

ZEBULON
BOARD OF COMMISSIONERS
AGENDA
February 16, 2023
6:00pm

All meetings are live streamed to YouTube.

1. PLEDGE OF ALLEGIANCE

2. APPROVAL OF AGENDA

3. SCHOOL RECOGNITION

A. East Wake High School

- i. Maria Dominguez-Nunez – Student
- ii. Harrison Thomas – Teacher

4. PUBLIC COMMENT

All wishing to speak must sign up prior to 5:50pm. The comment period will be no longer than 15 minutes with speakers having three minutes each to speak. No speaker can speak on a public hearing item or any item that would need to be discussed under closed session. Speakers cannot give their minutes to another speaker. If you would like to submit comments to be read into the record at the meeting, please send comments, of 400 words or less, to Lisa Markland at lmarkland@townofzebulon.org) by 3:00pm on February 16, 2023.

5. CONSENT

A. Minutes

- i. October 3, 2022 – Regular Meeting
- ii. December 5, 2022 – Closed Session
- iii. January 9, 2023 – Regular Meeting
- iv. January 19, 2023 – Work Session
- v. January 26, 2023 – Mini Retreat

B. Finance

- i. Monthly Financial Reports
- ii. Wake County Tax Report – November 2022

C. Fire

- i. Ordinance 2023-23 – Fire Vehicle Repair – Appropriation of Insurance Proceeds

D. Police

- i. Ordinance 2023-24 – ABC Grant Appropriation

E. Public Works

- i. Resolution 2023-19 – Weavers Ridge Phase 1,2,3 Infrastructure Acceptance

F. Planning

- i. Order Approving SUP 2023-02 Storage Max

6. OLD BUSINESS

A. Parks and Recreation

- i. Special Event Standards Amendments

7. NEW BUSINESS

A. Finance

- i. Resolution 2023-20 – Fund Balance Policy
- ii. Ordinance 2023-25 – Funding Bond Referendum Finance and Education Team

B. Administration

- i. Meeting Schedule Amendment

C. Parks and Recreation

- i. Resolution 2023-21 – 8K Kickoff Race
- ii. Resolution 2023-22 – Cinco De Mayo Event
- iii. St. Patrick 's Day Event

8. BOARD COMMENTS

9. MANAGERS REPORT

10. ADJOURN

Zebulon Board of Commissioners
Minutes
January 9, 2023

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

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

PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner Harrison.

APPROVAL OF AGENDA

Commissioner Miles asked to pull Ordinance 2023-21, Resolution 2023-17 and the November 17, 2022 work session minutes from consent. Lisa Markland stated the minutes for November 17, 2022 were not included in the agenda.

Mayor York moved the items under New Business item B.

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

PUBLIC COMMENT

No one signed up to speak.

CONSENT

A. Minutes

Commissioner Clark made a motion, second by Commissioner Miles to approve the minutes of the November 7, 2022 regular meeting. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Miles to approve the minutes of the December 5, 2022 regular meeting. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Miles to approve the minutes of the December 12, 2022 Joint Public Hearing. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Miles to approve the minutes of the December 15, 2022 work session. There was no discussion and the motion passed unanimously.

B. Finance

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

Commissioner Clark made a motion, second by Commissioner Miles to approve the Wake County tax report – October 2022. There was no discussion and the motion passed unanimously.

C. Administration

Commissioner Clark made a motion, second by Commissioner Miles to approve the Fiscal Year 2023 Meeting Schedule. There was no discussion and the motion passed unanimously.

NEW BUSINESS

A. Parks and Recreation

i. Public Hearing

a. Fee Schedule Amendment

Mayor York opened the public hearing.

Sheila Long spoke about the recommended amendment to the fee schedule. Amendments to the fee schedule provided a means to collect application fees, permits fees, and cover costs incurred to support private events. Fees collected would go to the general fund.

Sheila Long addressed some questions Commissioner Miles sent to her prior to the meeting. The half day use of the Municipal Complex on Fridays would be five hours and there was an added fee associated with mailers.

Commissioner Baxter inquired about staff's rate in the past and Ms. Long explained the staff after hours rate was time and a half which was consistent with Public Works' fee schedule.

There was discussion about how the fees were determined.

Mayor York asked if there were any more questions. There were none.

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

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

Mayor York closed the Public Hearing.

ii. Ordinance 2023-22 – Fee Schedule Amendment

Commissioner Harrison made a motion, second by Commissioner Clark to approve Ordinance 2023-22. There was no further discussion and the motion passed unanimously.

iii. Resolution 2023-18 – St. Patrick's Day Event

Sheila Long presented the request from Norse Brewing Company Long House to close alleyways on the eastern 100 block of Arendell Avenue to support a St. Patrick's Day event on March 17 from 6:00pm to 11:00pm and March 18 from 11:00am to 11:00pm.

An interdepartmental team reviewed the event request and identified the expectations of the applicant. The applicant would sign a Road Closure for Events Agreement and work closely with Zebulon Public Works and Police to close the public right of way and oversee the event. There would also be coordination with the Planning Department to ensure coordination with Downtown businesses.

Commissioner Baxter asked if the road closure request was to include Arendell to Church. Sheila Long stated the request was just to close the alleyways and would update the Resolution.

Sheila Long spoke about the events that were planned for the two days. The breakdown would occur when the event was over.

There was discussion about alcohol being allowed within the event grounds during the event. An area map was shown of where alcohol would be allowed.

Commissioner Miles inquired about bathrooms. Staff explained if Norse Brewing's bathrooms were unavailable, then they were required to provide port-a-johns.

There was a question about the costs the Town was responsible for. Norse Brewing had not requested any fees to be waived and would cover all the costs associated with the event. The applicant was also responsible for having insurance for the event.

Commissioner Baxter made a motion, second by Commissioner Miles to adopt Resolution 2023-18 as amended. There was no further discussion and the motion passed unanimously.

B. Police

i. Ordinance 2023-21 – Shop with a Cop Appropriation of Donations Received

Commissioner Miles asked about the process for private donations and how citizens could donate to Shop with a Cop. Chief Boykin stated there was not a set process for donations. Check or cash donations were receipted and sent to the Finance Department for deposit and recording.

Commissioner Loucks made a motion, second by Commissioner Miles to adopt Ordinance 2023-21. There was no further discussion and the motion passed unanimously.

C. Public Works

ii. Resolution 2023-17 – Sidney Creek Phase 1B Infrastructure Acceptance

Commissioner Miles asked Chris Ray to explain pollution prevention and housekeeping. Mr. Ray explained the requirements for their stormwater program and what had to be done.

Commissioner Baxter made a motion, second by Commissioner Miles to adopt Resolution 2023-17. There was no further discussion and the motion passed unanimously.

BOARD COMMENTS

Commissioner Loucks stated he was looking forward to 2023 and upcoming events.

Commissioner Clark wished everyone a Happy New Year and a productive year for the Town Board.

Commissioner Miles wished everyone a Happy New Year, stated it was Law Enforcement Appreciation Day, reminded those interested to register for the Police Academy on January 31 and encouraged everyone to follow the Parks and Recreation Department on Facebook.

Commissioner Baxter thanked the Police and Fire Departments for making sure the New Year's Eve was safe and encourage everyone to make sure they looked at the new meeting schedule.

Lisa Markland told Commissioner Miles the November 17, 2022 work session minutes were adopted at the December 5, 2022 meeting and posted on the website.

SCHOOL RECOGNITION

Mayor York recognized student Zitlaly Torres Hernandez and teacher Brittany Coco, both from Wakelon Elementary School.

MANAGER'S REPORT

Chris Perry gave an update on the relocation of the Fire Station. A Public Input session was scheduled for January 26, 2023 from 5:30pm to 7:30pm. This would be an open house at Town Hall to obtain information on the project and input from citizens. The presentation will be recorded, and public could also share feedback online.

Chris Perry stated he would email the fire station plan to the Board.

Michael Clark gave a monthly development update.

Joe Moore gave an overview of topics for the upcoming work session on January 19.

CLOSED SESSION

Per N.C. General Statute § 143-318.11(a)(6): for the purpose of personnel discussions.

Commissioner Loucks made a motion, second by Commissioner Miles to go into closed session. There was no discussion and the motion passed unanimously.

NOTE: In closed session, Commissioner Loucks made a motion, second by Commissioner Miles to come out of closed session. There was no discussion and the motion passed unanimously.

Commissioner Baxter made a motion, second by Commissioner Miles to approve a salary increase of 2.5% for the Town Manager, to take effect retroactively to August 1, 2022. There was no discussion and the motion passed unanimously.

Mayor York recognized Gary Hailey who received an excellence award from Wake County.

Board of Commissioners
Minutes
January 9, 2023

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

Adopted this the 16th day of February 2023.

Glenn L. York—Mayor

SEAL

Lisa M. Markland, CMC—Town Clerk

Zebulon Board of Commissioners
Work Session
Minutes
January 19, 2023

Present: Glenn York, Beverly Clark, Quentin Miles, Shannon Baxter, Jessica Harrison, Larry Loucks, Joe Moore-Town Manager, Lisa Markland-Town Clerk, 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 5:00pm.

APPROVAL OF AGENDA

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

Joe Moore spoke about the topics to be presented at the meeting.

FY '23 QUARTERLY REPORT

Jacqui Boykin provided a report on workload indicators, performance measures, service need projections and updates on select projects and programs.

David Gregory, the new Police Planner, was introduced.

Commissioner Miles inquired about the cameras at Weavers Pond. Jacqui Boykin stated the cameras belonged to Weavers Pond, but the Town had access to the cameras.

There was discussion about diversity in the department, incentives to attract applicants, the Town paying for BLET and requirements for installation of cameras in neighborhoods.

BOARD OF ADJUSTMENT

Michael Clark gave a presentation about the purpose of the Board of Adjustment and stated there had been issues filling and maintaining the Board.

There was discussion about how the Board of Adjustment's responsibilities could be delegated to the Planning Board. Mr. Clark stated the Board of Adjustment could not continue to operate without the required members. It was further explained that the Board of Adjustment had five members. The text amendment would expand the members to seven with two as ETJ representatives.

The Planning Board would make a recommendation at their February meeting and would come before the Board of Commissioners in March for their decision.

Commissioner Baxter asked why someone from ETJ should vote on matters inside the corporate limits. Mr. Clark explained the UDO applied to the corporate limits and the ETJ. Having two ETJ

members on the Board of Adjustment gave representation to the regulatory requirements within the ETJ.

Commissioner Miles stated he knew people who wanted to serve.

Commissioner Clark asked about the legal ramifications if the Board of Adjustment did not have regular meetings. Michael Clark stated there were statutory timelines for meetings and there could be ramifications if there was not a quorum for a decision to be made.

Commissioner Loucks wanted to hear thoughts from the Planning Board and stated it took the right people for the Board of Adjustment to function.

There was a question about the amount of meetings that had been held over the years. Michael Clark stated there had been one Board of Adjustment case within the last three year.

Commissioner Harrison stated people would not want to serve on a Board that only met one time in the last three years.

There was discussion about the comprehensive understanding of the legalities and the responsibility of serving on the Board of Adjustment, the possibility of Parks and Recreation Advisory Board members serving on the Board, age requirements for the Boards, the possibility of political students serving on the Board and recruitment of Board of Adjustment members.

MAIN STREET PROGRAM: ORGANIZATION STRUCTURES

Teresa Piner, the Downtown Associate Coordinator, gave an overview of the Main Street Program. On November 17, 2022 the Board of Commissioners chose to develop the NCMS Program using the hybrid public-private model. The next steps included selecting the non-profit status and the application to the NC Secretary of State. The tax-exempt categories were shown and staff spoke about the strengths and challenges of each option. To apply for tax-exempt status there would need to be articles of incorporation, bylaws and a board selection. Ms. Piner stated this would be an active and diverse group and spoke about the Board selection process. It was also stated that a budget would need to be established as well as additional financial resources such as grants, Municipal Service Districts and fundraising.

Maps of the Downtown Periphery, Downtown Core and Main Street boundary were shown and examples of the valuation, tax rate and revenue were detailed. Ms. Piner spoke about the steps to move forward including:

- Appointment of Board of Directors
- Adopt a 5-year strategic plan
- Adopt implementation of a work plan
- Draft Bylaws and Articles of Incorporation
- NC Main Street designation in July 2023

Commissioner Harrison asked about the requirements for the appointment of the Board of Directors. Ms. Piner stated there were no specific guidelines at this time.

There was discussion about funding. Commissioner Baxter wanted to see what the costs of the program would be for residents including the membership fees and salaries.

Mayor York stated there would be a five minute recess.

The meeting was called back into session at 6:25pm.

SPECIAL EVENT STANDARDS: EVENT ASSESSMENT

Sheila Long gave a review of holiday season events. Candy Cane Lane included nine civic partners, 22 downtown businesses, 17 vendors and 10 food trucks participated and spoke about the feedback that was received about the event. The total amount of staff hours were 735.5 hours. Staff stated some ways the event could be improved included making adjustments to the layout, purchasing a stage and tent, increased lighting on the outskirts of the event and ending the event at 8:00pm.

Jacqui Boykin gave a public safety perspective of Candy Cane Lane. Some items discussed included having sufficient lighting, early notification of road closures, adequate staff on duty and no outside alcohol use. Chief Boykin stated the event was safe for attendees.

Chris Perry gave a perspective of the event from the Fire Department and spoke about how the department provided service to the event as well as external service while the event was taking place.

Sheila Long spoke about the Christmas parade including safety changes, rain impacts, logistical support and downtown concerns. The total staff hours for the parade were 494 hours.

Jacqui Boykin gave a public safety perspective of the parade. There were 32 Zebulon officers and an additional 10 outside officers working the event. Chief Boykin spoke about the challenges of finding mutual aid during the holiday season, road closures of Arendell Avenue and Gannon Avenue and the ability to maintain public safety.

Chris Perry also spoke about the impacts of Arendell Avenue and Gannon Avenue being closed for the parade.

Commissioner Baxter asked about the total police staff hours. Jacqui Boykin confirmed the 174 hours included Town officers as well as outside agencies.

Commissioner Miles asked about other options for the parade route. Jacqui Boykin stated there were not any good options for a parade route with Hwy 96 and Hwy 97 both being DOT maintained roadways and being major arteries in Town.

Commissioner Miles asked if the Fire Department reached out to the Hopkins Fire Department for assistance. Chris Perry stated the Fire Department did contact both Hopkins and Wendell Fire Departments for their assistance during the parade.

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Commissioner Clark asked if the parade could be made smaller or have an alternate route. Jacqui Boykin explained the parade was larger this year and there were no options that allowed the front end of the parade to be out of the way before the back end of the parade caught up. Sheila Long spoke about safety for the community and those who lived along the parade route being impacted.

Commissioner Harrison asked if it was possible to have the Christmas parade and Candy Cane Lane on the same day. Sheila Long stated staff explored the idea, but there was not enough capacity to support two major events at one time.

Commissioner Baxter asked where a stage and tent would be stored if they were purchased. Sheila Long stated there would be a request in the budget to purchase a trailer to store the stage and tent.

Commissioner Miles asked about hiring a security company for the parade. Jacqui Boykin stated there were security companies that could be a resource for the parade or future events.

There was discussion about decreasing the size of the parade and limiting the amount of car entries in the parade.

Sheila Long continued the event policy discussion asking for their concerns with a parade closing both Arendell Avenue and Gannon Avenue at the same time. There was consensus to add additional policy standards that were specific to parades and to add time requirements for the roads to be closed.

Commissioner Loucks suggested having high school bands play music and to have food trucks and vendors to keep people downtown after the parade.

Sheila Long asked the Board if they wanted to adjust language of allowance of alcohol on Town property for the event policy follow-up. The policy allowed beer and wine sales but did not allow liquor sales during Town events.

Commissioners Loucks, Clark, Miles and Baxter were agreeable with liquor being sold at events. Commissioner Harrison stated she wanted to only allow the sale of beer and wine at events. Staff would add language to the policy to make alcohol use clearer.

Sheila Long asked if there were other items to add to the event policy. Commissioner Miles stated he would email Ms. Long to set up a time to meet to discuss the questions and comments he had.

Mayor York stated there would be a five minute recess.

The meeting was called back into session at 7:36pm.

JOINT PUBLIC HEARING SCHEDULE

Michael Clark stated the applicant for the Wall Purdy Tract requested another postponement. Staff recommended canceling the January 23, 2023 Joint Public Hearing and renotification when a new Joint Public Hearing was scheduled.

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January 19, 2023

Commissioner Baxter made a motion, second by Commissioner Clark to cancel the January 23, 2023 Joint Public Hearing.

Commissioner Miles asked if the Wall Purdy applicants would be required to hold another community meeting. Michael Clark stated another community meeting would not be required. It was also asked if the applicant was required to follow the new notification guidelines. Staff explained that since the application was submitted before the change, the Board could not require the applicant to follow the new guidelines and would be held to the 150' notification guidelines.

There was no further discussion and the motion passed unanimously.

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

Adopted this the 16th day of February 2023.

Glenn L. York—Mayor

SEAL

Lisa M. Markland, CMC—Town Clerk

Zebulon Board of Commissioners
Retreat
Minutes
January 26, 2023

Present: Glenn York, Beverly Clark, Quentin Miles, Larry Loucks, Joe Moore, Sheila Long, Mike Clark, Lisa Markland, Sheila Long, Chris Perry, Bobby Fitts, Jacqui Boykin, Chris Ray, Eric Vernon

Absent: Shannon Baxter and Jessica Harrison

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

AGENDA APPROVAL

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

Joe Moore introduced the agenda for the day.

BOND REFERENDUM

Bobby Fitts introduced the Bond Council and Financial Advisor.

They introduced themselves and presented their report. The report covered the process for the referendum, timelines, where the Town was financially, as well as going through an example of a \$20 million bond and what that meant for taxes.

There were questions about proceeds, who could purchase the bonds and the project costs as they relate to the bond approval.

The cost of bond issuance would be \$200-250K approximately.

It was explained that the Local Government Commissioner (LGC) would have to approve the referendum and to do that they would have to know what the exact projects would be. The LGC wants to make sure at issuance that they are financing the correct amount.

The Town has to ask for the correct amount and that could be very tricky. Did not want to ask for too little and then not be able to complete the projects. The Town would have seven years to issue the debt but need to make sure that it will cover the project.

The Board had to decide the topic and the specific projects including the cost for each to determine the total amount of the bond.

The bond rating and debt capacity were discussed. The financial advisor stated the Town had the capacity to take out a bond.

Board of Commissioners
Minutes
January 26, 2023

There was discussion about the need to develop the plan to educate the voters on the projects, tax rates and what the process would be.

It was explained that the Town of Zebulon had done this before and had outstanding bonds for the Municipal Complex.

There was discussion about the interest rates and that they had increased twice in the last few months, lower interest rates and ability to get investors. How the Town of Zebulon compared nationally shown on page 12.

Mayor York called a 15 Minute Recess.

Mayor York called the meeting back to order.

The various project boards were reviewed and how they may be part of the bond referendum and the cost. It was explained that the Town would not draw down the total amount of the bond at one time. The funds would be drawn down at various times, but it would have to be drawn down within seven years.

The projects discussed were transportation, parks, fire station and other facilities.

FY "24 OPERATING BUDGET

Joe Moore reviewed that the Board would hear from each of the departments on their projects and what they could expect.

Joe Moore and Bobby Fitts explained the increase in revenue for capital increased by \$ and operating revenue increase by \$1.26 million. The request for positions in the upcoming budget totaled \$2.5 million. The requests cannot be totally funded but it may be possible to combine some of the duties into one position or phase them in.

The positions on the Board were reviewed which had been partially funded or fully funded in FY 2023 and what may be coming in FY 2024.

The top priorities, in each of the three categories of the strategic plan, from the September mini retreat were reviewed and where staff was in each of the areas.

Mayor York recessed the meeting for lunch.

Mayor York called the meeting back into session at 1:30pm.

TOWN OF ZEBUON BRAND

Aaron Arnett presented the brand proposal based on the feedback that was received from the Board at a previous retreat.

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January 26, 2023

There was discussion about it not being polished enough and that the “You Belong” tagline was not what some of the Commissioners wanted.

There was an example of pole flags and a large wayfinding sign to show what it would look like. Commissioner Clark said that she did not like it until she saw the large sign. Commissioner Loucks said that it was better, but he still wasn’t there yet. Commissioner Miles said he was not a fan.

Mayor York thanked the Board for all of their input and hard work during the day.

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


Adopted this the 16th day of February 2023.

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 attached financials include information through January 23, 2023.

Information:

Expenditures

Approximately 6 ½ months (54%) into Fiscal Year 2023, the Town has spent approximately 41% (~ \$8,282,000) of its General Fund budget of \$20,327,808. 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: \$9,481,840 collected to date (~104.1% of budget).
 - + Observations:
 - # 22% more than collected last fiscal year (\$7,778,224).
 - # Six 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))
 - + October's sales (reports lag 3-months):
 - # \$30,078 (17.9%) more collected than last October for all sales tax.
 - # \$12,691 (16.7%) more collected than last October for "local" sales tax.
 - # "Local" sales tax (Article 39) is generated within, and returns to, Wake County.
- Utilities Sales Tax (5% of revenue stream): Second distribution arrives March 15.
- Permits & Zoning
 - + \$132,038 collected total (53% of budgeted revenues (\$250,000))
 - + 48.6% more than what was collected this time last fiscal year (\$88,871). Single-Family Dwelling permits have picked back up in the last three months after a slower July and August.
- Transportation Impact Fees
 - + \$654,765 collected to date
 - + 412% more than what was collected last fiscal year (\$127,840)
 - + Fees are paid at final plat

Policy Analysis: N/A

Financial Analysis:

Budgeted revenue in FY 2023 is \$20,327,808 while year to date revenue collected is \$15,464,168 (76.1% of budgeted). Budgeted revenue includes \$4.3M 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. This update is informational only.

