridian Properties Group, LLC

Please summarize the questions/comments and your response from the Neighborhood Meeting in the spaces below (attach additional sheets, if necessary). Please state if/how the project has been modified in response to any concerns. The response should not be "Noted" or "No Response". There has to be documentation of what consideration the neighbor's concern was given and justification for why no change was deemed warranted.

Question/ Concern #1 Homeowner at 405 W Gannon Ave expressed concern over the height of the homes.

Applicant Response: We explained that the distance of the nearest unit from our project to her property line is at least 25 feet. Plus her home sits an additional 35+ feet away. That distance allows for a large buffer where any height of the homes will not cause shadowing on her property.

Question/ Concern #2 Property owner of 304 W Gannon Ave expressed concern over this project reducing property values.

Applicant Response: We advised that the modern, upscale new construction home we are proposing including no garages facing W Gannon or Rotary, plus the high end exterior materials including fiber cement and stone will likely increase property values.

Question/ Concern #3

Applicant Response:

Question/ Concern #4

Applicant Response:



AFFIDAVIT OF CONDUCTING A NEIGHBORHOOD MEETING, SIGN-IN SHEET AND ISSUES/RESPONSES SUBMITTAL

This document is a public record under the North Carolina Public Records Act and may be published on the Town's website or disclosed to third parties.

I, Shaun Smith, do hereby declare as follows:
Print Name

1. I have conducted a Neighborhood Meeting for the proposed Rezoning, Major Site Plan, Master Subdivision Plan, or Special Use Permit.

2. The meeting invitations were mailed to the Zebulon Planning Department, all property owners within 300 feet of the subject property and any neighborhood association that represents citizens in the area via first class mail a minimum of 10 days in advance of the Neighborhood Meeting.

3. The meeting was conducted at Zebulon Rotary-Women's Club Building 405 West Sycamore Street, Zebulon, NC 27597 (location/address) on Tuesday, July 26, 2022 (date) from 5:30pm (start time) to 7:30pm (end time).

4. I have included the mailing list, meeting invitation, sign-in sheet, issue/response summary, and zoning map/reduced plans with the application.

5. I have prepared these materials in good faith and to the best of my ability.

By: _____
Date

STATE OF _____
COUNTY OF _____

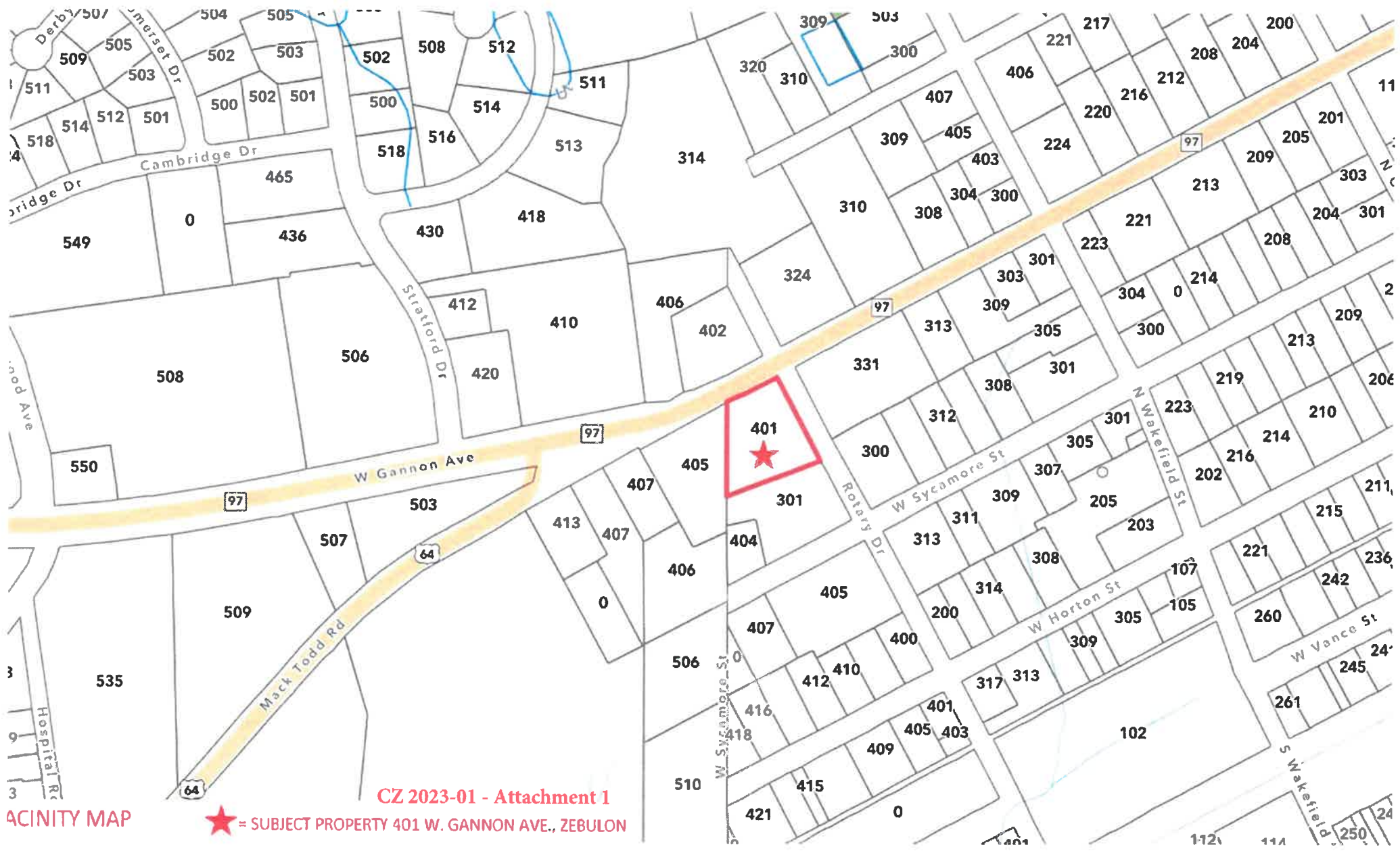
Sworn and subscribed before me, _____, a Notary Public for the above State and County, on this the _____ day of _____, 20_____.

SEAL

Notary Public

Print Name

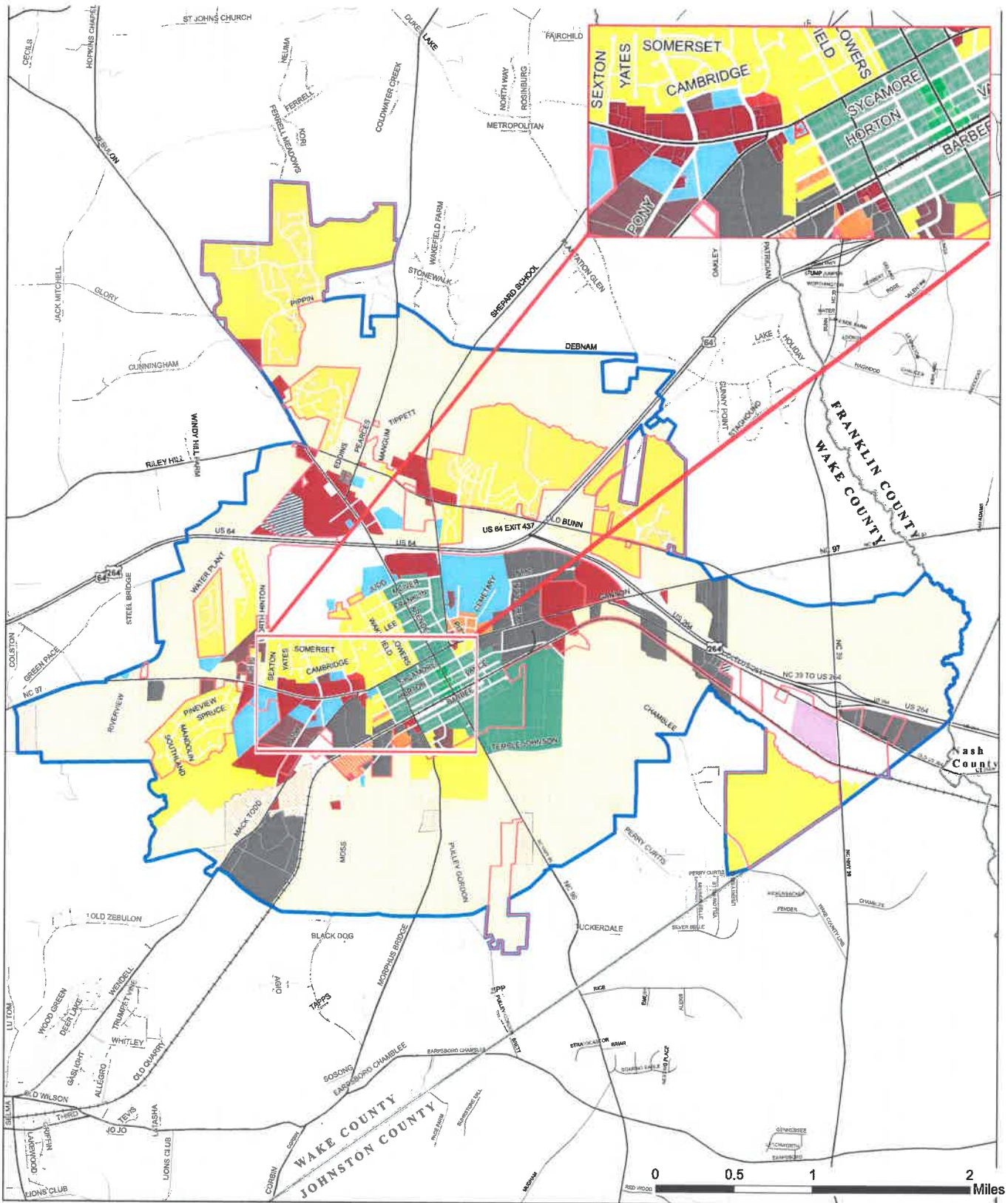
My Commission Expires:



ACINITY MAP

CZ 2023-01 - Attachment 1

★ = SUBJECT PROPERTY 401 W. GANNON AVE., ZEBULON



Town of Zebulon Official Zoning Map

Last Amended: 01/06/2021

★ Subject Property - 401 West Gannon Ave, Zebulon

Zoning Districts

- Zebulon Corporate Limits
- Zebulon Planning Jurisdiction
- R1, Residential Watershed
- R2, Residential Suburban
- R4, Residential Neighborhood
- R6, Residential Urban
- RMF, Residential Multi-Family
- R-13 SUD, Residential 13 - Special Use Districts
- GC, General Commercial
- HC, Heavy Commercial
- LI, Light Industrial
- HI, Heavy Industrial
- OI, Office and Institutional
- DTP, Downtown Periphery
- DTC, Downtown Core
- CA-SUD, Commercial Amusement - Special Use
- MHO, Manufactured Home Overlay
- CZ, Conditional Zoning

ZEBULON

NORTH CAROLINA

Location of Zebulon, North Carolina



Additional Information

Conditional Zoning Information

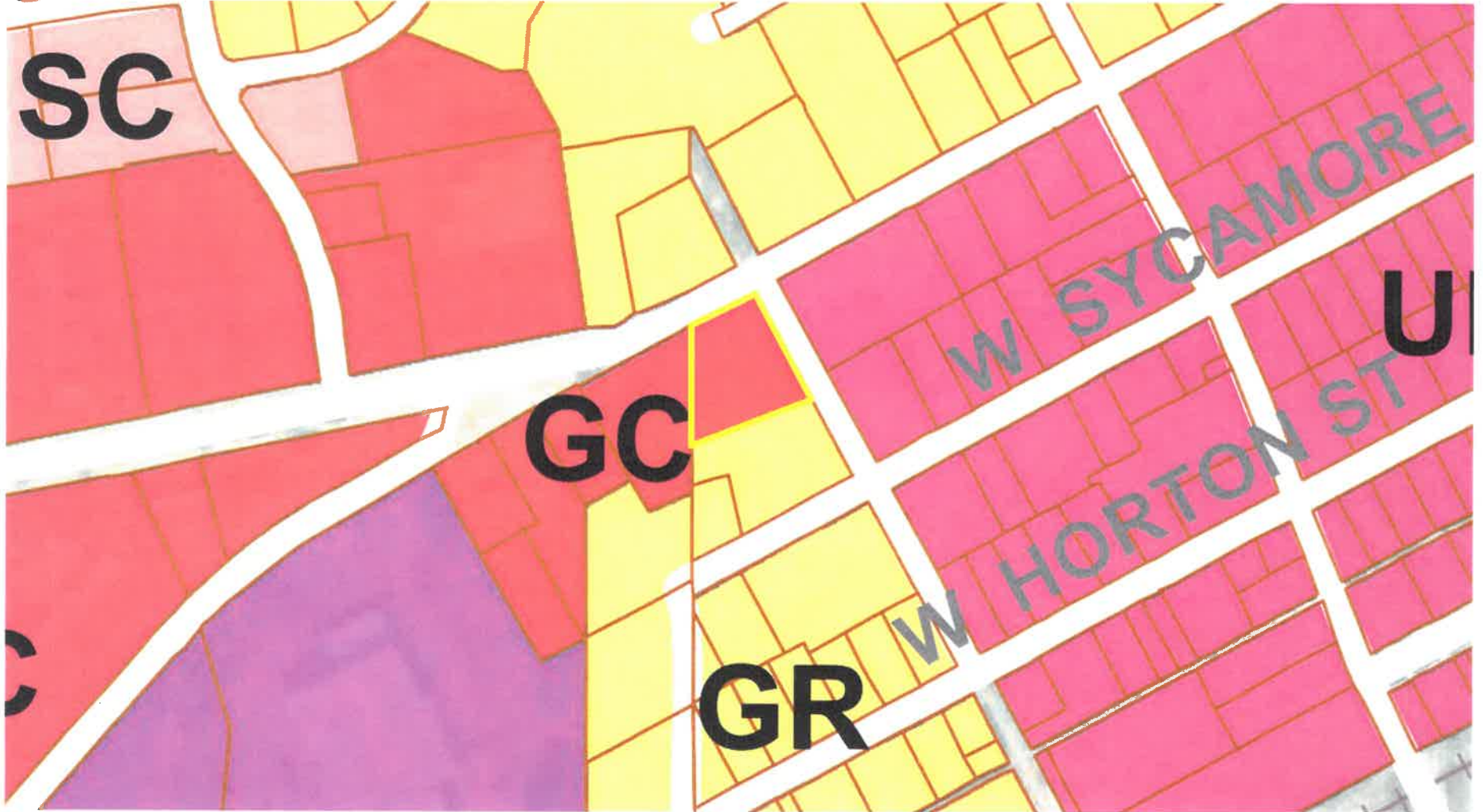
Conditional Zoning Districts are a type of zoning district subject to one or more conditions included as part of the legislative approval by the Board of Commissioners that establishes the conditional zoning district. Contact the Planning Department for more information.



Map Produced by Town of Zebulon
Planning Department December 2016
Updated January 06, 2021

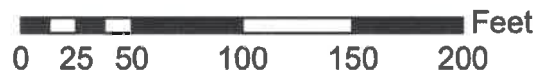
This map is for use as the Official Zoning Map in accordance with Article 10 of the Town of Zebulon Charter. It is the responsibility of the user to verify the accuracy of the information shown on this map.



Attachment 2 - Future Land Use and Character Map



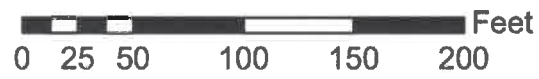
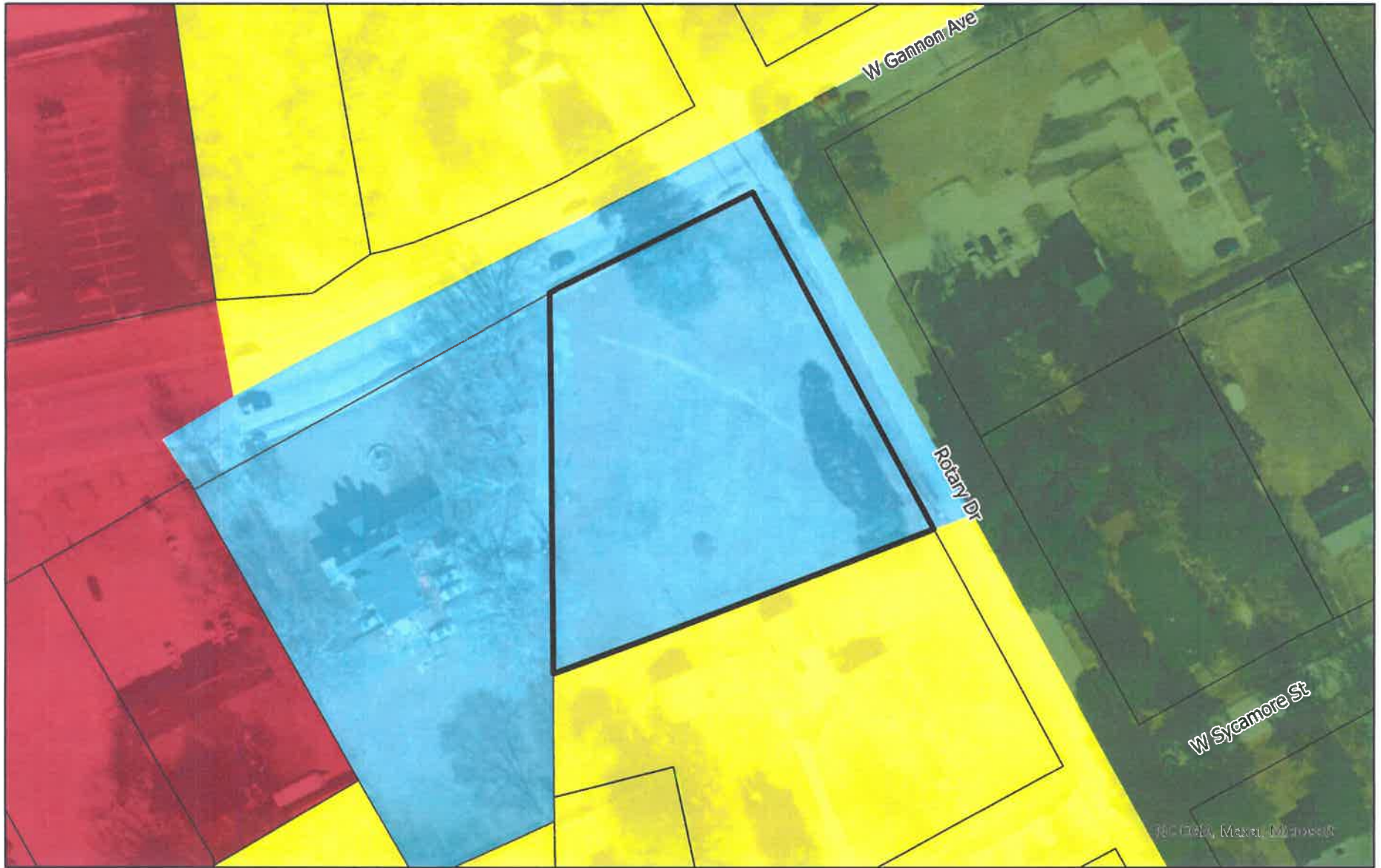
-  General Commercial (GC)
-  General Residential (GR)
-  Suburban Commercial (SC)
-  Industrial Heavy (IH)
-  Urban Downtown Mixed Use (UDMU)