Attachments:

1. General Fund Fiscal Year 2023 Expenditure Statement and Revenue Statement (as of January 23, 2023)
2. Sales Tax – FY 2023

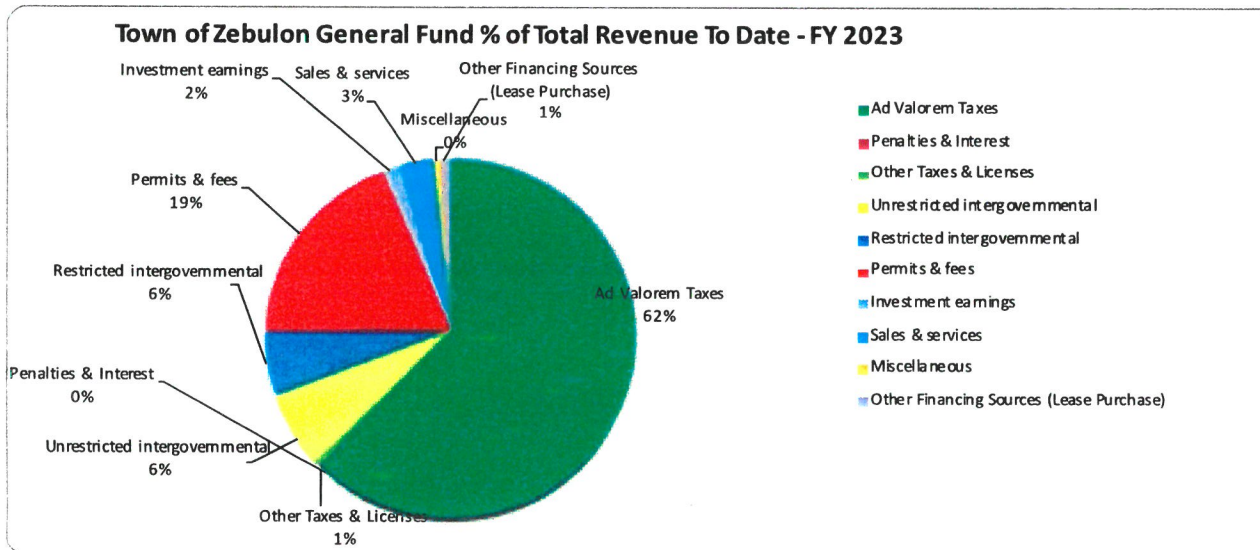
ZEBULON

NORTH CAROLINA

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

As of 1/23/2023

<u>Revenue Categories</u>	<u>Estimated Revenue</u>	<u>Revenue YTD</u>	<u>% Collected</u>	<u>% of Total Revenue YTD</u>
Ad Valorem Taxes	\$9,152,000	\$9,579,627	104.7%	61.9%
Penalties & Interest	\$15,000	\$11,791	78.6%	0.1%
Other Taxes & Licenses	\$175,500	\$97,265	55.4%	0.6%
Unrestricted intergovernmental	\$2,576,800	\$990,867	38.5%	6.4%
Restricted intergovernmental	\$2,114,760	\$906,567	42.9%	5.9%
Permits & fees	\$756,750	\$2,905,977	384.0%	18.8%
Investment earnings	\$3,000	\$288,956	9631.9%	1.9%
Sales & services	\$944,900	\$437,183	46.3%	2.8%
Miscellaneous	\$87,888	\$90,934	103.5%	0.6%
Other Financing Sources (Lease Purchase)	\$155,000	\$155,000	0.0%	1.0%
Fund Balance Appropriated	\$4,346,210	\$0	0.0%	0.0%
Total Revenues	\$20,327,808	\$15,464,168	76.1%	100%



ZEBULON

NORTH CAROLINA

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

As of 1/23/2023

<u>Dept #</u>	<u>Department</u>	<u>Approp Amount</u>	<u>Expenditure YTD</u>	<u>% Exp.</u>
410	GOVERNING BODY	\$468,715	\$236,709	50.5%
420	FINANCE	\$460,200	\$262,126	57.0%
430	ADMINISTRATION	\$1,529,088	\$615,121	40.2%
490	PLANNING AND ZONING	\$655,280	\$298,349	45.5%
500	PUBLIC WORKS-PROPERTY & PROJECT MGMT	\$2,136,151	\$670,497	31.4%
510	POLICE	\$3,511,562	\$1,775,704	50.6%
520	PUBLIC WORKS-OPERATIONS	\$4,536,002	\$1,586,239	35.0%
530	FIRE	\$3,291,718	\$1,449,956	44.0%
570	POWELL BILL	\$513,772	\$468,953	91.3%
620	PARKS & RECREATION	\$2,102,420	\$876,793	41.7%
690	COMMUNITY & ECONOMIC DEVELOPMENT	\$1,122,900	\$41,551	3.7%
Total Expenditures		\$20,327,808	\$8,281,998	40.7%

Sales Tax

FY 2023

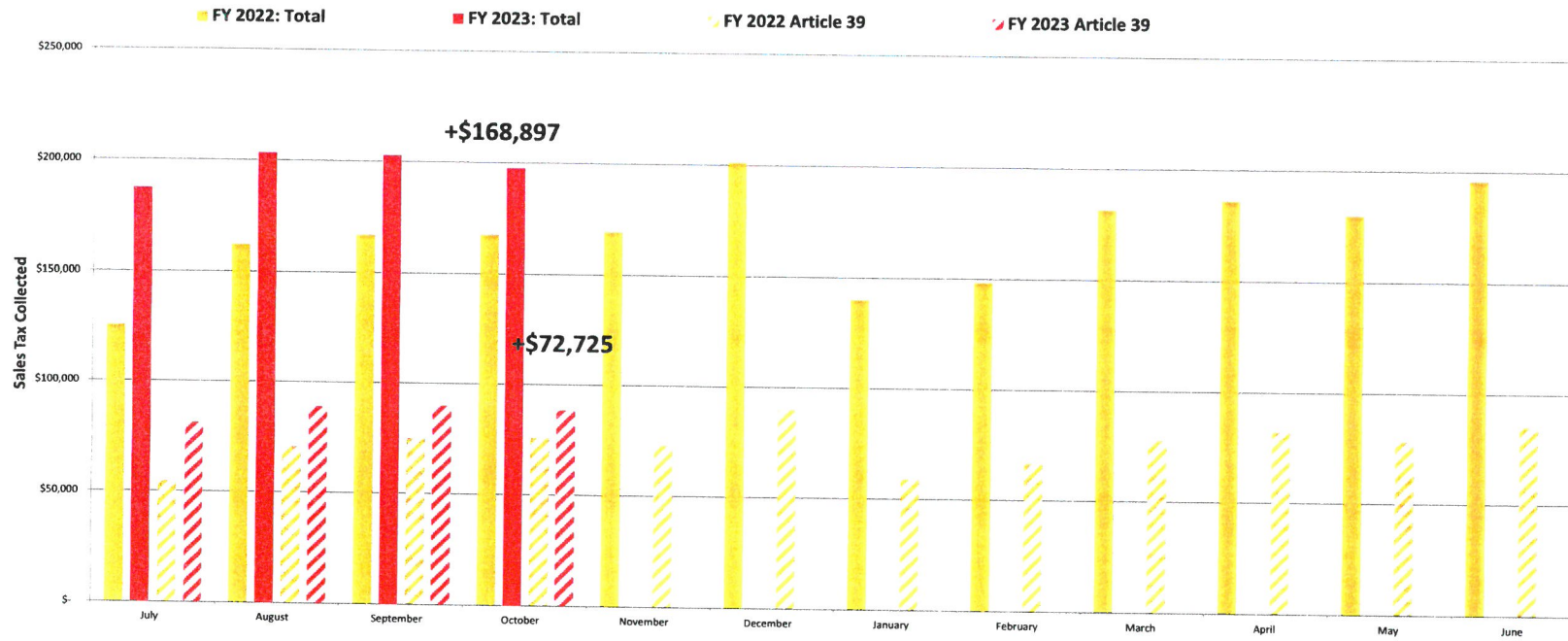
Month	Article 39 (1) *	Article 40 (1/2)	Article 42 (1/2)	Article 44 (1/2)	City Hold Harmless	FY 22 Totals	Prior Year (FY 2022)	% Inc (Dec) from Prior Yr
July	\$ 81,324	\$ 35,456	\$ 40,808	(1)	\$ 29,723	\$ 187,311	\$ 125,560	49.2%
August	89,152	37,948	44,690	1	31,591	203,381	162,100	25.5%
September	90,401	37,188	45,331	(9)	29,910	202,821	167,034	21.4%
October	88,724	35,842	44,468	(2)	28,631	197,664	167,586	17.9%
November	-	-	-	-	-	-	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	\$ 349,601	\$ 146,434	\$ 175,298	(10)	\$ 119,854	\$ 791,177	\$ 622,280	27.1%

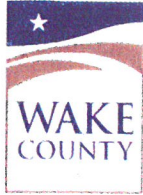
FY 2022

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

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

January 4, 2023

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 January 3, 2023, 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,

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

Enclosure(s)

Board Report

Date : 01/03/2023

TO : WAKE COUNTY BOARD OF COMMISSIONERS

RE: CONSIDERATION OF REFUND FOR TAXES, INTEREST AND PENALTIES FOR ZEBULON

DocuSigned by:
Kim Lorbaeuer
Approved By : 48E02302238A4D9...

Return

No.	Name of Tax Payer	Account Number	Tax and Penalties	Total Rebate	Total Refund	Request Status
1	WALMART 702 S W 8TH ST BENTONVILLE AR, 72716	0000357252- 2020- 2020- 000000	City County	23,768.85 25,929.64	49,698.49	49,698.49 Refund
	Marcus D. Kinrade		Total City Rebated	23,768.85		
	Wake County Tax Administrator		Total County Rebated	25,929.64		
			Total Rebate/Refund		49,698.49	49,698.49

DocuSigned by:
Marcus Kinrade
37C19A0FB14C430...
CC:

*Refund amount may differ from rebated total due to released interest or application of payment to any balance due on the account.

Print Lock



Wake County Tax Administration

Rebate Details

11/01/2022 - 11/30/2022

ZEBULON

DATE 12/09/2022 TIME 9:31:31 AM PAGE 1

REBATE NUMBER	PROPERTY	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	YEAR FOR	BILLING TYPE	OWNER
BUSINESS ACCOUNTS											
830824	179.69	0.00	17.97	0.00	197.66	11/04/2022	0006960825	2022	2022	000000	P & R ASSETS
831100	0.00	0.00	1.99	0.00	1.99	11/08/2022	0006542824	2022	2022	000000	GM-DI LEASING CORP
831268	87.43	0.00	0.00	0.00	87.43	11/09/2022	0006962671	2022	2022	000000	CPI/AMEHERST SFR PROGRAM II OWNER LLC
833013	179.69	0.00	17.97	0.00	197.66	11/30/2022	0006886729	2022	2022	000000	JR TIRES & SERVICE LLC
831947	179.69	0.00	17.97	0.00	197.66	11/17/2022	0006537726	2022	2022	000000	BRANTLEY, KAYLA BROOK
832620	384.81	0.00	38.48	0.00	423.29	11/28/2022	0006944249	2022	2022	000000	EYAS HOSPITALITY GROUP
SUBTOTALS FOR BUSINESS ACCOUNTS	1,011.31	0.00	94.38	0.00	1,105.69		6	Properties Rebated			
BUSINESS REAL ESTATE ACCOUNTS											
832310	23,768.85	0.00	0.00	0.00	23,768.85	11/22/2022	0000357252	2020	2020	000000	WAL MART REAL ESTATE BUSINESS TRUST #449
832309	0.00	0.00	0.00	0.00	0.00	11/21/2022	0000357252	2020	2020	000000	WAL MART REAL ESTATE BUSINESS TRUST #449
SUBTOTALS FOR BUSINESS REAL ESTATE ACCOUNTS	23,768.85	0.00	0.00	0.00	23,768.85		2	Properties Rebated			



Wake County Tax Administration
Rebate Details
11/01/2022 - 11/30/2022
ZEBULON

DATE
12/09/2022

TIME
9:31:31 AM

PAGE
2

REBATE NUMBER	PROPERTY	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	YEAR FOR	BILLING TYPE	OWNER
TOTAL REBATED FOR ZEBULON	24,780.16	0.00	94.38	0.00	24,874.54		8				Properties Rebated for City



Wake County Tax Administration

Rebate Details

11/01/2022 - 11/30/2022

ZEBULON

DATE

12/09/2022

TIME

9:31:31 AM

PAGE

1

REBATE NUMBER	PROPERTY	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	BILLING FOR	OWNER TYPE
Grand Total:	<u>124,638.63</u>	<u>1,363.75</u>	<u>2,454.61</u>	<u>0.00</u>	<u>128,456.99</u>		<u>160</u>	Properties Rebated for All Cities		

STAFF REPORT
ORDINANCE 2023-23
FIRE VEHICLE MAINTENANCE
APPROPRIATION OF INSURANCE PROCEEDS
FEBRUARY 16, 2023

Topic: Ordinance 2023-23 – Fire Vehicle Repair – Appropriation of Insurance Proceeds

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

From: Bobby Fitts, Finance Director

Prepared by: Bobby Fitts, Finance Director

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

Executive Summary:

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

Background:

On September 27, 2022, the Fire brush truck was involved in an accident resulting in approximately \$2,750 in damage. Insurance proceeds of approximately \$2,500 will go towards repair of the damaged vehicle.

Discussion:

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

Policy Analysis:

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

Staff Recommendation:

Staff recommends approval of Ordinance 2023-23.

Attachments:

1. Ordinance 2023-23

ORDINANCE 2023-23

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		
Insurance Proceeds	\$2,492.00	
EXPENDITURES		
Fire—Vehicle Maintenance	2,492.00	

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: February 16, 2023

Effective: February 16, 2023

Glenn L. York - Mayor

ATTEST:

Lisa M. Markland, CMC - Town Clerk

STAFF REPORT
ORDINANCE 2023-24
WAKE COUNTY ABC GRANT
APPROPRIATION OF GRANT PROCEEDS
FEBRUARY 16, 2023

Topic: Ordinance 2023-24 – Wake County ABC Grant – Appropriation of Grant Proceeds

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

From: Bobby Fitts, Finance Director

Jacqui Boykin, Police Chief

Prepared by: Bobby Fitts, Finance Director

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

Executive Summary:

The appropriation of grant proceeds towards education programming of substance and/or alcohol abuse.

Background:

North Carolina General Statute 18B-805(H) allows local ABC Boards across North Carolina to fund non-profit agencies with programming focused on the education, treatment, and/or research of substance and/or alcohol abuse. The Town applied, and received, a grant in the amount of \$4,077. Proceeds will go towards the purchase of a trailer, barricades, traffic cones, cone bars and some fatal vision goggles.

Discussion:

The Board of Commissioners must recognize grant proceeds through a Budget Adjustment to appropriate grant funds towards their intended purpose. Adoption of the attached ordinance will appropriate funds toward purchasing the noted supplies.

Policy Analysis:

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

Staff Recommendation:

Staff recommends approval of Ordinance 2023-24.

Attachments:

1. Ordinance 2023-24

ORDINANCE 2023-24

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		
Wake County ABC Grant	\$4,077.00	
EXPENDITURES		
PW Operations —Materials & Supplies	5,840.00	
Police – Travel & Training		763.00
Police – Equipment Maintenance		1,000.00

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: February 16, 2023

Effective: February 16, 2023

Glenn L. York - Mayor

ATTEST:

Lisa M. Markland, CMC - Town Clerk

STAFF REPORT
RESOLUTION 2023-19
WEAVERS RIDGE PHASE 1,2, & 3
ROADWAY AND STORM DRAINAGE ACCEPTANCE
FEBRUARY 16, 2023

Topic: Resolution 2023-19 – Weavers Ridge Phase 1,2,3 Infrastructure Acceptance

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

From: Chris D. Ray, Public Works Director

Prepared by: Chris D. Ray, Public Works Director

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

Executive Summary:

Consider accepting roadway and storm-drainage infrastructure of Weaver's Ridge phases 1, 2 & 3 for ownership and maintenance.

Background:

The Town of Zebulon follows a practice where the Board considers acceptance (i.e., ownership and maintenance) of roadway and storm-drain infrastructure installed in new subdivisions. In advance of this consideration, Staff determines whether the infrastructure complies and meets the conditions of permits and Town standards.

Weavers Ridge has completed the construction of infrastructure in phases 1, 2, & 3. These phases will include 55 single family lots and 122 townhomes (with a total of 177 lots for all phases). Phase 1 plat was recorded on January 12th, 2023, and building permits are being submitted for County review with new home construction starting after approval. Phases 2 and 3 are expected to be recorded in the next the next several weeks.

Staff and third-party inspectors/engineers have certified all completed work meets or exceeds Town standards and requirements, and City of Raleigh Utility Standards.

Discussion:

The Board must accept the dedication of streets, curb and gutter, street signage, and storm drainage for ownership and maintenance if the dedicated work is consistent with the Special Use Permit and meets Town of Zebulon Construction Standards.

Policy Analysis:

The infrastructure was installed per approved Special Use Permit 2019-07 (September 9, 2019). The infrastructure complies with the latest version of the "Town of Zebulon Street & Storm Drainage Standards and Specifications" and is consistent with the Town of Zebulon Uniform Development Ordinance section 6.10.4 for dedication of roadways.

Fiscal Analysis:

Infrastructure Amount and Value

Weavers Ridge Phase 1, 2, & 3 will dedicate six (6) streets totaling 4530 LF linear feet (~.86 miles), and 4,221 linear foot (~.80 miles) of storm drainage valued at \$863,698.70. The infrastructure will be added to the Town's Capital assets (re. Comprehensive Annual Financial Report). Upon acceptance of Weavers Ridge Phase 1, 2, 3, the Town will own and maintain 34.53 miles of street and 25.50 miles of stormwater pipe.

STAFF REPORT
RESOLUTION 2023-19
WEAVERS RIDGE PHASE 1,2, & 3
ROADWAY AND STORM DRAINAGE ACCEPTANCE
FEBRUARY 16, 2023

Maintenance Cost

In addition to Staff's annual inspection, the Town of Zebulon annually contracts the cleaning of approximately 10% (2.5-miles) of the Town's stormwater system (FY '23 Budget \$40,000). This work is done to meet one component of the "Pollution Prevention and Good Housekeeping" objectives of the Town's MS4 permit with the NC Department of Environmental Quality (the permit regulating how the Town operates its storm-water system). The acceptance of Weavers Ridge Phase 1, 2, & 3 increases the storm-drain network by approximately 3%.

Streets are designed to have a useful life of 20 years; therefore, the Town needs to repave 1.73 miles of street annually estimated at \$400,000. The acceptance of Sidney Creek Phase 1, 2, & 3 increases the street network by approximately 3 %.

Revenue Streams

Maintenance costs for street paving are supported by the following dedicated revenues:

- a) "Powell Bill" (gas tax) ~ \$ 225,000 (Zebulon's share of this revenue collected by the State has grown proportionally with increasing population and street mileage).
- b) Vehicle Tag Fee ~ \$175,000 (this revenue will grow as new residents register their vehicles within the Town's limits).

There are no dedicated revenue sources to support stormwater maintenance (0.7¢ on the property tax rate is dedicated toward stormwater capital improvements). Staff will recommend a Stormwater Fee in the FY '24 Budget dedicated to funding requirements of the MS4 permit, such as the "Pollution Prevention and Good Housekeeping" objectives.

Warranty and Insurance

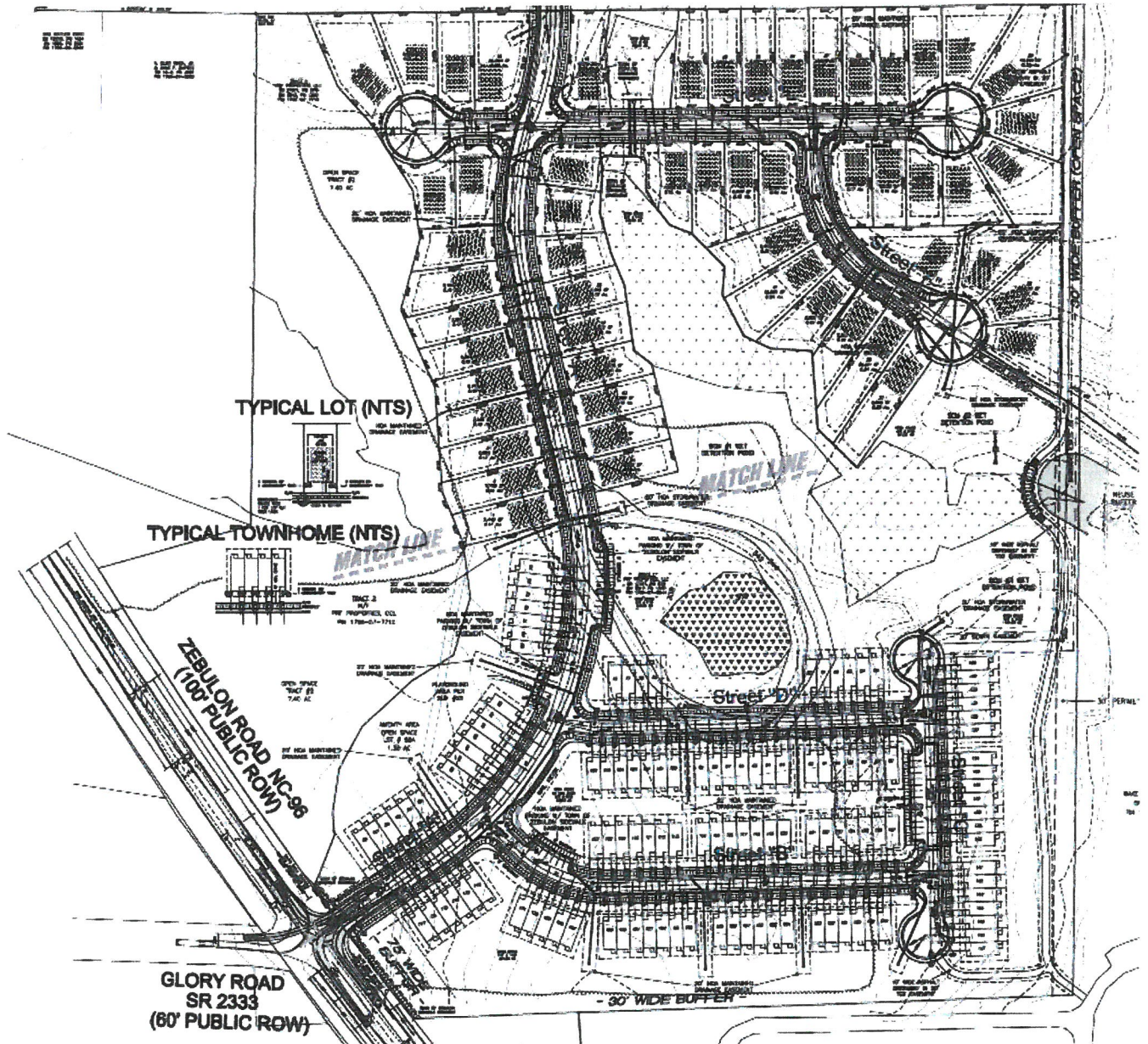
The Town received a one-year warranty on all the dedicated assets. Staff will conduct an 11-month warranty inspection prior to the final overlay to ensure any issues or failures are repaired prior to the final asphalt overlay by the developer.

The Town received a Letter of Credit for \$931,261.16 to ensure the final completion of outstanding items (e.g., final overlay, greenway, mail kiosk, SCM conversion, striping, signage, 5' sidewalks with handicap ramps, amenities, and landscaping). The final completion of these items are intentionally delayed to minimize the damage that may occur as individual lots are constructed. The Subdivision Bond is automatically renewed or revised annually to reflect items completed. The Subdivision Bond remains active until all items have been completed. All inspection and development fees of \$707,879.83 were collected from the developer.

Staff Recommendation:

Staff recommends approval of Resolution 2023-19 for acceptance of Sidney Creek Phase 1, 2, & 3 roadway and storm drainage infrastructure, warranty, and site improvements bond.