Attachment 3 - Aerial Map



-  Subject Property (401 W Gannon Ave)
-  Parcels

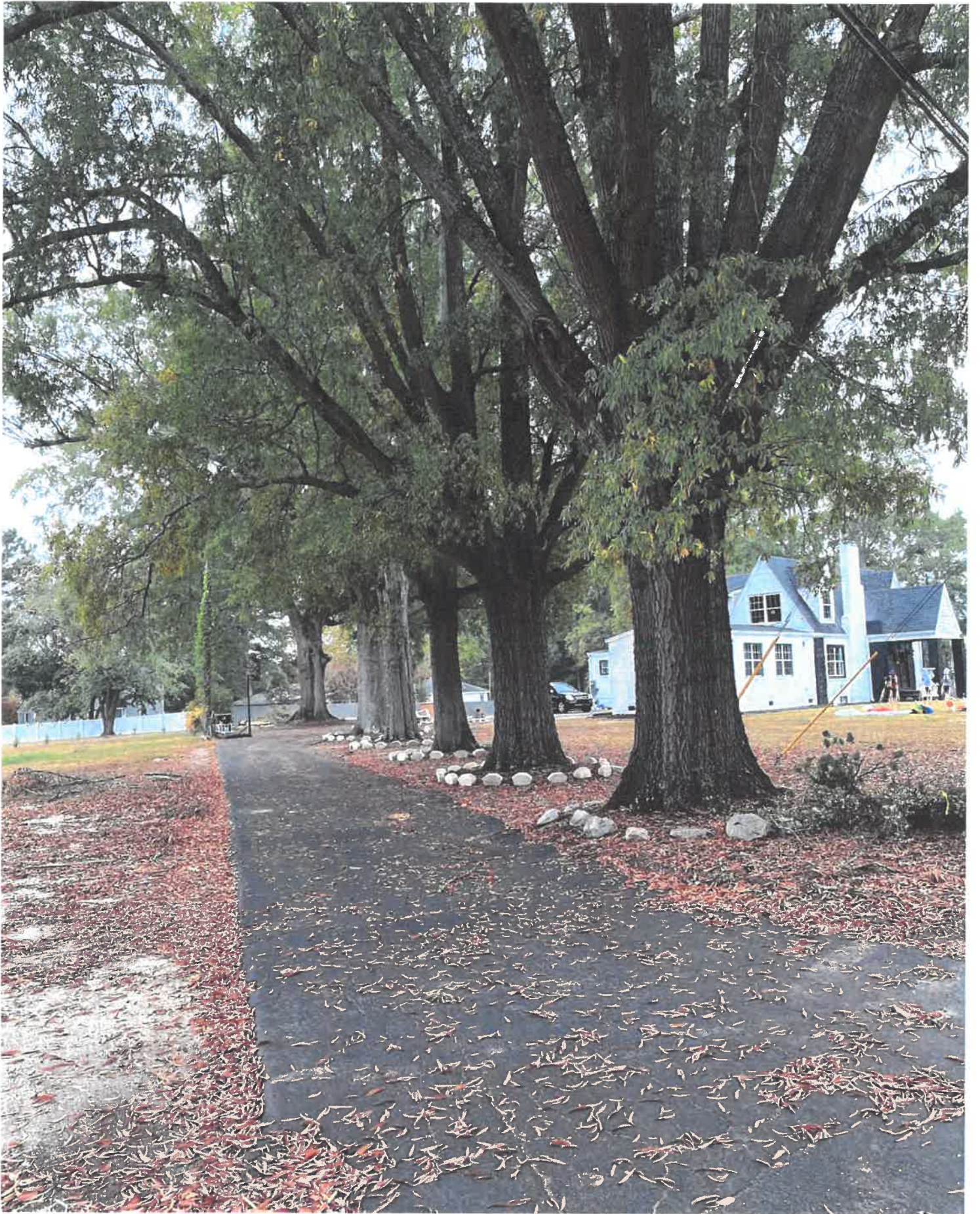
Attachment 4 - Zoning Map



-  Subject Property (401 W Gannon Ave)
-  Parcels
- Zoning Districts**
-  R4, Residential Neighborhood
-  HC, Heavy Commercial
-  OI, Office and Institutional
-  DTP, Downtown Periphery