STAFF REPORT
RESOLUTION 2023-19
WEAVERS RIDGE PHASE 1, 2, & 3
ROADWAY AND STORM DRAINAGE ACCEPTANCE
FEBRUARY 16, 2023



Attachments:

1. Certifications

- Engineer certification of roadway lengths
- Engineer certification of Dedicated infrastructure and values
- Engineering Estimate for Letter of Credit/Bond
- Subdivision bond – North State Bank
- Developer warranty/guaranty– Street and Stormwater
- Developer warranty/guaranty – Water and Sewer
- Third party engineering reports for sub-grade, stone, and asphalt

STAFF REPORT
RESOLUTION 2023-19
WEAVERS RIDGE PHASE 1,2, & 3
ROADWAY AND STORM DRAINAGE ACCEPTANCE
FEBRUARY 16, 2023

- Engineer Certification of Public Water
 - Engineer Certification of Public Sewer
 - Developer– Release of Liens
 - Contractor – Release of Lien
 - Proof of payment for streetlights
 - Payment of construction inspection and planning fees
 - City of Raleigh Conditional Acceptance
 - As-builts drawings (includes engineering certification of public infrastructure)
2. Resolution 2023-19

① + ②

Stocks Engineering, P.A.		PROJECT NAME Weavers Ridge			
		NEIGHBORHOOD:			
P.O. Box 1108 Nashville, North Carolina 27856		SECTION NO. 177 Lots Dedicated Infrastructure			
252.459.8196 (v) 252.459.8197 (f)		LOTS: 177 L.F. STREET: +/-4,530 LF			
Dedicated Infrastructure Cost Estimate		LOCATION: Zebulon, NC			
		OWNER: PRF Properties LLC			
		ESTIMATOR: JAS 7-11-22			
ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL

L-101
 12-18-22
 APPROVED
 AS NOTED

SEDIMENTATION AND EROSION CONTROL

1	Not Bond Item	1	EA	\$ -	\$ -	
					Subtotal	\$ -

CLEARING/GRUBBING EARTHWORK FOR STREETS

1	No Bond Item	1	LS	\$ -	\$ -	
					Subtotal	\$ -

STORM DRAINAGE (PUBLIC ONLY)

1	18" RCP (2,483 LF)	1	LS	\$ 126,872.52	\$ 126,872.52	
2	24" RCP (377 LF)	1	LS	\$ 19,263.37	\$ 19,263.37	
3	24" FES (3)	3	EA	\$ 2,000.00	\$ 6,000.00	
4	30" CL IV (142 LF)	1	LS	\$ 7,255.70	\$ 7,255.70	
5	30" RCP (168 LF)	1	LS	\$ 8,584.21	\$ 8,584.21	
6	30" FES (5)	5	EA	\$ 2,000.00	\$ 10,000.00	
7	36" RCP (287 LF)	1	LS	\$ 14,664.69	\$ 14,664.69	
8	42" RCP (563 LF)	1	LS	\$ 28,767.31	\$ 28,767.31	
9	42" FES (1)	1	EA	\$ 2,000.00	\$ 2,000.00	
10	Drainage Structures	58	EA	\$ 2,000.00	\$ 116,000.00	
					Subtotal	\$ 339,407.80

WATER MAINS AND SERVICES

1	No Bond Item	1	LS	\$ -	\$ -	
					Subtotal	\$ -

SEWER MAINS AND SERVICES

1	No Bond Item	1	LS	\$ -	\$ -	
					Subtotal	\$ -

STREET PAVING, CURB & GUTTER

1	8" CABC Stone (+/- 15,060 SY)	1	LS	\$ 201,352.20	\$ 201,352.20	
2	2" Asphalt Base Course (Local Street +/- 9,390 SY)	1	LS	\$ 99,721.80	\$ 99,721.80	
3	2 5" Asphalt Base Course (Coll. Street +/- 5,670 SY)	1	LS	\$ 79,694.50	\$ 79,694.50	
4	Stone Under Curb & Gutter on Local Street	1	LS	\$ 13,365.00	\$ 13,365.00	
5	Stone Under Curb & Gutter on Collector Street	1	LS	\$ 8,119.20	\$ 8,119.20	
6	30" Curb & Gutter	1	LS	\$ 122,038.20	\$ 122,038.20	
					Subtotal	\$ 524,290.90

MISCELLANEOUS & FINAL

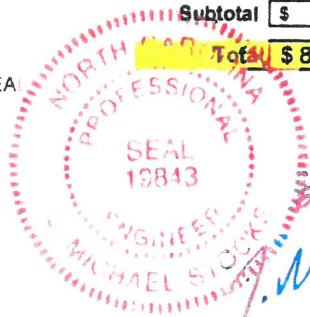
1	No Bond Item	1	LS	\$ -	\$ -	
					Subtotal	\$ -

ESC through Miscellaneous and Final					Subtotal	\$ 863,698.70
					Total	\$ 863,698.70

ROADWAY LENGTHS

Weavers Trace Dr (60 ROW Collector)	1,570 LF
Ridge Cliff Lane (50' ROW Local)	710 LF
Sweet Woodruff Dr (50' ROW Local)	480 LF
Windmill Palm Dr (50' ROW Local)	570 LF
Green Gable Dr (50' ROW Local)	800 LF
Wild Petal Court (50' ROW Local)	400 LF
Total	4,530 LF

SEA



1/29/22
 Michael Stocks

NOTE:

On behalf of PRF Properties, LLC, an engineer's opinion of cost is herein provided for the total cost of the site improvements for Weavers Ridge, that is to be dedicated to the Town of Zebulon. It is anticipated that these site improvements will be completed within one year and dedicated to the Town then.

edit
12-18-22
APPROVED
AS
SUBMITTED

Engineer's Certification

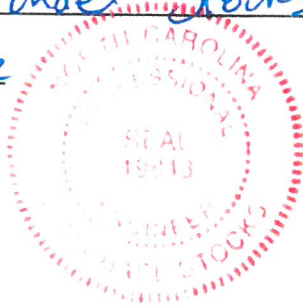
I, J. Michael Stocks, as a duly registered Professional Engineer in the State of North Carolina, having been authorized to observe periodically the construction of the project segments as listed below:

Weavers Ridge- Weavers Trace Dr. 10+00.00 to Sta. 25+68.69, Ridge Cliff Lane, Sweet Woodruff Dr., Windmill Palm Dr., Green Gable Dr., and Wild Petal Court. in Zebulon, NC
(Project) (Name of Location)

for the PRF Properties, LLC, hereby state that, to the best of my (Project Owner) abilities; due care and diligence was used in the observation of the project construction such that the Roadway System was observed to be built within substantial compliance and general intent of the Town of Zebulon Standards and Specifications.

Signature J. Michael Stocks Registration No. 19843

Date: 8/29/22





Monday, August 29, 2022

Engineer's Certification

RE: Weavers Ridge

APPROVED AS NOTED.

To Whom it may Concern:

I, **J. Michael Stocks**, as a duly registered Professional Engineer in the State of North Carolina, having been authorized to observe periodically the construction of the project segments as listed below:

Weavers Ridge

For the **PRF Properties, LLC**, hereby state that, to the best of my abilities; due care and diligence was used in the observation of the project construction such that the Roadway System and Stormwater Infrastructure was observed to be built within substantial compliance and general intent of the Town of Zebulon Standards and Specification with the following items yet to be completed

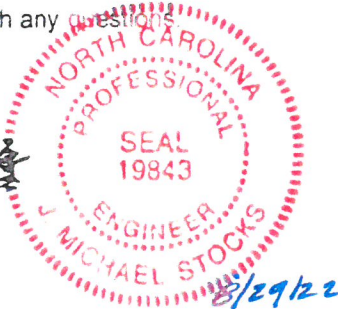
1. Concrete Sidewalk and HC Ramps
2. Final Asphalt Lift
3. Pavement Striping
4. Street Signage
5. Mail Kiosk
6. SCM Conversion

Please contact our office with any questions

Sincerely,
STOCKS Engineering, PA

J. Michael Stocks

J. Michael Stocks, PE
President



J:\AS\Project Folder\2019-008\As-Built\ Certifications and Bonds\ 1 - WR Engineers Certification

J. Michael Stocks, PE
Stocks Engineering, PA (C-1874)
801 East Washington Street
PO Box 1108
Nashville, NC 27856

252.459.8196 (voice)
252.459.8197 (fax)
252.903.6891 (mobile)
mstocks@stocksengineering.com

3



Monday, August 29, 2022

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

cray@townofzebulon.org

LAJ
12-18-22
APPROVED
AS
SUBMITTED

RE: Weavers Ridge– Completion Bond – 177 Lots

Dear Mr. Ray:

Please find attached the estimated bond amounts needed to complete the improvements for Weavers Ridge – 177 Lots at Weavers Ridge. The scope is to include, but not necessarily limited to, maintenance and completion of ESC measures, seeding and/or final stabilization, paving, striping, signage, and sidewalks.

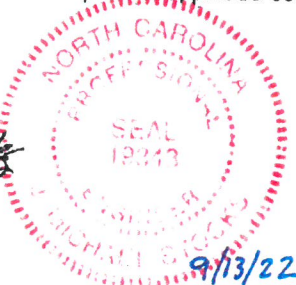
The Town of Zebulon Bond Amount should be in the amount of \$931,261.16 (see attached)

Please see the attached spreadsheet for the estimated cost of completion for the outstanding items. I would anticipate that this estimate would be valid for one year from the most recent date of this letter. The amount will be covered by a Letter of Credit.

Should you have any comments or questions, please contact our office.

Sincerely,
STOCKS Engineering, PA

J. Michael Stocks
J. Michael Stocks, PE
President



JAS/ProjectFolder//2019-006/As Builts/Certifications and Bonds/3 WR BondLetter-Completion Bond.docx

J. Michael Stocks, PE
Stocks Engineering, PA (C-1874)
801 East Washington Street
PO Box 1108
Nashville, NC 27856

252.459.8196 (voice)
252.459.8197 (fax)
252.903.6891 (mobile)
mstocks@stocksengineering.com

Stocks Engineering, P.A.

P.O.Box 1108 Nashville, North Carolina 27856
 252.459.8196 (v) 252.459.8197 (f)

Bond Amount Weavers Ridge

PROJECT NAME: Weavers Ridge
 NEIGHBORHOOD:
 SECTION NO. 177 Lots - Bond Amount
 LOTS: 177 L.F. STREET: +/-4,530 LF
 LOCATION: Zebulon, NC
 OWNER: Weaver's Pond Dev. Co.
 ESTIMATOR: JAS 7-11-22

LOL
 12-18-22
 APPROVED
 AS SUBMITTED
 (3)

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
----------	-------------	----------	------	------------	-------

SEDIMENTATION AND EROSION CONTROL

1	Not Bond Item	1	EA	\$ -	\$ -
Subtotal					\$ -

CLEARING/GRUBBING EARTHWORK FOR STREETS

1	No Bond Item	1	LS	\$ -	\$ -
Subtotal					\$ -

STORM DRAINAGE

1	No Bond Item	1	LS	\$ -	\$ -
Subtotal					\$ -

WATER MAINS AND SERVICES

1	No Bond Item	1	LS	\$ -	\$ -
Subtotal					\$ -

SEWER MAINS AND SERVICES

1	No Bond Item	1	LS	\$ -	\$ -
Subtotal					\$ -

STREET PAVING, CURB & GUTTER

1	Sidewalk	45,300	SF	\$ 4.00	\$ 181,200.00
2	Collector Street Final Layer of Asphalt	5,670	SY	\$ 7.91	\$ 44,849.70
3	Local Street Final Layer of Asphalt	9,390	SY	\$ 5.44	\$ 51,081.60
4	Handicap Ramps	26	EA	\$ 1,150.00	\$ 29,900.00
5	Roadway Repairs	1	ALLOW	\$ 10,000.00	\$ 10,000.00
6	Concrete Repairs	1	ALLOW	\$ 10,000.00	\$ 10,000.00
Subtotal					\$ 327,031.30

MISCELLANEOUS & FINAL

1	Striping	1	LS	\$ 5,900.00	\$ 5,900.00
2	Signage	1	LS	\$ 3,500.00	\$ 3,500.00
3	Mail Kiosk	1	LS	\$ 5,000.00	\$ 5,000.00
4	Greenway 6" Stone (+/-2,495 SY)	1	LS	\$ 29,341.20	\$ 29,341.20
5	Greenway 2" SF9.5A Asphalt Path (+/-2,080 SY)	1	LS	\$ 32,801.60	\$ 32,801.60
6	Greenway Boardwalk	79	LF	\$ 1,000.00	\$ 79,000.00
7	Greenway Amenities and Signage (Includes 2 benches, 2 pet waste stations, & 2 trash receptacles)	1	LS	\$ 6,000.00	\$ 6,000.00
8	Amenity Area (includes 1 playground set, 2 benches, 2 picnic tables, 1 pet waste station, 1 bike rack, 2 trash receptacles, & 2 soccer goals)	1	LF	\$ 56,000.00	\$ 56,000.00
Subtotal					\$ 217,542.80

ESC through Miscellaneous and Final				Subtotal	\$ 544,574.10
Mobilization					\$ 4,000.00
Traffic Control					\$ 2,500.00
Earthwork/Grading					\$ 3,500.00
SCM Conversion					\$ 32,000.00
Contingency				10.0%	\$ 54,457.41
Construction CPI				15.0%	\$ 81,686.12
Geotechnical Allowance				1.5%	\$ 8,168.61
Construction Inspections (Hourly, Assume 40 Hours)					\$ 4,800.00
Construction Staking Allowance					\$ 2,000.00
Design/Construction Administration				20.0%	\$ 108,914.82
Construction Total					\$ 846,601.06
Bond Amount at 110%					\$ 931,261.16


NORTH STATE BANK

IRREVOCABLE STANDBY LETTER OF CREDIT

Letter of Credit Number: 182222

Amount: U.S. \$ 931,261.16 (nine hundred and thirty one thousand two hundred and sixty one dollars and sixteen cents U.S. DOLLARS)

4

ORIGINAL
FILE
HANNING

This Letter of Credit is issued on December 12, 2022 by Issuer in favor of the Beneficiary for the account of Applicant. The parties' names and their addresses are as follows:

APPLICANT:

WEAVERS POND DEVELOPMENT COMPANY LLC
Entity Type: Limited Liability Company
9407 BARTONS CREEK ROAD
RALEIGH, NC 276150000

~~ADT~~
12-18-22

BENEFICIARY:

THE TOWN OF ZEBULON-PUBLIC WORKS DEPT.
Entity Type: Corporation
100 N ARENDELL AVENUE
ZEBULON, NC 27597

ISSUER:

NORTH STATE BANK
6204 Falls of Neuse Rd.
Raleigh, NC 27609

1. LETTER OF CREDIT. Issuer establishes this Irrevocable Standby Letter of Credit (Letter of Credit) in favor of Beneficiary in the amount indicated above. Beneficiary may draw on this Letter of Credit with a Draft (or Drafts, if the maximum number of drawings is greater than one). Each Draft shall be signed on behalf of Beneficiary and be marked "Drawn under North State Bank Letter of Credit No. 182222 dated December 12, 2022." Drafts must be presented at Issuer's address shown above on or before the Expiration Date. The presentation of any Draft shall reduce the Amount available under this Letter of Credit by the amount of the draft.

This Letter of Credit sets forth in full the terms of Issuer's obligation to Beneficiary. This obligation cannot be modified by any reference in this Letter of Credit, or any document to which this Letter of Credit may be related.

This Letter of Credit expires on the Expiration Date.

2. DRAWINGS. Beneficiary shall be permitted to make multiple drawings on this Letter of Credit. The maximum number of drawings that may be made on this Letter of Credit is 999. "Draft" means a draft drawn at sight.

3. DOCUMENTS. Each Draft must be accompanied by the following, in original and two copies except as stated:

A. The original Letter of Credit, together with any amendments.

B. A signed statement by Beneficiary including the following statement: Applicants have failed to satisfactorily complete the improvements for the Weavers Ridge - 177 Lots at Weavers Ridge, as provided in a contract for the subdivision improvements dated August 29, 2022 between the applicants and the Town of Zebulon. The letter shall be reduced in accordance with the terms of the aforementioned contract.

Issuer shall be entitled to accept a draft and the documentation described above, as required by the terms of this Letter of Credit, from any person purporting to be an authorized officer or representative of Beneficiary without any obligation or duty on the part of Issuer to verify the identity or authority of the person presenting the draft and such documentation.

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

5. EXPIRATION DATE. This Letter of Credit expires at the close of business at Issuer's address at 5:00 PM Eastern (Time) on December 12, 2024 (Date). Issuer agrees to honor all Drafts presented in strict compliance with the provisions of this Letter of Credit on or before the Expiration Date.

6. NON-TRANSFERABLE. This Letter of Credit is not transferable.

7. APPLICABLE LAW. This Letter of Credit is governed by the International Standby Practices 1998 (ISP98). This Letter of Credit is also governed by the laws of North Carolina, except as those laws conflict with the International Standby Practices 1998 (ISP98).

WEAVERS POND DEVELOPMENT COMPANY LLC
Standby Letter Of Credit
NC/4XXXXXXXXX0000000002795030120822N

Wolters Kluwer Financial Services ©1996, 2022 Bankers Systems™

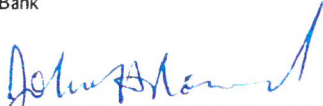
Initials _____
Page 1

COPY

(4)

ISSUER:

North State Bank

By 
JOHN H. NORWOOD, SENIOR VICE PRESIDENT

Date 12/17/2022

3

PRF Properties, LLC
4020 Wake Forest Road, STE 102F
Raleigh, NC 27609
(919) 606-8956

12-18-22
APPROVED
AS
Submitted

Monday, August 29, 2022

DEVELOPER'S GUARANTY

Re : Town of Zebulon, N.C. (the "Town")
Weavers Ridge, Weavers Trace Dr, Sta 10+00.00 to Sta 25+08.69, Ridge Cliff Lane, Sweet Woodruff Dr, Windmill Palm Dr, Green Gable Dr, and Wild Petal Court.

PRF Properties, LLC (the "Developer") provides the following Statement of Guaranty and Warranty on the referenced project: Weavers Ridge.

Developer guarantees and warrants that all material and equipment furnished, and all work performed on the storm water system and street construction in Weavers Ridge – Weavers Trace Dr, Ridge Cliff Lane, Sweet Woodruff Dr, Windmill Palm Dr, Green Gable Dr, and Wild Petal Court (the "Work") conforms with the Town's requirements, and that this guaranty and warranty will remain in full force and effect for a period of one year from the date of the acceptance of the Work. Developer hereby agrees to indemnify, defend, and hold harmless the Town from and against all costs, loss, and damages, including attorney's fees, arising from the failure of the Work to conform to the Town's standards.

Developer has executed this Developer's Guarantee this 31th day of August 2022.

PRF Properties, LLC

By: *Jan Futrell*
Name: Jan Futrell
Title: Manager

Sworn to and subscribed before me this 31st day of August, 2022

Demetrius
NOTARY PUBLIC

Commission Expires: July 1, 2025
SEAL



PRF Properties, LLC
4020 Wake Forest Road, STE 102F
Raleigh, NC 27609
(919) 606-8956

6
~~OK~~
12-18-22
APPROVED
AS
Submitted

Monday, August 29, 2022

DEVELOPER'S GUARANTY

Re: City of Raleigh, Town of Zebulon, N.C.
Weavers Ridge, Weavers Trace Dr. Sta. 10+00.00 to Sta. 25+68.69, Ridge Cliff Lane, Sweet Woodruff Dr., Windmill Palm Dr., Green Gable Dr., and Wild Petal Court

PRF Properties, LLC provides the following Statement of Warranty on the referenced project: Weavers Ridge.

PRF Properties, LLC guarantees and warrants that all material and equipment furnished, and all work performed on the public water system and sanitary sewer services installed in Weavers Ridge – Weavers Trace Dr., Ridge Cliff Lane, Sweet Woodruff Dr., Windmill Palm Dr., Green Gable Dr., and Wild Petal Court with the City of Raleigh's requirements, and that this warranty will remain in full force and effect for a period of one year from the date of the acceptance of the work.

PRF Properties, LLC has executed this guarantee this 31st day of August 2022

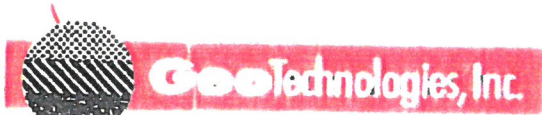
Jan Futrell
Jan Futrell, Member-Manager
PRF Properties, LLC

Sworn to and subscribed before me this
31st day of August, 2022

Demetrius Speller
NOTARY PUBLIC

Commission Expires: July 1, 2025





Geotechnical and Construction Materials Testing Services

~~LAB~~
9.30.22
APPROVED AS
NEEDED

7

SEE NOTES

July 21, 2022

Mr. David Berry
Weavers Pond Development
Company, LLC
4020 Wake Forest Road
Suite 102F
Raleigh, NC 27609

NEED ENGINEER OPINION
REGARDING S.F. 9.5C
INSTEAD OF 7.19.0C
MAX DEPTH OF S.F. 9.5C
IS 3"

Reference: Base course Asphalt Certification
Weavers Ridge
Zebulon, North Carolina
GeoTechnologies Project No. 1-21-0321-CA

~~LAB~~
8/14/22
PLANS CALL FOR 2.5" - 1.9C
1.5 - SF 9.5C

Dear Sir:

GeoTechnologies, Inc. is currently providing construction testing services for the Weavers Ridge Sub Division project located in Zebulon, North Carolina. Our services included coring and testing of the base course asphalt.

Geo Technologies representatives returned to the site to obtain 14 each, 6" asphalt core samples, every 300 linear feet of the roadway within the subdivision. The RS 9.5C was placed on the subdivision roads and was placed in 1 lift. Thickness of the core samples ranged from 2.625 inches to 1.625 inches with an average thickness of 2.14 inches. Density of the RS 9.5C core samples ranged from 90.5% to 94.2% with an average density of 92.6%. The required average compaction of RS 9.5C is 92.0% compaction. Asphalt mix design (JMF 18-0505-122) was provided by the paving contractor. The summary of the asphalt core results is attached to this letter.

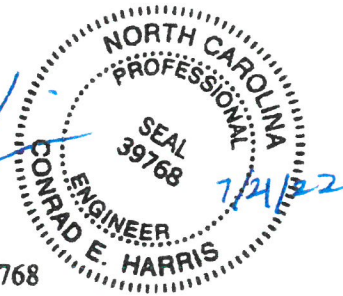
GeoTechnologies appreciates that opportunity to be of service on this project. Please do not hesitate to contact us if you have any questions regarding this submittal.

Sincerely,

GeoTechnologies, Inc.

Allen K. Henry
Asst. Manager of Construction Services

Conrad E. Harris, P.E.
NC registration No. 39768



NOTE: Watch 1st Intersection @ Street A + B subject to Review - thin depth
note Asphalt Repair Allowance.

Table 1
 Asphalt Thickness And Density Measurements
 Weaver's Ridge
 Geotechnologies Project No.: 1-21-0321-CA

Core #	Mix Type	Dry Weight	Weight In Water	SSD Weight	Volume	Specific Gravity	Rice	Percent Compaction	Thickness (in.)
1	RS 9.5C	1681.1	929.2	1683.5	754.3	2.229	2.412	92.4	1.875
2	RS 9.5C	1970.4	1096.7	1873.6	876.9	2.247	2.412	93.2	2.25
3	RS 9.5C	1684.2	918.7	1690.4	771.7	2.182	2.412	90.5	2.00
4	RS 9.5C	1523.5	844.9	1525.8	680.9	2.237	2.412	92.8	1.75
5	RS 9.5C	1923.8	1071.3	1926.7	855.4	2.249	2.412	93.2	2.125
6	RS 9.5C	2405.1	1349.5	2408.2	1058.7	2.272	2.412	94.2	2.625
7	RS 9.5C	1873.2	1039.3	1875.9	836.6	2.239	2.412	92.8	2.125
8	RS 9.5C	2143.3	1196.6	2146.2	949.6	2.257	2.412	93.6	2.375
9	RS 9.5C	2222.4	1210.4	2227.0	1016.8	2.186	2.412	90.6	2.50
10	RS 9.5C	1792.5	987.1	1794.5	807.4	2.220	2.412	92.0	2.00
11	RS 9.5C	2170.9	1213.1	2173.3	960.2	2.261	2.412	93.7	2.375
12	RS 9.5C	1776.0	982.3	1777.0	794.7	2.235	2.412	92.7	2.00
13	RS 9.5C	2118.7	1177.9	2121.6	943.7	2.245	2.412	93.1	2.375
14	RS 9.5C	1408.9	770.6	1411.5	640.9	2.198	2.412	91.1	1.625
Average RS 9.5C							2.412	92.6	2.14

Note: The JMF used for this mix is 18-0505-122 The required average compaction for RS 9.5C is 92.0%

* Weaver's Ridge - Collected - 2.5" - LOCAL 2"

Note -> Collected STREET S/R I-19 NOT SF 9.5C - Max Depth of SF 9.5C IS 3"

Please Take Add'l (Two) Cores - #3, #9, #14

Please Take 1 - Add'l Core on STREET w/ Core #4 - Min. 2 Cores PER STREET PER 2.6 ft

Regulament

2.11
 2.11
 2.11
 2.5" collect
 2.5" collect
 2.5" collect
 2.11
 2.11
 2.11
 2.5" collect
 2.11
 2.11
 2.11
 2.5" collect

Zebulon

Mearns Ridge

1-21-0321CA



Base Course Core Locations

Table 1
 Asphalt Thickness And Density Measurements
 Weaver's Ridge
 Geotechnologies Project No.: 1-21-0321-CA

Core #	Mix Type	Dry Weight	Weight In Water	SSD Weight	Volume	Specific Gravity	Rice	Percent Compaction	Thickness (in.)	
1	RS 9.5C	1681.1	929.2	1683.5	754.3	2.229	2.412	92.4	1.875	
2	RS 9.5C	1970.4	1096.7	1973.6	876.9	2.247	2.412	93.2	2.25	
3	RS 9.5C	1684.2	918.7	1690.4	771.7	2.182	2.412	90.5	2.00	
3A	RS 9.5C	1808.8	959.7	1812.0	852.3	2.122	2.412	88.0	1.875	
3B	RS 9.5C	1576.9	863.0	1582.0	719.0	2.193	2.412	90.9	2.00	
3C	RS 9.5C	2151.9	1182.0	2158.2	976.2	2.204	2.412	91.4	2.25	
Average Core 3 and offset cores										
4	RS 9.5C	1523.5	844.9	1525.8	680.9	2.237	2.412	92.8	1.75	
5	RS 9.5C	1923.8	1071.3	1926.7	855.4	2.249	2.412	93.2	2.125	
6	RS 9.5C	2405.1	1349.5	2408.2	1058.7	2.272	2.412	94.2	2.625	
7	RS 9.5C	1873.2	1039.3	1875.9	836.6	2.239	2.412	92.8	2.125	
8	RS 9.5C	2143.3	1196.6	2146.2	949.6	2.257	2.412	93.6	2.375	
9	RS 9.5C	2222.4	1210.4	2227.0	1016.6	2.186	2.412	90.6	2.50	
9A	RS 9.5C	2134.4	1169.5	2137.5	968.0	2.205	2.412	91.4	2.375	
9B	RS 9.5C	2115.6	1163.0	2116.8	953.8	2.218	2.412	92.0	2.25	
9C	RS 9.5C	1948.0	1084.1	1949.9	885.8	2.199	2.412	91.2	2.00	
Average Core 9 and offset cores										
10	RS 9.5C	1792.5	987.1	1794.5	807.4	2.220	2.412	92.0	2.00	
11	RS 9.5C	2170.9	1213.1	2173.3	960.2	2.261	2.412	93.7	2.375	
12	RS 9.5C	1776.0	982.3	1777.0	794.7	2.235	2.412	92.7	2.00	
13	RS 9.5C	2118.7	1177.9	2121.6	943.7	2.245	2.412	93.1	2.375	
14	RS 9.5C	1408.9	770.6	1411.5	640.9	2.188	2.412	91.1	1.625	
14A	RS 9.5C	1733.0	961.6	1735.1	773.5	2.240	2.412	92.9	1.75	
14B	RS 9.5C	1762.4	959.4	1764.2	804.8	2.190	2.412	90.8	1.875	
14C	RS 9.5C	1876.6	1033.2	1879.1	845.9	2.218	2.412	92.0	2.00	
Average Core 14 and offset cores										
								Overall Average RS 9.5C	92.6	2.11

Note: The JMF used for this mix is 18-0505-122. The required average compaction for RS 9.5C is 92.0%



November 17, 2021

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

Reference: Pavement Design
Weavers Ridge
Zebulon, North Carolina
GeoTechnologies Project No. 1-21-0321-CA

Dear Sir:

GeoTechnologies, Inc. has performed pavement design analyses for the roads in Weavers Ridge. Current plans indicate pavement sections of 4 inches of asphalt over 8 inches of CABC for Street A, and 3 inches of asphalt over 8 inches of CABC for the remaining roads. The primary purpose of the analysis is to determine if an alternate pavement section is feasible for Street A.