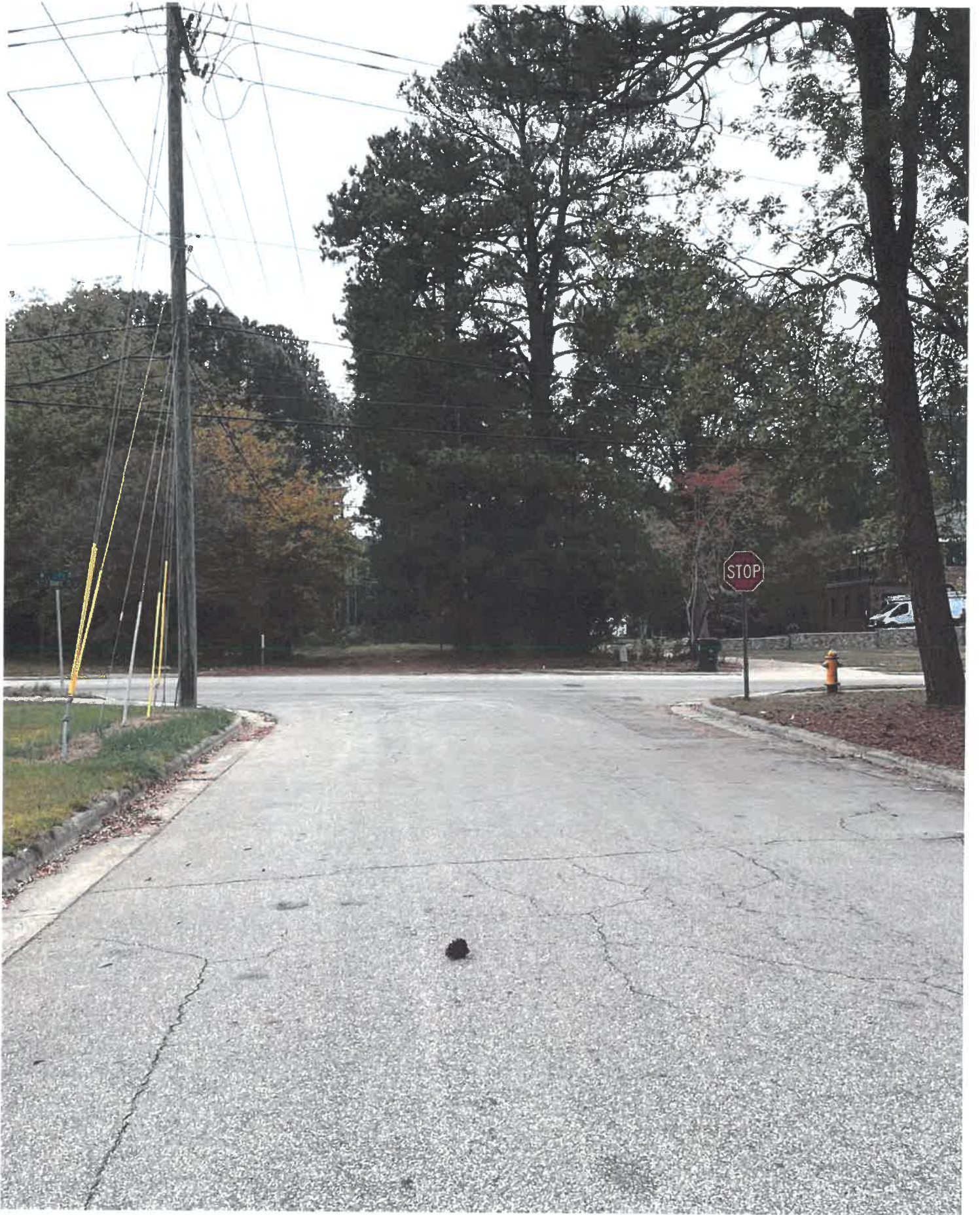


















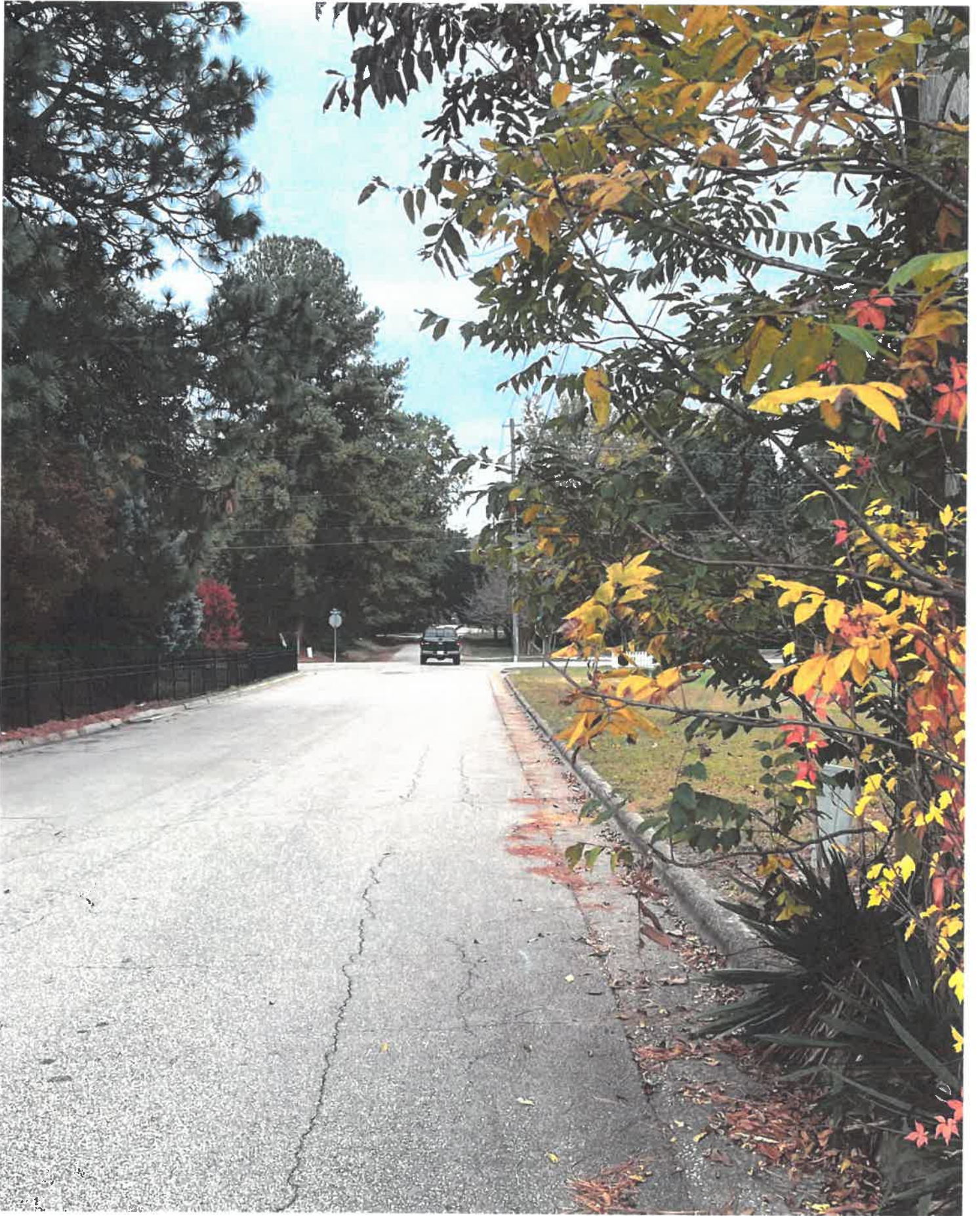












ZEBULON

NORTH CAROLINA

CASE # CZ 2023-01 IDT# 825841 – 401 W. Gannon Ave Rezoning

PROJECT ADDRESS 401 W. Gannon Ave

PIN NUMBER: 2705142309

HEARING DATE: November 14, 2022

State of North Carolina

County of Wake

BEFORE ME, the undersigned Notary, Lisa M. Markland on this 31st day of October 2022, personally appeared Michael J. Clark, known to me to be a credible person and of lawful age, who being by me first duly sworn, on his oath, deposes and says:

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

- First Class Mailing Sent on **10/26/2022** (see attached mailing list and copy of mailing)
- Advertisement in a Paper of General Circulation sent on **10/31/2022** (Wake weekly, publication dates **11/4 & 11/11/2022**)
- Posting Public Hearing Signage on Property on **10/26/2022** (pictures attached)
- Posted to Planning Department Website **10/26/2022**
- Sent to E-Mail Distribution List on **10/31/2022** for distribution on **11/4/2022**

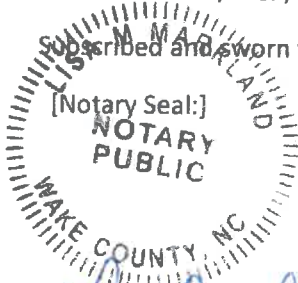
[Signature]

10/31/2022

Michael J. Clark, AICP, CZO

Date

Subscribed and sworn to before me, this 31st day of October 2022.



Lisa M. Markland

[signature of Notary]

Lisa M Markland

[printed name of Notary]

NOTARY PUBLIC

My commission expires: 3/29, 2025.