A traffic impact analysis report dated June 17, 2019 from NCDOT indicates 1530 total daily trips from Weavers Ridge. After rough grading of the roads, GeoTechnologies collected samples from subgrade for laboratory CBR testing (ASTM D-1883). Laboratory soaked CBR samples produced CBR values ranging from 6.2 to 15.9 percent at 0.1 inch of penetration and 8.1 to 17.7 percent at 0.2 inch of penetration with swells ranging from no swell to 0.9 percent swell.

Pavement section analysis was performed using the Wake Forest Design Method with a pavement design life of 20 years, growth factor of 4 percent, 4 percent single frame trucks and 1 percent multiple frame trucks. An AADT of 1,530 was used for Street A. AADT for the remaining streets ranged from an estimated 100 to 550 trips per day based on the number of lots on the streets. A CBR value of 8 percent was used for Street A, 8 percent for Street B and Street C, 9 percent for street D, 15 percent for Street E, and 8 percent for Street F.

For Street A, the required structural number (SN) is 2.73. To achieve this SN, the pavement section must consist of 4 inches of asphalt over 8 inches of CABC, 3.5 inches of asphalt over 9 inches of CABC, or 3 inches of asphalt over 10.5 inches of CABC. Per NCDOT restrictions on lift and layer thicknesses, asphalt sections thicker than 3 inches technically require the use of an intermediate mix for the initial lift. However, it is undesirable to leave an intermediate mix exposed for an extended period of time. The initial lift of asphalt will be exposed to weather and construction equipment for an extended period possibly measuring years. As such, should a thicker asphalt section be selected, we recommend waiving the NCDOT restrictions on layer thickness and substituting surface mix asphalt in place of the typical intermediate mix. However, lift thickness requirements should still be observed.

Relatively low traffic volumes and/or higher CBR values on Streets B, C, D, E, and F result in pavement sections which are inadequately thin. As such we recommend that the original specified section of 3 inches of asphalt over 8 inches of CABC be used for those streets.

Design output summaries and laboratory CBR test results are included in the attachments to this report.

9.30.22
~~OK~~
APPROVED
AS
SUBMITTED

Accept Engineer
Recommendation
w/ Asphalt mix

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

Sincerely,
GeoTechnologies, Inc.



Conrad E. Harris, P.E.
NC registration No. 39768

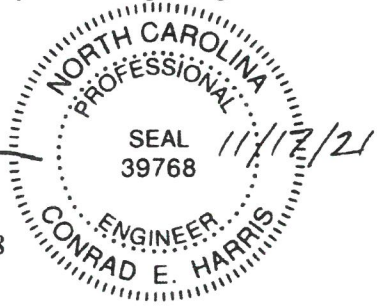


TABLE 1A
PAVEMENT DESIGN CALCULATIONS

Street:	Pine Needles Square		
ADT:	1530		
CBR:	8	Percent	
Pavement Design Life:	20	Years	
Growth Factor $G = (1 + i)^n$	2.191		
	<i>i</i>	0.04	
	<i>n</i>	20	
Design Avg. Daily Traffic (\overline{ADT})	$\frac{ADT + (G \times ADT)}{2}$	$\overline{ADT} =$	2441
Truck Factor (\overline{N})	$\overline{ADT} (0.25x + 0.60y)$		
x = % Single Frame Trucks		x =	4.0%
y = % Multiple Frame Trucks	N = 39.1	y =	1.0%
Soil Support Value (SSV)	5.32 (log CBR)-1.52		
	SSV = 3.284		
Structural Number (SN)	$\frac{(2.41 \overline{N})^{0.151}}{(1.14)^{SSV}}$		
	SN = 2.73		

Recommended Sections

Street	Required Structural No.	S9.5B Asphalt (Inches)	CABC Stone (Inches)	Actual Structural No.
Street A - Option 1	2.73	4.00	8.00	2.88
Street	Required Structural No.	S9.5B Asphalt (Inches)	CABC Stone (Inches)	Actual Structural No.
Street A - Option 2	2.73	3.50	9.00	2.80
Street	Required Structural No.	S9.5B Asphalt (Inches)	CABC Stone (Inches)	Actual Structural No.
Street A - Option 2	2.73	3.00	10.50	2.79

TABLE 1B
PAVEMENT DESIGN CALCULATIONS

Street:	Weavers Ridge - Streets B, C, D, E			
ADT:	550			
CBR:	8	Percent		
Pavement Design Life:	20	Years		
Growth Factor $G = (1 + i)^n$	2.191			
	i	0.04		
	n	20		
Design Avg. Daily Traffic (\overline{ADT})	$\frac{ADT + (G \times ADT)}{2}$		$\overline{ADT} =$	878
Truck Factor (\overline{N})	$\overline{ADT} (0.25x + 0.60y)$			
x = % Single Frame Trucks			x =	4.0%
y = % Multiple Frame Trucks	N =	14.0	y =	1.0%
Soil Support Value (SSV)	5.32 (log CBR)-1.52			
	SSV =		3.284	
Structural Number (SN)	$\frac{(2.41 \overline{N})^{0.151}}{(1.14)^{SSV}}$			
	SN = 2.34			

Recommended Sections

Street	Required Structural No.	S9.5X Asphalt (Inches)	CABC Stone (Inches)	Actual Structural No.
Streets B, C, D, E	2.34	3.00	8.00	2.44

TABLE 1C

PAVEMENT DESIGN CALCULATIONS

Street:	Weavers Ridge - Street F			
ADT:	100			
CBR:	6	Percent		
Pavement Design Life:	20	Years		
Growth Factor $G = (1 + i)^n$	2.191			
	<i>i</i>	0.04		
	<i>n</i>	20		
Design Avg. Daily Traffic (\overline{ADT})	$\frac{ADT + (G \times ADT)}{2}$	$\overline{ADT} =$	160	
Truck Factor (\overline{N})	$\overline{ADT} (0.25x + 0.60y)$			
x = % Single Frame Trucks		N =	2.6	x = 4.0%
y = % Multiple Frame Trucks				y = 1.0%
Soil Support Value (SSV)	5.32 (log CBR)-1.52			
	SSV =	2.620		
Structural Number (SN)	$\frac{(2.41 (\overline{N}))^{0.151}}{(1.14)^{SSV}}$			
	SN =	1.97		

Recommended Sections

Street	Required Structural No.	S9.5X Asphalt (Inches)	CABC Stone (Inches)	Actual Structural No.
Street F	1.97	3.00	8.00	2.44

JOB #: 1-21-0321-EA

JOB NAME: Weaver's Ridge

DATE: 11/9/2021

SAMPLE I.D.: A-1 Depth:

NOTES: PROCTOR DATA:

Opt. Moisture = 20.5%

TEST PROCEDURE:

ASTM D-698

Max. Dry Density = 98.5 PCF

SOIL DESCRIPTION:

White, Yellow, Tan Fine Sandy Clayey Silt

CBR SPECIMEN DATA

MOISTURE CONTENT	20.5%
WET DENSITY	118.6 lbs./cu.ft.
DRY DENSITY	98.4 lbs./cu.ft.
% COMPACTION	99.9 %

Swell Data

Initial Reading	0.326
Final Reading	0.353
Mold Height	4.592
% Swell	0.59

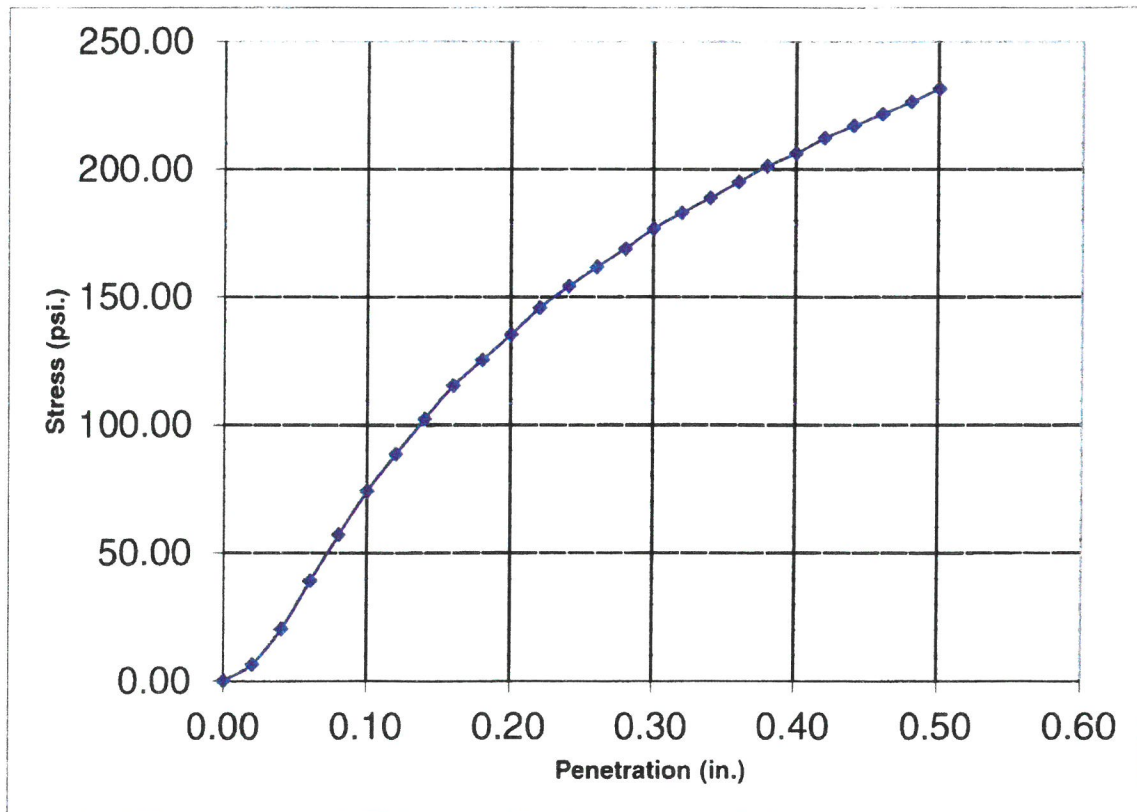
LOAD CELL 5000 LB.

RATE OF DEFORMATION

05 in./min.

SURCHARGE USED

10 lbs.



CBR @ 0.1"	7.4
CBR @ 0.2"	9.0
% SWELL	0.6

GeoTechnologies, Inc.

CBR DATA SHEET

ASTM D-1883

JOB #: 1-21-0321-EA

JOB NAME: Weaver's Ridge

DATE: 11/9/2021

SAMPLE I.D.: A-2 Depth:

NOTES: PROCTOR DATA:

TEST PROCEDURE

ASTM D-698

Opt. Moisture = 14.7%

Max. Dry Density = 115.6 PCF

SOIL DESCRIPTION:

Brown Clayey Silty Fine Sand

CBR SPECIMEN DATA

Swell Data

MOISTURE CONTENT	13.8%	Initial Reading	0.370
WET DENSITY	130.2 lbs./cu.ft.	Final Reading	0.373
DRY DENSITY	114.4 lbs./cu.ft.	Mold Height	4.591
% COMPACTION	99.0 %	% Swell	0.07

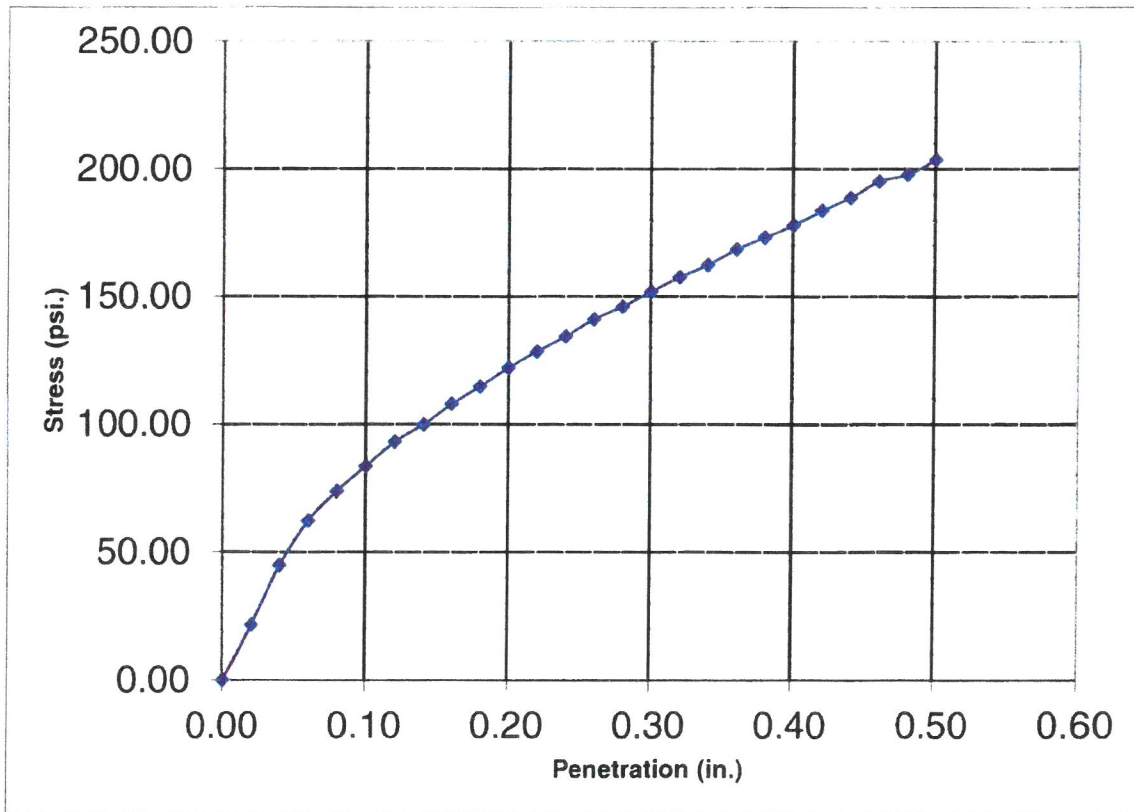
LOAD CELL 5000 LB.

RATE OF DEFORMATION

05 in./min.

SURCHARGE USED

10 lbs.



CBR @ 0.1"	8.3
CBR @ 0.2"	8.1
% SWELL	0.1

JOB #: 1-21-0321-EA

JOB NAME: Weaver's Ridge

DATE: 11/9/2021

SAMPLE I.D.: B/C-1 Depth:

NOTES: PROCTOR DATA:

Opt. Moisture = 24.5%

TEST PROCEDURE:

ASTM D-698

Max. Dry Density = 94.6 PCF

SOIL DESCRIPTION:

Brown Clayey Silty Fine Sand

CBR SPECIMEN DATA

CBR SPECIMEN DATA		Swell Data	
MOISTURE CONTENT	24.4%	Initial Reading	0.384
WET DENSITY	115.4 lbs./cu.ft.	Final Reading	0.426
DRY DENSITY	92.8 lbs./cu.ft.	Mold Height	4.591
% COMPACTION	98.1 %	% Swell	0.91

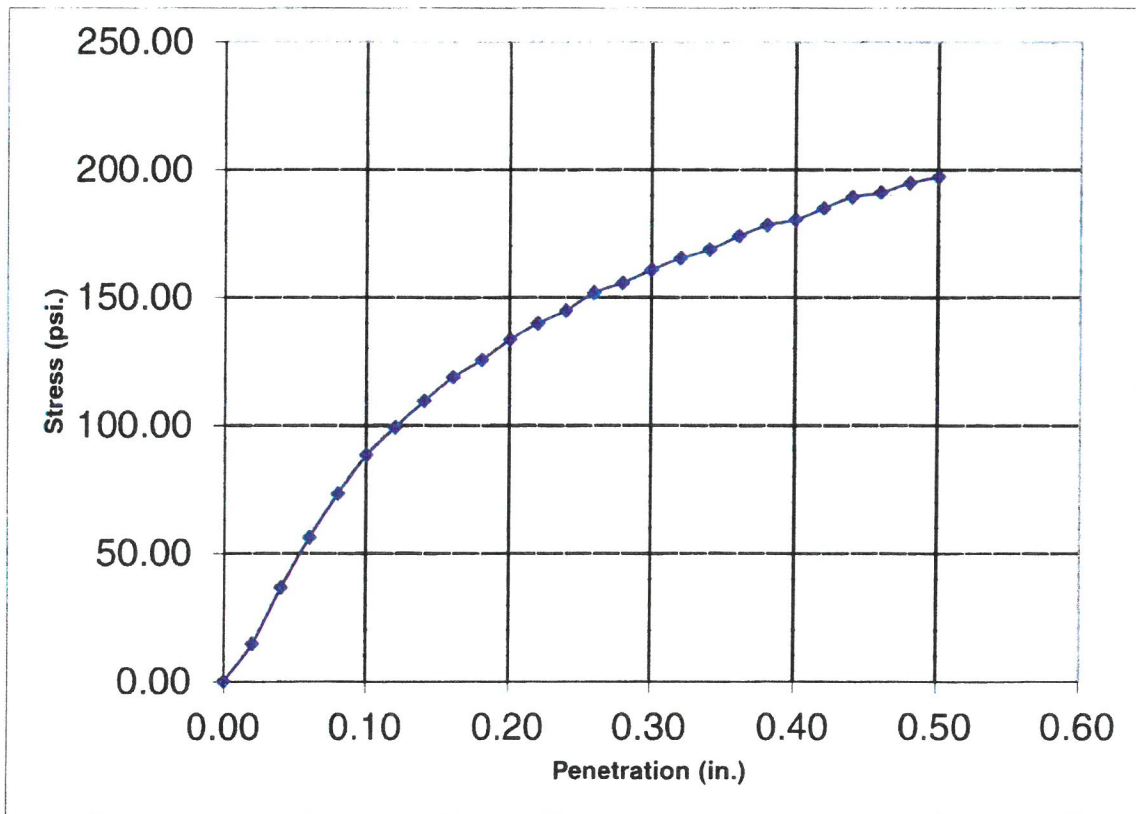
LOAD CELL 5000 LB.

RATE OF DEFORMATION

.05 in./min.

SURCHARGE USED

10 lbs.



CBR @ 0.1"	8.8
CBR @ 0.2"	8.9
% SWELL	0.9

JOB #: 1-21-0321-EA

JOB NAME: Weaver's Ridge

DATE: 11/9/2021

SAMPLE I.D.: D-1 Depth:

NOTES: PROCTOR DATA:

Opt. Moisture = 18.0%

TEST PROCEDURE:

ASTM D-698

Max. Dry Density = 109.5 PCF

SOIL DESCRIPTION:

Brown Clayey Silty Fine Sand

CBR SPECIMEN DATA

CBR SPECIMEN DATA		Swell Data	
MOISTURE CONTENT	16.6%	Initial Reading	0.278
WET DENSITY	125.1 lbs./cu.ft.	Final Reading	0.284
DRY DENSITY	107.3 lbs./cu.ft.	Mold Height	4.591
% COMPACTION	98.0 %	% Swell	0.13

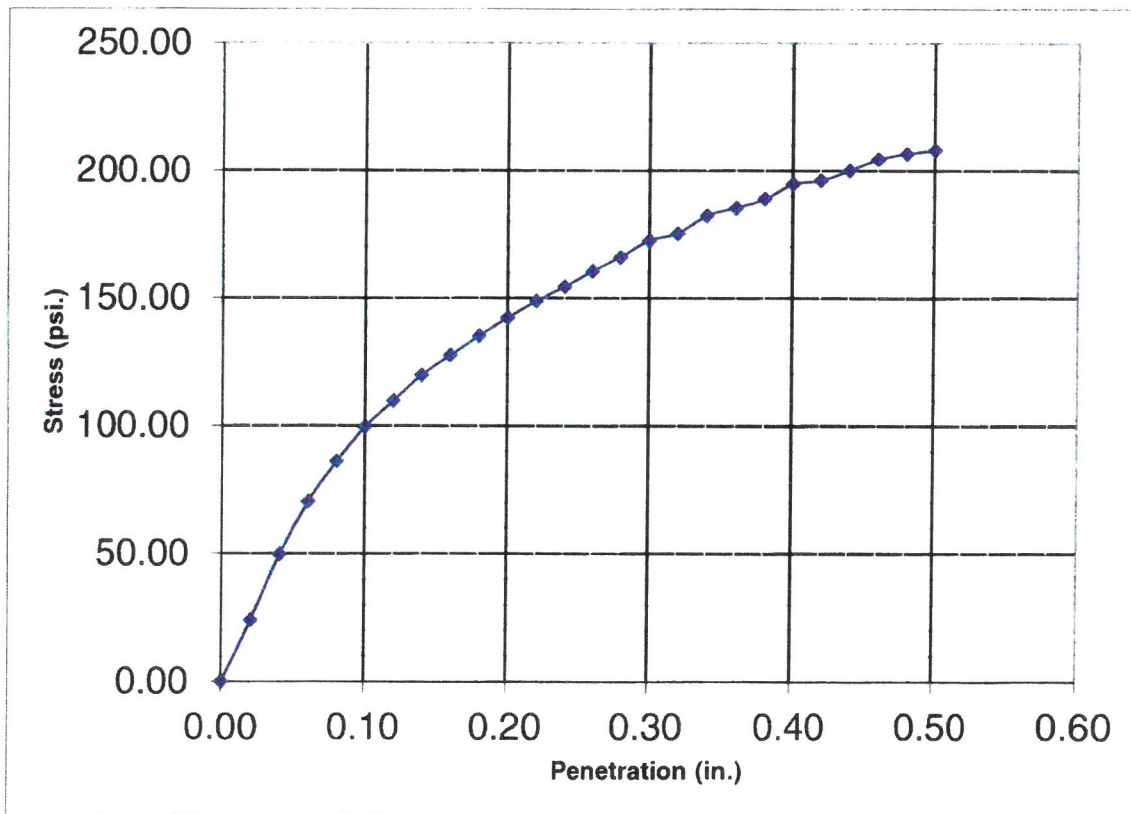
LOAD CELL 5000 LB.