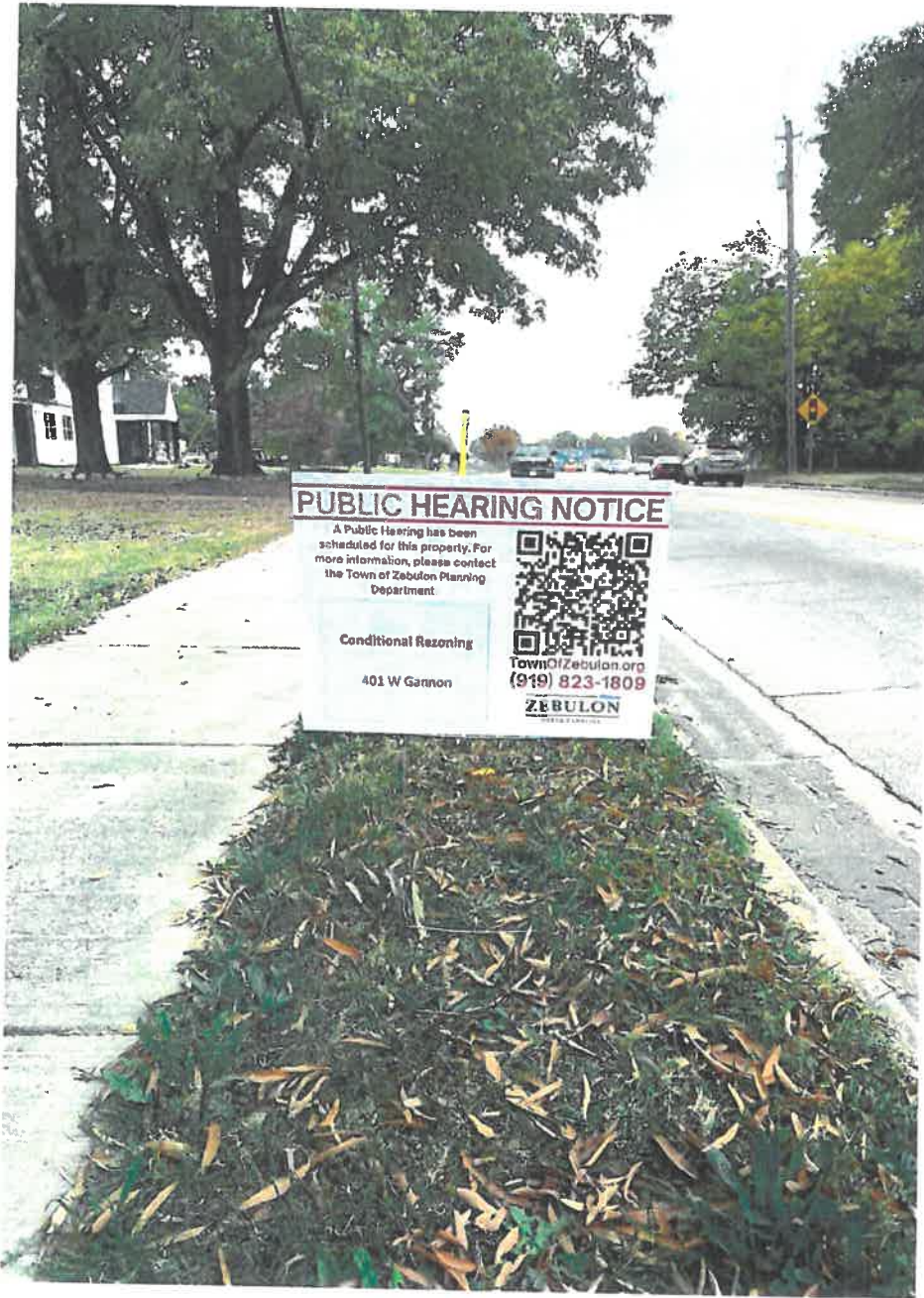
Notice of Public Hearing

Notice is hereby given pursuant to the provisions of Article 2.2.6 of the Town of Zebulon Unified Development Ordinance that a public hearing will be held on **November 14, 2022 at 7:00 PM** at the **Zebulon Municipal Complex, 1003 N. Arendell Avenue**, and will be conducted by the Board of Commissioners of the Town of Zebulon for the purpose of considering the following items:

CZ 2023-01 Project Number 825841 - 401 W Gannon Ave. PIN # 2705142309. A request by Meridian Properties Group, LLC for a Conditional Rezoning from Office Institutional (OI) to Downtown Periphery Conditional (DTP-C).

If you are unable to attend the meeting, but would like to provide comments, the Town of Zebulon encourages that all public comments be submitted to Deputy Town Clerk Stacie Paratore at SParatore@TownofZebulon.org no later than 12:00 Noon on the day of the hearing to be read into the record. Links will be provided along with the full application packet and documentation on the Planning Department web page at www.TownofZebulon.org/planning/public-hearing-information. For questions or additional information, please contact us at (919) 823-1808.

*Posted in Wake Weekly November 4th and November 11th, 2022
Mailed 150-foot Radius October 26, 2022*



PUBLIC HEARING NOTICE

A Public Hearing has been scheduled for this property. For more information, please contact the Town of Zebulon Planning Department.



TownOfZebulon.org
(919) 823-1809



Conditional Rezoning

401 W Gannon



PUBLIC HEARING NOTICE

A Public Hearing has been scheduled for this property. For more information, please contact the Town of Zebulon Planning Department.



TownOfZebulon.org
(919) 823-1809



Conditional Rezoning

401 W Gannon

REID	PIN_NUM	OWNER	Mailing Address 1	Mailing Address 2	DEED_ACRES	SITE_ADDRESS	SITE_ADDRESS2	ZIPNUM	PLANNING_JURISDICTION	LAND_CLASS_DECODE	TOWNSHIP_DECODE
0036142	2705140014	LINDA B. JOHNSON	406 W SYCAMORE ST	ZEBULON NC 27597-2533	0.86	406 W SYCAMORE ST	ZEBULON, NC	27597 ZB		Residential Less Than 10 Acres	Little River
0075128	2705049758	WILLIAM CORBETT WEATHERSBY	218 S PARK DR	GREENSBORO NC 27401-2012	1.31	406 W GANNON AVE	ZEBULON, NC	27597 ZB		Vacant	Little River
0020592	2705140664	WILLIAM C WEATHERSBY	218 S PARK DR	GREENSBORO NC 27401-2012	0.9	402 W GANNON AVE	ZEBULON, NC	27597 ZB		Residential Less Than 10 Acres	Little River
0087395	2705048295	LNP INC. PARRISH REALTY C/O RENEE BAKER	PO BOX 1128	ZEBULON NC 27597-1128	0.49	407 W GANNON AVE	ZEBULON, NC	27597 ZB		Commercial	Little River
0022143	2705140239	LESLIE M. MOSS-GADSON	405 W GANNON AVE	ZEBULON NC 27597-2507	1.09	405 W GANNON AVE	ZEBULON, NC	27597 ZB		Residential Less Than 10 Acres	Little River
0016904	2705144383	JOHN ZEBULON DAVIS & JANET STEVENS DAVIS	PO BOX 322	ZEBULON NC 27597-0322	0.63	300 ROTARY DR	ZEBULON, NC	27597 ZB		Residential Less Than 10 Acres	Little River
0002087	2705144555	BILLY EUGENE CREECH HEIRS	333 PERRY CURTIS RD	ZEBULON NC 27597-8874	1.34	331 W GANNON AVE	ZEBULON, NC	27597 ZB		Residential Less Than 10 Acres	Little River
0009534	2705142262	STEWART A. SPRAGUE & DONNA E. SPRAGUE	301 ROTARY DR	ZEBULON NC 27597-2524	0.98	301 ROTARY DR	ZEBULON, NC	27597 ZB		Residential Less Than 10 Acres	Little River
0145605	2705141151	TAYLOR MICHELLE KINMANN	404 W SYCAMORE ST	ZEBULON NC 27597-2533	0.27	404 W SYCAMORE ST	ZEBULON, NC	27597 ZB		Residential Less Than 10 Acres	Little River
0222822	2705142881	RENT TO OWN REALTY LLC	324 W GANNON AVE	ZEBULON NC 27597-2506	1.09	324 W GANNON AVE	ZEBULON, NC	27597 ZB		Residential Less Than 10 Acres	Little River
0044780	2705142309	MERIDIAN PROPERTIES GROUP LLC	4030 WAKE FOREST RD STE 100	RALEIGH NC 27609-6800	0.99	401 W GANNON AVE	ZEBULON, NC	27597 ZB		Vacant	Little River

4.1.1. PRINCIPAL USE TABLE

TABLE 4.2.3: PRINCIPAL USE TABLE

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

USE TYPE [1]	RESIDENTIAL					COMMERCIAL					MIXED USE				USE-SPECIFIC STANDARDS [2]	
	R1	R2	R4	R6	RMF	NC	GC	HC	LI	CI	HI	OI	DTC	DTP		PD
RESIDENTIAL USE CLASSIFICATION																
Assisted Living Facility												P				4.3.3.A
Boarding/ Rooming House												S				4.3.3.B
Bungalow Court												S				4.3.3.C
Continuing Care Retirement Center												P				4.3.3.D
Duplex Dwelling												P				
Family Care Home												P				4.3.3.E
Group Home												S				4.3.3.F
Halfway House												S				4.3.3.G
Live/Work Dwelling												P				4.3.3.H
Multi-family Dwelling												P				4.3.3.M
Pocket Neighborhood												P				4.3.3.N
Nursing Home												P				
Single-family Attached Dwelling												P				4.3.3.O
Single-family Detached Dwelling												P				4.3.3.P
Triplex/Quadplex												P				4.3.3.Q
Upper-story Residential												P				4.3.3.R
INSTITUTIONAL USE CLASSIFICATION																
Adult Day Care Center												P				4.3.4.A
Antenna Collocation, Major												P				4.3.4.B
Antenna Collocation, Minor												P				
Arboretum or Formal Garden												P				
Auditorium												P				4.3.4.C
Blood/Tissue Collection												S				
Cemetery, Columbarium, or Mausoleum												S				4.3.4.E
Child Day Care Center												P				4.3.4.F
College or University												P				
Community/Youth/Senior Center												P				4.3.4.G
Cultural Facility, Library, or Museum												P				

TABLE 4.2.3: PRINCIPAL USE TABLE

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

USE TYPE [1]	RESIDENTIAL					COMMERCIAL						MIXED USE				USE-SPECIFIC STANDARDS [2]
	R1	R2	R4	R6	RMF	NC	GC	HC	LI	CI	HI	OI	DTC	DTP	PD	
Drug/Alcohol Treatment Facility												P				4.3.4.I
Fire/EMS/Police Station												P				
Fraternal Club or Lodge												P				4.3.4.J
Government Office												P				
Helicopter Landing Pad												S				4.3.4.K
Hospital												S				4.3.4.L
Indoor Private Recreation												P				
Outdoor Private Recreation												P				
Park (public or private)												P				
Passenger Terminal												P				
Post Office												P				
Psychiatric Treatment Facility												S				
Religious Institution												P				4.3.4.M
School, Elementary												P				
School, High/Middle												P				4.3.4.N
School, Vocational												P				4.3.4.O
Small Wireless Facility												P				4.3.4.P; 4.3.4.S
Telecommunications Tower, Minor or Concealed												S				4.3.4.Q; 4.3.4.S
Temporary Wireless Facility												P				4.3.4.R; 4.3.4.S
Urgent Care Facility												P				
Utility, Major												P				4.3.4.T
Utility, Minor												P				4.3.4.T
COMMERCIAL USE CLASSIFICATION																
Art Gallery												P				4.3.5.D
Artisan Studio												P				4.3.5.E
Bed and Breakfast												P				4.3.5.K
Business Incubator												P				4.3.5.M
Coffee Shop												P				4.3.5.P
Co-Working Space												P				4.3.5.R
Financial Services Establishment												P				4.3.5.T
Gymnasium/ Fitness Center												P				4.3.5.Z

TABLE 4.2.3: PRINCIPAL USE TABLE

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

USE TYPE [1]	RESIDENTIAL					COMMERCIAL						MIXED USE				USE-SPECIFIC STANDARDS [2]
	R1	R2	R4	R6	RMF	NC	GC	HC	LI	CI	HI	OI	DTC	DTP	PD	
Hair, Nails, and Skin-Related Services												P				
Office, Medical												P				
Office, Professional												P				
Office, Sales or Service												P				
Package and Printing Service												P				
Park and Ride Facility												P				
Parking Lot												P				4.3.5.HH
Parking Structure												P				4.3.5.II
Pharmacy												S				4.3.5.KK
Restaurant Indoor/Outdoor Seating												P				4.3.5.NN
Restaurant with Drive-through/Drive-up Service												P				4.3.5.NN
Restaurant, Walk-up Only												P				4.3.5.NN
Specialty Eating Establishment												S				4.3.5.SS
INDUSTRIAL USE CLASSIFICATION																
Research and Development												S				

this

ORDINANCE 2023-19
AMENDMENT TO CONDITIONAL ZONING MAP FOR
401 W. GANNON AVENUE (Pin #2705142309)

The proposed Conditional Zoning Map Amendment for approximately 0.99 acres located at 401 W. Gannon Avenue would be rezoned from Office and Institutional (O&I) to Downtown Periphery Conditional (DTP-C) District in accordance with Section 2.2.6 of the Town of Zebulon Unified Development and NCGS 160D-703, with the following proposed conditions:

1. Construction of a fence along the adjacent residential property lines
2. Construction of a 3-foot wall along the street side property lines
3. Construction of structures similar to the revisions presented at the November 14, 2022 meeting

*All other applicable Unified Development Ordinance requirements shall remain as written and the requirements by other agencies will be reviewed and regulated at the time of Technical Review Committee review process.


Adopted this the 5th day of December 2022.

Glenn L. York – Mayor

SEAL

Lisa M. Markland, CMC – Town Clerk

STAFF REPORT
BOARD APPOINTMENTS
DECEMBER 5, 2022

Topic: Board Appointments
Speaker: Lisa M. Markland, CMC, Town Clerk
From: Stacie Paratore, CMC, Deputy Town Clerk
Prepared by: Stacie Paratore, CMC, Deputy Town Clerk
Approved by:  Joseph M. Moore, II, PE, Town Manager

Executive Summary:

The Board of Commissioners will consider persons interested in serving on the Planning Board and Parks and Recreation Advisory Board.

Background:

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

Discussion:

The discussion before the Board is whether to appoint those interested in serving on the Planning Board, Board of Adjustment and Parks and Recreation Advisory Board.

Planning Board

There is **one** in-Town vacancy. The in-Town vacancy is an uncompleted term of a member who resigned their position when they moved their residency outside of Town limits (Code of Ordinances require residency within Town limits (§31.31)). The in-Town vacancy term expires on June 30, 2024.

The Town received the following applications:

- Latoya Carter
- Peggy Alexander
- Scott Carpenter

Staff Recommendation:

No recommendations on Board appointments.

Attachments:

1. Applications

TOWN OF ZEBULON Application for Board Appointments

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

Board of Adjustment
 Planning Board
 Parks & Recreation Advisory

Name Latoya R. Carter

Address 2408 Sandara Drive Zebulon NC 27597

E-mail lgred1228@yahoo.com Date of Birth (month & Day) 2/11

Phone (Home) 919-671-0518 (Work) 252-319-2112^{V 388} (Cell) 919-671-0518

Employer DOSH North Carolina Gov. Occupation Advocate

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

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

Board/Commission/Committee	From	To

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

Describe extent and meetings attended BIC Meeting - new town - came to sit in on meeting

Witnessed a student from local elementary school be recognized w/ his family in attendance.

Why do you want to serve on this board or commission? I would like to serve on the board to

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

Why would you be an asset to this board or commission? As a licensed social worker I feel that

I bring a unique skill set that would provide a voice in decision making, serve my

community and feel this would also be a great learning opportunity.

What are your qualifications? I have served on various committees and boards through work

and in my community.

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

land use.

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

Date 7/1/2022

Signature Latoya R. Carter

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

TOWN OF ZEBULON

Application for Board Appointments

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

Board of Adjustment
 Planning Board
 Parks & Recreation Advisory

Name Peggy Alexander

Address 316 W. Field St., Zebulon, NC 27597

E-mail hancorrib@comcast.com Date of Birth (month & Day) 02/11

Phone (Home) _____ (Work) _____ (Cell) 919 271 9429

Employer _____ Occupation retired

Do you live in the Zebulon Corporate Limits ETJ _____ Years in Zebulon 58/ret 10 yrs
presently 21 year ago

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

Board/Commission/Committee	From	To

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

Describe extent and meetings attended attended virtual mtgs regarding development

Why do you want to serve on this board or commission? I am interested and concerned

about present and future development of pristine lands, particularly its effect on traffic & employment in Zebulon

Why would you be an asset to this board or commission? I am retired and can commit whatever time is needed to

be an asset to the board - I want future Zebulon to be great for all

What are your qualifications? 25 years in state govt - employment (part) with both Belk and Walgreens in Zebulon.

What areas of concern would you like to see the Board or Commission address? Development of specific areas in Zebulon such as proposed development of Glaxo Smith-Kline & others

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

Date 4/29/2022 Signature Peggy Alexander

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

TOWN OF ZEBULON Application for Board Appointments

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

Board of Adjustment
 Planning Board
 Parks & Recreation Advisory

Name Scott Carpenter

Address 214 E Horton St. Zebulon, NC 27597

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

Phone (Home) _____ (Work) _____ (Cell) 919-413-5083

Employer Striveworks Occupation Data Scientist

Do you live in the Zebulon Corporate Limits Yes ETJ _____ Years in Zebulon 7

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

Board/Commission/Committee	From	To

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

Describe extent and meetings attended I have fairly regularly attended Commissioner meetings for several years.

Why do you want to serve on this board or commission? I have a strong desire to give back to my community. Serving on this board will be a way for me to use my data science skills to help this community during a time of high growth.

Why would you be an asset to this board or commission? I have lived in Wake County for 26 years and seen its growth. As a Zebulon downtown residential property owner, I would help round out the board. As a data scientist, I use data to inform and to help drive decisions.

What are your qualifications? PhD. Former President of an HOA. Served on several HOA Architectural Committees Preservation Zebulon co-founder

What areas of concern would you like to see the Board or Commission address? Support town policy that helps to unite both residential property owners and businesses.

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

Date 7 OCT 2022 Signature Scott Carpenter

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

Topic: Governing Board Rules of Procedure

Speaker: Joseph M. Moore II, PE - Town Manager

Executive Summary:

The Board of Commissioners will consider Rules of Procedure for Agenda Setting and the Role of the Presiding Officer.

Background:

Elected bodies of quickly growing towns often consider adopting rules to assist them in how they conduct meetings and consider policies.

The Town of Zebulon is experiencing rapid growth while also undergoing a significant change in elected leadership. Rules of Procedure can assist the Board of Commissioners in reaching informed decisions in an effective, efficient, orderly, courteous, and fair manner.

The Board has commented on drafts of two sections of a proposed Rules of Procedure. The first section focused on how the agenda of a public meeting is set. The second section clarifies the roles of the meeting's presiding officer. Highlights of the attached procedure include:

- A deadline for receipt of the Regular Meeting Agenda packet
- A method for adding items to an Agenda:
 - In advance of the Agenda being posted
 - At the time of the Meeting
- The schedule allows a detailed Agenda Preview as a part of Monthly Meetings

Discussion:

The discussion before the Board centers around what Rules of Procedure to adopt. Specifically, what method of voting to employ to add items to an Agenda.

Policy Analysis:

A Rules of Procedure can assist the Board of Commissioners in reaching informed decisions in an effective, efficient, orderly, courteous, and fair manner. This is consistent with all goals of the Zebulon 2030 Strategic Plan.

Financial Analysis:

A Rules of Procedure can assist the Board of Commissioners in reaching informed decisions in an effective, efficient, orderly, courteous, and fair manner. These procedures can assist the Board in maximizing their available time in deciding upon the increasing number of complex issues associated with a growing and diversifying community.

Staff Recommendation:

The Rules of Procedure adopted by the Board must meet the Board's needs and Staff's capacity.