RATE OF DEFORMATION

05 in./min.

SURCHARGE USED

10 lbs.



CBR @ 0.1"	9.9
CBR @ 0.2"	9.5
% SWELL	0.1

JOB #: 1-21-0321-EA

JOB NAME: Weaver's Ridge

DATE: 11/9/2021

SAMPLE I.D.: E-1 Depth:

NOTES: PROCTOR DATA:

TEST PROCEDURE: ASTM D-698

Opt. Moisture = 14.2%

Max. Dry Density = 117.0 PCF

SOIL DESCRIPTION:

Brown Fine Sandy Silty Clay

CBR SPECIMEN DATA

CBR SPECIMEN DATA		Swell Data	
MOISTURE CONTENT	12.8%	Initial Reading	0.272
WET DENSITY	31.0 lbs./cu.ft.	Final Reading	0.275
DRY DENSITY	27.5 lbs./cu.ft.	Mold Height	4.591
% COMPACTION	23.5 %	% Swell	0.07

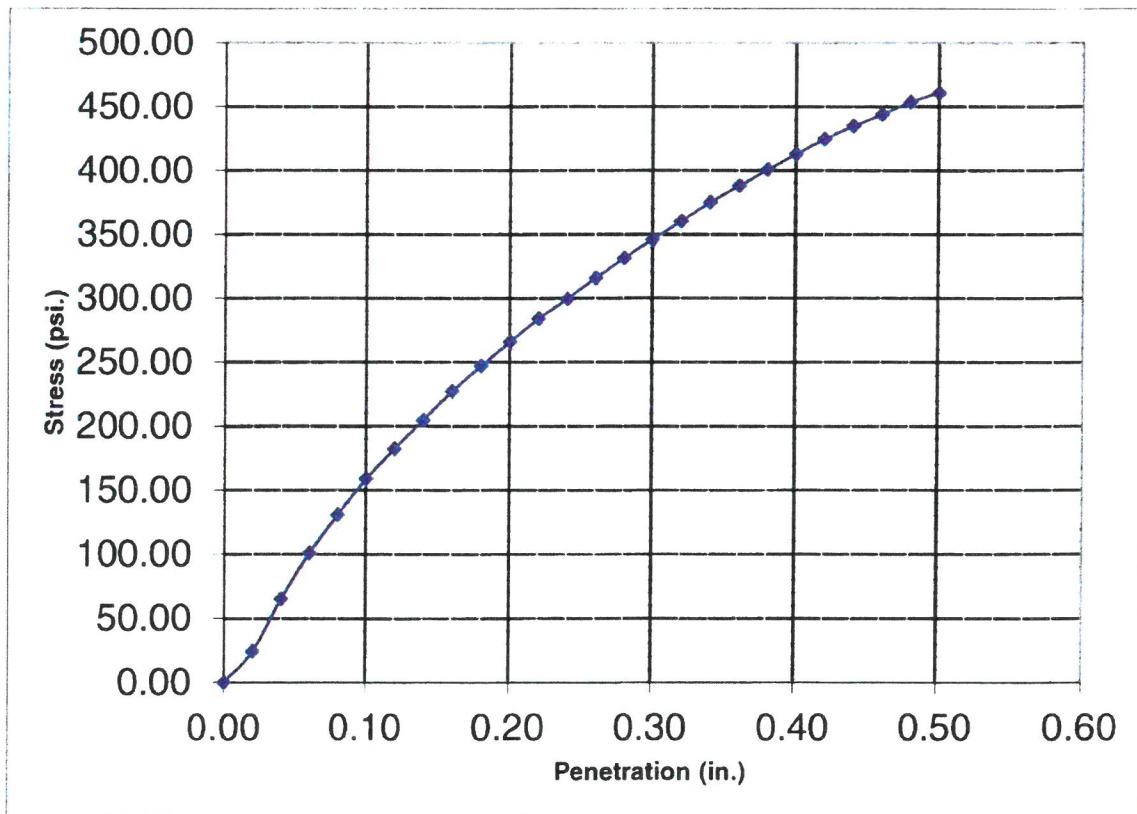
LOAD CELL 5000 LB.

RATE OF DEFORMATION

05 in./min.

SURCHARGE USED

10 lbs



CBR @ 0.1"	15.9
CBR @ 0.2"	17.7
% SWELL	0.1

JOB #: 1-21-0321-EA

JOB NAME: Weaver's Ridge

DATE: 11/9/2021

SAMPLE I.D.: F-1 Depth:

NOTES: PROCTOR DATA:

Opt. Moisture = 14.0%

Max. Dry Density = 117.2 PCF

TEST PROCEDURE: ASTM D-698

SOIL DESCRIPTION:

Brown Fine Sandy Silty Clay

CBR SPECIMEN DATA

MOISTURE CONTENT	14.0%
WET DENSITY	132.2 lbs./cu.ft.
DRY DENSITY	116.0 lbs./cu.ft.
% COMPACTION	98.9 %

Swell Data

Initial Reading	0.326
Final Reading	0.328
Mold Height	4.591
% Swell	0.04

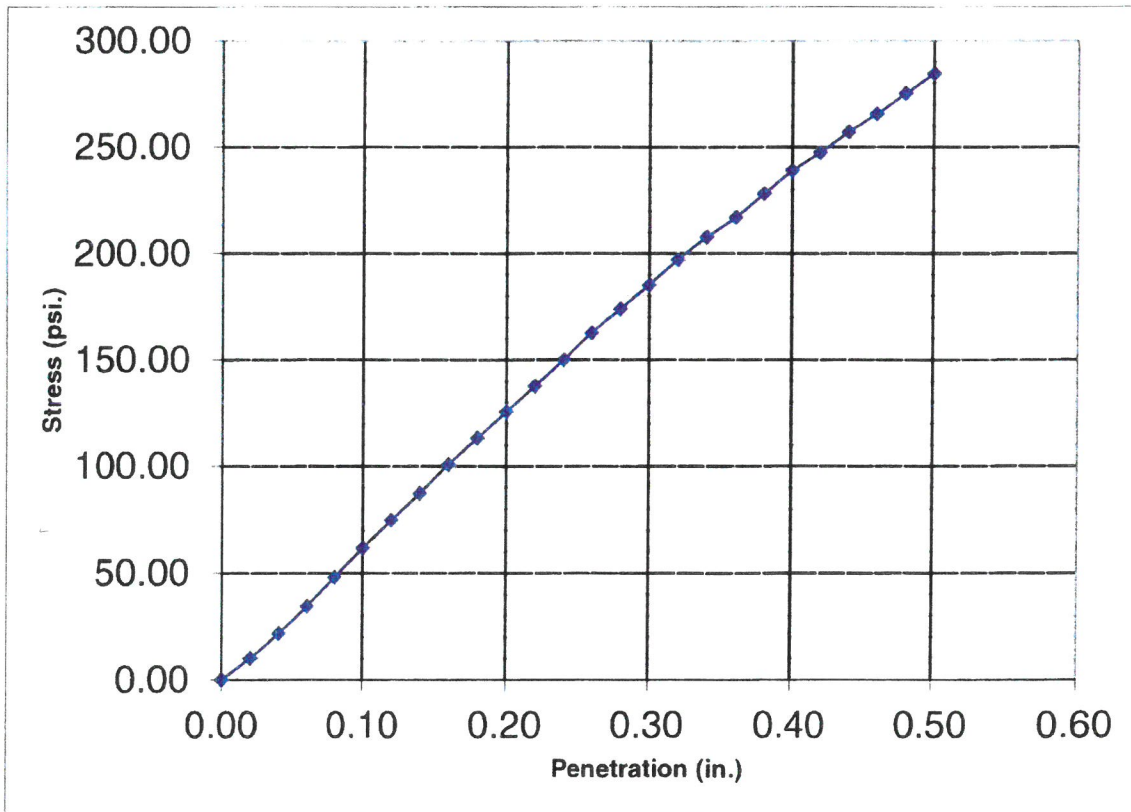
LOAD CELL 5000 LB

RATE OF DEFORMATION

.05 in./min.

SURCHARGE USED

10 lbs.



CBR @ 0.1"	6.2
CBR @ 0.2"	8.4
% SWELL	0.0



Monday, August 29, 2022

Engineer's Certification Public Water

RE: Weavers Ridge

MS
12-18-22
APPROVED AS
Submitted

To Whom it may Concern:

I, **J. Michael Stocks**, as a duly registered Professional Engineer in the State of North Carolina, having been authorized to observe periodically the construction of the project segments as listed below:

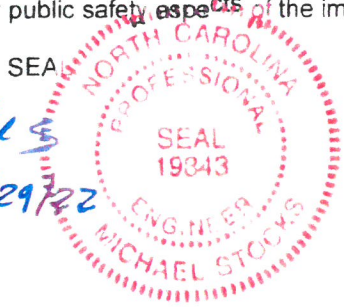
Weavers Ridge

For the **PRF Properties, LLC**, hereby state that, to the best of my abilities; due care and diligence was used in the observation of the project construction such that by my inspection and the observation of the CORPUD Inspectors the constructed improvements and my review of the as-built survey data, I hereby certify that the (1) public improvements, (2) private improvements, and (3) public safety of the above referenced project as constructed are in compliance with the requirements of the improvements as prescribed in the approved Construction Drawings, approved design documents, and/or any approved modifications, except as noted in red on the 'As-Built's' drawings. Furthermore, I certify that the red-noted do not adversely affect the required performance or public safety aspects of the improvements

J. Michael Stocks, PE
President

J. Michael Stocks

8/29/22



JAS/ProjectFolder/2019-006/As Builts/Certifications and Bonds/10 WREngineers Certification Water.docx

J. Michael Stocks, PE
Stocks Engineering, PA (C-1874)
801 East Washington Street
PO Box 1108
Nashville, NC 27856

252 459 8196 (voice)
252 459 8197 (fax)
252 903 6891 (mobile)
mstocks@stocksengineering.com



Monday, August 29, 2022

Engineer's Certification Public Sewer

RE Weavers Ridge

EST
12-18-22
APPROVED AS SUBMITTED.

To Whom it may Concern:

I, **J. Michael Stocks**, as a duly registered Professional Engineer in the State of North Carolina, having been authorized to observe periodically the construction of the project segments as listed below:

Weavers Ridge

For the **PRF Properties, LLC**, hereby state that, to the best of my abilities; due care and diligence was used in the observation of the project construction such that by my inspection and the observation of the CORPUD Inspectors the constructed improvements and my review of the as-built survey data, I hereby certify that the (1) public improvements, (2) private improvements, and (3) public safety of the above referenced project as constructed are in compliance with the requirements of the improvements as prescribed in the approved Construction Drawings, approved design documents, and/or any approved modifications, except as noted in red on the 'As-Built's' drawings. Furthermore, I certify that the red-noted do not adversely affect the required performance or public safety aspects of the improvements.

J. Michael Stocks, PE
President

J. Michael Stocks
8/29/22



JAS/ProjectFolder//2019-006/As Builts/Certifications and Bonds/11 WR Engineers Certification Sewer.docx

J. Michael Stocks, PE
Stocks Engineering, PA (C-1874)
801 East Washington Street
PO Box 1108
Nashville, NC 27856

252 459 8196 (voice)
252 459 8197 (fax)
252.903.6891 (mobile)
mstocks@stocksengineering.com

LIEN WAIVER AND RELEASE

LETT
12-19-22
APPROVED
AS
SUBMITTED

I, the undersigned, am a general contractor, subcontractor, materialman, or other person furnishing services or labor or materials pursuant to any and all contract (s) with PRF Properties, LLC, as indicated by my respective signature below, in the construction or repair of improvements upon real estate owned by PRF Properties, LLC, and described as follows:

All work related to the installation of Public water and Public sewer infrastructure located within Weavers Ridge, Weavers Trace Dr. 10+00.00 to Sta. 25+68.69, Ridge Cliff Lane, Sweet Woodruff Dr., Windmill Palm Dr., Green Gable Dr., and Wild Petal Court as shown on construction plans prepared by Stocks Engineering PA.

In consideration of the sum of \$1.00 to me in hand paid, receipt whereof is hereby acknowledged, and other benefits accruing to me, and acknowledging that I have been fully paid under said contract(s) with respect to any work done on, or materials furnished to, the above described land and improvements and intending to be legally bound hereby, I do hereby waive, release and quit-claim all right that I may now or hereafter have to a lien upon the land and improvements above described; and I do further warrant that I have not and will not assign my claims for payment, nor my right to perfect a lien against said property, and that I have the right to execute this waiver and release thereof.

I respectively warrant that all laborers employed by me upon the aforesaid premises have been fully paid and that none of such laborers have any claim, demand, or lien against said premises.

It is understood and agreed that my signature hereto is for all services rendered, work done and material furnished heretofore by the signer in any and all capacities.

Witness the following signature and seal this 19th day of December, 2022

Contractor/Subcontractor/Materialman

Juan R. Inteel (Signature)

Name:

Title: manager

Company: PRF PROPERTIES LLC

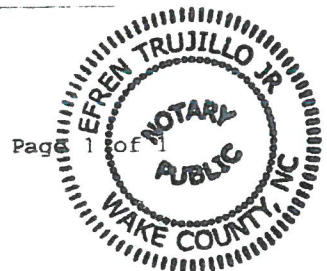
State of NC; County/City of Wake

Subscribed and sworn to before me this 19 day of December, 2022.

Juan
Notary Public

My Commission Expires: 05/14/2024

Subdivision: Weavers Ridge



LIEN WAIVER AND RELEASE

12-19-22
APPROVED
AS
SUBMITTED

I, the undersigned, am a general contractor, subcontractor, materialman, or other person furnishing services or labor or materials pursuant to any and all contract(s) with PRF Properties, LLC, as indicated by my respective signature below, in the construction or repair of improvements upon real estate owned by PRF Properties, LLC, and described as follows:

All work related to the installation of roadway and stormwater infrastructure located within Weavers Ridge Subdivision, Weavers Trace Dr. 10+00.00 to Sta. 25+68.69, Ridge Cliff Lane, Sweet Woodruff Dr., Windmill Palm Dr., Green Gable Dr., and Wild Petal Court as shown on construction plans prepared by Stocks Engineering PA.

In consideration of the sum of \$1.00 to me in hand paid, receipt whereof is hereby acknowledged, and other benefits accruing to me, and acknowledging that I have been fully paid under said contract(s) with respect to any work done on, or materials furnished to, the above described land and improvements and intending to be legally bound hereby, I do hereby waive, release and quit-claim all right that I may now or hereafter have to a lien upon the land and improvements above described; and I do further warrant that I have not and will not assign my claims for payment, nor my right to perfect a lien against said property, and that I have the right to execute this waiver and release thereof.

I respectively warrant that all laborers employed by me upon the aforesaid premises have been fully paid and that none of such laborers have any claim, demand, or lien against said premises.

It is understood and agreed that my signature hereto is for all services rendered, work done and material furnished heretofore by the signer in any and all capacities.

Witness the following signature and seal this 19th day of December, 2022.

Contractor/Subcontractor/Materialman

Gank Inteel (Signature)
Name:
Title: Manager
Company: PRF Properties LLC

State of NC; County/City of Wake;

Subscribed and sworn to before me this 19 day of December, 2022.

[Signature]
Notary Public

My Commission Expires: 05/14/2024

Subdivision: Weavers Ridge



LIEN WAIVER AND RELEASE

12-18-22
APPROVED AS SUBMITTED
(11)

I, the undersigned, am a general contractor, subcontractor, materialman, or other person furnishing services or labor or materials pursuant to any and all contract(s) with PRF Properties, LLC, as indicated by my respective signature below, in the construction or repair of improvements upon real estate owned by PRF Properties, LLC, and described as follows:

All work related to the installation of roadway and stormwater infrastructure located within Weavers Ridge Subdivision, Weavers Trace Dr. 10+00.00 to Sta. 25+68.69, Ridge Cliff Lane, Sweet Woodruff Dr., Windmill Palm Dr., Green Gable Dr., and Wild Petal Court as shown on construction plans prepared by Stocks Engineering PA.

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It is understood and agreed that my signature hereto is for all services rendered, work done and material furnished heretofore by the signer in any and all capacities.

Witness the following signature and seal this 20th day of September, 2022.

Contractor/Subcontractor/Materialman

[Signature] (Signature)

Name: Erik West

Title: Member

Company: Cardinal Civil Contracting, LLC

State of NC ; County/City of Wake

Subscribed and sworn to before me this 20th day of September, 2022.

[Signature]
Notary Public

My Commission Expires: 6-17-23

Subdivision: Weavers Ridge



(11)

~~APR~~
12-18-22
APPROVED
AS
Sub. Mtd

LIEN WAIVER AND RELEASE

I, the undersigned, am a general contractor, subcontractor, materialman, or other person furnishing services or labor or materials pursuant to any and all contract (s) with PRF Properties LLC, as indicated by my respective signature below, in the construction or repair of improvements upon real estate owned by PRF Properties, LLC, and described as follows:

All work related to the installation of Public water and Public sewer infrastructure located within Weavers Ridge, Weavers Trace Dr. 10+00.00 to Sta. 25+68.69, Ridge Cliff Lane, Sweet Woodruff Dr., Windmill Palm Dr., Green Gable Dr., and Wild Petal Court as shown on construction plans prepared by Stocks Engineering PA.

In consideration of the sum of \$1.00 to me in hand paid, receipt whereof is hereby acknowledged, and other benefits accruing to me, and acknowledging that I have been fully paid under said contract(s) with respect to any work done on, or materials furnished to, the above described land and improvements and intending to be legally bound hereby, I do hereby waive, release and quit-claim all right that I may now or hereafter have to a lien upon the land and improvements above described; and I do further warrant that I have not and will not assign my claims for payment, nor my right to perfect a lien against said property, and that I have the right to execute this waiver and release thereof.

I respectively warrant that all laborers employed by me upon the aforesaid premises have been fully paid and that none of such laborers have any claim, demand, or lien against said premises.

It is understood and agreed that my signature hereto is for all services rendered, work done and material furnished heretofore by the signer in any and all capacities.

Witness the following signature and seal this 20th day of September, 2022.

Contractor/Subcontractor/Materialman

[Signature] (Signature)

Name: Erik West

Title: Member

Company: Cardinal Civil Contracting, LLC

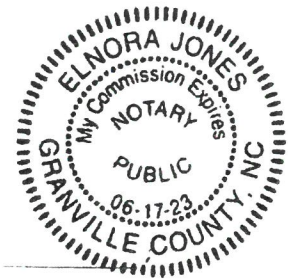
State of NC; County/City of Wake

Subscribed and sworn to before me this 20th day of September, 2022.

[Signature]
Notary Public

My Commission Expires: 6-17-23

Subdivision: Weavers Ridge





INVOICE

Invoice: N4249202701
 Invoice Date: 9/30/2021
 Page: 1 of 1

Email sent to customer on 09/30/2021

Bill to: WEAVERS POND DEVELOPMENT
 WEAVERS POND DEVELOPMENT
 4020 WAKE FOREST RD SUITE 102F
 DAVID BERRY
 RALEIGH NC 27609

Customer ID: 000177360
 PO / Contract No:
 Payment Terms: Net 30
 Due Date: 10/30/2021

Amount Due: \$18,618.00

Invoice for work or services performed at: 2340 ZEBULON RD ZEBULON NC WEAVERS RIDGE

For questions about your invoice, please contact Rob Richard at 919/278-2534

Line	Date of Charge	Description	Net Amount
1	09/29/2021		\$1,218.00
		NC SALES TAX	
2	09/29/2021	UL UG for Lighting	\$17,400.00
		UPFRONT UNDERGROUND FEE (30 POLES)	
Amount Due:			\$18,618.00

APPROVED
HS Submitted

To pay electronically, please allow 24 hours from the time this invoice is received and use website <https://www.e-billexpress.com/ebpp/DukeEnergy>. Enter your customer ID and billing zip code from above.

TO AVOID SERVICE INTERRUPTION, PLEASE DO NOT SEND MONTHLY UTILITY ACCOUNT PAYMENTS TO THIS ADDRESS

Please detach and return with your payment. Please indicate invoice number on check.

Payment Coupon

Please make check payable to:

Duke Energy Progress
 PO Box 602874
 Charlotte NC 28260-2874

ACH Instructions:

Wells Fargo - Progress
 121000248
 Duke Energy Progress
 002062660000020

Invoice Number:

N4249202701

Corporation Code:

50126

Please Pay By:

10/30/2021

Customer ID:

000177360

Total Amount Due:

\$18,618.00

Fed Tax ID # 56-2155481

WEAVERS POND DEVELOPMENT
 WEAVERS POND DEVELOPMENT
 4020 WAKE FOREST RD SUITE 102F
 DAVID BERRY
 RALEIGH NC 27609

Amount Enclosed



ZEBULON
NORTH CAROLINA

Town of Zebulon
1003 N. ARENDELL AVENUE
ZEBULON, NC 27597
(919)823-1806

INVOICE #

23-00203

YOU CAN PAY ONLINE BY CREDIT/DEBIT/ACH:
WWW.EDMUNDSGOVPAY.COM/ZEBULON
YOU WILL NEED YOUR ACCOUNT ID AND PIN

ACCOUNT ID: WEAVE010 PIN: 868575
INVOICE DATE: 12/28/22
DUE DATE: 01/27/23

PAID

JAN 10 2023

RC CK# 7156

WEAVER'S POND DEVELOPMENT CO.
4020 WAKE FOREST RD STE 102F
RALEIGH, NC 27609

QUANTITY/UNIT	SERVICE ID	DESCRIPTION	UNIT PRICE	AMOUNT
WEAVERS RIDGE FINAL PLAT FEES				
4530.0000/LF	STREETCU	Streets/Curb/Gutter Constr Ins WEAVERS RIDGE FINAL PLAT FEES	2.750000	12,457.50
9060.0000/LF	SIDEWALK	Sidewalk Construction Inspecti WEAVERS RIDGE FINAL PLAT FEES	1.100000	9,966.00
4221.0000/LF	STORMMAP	STORMWATER MAPPING FEES WEAVERS RIDGE FINAL PLAT FEES	1.650000	6,964.65
4221.0000/LF	STORMDRA	Storm Drainage Constr. Inspect WEAVERS RIDGE FINAL PLAT FEES	1.100000	4,643.10
55.0000	TRANSPOR	Transportation Impact Fee WEAVERS RIDGE FINAL PLAT FEES	1,200.540000	66,029.70
122.0000	TRANSPOR	Transportation Impact Fee WEAVERS RIDGE FINAL PLAT FEES	612.040000	74,668.88
177.0000	RECIMPSF	RECREATION IMPACT FEE - SINGLE WEAVERS RIDGE FINAL PLAT FEES	3,000.000000	531,000.00
1.0000	MAJORSUB	MAJOR SUBDIVISION FINAL PLAT WEAVERS RIDGE FINAL PLAT FEES	300.000000	300.00
185.0000/LOT	PLAT PER	MAJ SUBDIVISION PLAT FEE/LOT WEAVERS RIDGE FINAL PLAT FEES	10.000000	1,850.00
TOTAL DUE:				<u>\$ 707,879.83</u>

PAYMENT COUPON - PLEASE DETACH AND RETURN THIS PORTION ALONG WITH YOUR PAYMENT

Town of Zebulon
1003 N. ARENDELL AVENUE
ZEBULON, NC 27597
(919)823-1806

INVOICE #: 23-00203
DESCRIPTION: WEAVERS RIDGE FINAL PLAT FEES
ACCOUNT ID: WEAVE010 PIN: 868575
DUE DATE: 01/27/23
TOTAL DUE: \$ 707,879.83

WEAVER'S POND DEVELOPMENT CO.
4020 WAKE FOREST RD STE 102F
RALEIGH, NC 27609





Public Utilities Department
Notification of Conditional Acceptance
for Water and Wastewater Infrastructure

*WLF
12/29/22*

Project Name: WEAVER'S RIDGE

Project Phase: PHASE 1, 2 AND 3

Permit Number(s): W - 3708
S - 4619

The City of Raleigh Public Utilities Department has completed field inspections and testing on the water and/or wastewater infrastructure associated with the development project/phase referenced above. Installation meets CORPUD specifications and the infrastructure is available for use. This preliminary acceptance is conditional on a final review of digital as-built data, project records and other submitted documentation. Formal notification of acceptance is pending and will be provided on successful completion of the conditional review.

Inspector Name: MICHAEL R. FOWLER, SR.

Date: 12 / 12 / 2022

Notes:
FINAL / SIGNED ACCEPTANCE LETTER TO FOLLOW

Notes on Project Phasing: City of Raleigh Public Utility Department (CORPUD) acceptance occurs after water and sewer infrastructure in an approved phase is installed, inspected/tested and the required supporting documentation has been received. Phases of construction must extend from and/or connect to existing (or concurrently accepted) infrastructure to be considered for acceptance. Acceptance boundaries are defined by the limits identified in the CORPUD approved utility phasing plan(s). Acceptance of unapproved sub-phases and/or partially complete phases will not be considered. Additional information can be found in the CORPUD Handbook at

RESOLUTION 2023-19
ACCEPTING ROADWAY, AND STORM DRAINAGE
INFRASTRUCTURE FOR WEAVERS RIDGE 1,2, & 3

WHEREAS, PRF Properties, LLC the developers of Weavers Ridge Phase 1, 2, & 3 requests the Town of Zebulon assume ownership and maintenance of the roadway and storm drainage infrastructure within the public right-of-way or dedicated easements of Weavers Ridge 1,2, &3 consisting of 4,221 linear feet (LF) of drainage infrastructure, and 4,530 LF of roadway:

- 1570 LF Weavers Trace Drove
- 710 LF Ridge Cliff Lane
- 480 LF Sweet Woodruff Drive
- 570 LF Windmill Palm Drive
- 800 LF Green Gable Drive
- 400 LF Wild Petal Court

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

WHEREAS, PRF Properties, LLC has completed all punch list tasks; and

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

WHEREAS, the Town of Zebulon has received a Letter of Credit from North State Bank for completion of final asphalt roadway overlay, greenway, five-foot sidewalk, access ramps, amenities, SCM conversion, Mail Kiosks, signage, and striping; and

WHEREAS, the Town of Zebulon may accept an offer of dedication of streets, sidewalks, curb and gutter, and storm drainage by resolution of the Board of Commissioners per the Town of Zebulon Uniform Development Ordinance section 6.4.1 and 6.10.4.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Town of Zebulon accepts dedication of the aforementioned roadway, sidewalks and storm drainage infrastructure.


Adopted this 16th day of February 2023.

Glenn L. York – Mayor

SEAL

Lisa M. Markland, CMC - Town Clerk

STAFF REPORT
ORDER APPROVING SUP 2023-02
STORAGE MAX
FEBRUARY 16, 2023

Topic: Order Approving SUP 2023-02, STORAGE MAX
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 must adopt a written order reflective of their quasi-judicial decisions. The Order Approving Special Use Permit for SUP 2023-02 reflects Board action taken on December 5, 2022.

Background:

At their Regular Meeting on December 5, 2022, the Board of Commissioners held a quasi-judicial hearing regarding a request for a self-storage facility (interior and exterior access) at 901 Proctor Street. Following the hearing, the Board deliberated the evidence against the standards of UDO Section 2.2.18.F. and voted 5-0 to approve the requested Special Use Permit finding that standards were met.

State Statutes (§160D-406(j)) require, "Each quasi-judicial decision shall be reduced to writing, reflect the board's determination of contested facts and their application to the applicable standards, and be approved by the board and signed by the chair or other duly authorized member of the board." The attached Order (Attachment 1) was prepared by the Town Attorney to satisfy that requirement.

Discussion:

The discussion before the board is to determine if the attached Order reflects the decision of the Board, and to take action to approve or not approve the Order as presented.

Policy Analysis:

An Order reflective of the Board's decision for a quasi-judicial request is a requirement of NCGS 160D-604.

Financial Analysis:

A financial analysis is not applicable for consideration of an order based on a past quasi-judicial decision.

Staff Recommendation:

Staff Recommends consideration of the attached Order for approval.

Attachments:

1. Order Approving SUP 2023-02

ORDER GRANTING SPECIAL USE PERMIT

Case #: SUP-2023-02

Date of Approval: December 5, 2022

Applicant: James Todd, Smith Anderson Law Firm

Owner: Twin Agri-Services, Inc.

Property Location: 901 Proctor Street

Tax PIN: 2706217463

Property Size: 6.50 acres

Development Name: Storage Max/Storage Family LLC

Existing Zoning: Heavy Commercial (HC)

Requested Action: Approval of a Special Use Permit for location and operation of a Self-Service Storage Facility, Internal Access Only

The Town of Zebulon Board of Commissioners held an evidentiary hearing on Monday, November 7, 2022 to gather competent, material, and substantial evidence in order to make findings for a quasi-judicial decision regarding a special use permit application. Following the November 7, 2022 evidentiary hearing, the Board of Commissioners continued the public hearing and deliberation of evidence until its next regular meeting on December 5, 2022. Having considered the evidence and testimony provided at the evidentiary hearing and entered into the record at the evidentiary hearing, the Town of Zebulon Board of Commissioners considered the request based on the following provisions as set forth in UDO Section 2.2.18.F, which states that a special use [permit] shall be approved upon a determination that the special use:

- Finding 1: Will not materially endanger the public health or safety if located where proposed;
- Finding 2: Complies with all required standards, conditions, and specifications of this Ordinance, including Article 4: Uses;
- Finding 3: Will not substantially injure the value of the abutting land, or the special use is a public necessity;
- Finding 4: Will be in harmony with the area in which it is to be located;
- Finding 5: Is in general conformity with the Town’s adopted policy guidance; and
- Finding 6: Includes a concept plan that accurately depicts the proposed use’s configuration.

After hearing the evidence presented before it, the Town of Zebulon Board of Commissioners discussed the evidence submitted and whether it supported each finding. The Board of Commissioners determined the witness testimony and written record satisfied Findings 1, 3, 4, and 5. The Board of Commissioners questioned whether the evidence satisfied Finding 2, which particularly focused on the façade treatment of the smaller building located to the southwest side of the property containing garage doors, and whether the proposed façade treatment satisfied the requirements of the Unified Development Ordinance. The Board of Commissioners discussed changes that could be made to the façade treatment that would bring it into compliance with the Unified Development Ordinance, including brick treatment on its columns and door colors consistent with colors used elsewhere within the development.

Upon motion and second, the Board of Commissioners voted 5-0 to approve the Special Use Permit application as the Board determined the evidence submitted satisfied each of the required Finding(s) of Fact, with the following conditions:

- (1) Brick on dividers between garage doors on Building #2
- (2) Alternating colors of paired garage doors using same color palette as other building, subject to staff approval.

Therefore, based on the Board of Commissioners' determination that the evidence submitted satisfied each of the required Finding(s) of Fact, the request for the special use permit is granted.

Glenn L. York - Mayor

February 16, 2023
Date

Topic: Special Event Standards

Speaker: Sheila Long, Parks and Recreation Director
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 updates to the Special Event Standards.

Background:

At the August Work Session, the Board received an early working draft of the Special Event Standards and participated in discussion to help shape the final documents. Based on discussion from the Work Session, updates were made to the document and a legal review was conducted.

The Board was provided with the final draft at their October Regular Meeting. The Board adopted the Special Event Standards at the November Work Session and requested to revisit the standards in January 2023. At the January Work Session, the Board indicated a desire to address the following:

- Revise the standards to allow consideration by the Board to authorize consumption & distribution of liquor on town property.
- Provide more guidance for parades and consider limitations on routes that impact major thoroughfares.

More guidance on parades will take more time to study and propose. Language has been added to limit impact on major roads; however, additional review and consideration will be brought to the Board at a later date.

Discussion:

The discussion before the Board of Commissioners is to consider adopting revisions to the Special Event Standards.

Policy Analysis:

The Special Event Standards are consistent with the Town's Strategic Plan. The Board requested all policy revisions be placed as discussion items per their Rules of Procedure.

Financial Analysis:

The Board has adopted a fee schedule to support the Special Event Standards. Fees are evaluated annually during the budget cycle and as needed.

Staff Recommendation:

Staff recommends adoption of the Special Event Standards subject to any final edits and corrections included by Board motion.

Attachments:

1. Updated Special Event Standards

Special Event Standards

Who Needs a Special Event Permit?

Special Event Permits are required for events that use public spaces and buildings, such as roads, greenways, alleys, and the Zebulon Municipal Complex. Events contained to private property do not require a Special Event Permit. The use of town parks requires a Use Permit from the Town and would require coordination with the Parks and Recreation Department and/or the Special Events Committee. Use of picnic shelters, athletic facilities and the Community Center will follow the corresponding facility use policies adopted by the Board of Commissioners.

Application

An application must be submitted to the Town of Zebulon to seek authorization to host a special event. Applications must be completed in their entirety and the application fee must be paid before an application can be submitted for review. Once applications are received, staff will review the event and contact the event planners to set up a time to discuss the event further. Following application review by the Special Events Committee, applications must be approved by the Board of Commissioners.

APPLICATION FEES ARE NON-REFUNDABLE. APPLYING FOR AN EVENT DOES NOT GUARANTEE THAT YOUR EVENT WILL BE APPROVED. The Town of Zebulon assumes no liability if an event is not approved — Selling tickets, advertising, gaining sponsorship and other activities done prior to event approval is done at the risk of the event planners.

Role of the Special Events Committee

It is the Town's goal to enhance the quality of life and economic prosperity of Zebulon through the support of special events while balancing the needs of the residents and business owners affected by these events. The Special Events Committee is responsible for:

- processing applications,
- receiving event feedback from citizens,
- reviewing event requests for compliance with Town Code, the Town's Special Event Policy, and other relevant policies,
- serving as a liaison between event planners, Town departments, and partner agencies throughout the permit process and during events.
- preparing documents for Board of Commissioners consideration

The Special Events Committee consists of at least 1 representative from the following departments: Planning, Fire, Police, Public Works, and the Parks and Recreation Department. The committee chair is assigned by the Town Manager.

Role of Event Planners

Event planners should be responsive to correspondence from the Special Events Committee and must submit all required items by their deadlines. Communication between the organizer and the Special Events Committee is critical before, during, and after the event to ensure a smooth permitting process and a successful event. All special events are subject to the conditions outlined in the Special Event Permit and it is the organizer's responsibility to ensure compliance. Event planners are responsible for planning and implementation of their event.

Definitions

Parades, Races, and Walks are organized activities following a set course that involve full or partial closure of Town streets, sidewalks, or greenways.

General Events are organized activities that have a stationary footprint requiring the closure of streets, public spaces or alleys, often involving amplified noise/sound, food, beverage, merchandise, or other entertainment. Examples include festivals, markets, and ceremonies.

General Events fall into three tiers based on impact and size:

- **General Event Tier I:**
Greater impact on the community, which may involve the closure of multiple town blocks, closure that inconveniences numerous residents or establishments; excessive noise/sound; attendance of 500 or more people; and significant event infrastructure that requires inspection and permitting by the Zebulon Fire Department's Fire Marshal.
- **General Event Tier II:**
Low-impact events that close only one town block and/or an off-street venue such as alleys; have fewer than 500 total attendees; affect a minimal number of residents or establishments; and has no significant event infrastructure.
 - Event cannot include or require any of the following:
 - Event attendance of more than 500 people
 - Tents over 1800 square feet or inflatable structures over 400 square feet
 - Fireworks, pyrotechnics, open flame performances, or bonfires
 - Special amusement buildings or rides
 - Amplified sounds beyond the use of small speakers
 - Closure of more than one town block
- **General Event Tier III:**
Minimal-impact events that take place in off-street venues and do not close roads; have fewer than 200 total attendees; affect a minimal number of residents or establishments; and have no significant event infrastructure.
 - Event cannot include or require any of the following:
 - Closure of the public right-of-way
 - Event attendance of more than 200 people
 - Tents over 1800 square feet or inflatable structures over 400 square feet
 - Fireworks, pyrotechnics, open flame performances, or bonfires
 - Special amusement buildings or rides
 - Amplified sounds beyond the use of small speakers
 - Note: There is no special event application or permit fees for Tier III events. However, fees to other departments (e.g., Zebulon Police, Fire, etc.) still apply. Facility Use fees identified by the Board of Commissioners will apply.

Not sure what type of event you're hosting?

Contact us before proceeding any further! We will help you identify what type of event you are requesting, and we can advise as to which fees may apply. We are happy to help you with this in advance.

Application and Permit Deadlines and Fees

An application is not considered a complete application until both the application form and the non-refundable application fee has been received. Permit fees are collected upon an event's approval and are refundable up to 30 days prior to the event. Permit fees should be paid within 30 days of Board of Commissioners approval.

Refunds must be requested in writing and will be 75% of collected permit fees. There is no reimbursement of permit fees if an event is cancelled by the applicant within 30 days of the event date. Fees may be transferable towards future event permits if the event is cancelled due to inclement weather or other emergency situations, which will be determined at the discretion of the Special Events Committee. Application and late fees are non-refundable.

Event Type	Application Fee	Permit Fee	Late Fee
Parade	\$100	\$100	\$250, applications will not be accepted after 1 week following the application deadline.
Walk/Race 5K and under	\$100	\$100	
Race Over 5K	\$100	\$100	
General Event Tier I	\$100	\$250	
General Event Tier II	\$100	\$100	
General Event Tier III	N/A	N/A	
Municipal Complex	\$25	Rental Fee payment in full	

Deadlines are the minimum required time for Town consideration of a request. Event planners must consider the time they need to plan and implement a successful event after the Board of Commissioners approves the Special Event. Event planners should contact Town staff as soon as possible to initiate an application. Event planners should also consider the Board's regular meeting schedule where requests are considered for authorization. The Board will consider Special Event requests on a quarterly basis during a regular Board meeting. Regular Board meetings are typically held on the First Monday of the month. These requests will be considered as follows:

Review Cycle	Board of Commissioners Meeting	Proposed Event Day	Material Due for Agenda Development	Event Application Due Staff Review
1	February	May or After	Due three weeks prior to the scheduled Board Meeting.	Due seven weeks prior to the regular scheduled Board Meeting.
2	May	August or After		
3	August	November or After		
4	November	February or After		

Events will be reviewed and considered up to a year in advance. It is the Board's goal to transition consideration to a bi-annual submission cycle by Fiscal Year 2025.

Fees and deadlines are subject to change through the Board adopted fee schedule or other Board action.

Venue Rental, Staff, and Equipment Fees

Fees applicable to Special Events are identified in the Board of Commissioners adopted fee schedule.

Additional Expenses and Service Fees

Pricing structures of listed agencies are outlined for the convenience of the event planners and are subject to change. Event planners are responsible for identifying and paying any necessary fees to agencies in addition to the Town of Zebulon. This list reflects common event expenses and is not inclusive of all charges a special event may incur. It is the event planners' responsibility to provide barricading, tents, and other event infrastructure needs. Refund policies vary.

Other Expenses	Cost	Agency
Off-Duty Police Officers	\$40 per hour, per officer \$75 Holiday per hour, per officer	Zebulon Police Department
Utilities Set-Up	Varies	Zebulon Public Works
Solid Waste Services Clean-Up	Varies	GFL
Alcohol Permit	Varies	ABC Commission
Temporary Food Establishment	\$75	Wake County
Insurance	Varies	Insurance Provider
Barricades and Portable Toilets	Varies	Varies
Notification Materials	Varies	USPS or Other

Facility Use, Services, & Equipment Invoice Payment Due Dates

Event planners receive a Special Event Services Invoice for all Town-related costs such as facility use, services, and equipment, associated with their event. Invoice payments are due by the deadlines listed below. *Or within 30 days of event approval, not to be less than.*

Event Type	Invoice Payment Due
Parade	4 weeks prior to event date
Walk/Race 5K and under	
Race Over 5K	
General Event Tier I	
General Event Tier II	2 weeks prior to event date
General Event Tier III	
Municipal Complex Rentals/Events	Within 5 business days of authorization from the Board of Commissioners.

Cancellations initiated by the applicant more than 30 days prior to the event date shall be granted a refund of paid facility use, service and equipment fees and any deposits minus a \$25 administration fee. Cancellations initiated by the applicant within 30 days of the scheduled event shall be granted a refund of any paid deposits and 50% of the total facility use, service and equipment fee. Cancellations initiated by applicant less than 48 hours prior to a reservation shall be granted a refund of only any security deposit paid. There will be no refund of fees if cancellation occurs less than 48 hours prior to any scheduled event.

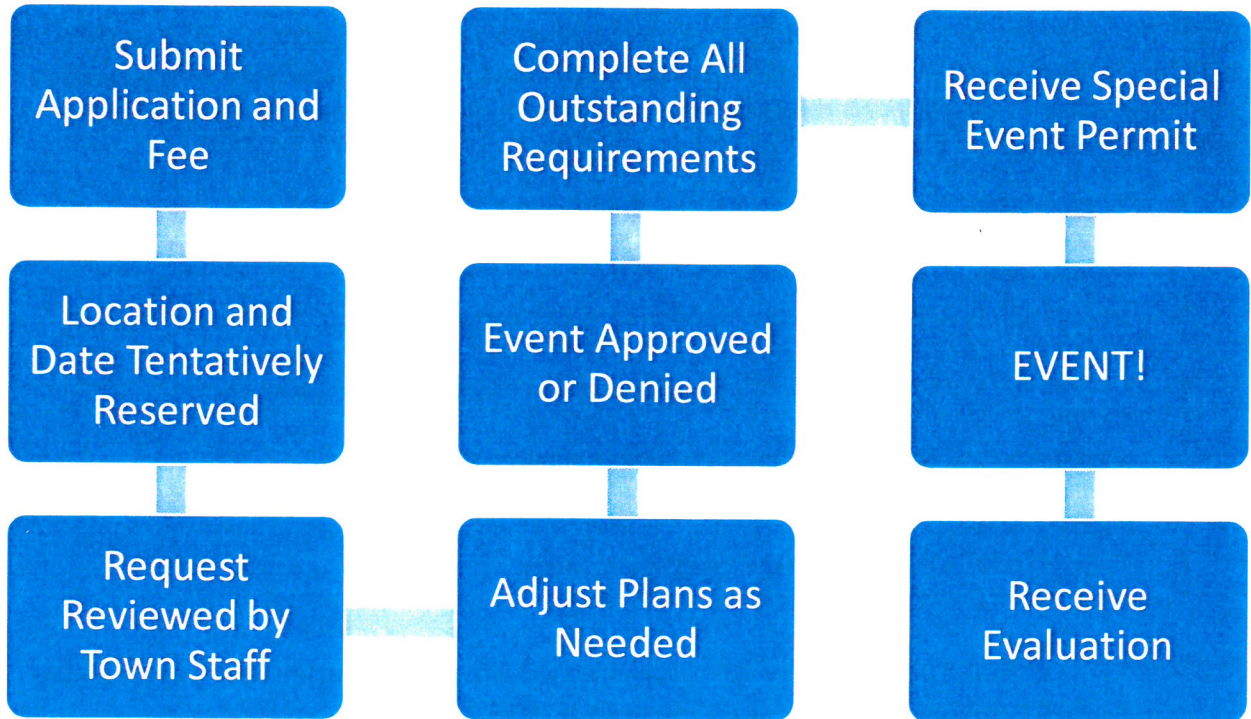
Application Review & Permit Process

Following the submission of a complete application, staff will contact you with updates and requests to facilitate the process for Board of Commissioners consideration. There will be coordination with multiple Town departments and other agencies to assess the needs of your event and to determine

town resources required for the event and identify conditions or other considerations that will be needed for the Town to support the event.

The Board of Commissioners will consider applications for any event covered by this policy, any street closures, and the consumption of alcohol on public property and right of way.

Depending on the scale of your event, the process can take up to several months to complete, which is one of the reasons why it is critical that you meet the corresponding application deadlines.



Staff Review Considerations

The Town of Zebulon staff will consider the following when evaluating and advising the Board of Commissioners regarding Special Event requests:

1. The nature of the event and how it can serve the Town of Zebulon and its residents.
2. The dates and times during which the proposed event will occur including setup and breakdown time.
3. The location(s) of the Special Event and whether the location(s) inhibit the safe flow of vehicular and pedestrian traffic in the Town.
4. Whether the activities are in compliance with other applicable laws and Town ordinances.
5. Whether the event serves a public purpose or is to benefit non-profit community service organizations.
6. The general health, safety and welfare of the participants in/or attending the event and the citizens of Zebulon.
7. The impact and /or cost of the event on Town support services.
8. The frequency of the event or similar event(s).

9. If alcohol will be served.

Staff will produce the results of their evaluation, requirement/availability of town resources, and recommended terms of approval for Board of Commissioners consideration.

Applications that are incomplete or seek approval of activities outside the scope of this policy will not be submitted to the Board of Commissioners. Event planners who are unresponsive during the review process may find their review period delayed.

Board of Commissioners Considerations for Event Authorization

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

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

The Board of Commissioners has the discretion to deny any event if it is not in the best interest of the Town or will create an undue burden on a particular geographic area.

Criteria for Reduced Fee Consideration

The Town encourages development of public events by private organizations and recognizes that to support such efforts, financial support may be requested to offset costs of Town fees. The Board of Commissioners will review fee reduction requests on a case by case basis. Reduction and/or waiver of fees is not guaranteed and is at the discretion of the Board.

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

1. The requesting applicant must represent a non-profit organization as defined by state or federal tax law.
2. Priority will be given to Zebulon based groups / chapters / organizations.
3. The proposed event is community focused and / or recreational in nature.
4. The proposed event is open to the general public.

5. The proposed event has been planned to facilitate a positive impact to the community.
6. The proposed event meets the town's strategic plan.

The Board of Commissioners' goal is to help events get started and, as they grow over time, to become self-sustainable. Repeat reduced or waived fees should not be expected, though, previous Town-approved events may still be considered for reduced or waived fees.

To request a fee waiver the applicant should submit a letter with a detailed explanation of how the event will benefit Town of Zebulon residents directly. The letter should also specifically state the requested needs from the Town.

Conditions of Reduced Fee

Event planners should understand and agree to the following if requested:

1. Where booth or vendor spaces are part of the event, the applicant shall provide, at no cost, one booth space (or the equivalent thereof), at a mutually agreeable location at the event for the use by the Town of Zebulon as determined by the Town.
2. The Board of Commissioners may request the group or organization include in all publications, including print, video, television and radio, that the event is co-sponsored by the Town of Zebulon. Any expense associated with this recognition shall be borne by the applicant and approved at least 30 days in advance by the Town.
3. The Board of Commissioners may request the Town of Zebulon be given name, logo and banner representation in tandem with the sponsors name, logo and banner representation. Any expense associated with that representation shall be borne by the applicant.
4. Applicant will provide clear spoken recognition of the Town of Zebulon and its contribution at any events or functions utilizing live entertainment or speakers. Any expense associated with that representation shall be borne by the applicant.
5. Applicant will provide for the Town of Zebulon an end of the event summary no less than 30 days after the event. Any expense associated with that representation shall be borne by the applicant. The summary should include:
 - a. Results of the event
 - b. How goals of the event were met
 - c. Two examples of marketing.

Reservations & Limitations

Reservation Policy

New events reserve dates and locations on a first-come, first-serve basis. Your date will be tentatively held once the Special Events Committee has received a completed application and application fee.

New event planners should contact us before applying to ensure their preferred date and location is available.

Annual events that receive a satisfactory evaluation have the priority to reserve the same annual date through a Letter of Intent. Event planners are invited to submit this letter immediately after receiving their evaluation for the current year's event. Failure to submit a Letter of Intent within two weeks will open that date or location up to other interested parties. Please note, annual events will need to submit a complete application annually for Board of Commissioners approval.

Limitations on **Parade**, Race and Walk Events

Zebulon is proud to assist with parades, races and walks which promote a healthy lifestyle and support many great causes. To manage the impacts to traffic flow and access to local neighborhoods, the following limitations have been placed on all **parades**, races and walks hosted within the Town:

- No new **parades**, races or walks may host an event in high-impact areas of the Town where road closures are required unless otherwise recommended by the Zebulon Police Chief.
- **Parades**, races and walks that impact the same geographic area cannot be held on the same or consecutive weekends.
- Town-wide, there can be no more than one **parade**, race or walk per weekend.