Attachment(s):

1. Rules of Procedure (edited version)
2. Rules of Procedure (clean version)

TOWN OF ZEBULON BOARD OF COMMISSIONERS

RULES OF PROCEDURE

Purpose – The Zebulon Board of Commissioners must conduct the business of the public, in the view of the public, so that the people may have the wherewithal to be better informed. These rules of procedure are intended to help the Zebulon Board of Commissioners reach informed decisions in an effective, efficient, orderly, courteous, and fair manner, regardless of the matter under consideration. ~~operate transparently, in a public setting, and is entrusted to carry out its work legally, ethically and in an orderly manner. Local governing boards have a direct influence on the culture, effectiveness, and efficiency of Town governments and function best when they adopt procedures for their work. Therefore, the following rules of procedure will govern the Board's business.~~

Agenda – The Town Manager (or their his designee) shall prepare the agenda for each meeting of the Board. Board members may add items to the Regular Meeting agenda if submitted to the Mayor with the support of a second member no later than eleven (11) calendar days before the meeting. A draft agenda, including any items added by Board members, will be distributed one (1) week in advance of the Regular Meeting. The agenda packet will be made available to the Board four (4) calendar days before the Regular meeting. If there are extenuating circumstances, that prohibit the agenda packet from being available to the Board according to this schedule, the Board will be notified as soon as possible of the delay and an estimate time of delivery of the agenda packet.

~~A request, by a Member to have an item of business placed on the agenda must be received by the Town Manager (or his designee) at least ten (10) calendar days before the meeting. To add an item to the agenda, any two Board members may, by a timely written request to the Town Manager and Mayor, have an item placed on the agenda. Once received the request will be emailed to all Board members.~~

A consent agenda, listing items considered to be non-controversial, shall be prepared by the Town Manager as part of the agenda. Consent agenda items shall be considered as a group by one motion and no discussion shall be had on any consent agenda item. Any Member may request that an item be removed from the consent agenda prior to approval of the agenda.

The agenda shall be approved as the first item of business at each meeting, and no item may be considered for action unless that item is included in the printed agenda or added to the agenda prior to the agenda being approved by the Board.

Items may only be added to the agenda, at the beginning of a meeting, if a motion is made to add the item and the motion is adopted ~~unanimously~~ by [unanimous, super majority (two-thirds), majority] ~~by~~ vote of the Board members in attendance at that meeting.

The Board may not add items to the agenda of a special meeting or retreat unless (a) all Board Members are present and (b) the Board determines in good faith at the meeting that it is essential to discuss or act on the item immediately and passes by motion with a unanimous vote.

.....

Role of the Presiding Officer - The Mayor shall preside at all Board meetings. To address the Board, a Member must first be recognized by the Mayor. Motions made without the maker first being recognized by the Mayor shall not be considered by the Board. The Mayor shall have the right to vote only when there is a tie. The Mayor shall have the following powers:

1. To rule a motion in or out of order, including any motion offered for purposefully obstructive or delaying purposes.
2. To determine whether a speaker has gone [beyond](#) reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground.
3. To call a brief recess at any time.
4. To adjourn in an emergency.

TOWN OF ZEBULON BOARD OF COMMISSIONERS

RULES OF PROCEDURE

Purpose – The Zebulon Board of Commissioners must conduct the business of the public, in the view of the public, so that the people may have the wherewithal to be better informed. These rules of procedure are intended to help the Zebulon Board of Commissioners reach informed decisions in an effective, efficient, orderly, courteous, and fair manner, regardless of the matter under consideration.

Agenda – The Town Manager (or their designee) shall prepare the agenda for each meeting of the Board. Board members may add items to the Regular Meeting agenda if submitted to the Mayor with the support of a second member no later than eleven (11) calendar days before the meeting. A draft agenda, including any items added by Board members, will be distributed one (1) week in advance of the Regular Meeting. The agenda packet will be made available to the Board four (4) calendar days before the Regular meeting. If there are extenuating circumstances, that prohibit the agenda packet from being available to the Board according to this schedule, the Board will be notified as soon as possible of the delay and an estimate time of delivery of the agenda packet.

A consent agenda, listing items considered to be non-controversial, shall be prepared by the Town Manager as part of the agenda. Consent agenda items shall be considered as a group by one motion and no discussion shall be had on any consent agenda item. Any Member may request that an item be removed from the consent agenda prior to approval of the agenda.

The agenda shall be approved as the first item of business at each meeting, and no item may be considered for action unless that item is included in the printed agenda or added to the agenda prior to the agenda being approved by the Board.

Items may only be added to the agenda, at the beginning of a meeting, if a motion is made to add the item and the motion is adopted by [unanimous, super majority (two-thirds), majority] vote of the Board members in attendance at that meeting.

The Board may not add items to the agenda of a special meeting or retreat unless (a) all Board Members are present and (b) the Board determines in good faith at the meeting that it is essential to discuss or act on the item immediately and passes by motion with a unanimous vote.

.....

Role of the Presiding Officer - The Mayor shall preside at all Board meetings. To address the Board, a Member must first be recognized by the Mayor. Motions made without the maker first being recognized by the Mayor shall not be considered by the Board. The Mayor shall have the right to vote only when there is a tie. The Mayor shall have the following powers:

1. To rule a motion in or out of order, including any motion offered for purposefully obstructive or delaying purposes.
2. To determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground.
3. To call a brief recess at any time.
4. To adjourn in an emergency.

STAFF REPORT
ORDINANCE 2023-15
FIRE STATION SLEEPING QUARTERS RENOVATIONS
BUDGET ADJUSTMENT
DECEMBER 5, 2022

Topic: FY 2023 Budget Amendment: Fire Department Sleeping Quarters Renovation (Ordinance 2023-15)

Speaker: Christopher C. Perry, Fire Chief
From: Christopher C. Perry, Fire Chief
Prepared by: Christopher C. Perry, Fire Chief

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

Executive Summary:

The Board of Commissioners will consider a budget amendment for additional funds as necessary for the fire department sleeping quarters renovation project.

Background:

The FY2023 Budget identified the current fire station building was insufficient to accommodate the additional staff. Deficiencies were noted in the following areas:

- Sleeping Quarters: there are not enough sleeping areas for additional staff and volunteers sleep on couches in the day room.
- Showers: there are not enough showers for additional staff to quickly remove toxic residue from fire and hazardous material events (quick removal of toxins is a key piece of the cancer reduction initiative)
- Day Room, Kitchen, and Dining: inadequate space for increased staff.
- Storage: inadequate space for employee uniforms and personal items.

The FY '23 Budget appropriated \$221,000 for the total project (design, construction, furnishings). Bids were received on October 13, 2022, and the lowest bidder was G&G Builders at \$332,518.00. Staff evaluated multiple options to bring the bid price within the budget.

Scope reduction through "sweat-equity" (i.e., performing the work "in-house"): G&G Builders was approached with a reduced scope; however, the savings of \$75,999 would require additional work and materials in excess of the savings.

Scope reduction through elimination of improvements (i.e., achieving the same goals by other methods): Alternatives such as 1) moving the additional staff to the old EMS building (part of which is already occupied by command staff), 2) reallocating existing space within other parts of the fire station (part of which has already been done by relocating Meeting/Training space to EMS), and 3) acquisition of temporary modular buildings were evaluated. These alternatives are not viable given the impact of dividing the response units over such a long-term (these arrangements would be in effect for at least 3-4 years until the relocation to the new station is complete).

STAFF REPORT
ORDINANCE 2023-15
FIRE STATION SLEEPING QUARTERS RENOVATIONS
BUDGET ADJUSTMENT
DECEMBER 5, 2022

Discussion:

The discussion before the Board is whether to adopt budget ordinance 2023-15.

Fiscal Analysis:

To complete the project as proposed, based upon the bids received, the estimated cost and additional funding would be as below:

FY23 Project Budget	\$ 221,000
Revised Project Estimate	
Planning, Engineering, & Construction Administration	\$ 22,200
Construction	\$ 332,600
Equipment/Furnishings	\$ 15,000
Subtotal Estimated Costs	\$ 369,800
15% Contingency	\$ 55,470
Total Estimated Cost	\$ 425,270
Additional Allocation Needed	\$ 204,270
Budget Adjustment Requested	\$ 205,000

Policy Analysis:

This project is consistent with the Strategic Plan's Growing Smart Focus Area of "maintaining appropriate staffing to support expected service levels for the growing community". This project is also connected to the Fire Department's commitment to reduce the probability of cancer in firefighters through quick removal of toxins and clean living and sleeping quarters.

Staff Recommendation:

Staff recommends approval of the ordinance 2023-15

Attachments:

1. Ordinance 2023-15

ORDINANCE 2023-15

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, 2023.