The following minimum requirements will be applied to parades operating in Zebulon:

- All entries must be lined up by the designated time. Late arrivals will not be permitted to participate.
- Dance groups, bands and other pedestrian entries must keep moving, with no stopping for performances unless specified performance locations are indicated.
- Any motorized vehicle (ATVs and motorcycles included) must adhere to traditional traffic laws. No burning tires, revving engines, playing excessively loud music, or driving in an erratic manner. Participants must ride side by side in sets of two. ATVs/motorbikes should remain in a group of no more than 15 separated by other parade entries.
- Candy may not be thrown from any moving vehicles or horses as it poses a danger to children seeking to collect candy. Candy may only be passed out by walkers along the parade route.
- Participants may not be dropped off or picked up throughout the parade route. Participants should only stage and disburse from the designated area agreed upon by the Licensee and the Zebulon Police Department.
- The applicant must include their plan to enforce guidelines throughout the parade route with the submission of a plan of action 2 weeks prior to the event.
- All horse manure must be removed by the licensee throughout the event. The Licensee must provide the Town with its plan to conduct manure removal two weeks prior to the event. This plan must be approved by the Public Works Department and the Police Department.
- Float vehicles shall be properly registered and insured according to the laws of the State of North Carolina or of the state of registration. The event organizer must verify inspection, registration, and insurance before a vehicle may participate in the parade.
- Drivers shall maintain a speed of no more than walking speed when the float is occupied. Drivers shall alert float riders upon stopping and starting the vehicle.
- Drivers shall maintain a space of 30 feet between parade entries to permit safe, smooth, steady stopping. Parade pacers shall be stationed at various points along the parade route to monitor and assist with pacing. Drivers agree to adhere to the parade pacers' directions.
- Cell phones shall not be used by those operating moving vehicles during the parade.

Balloon & Paper Lantern Releases

Balloon & paper lantern releases have a negative impact on the environment and such activities will not be authorized for events approved by the Town.

Municipal Complex

Events, including set up and clean up, may take place only on Friday between the hours of 6:00 o'clock pm to 11:00 o'clock pm (with Board approval) and Saturday or Sunday between the hours of 6:00 o'clock am to 11:00 o'clock pm. The Board may grant early access to the applicant to set up for the event.

Use of the Complex shall be limited to the Complex grounds and, if approved by the Board of Commissioners, designated restroom facilities inside the Town Hall. The Board of Commissioners may require outdoor toilet facilities be provided at the applicant's cost. Adequate supervision must be provided for any indoor use, which must be provided by professional security officers, Town employees or Town officials.

The Town shall charge a fee for the use of the Complex pursuant to a fee schedule adopted by the Town. This policy and rental rates can be changed at any time, without notice, by the Board of Commissioners.

Use of the Complex shall be limited to one (1) event per month, provided the Board of Commissioners may approve more than one (1) under some circumstances. Applications shall be considered on a first come, first serve basis.

Other governmental entities may have use of the Complex as deemed appropriate by the Town Manager. Governmental entities mean federal, state or municipal entities and subdivisions of the same, including use by public officials for purposes other than campaigning. Group tours conducted by Town employees or Town officials are not prohibited nor regulated by this policy.

Alleyways

Use of downtown alleyways is encouraged. Small scale free experiences such as a meet up or story time that have a duration of less than one hour, free to the public, require no impact to vehicular traffic, require no amplification of sound, and will not impede safe pedestrian access through the alley may be scheduled with the Special Events Committee and will not require Board of Commissioners approval. Fees may be applied per the fee schedule. Other events will require Board of Commissioners approval.

EVENT INFRASTRUCTURE

Closure of Town Streets

The temporary closure of Town streets for an event is handled by the Zebulon Police Department and the Public Works Department. If granted, a street closure gives the event planners use of the streets and sidewalks within the areas designated by the Special Event Permit. Typically, this will also include access to all public parking spaces within the closed street. To manage the impacts to traffic flow and access to local businesses and neighborhoods, the Board will consider such impacts so that the benefits of events do not become a continuous burden on businesses and residents.

Closure of NCDOT Streets

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

Amplified Sound

The temporary waiver of Town sound ordinances for an event is handled by the Zebulon Police Department. If granted, a sound ordinance waiver gives the event planner permission to use amplified

noise within the areas designated by the Special Event Permit. Event planners should be mindful of the impacts of the sound on the surrounding neighborhoods. The Town reserves the right to revoke the amplified sound variance or impose decibel limits at any time.

Food

The sale or preparation of food at a special event may require a Temporary Food Establishment (TFE) permit from the Wake County Environmental Services (WCES) Department. The event planner is solely responsible for ensuring any food vendors meet any state or local permits related to preparation and distribution of food. Please note: Wake County requires 15 days notice prior to an event for a Temporary Food Establishment permit.

Waste Management Plan

Event spaces must be thoroughly cleaned during and following each event at the expense of the event planners. It is imperative that event planners have a detailed plan of how they intend to manage and dispose of trash and recyclables, and a general plan to not only clean up after the event, but to ensure a clean space throughout the duration of the event. Event planners may use volunteers, professional cleaning or contracted companies for these services, but all materials must be removed completely from the site and all trash and recycling receptacles must be emptied immediately after the end of the event. Event planners must submit a detailed plan with their application to address waste, trash and recyclables at the time of application and work in coordination with Zebulon Public Works. Existing onsite trash receptacles may not be used for special event waste. Space must be returned to its pre-event state.

Restrooms

Event planners are required to provide restroom facilities for participants and attendees, with at least 5% (and at least one) being ADA compliant. The minimum requirement is one toilet per every 300 attendees. Event planners can meet this minimum either by renting portable toilets or by attaining written permission to use the facilities of adjacent businesses. Portable toilets may only be placed in agreed-upon designated areas.

Fire Department Permits

Tents, Inflatables, and Flame-Related Activities

Your event will require a Fire Department Permit if it involves:

- A tent over 800 square feet
- Any inflatable that persons will enter, such as a bouncy house, that is over 400 square feet in size or that requires constant motorized inflation
- An amusement building, such as a fun house or haunted house
- Fireworks displays
- Pyrotechnics or fire performances
- Bonfires, luminaries, or any other use of open flame (sky lanterns are always prohibited)

The NC Fire Prevention Code (NCSFC) requires tents, canopies, and other membrane structures of a certain size and configuration to be evaluated for safety and a permit issued prior to the event. Compliance with NCSFC is the applicant's full responsibility. Permits are issued by the Town of Zebulon Fire Department. The Special Events Committee will work with you to coordinate these services.

Festivals, Carnivals, and Exhibits

The following types of events may require a Fire Department Inspection:

- Exhibits or trade shows (events that showcase products or services)
- Street Festivals or carnivals (large public entertainment events, which may include performances, tents, rides, amusement structures, animals, etc.)

An inspection requirement will be determined on a case-by-case basis by the Zebulon Fire Department.

ALCOHOL

Alcohol on Town Property

If your event will involve the possession or consumption of alcoholic beverages on Town property, regardless of whether it is being sold, given away, or supplied by attendees, you will require a Town ordinance waiver. If granted, an alcohol waiver gives the event participants permission to possess and consume ~~beer or wine~~ alcohol within the areas designated by the Special Event Permit. ~~Note that the sale of liquor will not be allowed on public streets or in any permittable Town venue, and~~ Event organizers and patrons must remain in compliance with all local and state laws. Having alcohol at your event may result in additional insurance and security requirements.

ABC Permit Requirements

An event will require an alcohol permit if the event involves the sale of alcohol in any capacity, including providing complimentary alcohol only to ticketed or registered participants and similar arrangements.

Alcohol permits are controlled and issued by the North Carolina Alcoholic Beverage Control (ABC) Commission. More information on ABC alcohol permit requirements can be found on the ABC website or by phone at 919-779-0700. Event planners are responsible for all aspects of their alcohol permit, and they should ensure that patrons comply with relevant policies. Failure to comply can result in the revocation of the permit or the issuance of citations to the event planners and/or patrons.

The ABC Commission's current deadlines require that a completed application be submitted to the Zebulon Police Department at least 21 days prior to the event. The issued Special Event Permit must be included in this application. This means that you must meet all Special Events Committee requirements prior to this 21-day deadline, so that you will have your Special Event Permit to submit with your ABC application materials.

Attaining an ABC Permit can be a complex process. It is crucial to plan ahead and coordinate with the Special Events Committee to ensure that this process runs as smoothly as possible. ABC deadlines and requirements are subject to change and are not controlled in any way by the Town of Zebulon.

EVENT SAFETY

Safety Barricades

Events involving the closure or obstruction of a public street will require safety barricades, variable message boards, and/or hiring sworn law enforcement officers. The number, type and placement of barricades is determined by the Zebulon Police Department and Zebulon Public Works. This is a critical measure and is strictly enforced to help ensure public health and safety at special events. Event planners are responsible for providing barricades for their event. The Town can provide information about rental options if needed. Town staff reserves the right to require additional safety measures to protect the public and drivers based on the event and location. Safety barricades must meet NCDOT road closure standards.

Emergency Action Plan

All events are required to submit an Emergency Action Plan (EAP) during the permitting process. This plan should identify emergency access, crowd managers, emergency notification methods, and how organizers will deal with emergencies. Town personnel will review each plan and make recommendations. The purpose of this EAP is to outline the plan for crisis management at your event and to communicate this plan to Town officials. Town staff will review each plan and make recommendations as needed. These guidelines were created to help event planners understand what information should be considered when creating an EAP for a special event. Failure to submit an EAP 30 days prior to the event may result in cancellation of the event. A daily penalty of \$25 per day will be issued for failure to submit an EAP on time. The fine must be paid at the submission of the EAP.

GENERAL CONSIDERATIONS

When creating an EAP, please address all of the following considerations:

1. Who will serve as the EAP representative and point-of-contact at your event?
2. Will there be on-site medical care? If yes, provide details and contact information.
3. Will there be on-site security? If yes, provide details and contact information.
4. How will you broadcast emergency information to your vendors and event attendees, both before and during your event?
5. How do you plan to evacuate people from your event footprint in the case of emergency? Where are the emergency exits?
6. If evacuation is not possible, what is your plan to shelter in place?
7. How do you plan to ensure emergency vehicle access at this event?
8. How are you planning to monitor weather conditions and what will be your protocol for a weather-related event cancellation?
9. Are there any special hazards at this event? If yes, list them and explain how you are managing these hazards, including a list of all relevant safety equipment that will be present at event.
10. As needed, provide additional contact information and special roles for anyone involved with emergency management at this event, such as crowd managers, additional event managers, security supervisors, etc.

LARGE-SCALE EVENTS

For major events that will draw large crowds, or for any otherwise high-risk events, event planners will need to create an extensive EAP. These guidelines may not cover all the necessary components for such an event. Please contact the Special Events Committee if you need assistance creating a comprehensive EAP for your large-scale event and we will provide you with a template.

Weather Conditions

It is the responsibility of the event planners to track and monitor the weather and ultimately make the call on the potential cancellation of an event. The only exception to this is in times of a major crisis or an occurrence that is a direct threat to public health and safety, in which case Town staff reserves the right to cancel the event.

Security/ Off-Duty Officers

Zebulon Police Officers are the most common and preferred method of security at special events in the Town. During the event permitting process, the Zebulon Police Department (ZPD) will review each application and provide recommendations on the number of officers or other security needed for your event. To hire off-duty officers, the event planners will need to complete a contract with ZPD. Contracts

are due to ZPD no later than four weeks prior to the event. ZPD reserves the right to require hiring off-duty law enforcement officers from a partnering agency and/or private security.

PUBLIC NOTIFICATION

Event Planners must notify all affected community members (including residents, businesses, schools, and places of worship) about their event, associated road closures, and other impacts. Any establishment that will be blocked, detoured, or heavily inconvenienced must be notified. Neighborhood partnerships and homeowner associations must also be notified when applicable.

Each notification must include the following:

- Header reading “Official Notice: Special Event Road Closure”
- Name of Event
- Sponsoring Organization(s)
- Date and time of event
- Description of road closures (locations and times)
- Description of event
- Noise impacts, such as music or fireworks including timeframe
- Name, email address, and phone number of event planners
- Website associated with event
- Event Feedback QR code or Link

Approved Notification Methods

- **Option 1: Mailed Postcards:** Event planners may mail bright yellow postcards detailing event information to all affected community members. Instructions for Mailed Notifications are provided in the appendix.
- **Option 2: Individualized Establishment Notification:** Event planners may individually contact affected community members in person, over the phone, or via email and submit their tracked interactions to the Special Events Committee using the Establishment Notification Form, which is included in the appendix.
- **Option 3: Apartment or Business Complex Notification:** Event planners may coordinate with property managers to alert all tenants of a large complex via the preferred communication method of the complex. Proof of this alternate form of notification must be submitted to the Special Events Committee.

Event Organizers may use a combination of the above methods of notification or may submit a suggested alternate notification plan to the Special Events Committee in advance, which may be approved, modified, or denied.

The Planning Department can assist the organization by providing a list of affected addresses.

Public Notification Due Dates

Notifications must be distributed to the community using one of the methods outlined above by the deadlines listed below.

Event Type	Notifications Due
Parade, Walks, & Road Races	4 weeks prior to event date
General Event Tier I	

General Event Tier II	15 days prior to event date
General Event Tier III	

The above identifies minimum requirements — it is recommended, for the benefit of both the event planners and Zebulon community members, that organizers use additional notification means such as social and broadcast media, local calendars, and newspapers, etc.

NOTE: No advertisements should be made prior to receiving approval for your event. The Town is not responsible for any losses incurred by advertisements made for an event that is subsequently denied.

PARKING

No Parking Postings

If your event will close roads within a business district, it may be necessary to post “No Parking” signs. The event planners will post the signs at least 48 hours before the start of the restrictions. Not all events will require signs and it will be at the discretion of the Special Events Committee on when to post them. This will be determined during the permitting process. Pending availability, the Town will provide this service for a fee as identified in the fee schedule.

Towing

At times, events will require vehicles be removed from within the footprint of the event. A car can only be towed if the parking space was clearly posted “No Parking” at least 48 hours before the start of the road closure and only pre-determined event planners or representatives may request that the police have a car towed during a special event. To request a car towing, event planners should contact an on-site event police officer or the local Zebulon Police Office.

Event Set Up Rules and Regulations:

1. Oil/grease/pig mats must be used on any sidewalk pavers along public streets, spaces, or greenways during use of grills and/or cookers that will leave residue
2. All tents must be anchored by weighted devices and not stake-driven.
3. All tents must be placed on hardened surfaces, not on mulched planter or landscape areas. Use of tents on Lawn Areas at the Zebulon Municipal Complex is permitted with approval from the Special Events Committee.
4. Do not attach items to trees, benches, hydrants, trash cans, light poles, trash cans or other infrastructure.
5. Do not move fixtures, including benches, planters, tables, chairs, or trash cans unless permitted to do so by the Special Events Committee.
6. Stay off plant beds. No infrastructure of any kind should be placed in plant beds.
7. Do not pour anything into plant beds, including ice or water.
8. All grease and cooking materials must be properly contained and disposed of; nothing may be placed in the storm drains.
9. Barricades and fencing are subject to be required for any special event. The event coordinator must coordinate with the Special Events Committee and departments within the town to discuss the proper barricades or fencing that can be required for the event.
10. If electrical service or portable water is required, access fees will apply. The Zebulon Public Works Department will coordinate these services and can provide information on fee structures and power limits.

11. You must schedule a walk through with the Special Events Committee prior to your event. Committee staff will work with you to arrange an appointment.
12. Event setup must be approved by the Special Events Committee.
13. Food trucks and other vehicles can park as agreed upon with the Special Events Committee, but you must detail the exact location of all vehicles to ensure adherence to weight limitations.

INSURANCE & INDEMNIFICATION REQUIREMENTS

Certificate of Insurance

Special Events using public property are required to secure an insurance policy for the event that includes the Town of Zebulon as additional insured with limits determined by the Special Events Committee and authorized by the Board of Commissioners. The event planners (primary and/or secondary) shall purchase and maintain this insurance, providing coverage for the event with an insurance company authorized to do business in the State of North Carolina.

Licensee or permitted caterer will provide a general liability insurance policy (and liquor liability insurance policy if applicable) in the amount of \$1,000,000 (or higher dependent upon the size or nature of the event) per claim naming the Town of Zebulon as additional insured covering claims for injuries, deaths, and/or property damage arising out of the use of the premises by Licensee. Proof of this liability insurance coverage must be provided to the Town of Zebulon no later than 1 month prior to the event, and if not, the Town may cancel the event, and Licensee shall forfeit all rights to refund of any monies paid. The Town reserves the right to purchase a policy if the event planners fail to meet the deadline and charge the cost of the policy plus a \$250 processing fee.

The Certificate Holder address should read:

Town of Zebulon, 1003 North Arendell Avenue, Zebulon, North Carolina, 27597

Coverages: Insurance must cover activities as identified for the event. The town may request specific activities be listed on the COI.

Please note that the policy coverage period should cover the time period of the event, contract and/or project. Be sure to obtain an updated COI for the period and duration of the event, contract and/or project.

Third Party Insurance

The event planners must ensure all safety-sensitive contractors providing goods or services for the event maintain appropriate insurance coverage and limits. Examples of such contractors include but are not limited to inflatable companies, providers of amusement rides, vendors of all food and beverage items, etc.

INDEMNIFICATION CLAUSE

The Town will require the following indemnification clause to be included in all participant registration materials. Such registration may include race participants, parade participants, vendors, or anyone else registering to participate in a particular special event.

"I, _____, (the "Participant") release and forever and hold harmless the Town and each of its officers, elected officials, employees and agents from any and all liability, claims, and demands of whatever kind or nature which arise or may hereafter arise from my participation in the activities related to the special event, including claims that arise out of

negligence. The Participant understands and acknowledges that this release discharges the Town from any liability or claim that the Participant may have against the Town with respect to bodily injury, personal injury, illness, death, or property damage that may result from the Participant's involvement in the special event. Participant understands that the activities related to the special event in which the Participant is involved may include activities that are inherently dangerous to the Participant. Participant hereby expressly assumes the risk of injury or harm to the Participant from these activities and release the Town from all liability for injury, illness, death, or property damage resulting from these activities. Participant grants and conveys to the Town all right, title and interest in any and all photographs, images, video or audio recording of the Participant or his likeness or voice made or used by the Town in connection with the Participant's involvement in the special event and related events."

Contract

The event planners will be required to complete a contract with the Town of Zebulon. The event should not be promoted in any way until a contract is fully executed by both the event planners and the Town. A sample contact can be found in the Appendix.

EVENT EVALUATION

Site Visit

The Special Events Committee performs routine site visits for special events. During this visit we will continue to serve as a liaison for event planners to address last-minute event needs should they arise. We will also ensure compliance with the regulations outlined in the Special Event Permit and with the regulations enforced by other Town departments or partner agencies as applicable.

Event Evaluation

The Special Events Committee will complete an Event Evaluation Form following each event to measure the success of the event planners in conforming to policies and permitted activities. Events with an unsatisfactory evaluation may have additional requirements imposed for future years or may be denied for future events. Event planners will receive their evaluation shortly after their event. A sample *Event Evaluation Form* is in the glossary.

The Town of Zebulon welcomes citizen and participant feedback and utilizes this information in future planning. All event planners are required to provide the community an opportunity to submit feedback on the event. The town will provide a link and QR code to event planners to use for community feedback.

- **Option 1: Feedback Form QR Code**
This QR code must appear on all methods of notification to the community including the following statement:
"LEAVE US A COMMENT. The Town of Zebulon welcomes citizen and participant feedback. Scan the QR code with your phone camera to provide comments about Zebulon Events"
- **Option 2: Feedback Form Link**
This link must appear on all methods of notification to the community including the following statement:
"LEAVE US A COMMENT. The Town of Zebulon Welcomes citizen and participants' feedback. Use the Event Feedback Form to provide comments about Zebulon events."

Damages and Outstanding Bills

Event organizers will receive a post-event invoice for any damages to Town property or unanticipated event needs such as additional utilities access and staffing needs.

Letter of Intent

If event planners receive a satisfactory evaluation following their event, they will be invited to submit a Letter of Intent to reserve the same date and location for the event the following year. Failure to submit a Letter of Intent within two weeks will open that date or location up to other interested parties. Please note, annual events will still need to submit a complete application every year.

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Appendix

Fee Waiver or Reduction Rubric

Board Criteria	Meets	Does Not Meet
Represents a non-profit organization as defined by state or federal tax law.		
Zebulon based group, chapter, organization.		
Community focused event.		
Recreational event in nature.		
Event is open to the general public.		
Purpose to facilitate a positive impact to the community.		
Meets the Strategic Plan		
Vibrant Downtown		
Small Town Life		
Growing Smart		

Mailed Postcard Instructions

In order to comply with the Special Events Notification Policies, event planners have the option of mailing standardized postcards to affected community members provided they follow these guidelines:

Required Postcard Specifications

- Postcard size: minimum 5.5" x 8.5"
- Paper Type: minimum 80# cover weight; black ink on bright yellow paper
 - Such as Astrobrights Lift-Off Lemon
- Type of Mail: First class is recommended, but any service is permissible as long as the postcards are received by the community at least 4 weeks prior to the event date. Coordinate with USPS or a local mailing facility to determine the best method for your delivery.

Required Postcard Text

- Header reading "Official Notice: Special Event Road Closure"
- Name of Event
- Sponsoring Organization(s)
- Date and time of event
- Description of road closures (locations and times)
- Description of event
- Noise impacts, such as music or fireworks including timeframe
- Name, email address, and phone number of event planner
- Website associated with event
- Event Feedback QR code or Link

Required Proof of Notification

- Submit a notification template to the Special Events Committee at least 6 weeks prior to the event date.
- Submit a copy of your mailing receipt to the Special Events Committee at least 4 weeks prior to the event date.
- Submit either of the following:
 - List of addresses contacted
 - Map depicting the geographical boundaries of the area that received notifications

Tips and Resources

- To avoid returned postcards, add "or current resident" after the name of each recipient
- Design a USPS compliant Every Door Direct Mail for smaller events

Individualized Notification Instructions

Individualized Notifications

To comply with the Town of Zebulon Notification Policies, event planners have the option of notifying affected community members individually and tracking these interactions with the form. Notifications may be made in person, over the phone, or via direct email. Always request to speak with the owner or manager when possible. Ensure that you provide a document that covers all the information noted above as required text for postcards.

Sample Contract

Public Event Agreement & Expectations

The Town of Zebulon owns and manages the majority of streets within Town limits. The Town's Strategic Plan includes the following areas of focus: Grow Smart, Vibrant Downtown, and Small Town Life. The primary purpose of streets is to provide transportation access connecting businesses, residents, and visitors to Zebulon. When the impact is manageable it is common for streets to be closed for events and made available to the public by private organizations. Private organizations may request closure of streets from the Town. All events must be evaluated on a case-by-case basis due to the complexity of closing streets and each town department will identify appropriate requirements necessary to approve a street closure for events.