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

	INCREASE	DECREASE
REVENUES		
Fund Balance Appropriated	\$205,000.00	
EXPENDITURES		
Fire—Sleeping Quarters	205,000.00	

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: December 5, 2022


Effective: December 5, 2022

Glenn L. York - Mayor

ATTEST:

Lisa M. Markland, CMC - Town Clerk

Topic: Fiscal Year 2024 Meeting Schedule

Speaker: Joseph M. Moore II, PE - Town Manager
From: Lisa M. Markland – Town Clerk
Prepared by: Lisa M. Markland – Town Clerk
Approved by:  Joseph M. Moore II, PE, Town Manager

Executive Summary:

The Board of Commissioners will consider adopting a meeting schedule for the 2024 fiscal year.

Background:

At their Regular Meeting on September 12, 2022, the Board of Commissioners transitioned from a calendar-year meeting schedule to a fiscal-year meeting schedule. The adoption of a fiscal-year meeting calendar provided a stronger connection between the Board’s deliberations on issues affecting the Town’s annual budget ordinance.

In adopting the fiscal-year meeting schedule, the Board also created an 18-month meeting schedule. Given the volume and complexity of development considering investment into Zebulon, the 18-month meeting schedule provides the necessary timing for development submittal and review.

The proposed Meeting Schedule for FY '24 closely follows the same monthly frequency and times approved in the FY '23 Meeting Schedule, but introduces a time change for Regular Meetings:

- Regular Meetings: First Monday @ 6 (time change)
- Work Sessions: Third Thursday @ 2
- Mini-Retreats: Fourth Thursday @ 9-4 (Jan., Feb., Mar., Aug., Sept., Oct.)

Discussion:

The discussion before the Board is whether to adopt the attached FY '24 Meeting Schedule.

The Board may also discuss if they want to change the Regular Meeting time from 7:00pm to 6:00pm effective January 2023.

Policy Analysis:

The purpose of the statutes on Meetings of Public Bodies (“Open Meetings Law”) “is to insure that the business of the public be conducted in the view of the public so that the people have the wherewithal to be better informed”.¹

If a public body holds Regular Meetings (fixed time and place), the law requires the schedule be filed with the Town Clerk and posted on the website. If Boards do not hold Regular Meetings, then all of their meetings are Special Meetings.

¹ Student Bar Association Board of Governors of School of Law, University of North Carolina at Chapel Hill v. Byrd, 293 NC 594, 604 (1977).

The hour change to the Regular Meetings recognizes the increasing number and complexity of issues coming before the Board, and the drop-off in attendance and viewers as meetings go later into the evening.

Staff Recommendation:

Staff recommends adopting the Fiscal Year 2024 Meeting Schedule.

Attachments:

1. Fiscal Year 2024 Meeting Schedule

**ZEBULON BOARD OF COMMISSIONERS
FY 2024 Regular Meeting Schedule**

Day and Date

Board of Commissioners Meeting

NO JULY MEETINGS

Monday	August 7, 2023	
Monday	September 11, 2023	
Monday	October 2, 2023	
Monday	November 6, 2023	
Monday	December 4, 2023	
Monday	January 8, 2024	
Monday	February 5, 2024	
Monday	March 4, 2024	
Monday	April 1, 2024	
Monday	May 6, 2024	
Monday	June 4, 2024	Budget Public Hearing

Meetings will begin at 6:00pm--unless otherwise advertised

**Day and Date of Board of
Commissioners Work Session**

No Meeting in July

Thursday	August 17, 2023	
Thursday	September 21, 2023	
Thursday	October 19, 2023	
Thursday	November 16, 2023	
Thursday	December 14, 2023	
Thursday	January 18, 2024	
Thursday	February 15, 2024	
Thursday	March 21, 2024	
Thursday	April 18, 2024	
Tuesday	May 14, 2024	} Budget - No Additional Items
Wednesday	May 22, 2024	
Thursday	May 30, 2024	
Tuesday	June 11, 2024	Budget (if necessary)

Work Sessions will begin at 2:00pm--unless otherwise advertised

**FY 2024 Retreat Schedule
Meeting Day and Date**

Thursday	August 24, 2023
Thursday	September 28, 2023
Thursday	October 26, 2023
Thursday	January 25, 2024
Thursday	February 22, 2024
Thursday	March 28, 2024

Retreats will begin at 9:00am--unless otherwise advertised

STAFF REPORT
ORDINANCE 2023-16
SUSPENSION ORDINANCE
DECEMBER 5, 2022

Topic: Suspension Ordinance

Speaker: Sheila Long, Parks and Recreation Director (if removed from Consent)

From: Sheila Long, Parks and Recreation Director

Prepared by: Sheila Long, Parks and Recreation Director

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

Executive Summary:

The Board of Commissioners will consider Parks & Recreation Suspension Ordinance.

Background:

As the Town has been reviewing and updating various policies, the Town Attorney recommended an ordinance be adopted establishing authority and guidance for suspension processes as it pertains to parks and recreation. The Town Attorney recommended an ordinance recently adopted by the Town of Wake Forest. This ordinance was reviewed and consistent with industry standards. This ordinance was previously vetted by the Town Attorney.

The suspension ordinance was reviewed by the Parks and Recreation Advisory Board and unanimously recommended for approval on October 24, 2022.

Discussion:

The discussion before the Board of Commissioners is to consider adoption of the suspension ordinance.

Policy Analysis:

The Suspension Ordinance is consistent with the Growing Smart goals of the Zebulon 2030 Strategic Plan. Offering standard guidelines and clear expectations for Staff and the community will provide improved customer service.

The Suspension Ordinance is consistent with the Parks and Recreation Master Plan: Play Zebulon as follows:

- to provide exceptional service regardless of background or ability,
- to provide quality, diverse parks, facilities, programs, and open space for people of all ages and backgrounds, and
- to utilize effective and innovative practices to operate parks, facilities, and programs.

Financial Analysis:

Adoption of the suspension ordinance will not require additional funding.

Staff Recommendation:

Staff recommends adoption of ordinance 2023-16 pending any recommended changes from the Board.

Attachments:

1. Ordinance 2023-16

ORDINANCE 2023-16
ADDITION OF CHAPTER 101 TO THE CODE OF ORDINANCES
FOR PARKS AND RECREATION SUSPENSION

SUSPENSION OF USE OF PARKS

§ 101.10. DEFINITION.

PARKS. Shall be defined as all parks, indoor facilities, recreational facilities, greenways, activated alleyways and unimproved open space areas owned, leased and/or operated, maintained and administrated by the Town of Zebulon Parks and Recreation Department.”

§ 101.11. GENERAL PROVISIONS.

If, in the opinion of the Parks and Recreation Director or their designee (the “Director”), the continued use of any parks, or participation in any organized program of the Town of Zebulon Parks and Recreation Department (the “Department”) by any person, or group of persons, will be detrimental to the health, welfare, or safety or the general public, the Director shall have the authority to suspend such person, or group of persons, from using any parks, or from participating in any organized program of the Department as a participant or as a spectator, for a period of up to one (1) year.

§ 101.12. NOTICE.

A notice of violation of this chapter shall be in writing and delivered to each person, and, in the case of a minor, to the parent or guardian of each person, as soon as reasonably practicable following the occurrence of any activity considered by the Director to be detrimental to the health, welfare, or safety of the general public. The form of notice shall include the following information:

- A. A description of the violation(s) and dates(s).
- B. The suspension start and end dates.
- C. A description of the appeal process.
- D. A statement that violation of the suspension will subject such person to criminal trespassing charges.

§ 101.13. EXCEPTIONS.

Even if a person, or group of persons, has been suspended, in accordance with this section, from using any parks, or from participating in any organized program of the Department as a participant or as a spectator, the following exceptions shall apply:

- A. A child under eighteen (18) years of age shall not be instructed to leave any parks or recreation program until after a parent or guardian is contacted.
- B. Any person may participate in a public meeting of the Town of Zebulon being conducted at any parks.

ORDINANCE 2023-16
ADDITION OF CHAPTER 101 TO THE CODE OF ORDINANCES
FOR PARKS AND RECREATION SUSPENSION

§ 101.14. REFUNDS.

If, due to suspension issued pursuant to this section, a person is unable to attend an organized program of the Department for which such person is registered, then the Town of Zebulon shall issue a pro-rated refund, if any, for the remainder of such program. Refunds will only be issued for individual based programs. Refunds will not be issued for team-based programs under this section.

§ 101.15. APPEALS.

A written appeal of a suspension made pursuant to this section may be filed with the Town Manager within thirty (30) calendar days following the date of the suspension notice. Upon the Town Manager's receipt of a written appeal, the Town Manager or their designee will give such person an opportunity to be heard in person or by electronic means. Within ten (10) business days of said hearing, the Town Manager or their designee will render a final, non-appealable decision regarding the suspension. The Town Manager or their designee shall have the authority to affirm, reverse, or modify the decision of the Director.

§ 101.16. ENFORCEMENT.

In addition to any other remedies available at law, any person found to be in violation of suspension instituted pursuant to this section may be asked to leave any parks, or organized program of the Department, and may be subject to trespassing charges for failing to do so."

Adopted this the 5th day of December 2022

Glenn L. York – Mayor

SEAL

Lisa M. Markland, CMC – Town Clerk