GENERAL POLICIES

1. If the applicant ("Licensee") is an individual, Licensee must be an adult, age 21 years of age or older. If Licensee is an entity, a responsible adult, age 21 years of age or older, must be present and supervising at all times.
2. Fees are charged in accordance with the adopted Fee Schedule and the Recreation Cost Recovery Policy.
3. Licensee will comply with all laws, ordinances (including Town of Zebulon Noise Ordinance), and regulations adopted or established by federal, state, county, or Town of Zebulon and require that all its attendees comply with same. Licensee will comply with all Zebulon Community Center rules and regulations and will require that all its attendees comply with same.
4. The Town of Zebulon or its agents will not be responsible for any accidents or personal injuries that occur during the special event. Licensee is responsible for the actions of the participants in their group and/or event.
5. The Town of Zebulon will not be responsible for any stolen or damaged goods.
6. Licensee is responsible for the cost of any professional repairs or replacement of any damages to Town assets or equipment.
7. The Town of Zebulon reserves the right to require Licensee to provide security for its event. In such cases, Licensee will be required to hire off-duty officers of the Zebulon Police Department at their designated rate. This fee will be paid directly to the hired police officer prior to the event starting or as directed by the Police Department. If a Zebulon Police Officer is not available, the Licensee may hire a "sworn officer" approved by the Town of Zebulon.
8. Licensee and permitted caterer will provide a general liability insurance policy (and liquor liability insurance policy if applicable) in the amount of \$1,000,000 (or higher dependent upon the size or

nature of the event) per claim naming the Town of Zebulon as additional insured covering claims for injuries, deaths, and/or property damage arising out of the use of the premises by Licensee. Proof of this liability insurance coverage must be provided to the Town of Zebulon no later than 30 days prior to the event, and if not, the Town may terminate this agreement and cancel the special event, and Licensee shall forfeit all rights to refund of any monies paid. In lieu of cancelling the special event, the Town may seek and acquire an insurance policy that provides the required coverage. Should this occur, the licensee will be charged the reimbursement of 100% of the cost incurred by the Town plus a processing fee of \$250.

9. No alcoholic beverages are permitted to be sold, possessed, or consumed without the appropriate permit from the Alcohol Beverage Control Board and approval from the Board of Commissioners. Persons holding such permit must be who provides the beverages to be consumed at the event. A copy of the ABC permit for providing alcoholic beverages at the event must be presented to the Town of Zebulon no later than 1 week prior to the event. Attendees cannot bring in their own alcoholic beverages. No brown bagging is allowed. All applicable Alcohol Beverage Control laws shall be complied with.
10. Nothing is to be installed on or fastened to the streets, sidewalks, or other privately owned businesses that may cause damage to the property.
11. The Town of Zebulon reserves the right to make any public announcements before, during, or after the special event.
12. Licensee's event shall end no later than 11:00pm, not to include clean up time. A later ending time than 11:00pm must be requested and approved by the Town's Special Events Committee during the application process.
13. Licensee's road closure or use of town property is for the hours specified on Licensee's public event application that has been approved by the Town of Zebulon. This should include the time needed to setup and cleanup. Please make sure that you request enough time for set up and clean up. Licensee will be subject to additional charges for time that exceeds the approved hours.
14. Special event applications should be submitted per the terms of the Board of Commissioners adopted Special Event Standards. Application fees, permits, facility use fees, service fees, and equipment fees are due per the terms of the Board of Commissioners adopted Special Event Standards and the Fee Schedule.
15. A refundable security deposit equivalent to half of the facility use rate may be required. Assuming there are no damages to the Town's assets or equipment, the security deposit will be refunded within two weeks after the rental.

16. Cancellations initiated by the licensee more than 30 days prior to the event date shall be granted a refund of paid facility use, service and equipment fees and any deposits minus a \$25 administration fee. Cancellations initiated by the licensee within 30 days of the scheduled event shall be granted a refund of any paid deposits and 50% of the total facility use, service and equipment fee. Cancellations initiated by licensee less than 48 hours prior to a reservation shall be granted a refund of only any security deposit paid. There will be no refund of fees if cancellation occurs less than 48 hours prior to any scheduled event.

Permit fees are refunded at 75% of collected fees. There is no reimbursement of permit fees if an event is cancelled by the licensee within 30 days of the event date. Fees may be transferable towards future event permits if the event is cancelled due to inclement weather or other emergency situations, which will be determined at the discretion of the Special Events Committee. Application and late fees are non-refundable.

Refund requests must be made in writing.

17. Licensee agrees that at all times the special event and all activities will be conducted with full regard to public safety and will observe and abide by all applicable regulations and requests by duly- authorized governmental agencies responsible for public safety and with the Town of Zebulon to assure such safety.
18. Walkable and ADA accessible ingress or egress to and from the special event location and the impacted private property owners shall not be obstructed.
19. Licensee assumes all costs, liabilities, and claims arising from the use of patented, trademarked, franchised, or copyright music, movies, devices, processes or dramatic rights used on or incorporated in the special event.
20. The Town of Zebulon reserves the right to make cancellations to any road closure or facility use at any time due to public health, safety, and welfare concerns including after the event has commenced. Cancellation notices will be issued as far in advance as possible. All rental fees and deposits paid to the Town will be returned in full if the cancellation is initiated by the Town of Zebulon. The Town of Zebulon will not be liable for any other costs incurred by Licensee due to cancellations made by the Town of Zebulon.
21. The Town of Zebulon reserves the right to refuse road closures or facility use to any person or group for any event that, at the sole discretion of the Town, is deemed to potentially impair the health, welfare, and/or public safety of citizens or the efficient operation of the Town.
22. Licensee must ensure that the impacted streets and town facilities are left in a manner that is consistent with the way it was upon their arrival. Licensee is expected to make sure all trash,

paper, cups, food, bottles, etc. is placed in the provided and appropriate containers. A cleaning fee will be charged to events that require Town staff cleaning of the streets. This will be calculated based on the staff resources required to address any issues and the adopted Fee Schedule.

23. At the conclusion of the Event, Licensee will be expected to complete a final walk-through of the event area with Town staff to ensure that the event area is clean and free of damage, and that all provided equipment is accounted for, clean, and damage free. Licensee understands that they will be held financially responsible for any damages to the event area that may occur during the event and are responsible at all times for their guests' behavior. The Town of Zebulon endeavors to provide and maintain a family atmosphere. The Town of Zebulon expects each user group to treat our public spaces with care and respect.
24. The Town of Zebulon reserves the right to alter these policies if necessary or it is in the best interest of the Town of Zebulon.
25. Any missed deadlines may result in the cancellation of the event or rescinding of any offer to waive or reduce fees associated with the event. If the applicant seeks more time, it must contact the Town at least one business day before the deadline to discuss the possibility of an extension. An extension may be granted based on staff availability to continue town obligated logistics.
26. Following Licensee's use, if the Town incurs costs in excess of the License Fee for the use contemplated by this License, the Town will invoice Licensee for same ("Additional Charges"). This includes the cost of any repairs or replacement required because of use or damage to the Complex or equipment during the License Period or additional staffing or security. Payment of the Additional Charges is due to the Town within 15 days of invoice, and the Town may retain the Security Deposit as security for the payment of the Additional Charges.
27. Licensee will not cover or block from view any permanent signage installed on town property.
28. The parking lot and front drive of the Municipal Complex cannot be blocked during regular business hours without the permission of the Town Manager. The emergency 911 phone located at the police department must be accessible at all times by the public.

This space has been intentionally left blank.

Event Specific Details and Requirements:

This section is developed on a case by case basis based on the application and type of event.

Licensee: _____
Location: _____
Street Closure Time: _____
Additional Closures: _____
Event Start Time: _____
Event Purpose: _____

Each Town department has reviewed the event request, the following terms apply:

- 1.
- 2.
- 3.
- 4.

Hold Harmless and Indemnification

The Licensee hereby releases and holds harmless the Town and each of its officers, elected officials, employees and agents from any and all liability, claims, and demands of whatever kind or nature which arise or may hereafter arise from the activities related to the special event, including claims that arise out of negligence. The Licensee understands and acknowledges that this release discharges the Town from any liability or claim that the Licensee may have against the Town with respect to bodily injury, personal injury, illness, death, or property damage that may result from the Licensee's involvement in the special event. Licensee understand that the activities related to the special event in which the Licensee is involved may include activities that are inherently dangerous to the Licensee. Licensee hereby expressly assumes the risk of injury or harm to the Licensee from these activities and release the Town from all liability for injury, illness, death, or property damage resulting from these activities. The Licensee agrees to defend the Town in and to pay any attorneys' fees as a result of any action brought by or against the Town, its agents and employees, for any acts or conduct of the Licensee or its Participants of whatever kind or nature whatsoever, while in, on, or about any Town property. Furthermore, Licensee shall cause each participant in the special event to sign, print name and date a release in the form set out below as a condition of participating in the special event:

"I, _____, (the "Participant") release and forever and hold harmless the Town and each of its officers, elected officials, employees and agents from any and all liability, claims, and demands of whatever kind or nature which arise or may hereafter arise from my participation in the activities related to the special event, including claims that arise out of negligence. The Participant understands and acknowledges that this release discharges the Town from any liability or claim that the Participant may have against the Town with respect to bodily injury, personal injury, illness, death, or property damage that may result from the Participant's involvement in the special event. Participant understands that the activities related to the special event in which the Participant is involved may include activities that are inherently dangerous to the Participant. Participant hereby expressly assumes the risk of injury or harm to the Participant from these activities and release the Town from all liability for injury, illness, death, or property

damage resulting from these activities. Participant grants and conveys to the Town all right, title and interest in any and all photographs, images, video or audio recording of the Participant or his likeness or voice made or used by the Town in connection with the Participant's involvement in the special event and related events."

A copy of signed waivers will be made available to the Town of Zebulon no less than 2 weeks prior to the event.

The undersigned Licensee certifies that it has read the above agreement and understands that it is responsible for Licensee and its guests adhering to the expectations at the event for which Licensee has requested use of public streets.

IF LICENSEE IS AN INDIVIDUAL:

Print Name: _____

Signature: _____

Date: _____

IF LICENSEE IS AN ENTITY:

(Print Entity Name)

By: _____
(Signature of authorized person)

Name: _____
(Print name of authorized person)

Title: _____
(Print title of authorized person (President, Vice President, etc.))

Town Manager's Signature: _____ Date: _____

Evaluated By: _____ Date: _____

Event Name:

Strengths

- *Example strengths: All requirements submitted in a timely manner; thorough notification provided to affected community; event planner readily available and responsive during permit process and on-site at event; full compliance with all relevant town, county and state policies; positive response from community and attendees; event engaged local businesses and residents.*

Violations

- *Example violations: Missed deadlines, improper notifications, barricades improperly placed, insufficient number of restrooms, event planner not accessible by cell phone on-site; shortage of required volunteers/security; amplified noise played outside of permitted hours; alcohol consumption outside of designated footprint.*

Considerations for Future Planning

- *Example considerations: A more comprehensive egress plan for vendors is required; Recommended change to stage set-up to accommodate pedestrian access; Road closure timeframe should be lengthened to allow more set-up time; Event footprint should be reduced for future years*

NOTE: All invoices must be paid within 30 days of receipt. Failure to pay outstanding bills will result in the inability to host future events.

STAFF REPORT
RESOLUTION 2023-20
FUND BALANCE POLICY REVISION
FEBRUARY 16, 2023

Topic: Resolution 2023-20 – Fund Balance Policy Revision

Speaker: Bobby Fitts, Finance Director

Prepared by: Bobby Fitts, Finance Director

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

Executive Summary:

The Board of Commissioners will consider adopting the attached resolution which would revise the current fund balance policy.

Background:

Fund Balance generally can be described as the difference between assets and liabilities of governmental funds. It is the number most often referred to by financial and non-financial users to assess a government's financial condition. There are four main categories of fund balance – Restricted, Committed, Assigned and Unassigned. The Town's current policy uses Unrestricted Fund Balance as the measurement amount (a combination of Committed, Assigned and Unassigned). Per current policy, Unrestricted Fund Balance must be kept at a level of at least 50% of projected expenditures.

The proposed amendment is in-line with a more commonly used financial measurement and more readily reveals a government's financial condition when reviewing a balance sheet. The proposed policy would measure the Unassigned Fund Balance and would change the amount to 30% of budgeted expenditures.

At their October Mini-Retreat, the Board expressed comfort in making this change. This change would not have any negative effect on the Town's bond rating as all metrics regarding fund balance are well above levels that achieve the maximum possible score in their categories.

Discussion:

The discussion before the Board is whether to adopt the Fund Balance Policy.

Policy/Program Analysis:

These funds are necessary to move forward on pending capital projects.

Financial Analysis:

The policy change would make approximately \$2.7 million available for appropriation.

Staff Recommendation:

Staff recommends approval of Resolution 2023-20.

Attachments:

1. Resolution 2023-20

RESOLUTION 2011-09
TOWN OF ZEBULON FUND BALANCE POLICY

WHEREAS, the Town of Zebulon Board of Commissioners recognizes the vital importance of sound financial management; and

WHEREAS, one of the primary keys to sound financial management is the maintenance of an adequate fund balance in the Town's General Fund;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN OF ZEBULON BOARD OF COMMISSIONERS, THAT THE FOLLOWING FUND BALANCE POLICY BE ESTABLISHED.

Section 1 – Overview

Fund balance is the difference between assets and liabilities, or the cumulative differences of all revenues and expenditures. Fund balance provides a source of working capital to meet cash flow needs, permits orderly adjustments to the budget resulting from fluctuations in revenues or expenditures, allows for the accumulation of funds for specific projects, and can be a factor in receiving a favorable bond rating.

It is the desire of the Board to have a policy that:

- Outlines acceptable minimum levels of fund balance needed to maintain operations
- Provides direction for the use of funds above the minimum level
- Allows the Board to designate excessive fund balance
- Describes circumstances that would allow fund balance to drop below the minimum acceptable level

The Town shall base its policy on the classification of fund balance, as defined and reported in accordance with General Accounting Standards Board Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. This policy only applies to the General Fund.

Many authoritative agencies recommend local governments maintain, at a minimum, fund balance equal to one to two months of expenditures. The Town desires to maintain a much higher minimum due to its size, the volatility of revenues, and its dependency on a single tax payer.

Section 2 – Policy

It shall be the policy of the Town of Zebulon to maintain an unrestricted fund balance in the General Fund of no less than 50% of the total projected expenditures. Unrestricted fund balance is the total of all committed, assigned and unassigned fund balance, as reported in the Comprehensive Annual Financial Report. Unrestricted fund balance in excess of 50% is available for general appropriation during the budget year as approved by the Board.

Restricted fund balances only can be used, by authorization of the Board, for the purposes for which they were externally restricted.

The Finance Director shall report to the Board on the status of the General Fund's fund balance, as requested during the year.

At the end of the year, after the annual audit is complete and financial statements have been reported, the Board may, at its discretion, credit any unrestricted fund balance in excess of 75% of the subsequent year's total expenditures, to a capital reserve fund. This designation will be done by formal resolution of the Board.

If a catastrophic economic or natural event occurs that requires a 25% or more deviation from the total budgeted revenues or expenditures, the unrestricted fund balance can be reduced by Board action. In such an event, the Board shall develop a recovery plan to rebuild the fund balance within 36 months of the current fiscal year end.

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

Adopted this 7th day of March, 2011.

Robert S. Matheny, Mayor

SEAL

Lisa M. Markland, CMC, Town Clerk

RESOLUTION 2023-20
TOWN OF ZEBULON FUND BALANCE POLICY

WHEREAS, the Town of Zebulon Board of Commissioners recognizes the vital importance of sound financial management; and

WHEREAS, one of the primary keys to sound financial management is the maintenance of an adequate fund balance in the Town's General Fund;

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Section 1 – Overview

Fund balance is the difference between assets and liabilities, or the cumulative differences of all revenues and expenditures. Fund balance provides a way to provide appropriate cash flow for operation of Town services, to address emergencies and unexpected opportunities, to increase the potential for investment income, permits orderly adjustments to the budget resulting from fluctuations in revenues or expenditures, allows for the accumulation of funds for specific projects, and to enhance the Town's credit rating to provide the Town the ability to borrow at the lowest possible interest rate.

It is the desire of the Board to have a policy that:

- Outlines acceptable minimum levels of fund balance needed to maintain operations
- Provides direction for the use of funds above the minimum level
- Allows the Board to designate excessive fund balance
- Describes circumstances that would allow fund balance to drop below the minimum acceptable level

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Many authoritative agencies recommend local governments maintain, at a minimum, fund balance equal to one to two months of expenditures. The Town desires to maintain a much higher minimum due to its size, the volatility of revenues, and its dependency on a single tax payer.

Section 2 – Policy

It shall be the policy of the Town of Zebulon to maintain an ~~Unrestricted~~ Unassigned Fund Balance in the General Fund of no less than ~~50%~~ 30% of the total budgeted expenditures at the time the annual audit is complete and the Comprehensive Annual Financial Report (CAFR) is presented to the Board of Commissioners. ~~Unrestricted~~ Unassigned fund balance is the total fund balance less all committed, and

assigned and fund balance, as reported in the CAFR. ~~Unrestricted Unassigned~~ fund balance in excess of ~~50% 30%~~ is available for general appropriation during the budget year as approved by the Board.

Restricted fund balances only can be used, by authorization of the Board, for the purposes for which they were externally restricted.

The Finance Director shall report to the Board on the status of the General Fund's fund balance, as requested during the year.

At the end of the year, after the annual audit is complete and financial statements have been reported, the Board may, at its discretion, credit any ~~unrestricted unassigned~~ fund balance in excess of ~~75% 65%~~ of the subsequent year's total ~~budgeted~~ expenditures, to a capital reserve fund. This designation will be done by formal resolution of the Board.

If a catastrophic economic or natural event occurs that requires a 25% or more deviation from the total budgeted revenues or expenditures, the unrestricted fund balance can be reduced by Board action. In such an event, the Board shall develop a recovery plan to rebuild the fund balance within 36 months of the current fiscal year end.

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

Adopted this 16th day of February, 2023.

Glenn L. York, Mayor

SEAL

Lisa M. Markland, CMC, Town Clerk

STAFF REPORT
ORDINANCE 2023-25
BOND REFERENDUM – FUNDING BOND COUNSEL,
FINANCIAL ADVISOR & EDUCATIONAL CAMPAIGN
FEBRUARY 16, 2023

Topic: Ordinance 2023-25 – Bond Referendum – Funding Bond Counsel,
Financial Advisor & Educational Campaign

Speaker: Bobby Fitts, Finance Director

Prepared by: Bobby Fitts, Finance Director

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

Executive Summary:

The Board of Commissioners will consider a budget amendment to appropriate funds for the legal, financial, and public educational components of a bond referendum.

Background:

At their October Mini-Retreat, the Board expressed interest in financing capital projects through a Bond Referendum. At their January Mini-Retreat, the Board heard presentations regarding the scope and purpose of Bond Counsel and Financial Advisors in developing and executing the bond process (from debt affordability studies to Local Government Commission application and sale of the bonds). In previous meetings, the Board has received examples of public education campaigns employed by other communities.

Discussion:

The Board of Commissioners must approve a budget amendment to engage the services of these firms. Adoption of the attached ordinance will appropriate funds towards starting this process.

Program Analysis:

Bond Counsel assists local governments with fulfilling the legal requirements for issuing debt obligations and drafting financial documents. Their legal opinion is relied upon by purchasers as to a bond's validity and tax-exempt status.

Financial Advisors assist local governments with financial modeling and capital planning to develop an effective and affordable Bond Referendum.

Local governments cannot lobby for support of a Bond Referendum, but they can educate residents on their purpose and amount.

Financial Analysis:

Bond Counsel and Financial Advisor services are expected to cost \$70,000 each. The public education campaign is expected to cost \$60,000.

Staff Recommendation:

Staff recommends approval of Ordinance 2023-25.

Attachments:

1. Ordinance 2023-25

ORDINANCE 2023-25

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	\$200,000.00	
EXPENDITURES		
Governing Body—Prof. Services (Bond Counsel)	70,000.00	
Governing Body—Prof. Services (Financial Advisors)	70,000.00	
Governing Body—Prof. Services (Educ. Campaign)	60,000.00	

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: February 16, 2023

Effective: February 16, 2023

Glenn L. York - Mayor

ATTEST:

Lisa M. Markland, CMC - Town Clerk

STAFF REPORT
MEETING SCHEDULE AMENDMENT
FEBRUARY 16, 2023

Topic: Meeting Schedule Amendment

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 amending their meeting schedule.

Background:

At their Regular Meeting on December 5, 2022, the Board of Commissioners moved up the start time of their Regular Meetings to begin at 6:00pm. The Board may have an interest in moving up the start time for Joint Public Hearings to maintain consistency with the start time of Regular Meetings.

At their Regular Meeting on January 9, 2023, the Board of Commissioners moved their Regular Meeting scheduled for February 6, 2023 to February 16, 2023. The Mini-Retreat scheduled for February 23, 2023 will now function as a Work Session. Given the nature of the meeting, and the rescheduling of a speaker, the meeting scheduled for February 23, 2023 does not need to occur off-site, nor begin at 9 am and run until 3 pm as is typical for Mini-Retreats. Staff anticipates 3 – 4 hours to cover the subject matter.

Discussion:

The discussions before the Board include:

- whether to move up the start time of Joint Public Hearings to 6 pm.
- whether to start the February 23, 2023 meeting later than 9 am.

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.

Staff Recommendation:


Staff recommends moving up the start times of Joint Public Hearings to 6 pm.

Attachments:

1. None

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).

STAFF REPORT
RESOLUTION 2023-21
8KICKOFF RACE
PUBLIC EVENT APPLICATION
FEBRUARY 16, 2023

Topic: Resolution 2023-21 – 8Kickoff Race
Speaker: Sheila Long, Parks & Recreation Director
From: Sheila Long, Parks & Recreation Director
Approved by:  Joseph M. Moore II, PE, Town Manager

Executive Summary:

The Board of Commissioners will consider a request to close public right of way, use Town Hall, and fee reduction or elimination for the Boys and Girls Club 8Kickoff Race.

Background:

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

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

Event Date: Saturday, September 9, 2023
Event Set Up: 8 AM - 10 AM
Event Time: 10 AM - 1 PM
Breakdown: 1 PM - 2 PM

An interdepartmental team has reviewed the event request and identified the expectations of the applicant. The applicant will sign a Road Closure for Events Agreement and work closely with Zebulon Public Works and Police to close the public right of way and oversee the event if use of the grounds and closure of rights of way are granted by the Board.

Discussion:

The discussion before the Board is whether to authorize use of the Municipal Complex, temporarily close lanes during the race, allow consumption of alcohol within the event grounds, and reduce or waive fees.

Policy and Program Analysis:

This event falls under the purview of the Special Event Standard. The event meets the standards to use the Municipal Complex and is within the capacity of Staff to close right of way.

The event meets the standards for fee reduction or waiver.

STAFF REPORT
RESOLUTION 2023-21
8KICKOFF RACE
PUBLIC EVENT APPLICATION
FEBRUARY 16, 2023

Board Criteria for Fee Waiver or Reduction	Meets	Does Not Meet
Represents a non-profit organization as defined by state or federal tax law.	x	
Zebulon based group, chapter, organization.	x	
Community focused event.	x	
Recreational event in nature.	x	
Event is open to the general public.	X, race will be fee based	
Purpose to facilitate a positive impact to the community.	x	
Meets the Strategic Plan		
Vibrant Downtown		
Small Town Life	x	
Growing Smart		

The applicant has indicated that there will be sale and/or consumption of alcohol within the festival ground. The Board will need to authorize sale and consumption of alcohol on Town property through resolution.

Fiscal Analysis:

Per the FY '23 Fee Schedule, up to \$2717.80 could be charged for this type of event. Analysis of the details of this specific event, reveal personnel and equipment expenses are estimated at \$1277.80.

The applicant requests fees be waived in support of the fundraiser for the Boys and Girls Club. The Board may reduce or waive the FY '23 Fees associated with this type of event. If waived, Staff may request a Budget Adjustment to cover these expenses before the end of the fiscal year.

Staff Recommendation:

Staff recommends use of the Municipal Complex, temporarily close lanes during the race, and allowing consumption of alcohol within the event grounds through adoption of Resolution 2023-21. Board clarification on the amount of fees to charge are required when adopting the resolution.

Attachments:

1. Resolution 2023-21
2. Board of Commissioners Consideration for Event Authorization
3. Staff Review
4. Application
5. Letter Requesting Fees to be waived
6. Map

RESOLUTION 2023-21
TO AUTHORIZE USE OF TOWN HALL AND TEMPORARY LANE SHIFTS FOR AN 8K
ON SEPTEMBER 9, 2023

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

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

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

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

WHEREAS, the proposed event will be a fundraiser for the Boys and Girls Club and will offer opportunity to participate in an 8k on September 9th, 2023.

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

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

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

NOW, THEREFORE, BE IT RESOLVED, the Town of Zebulon does hereby approve the request to use Zebulon Municipal Complex and the surrounding neighborhood to host an 8k road race on September 9th, 2023 as described in the submitted special event application. The Town hereby approves distribution and consumption of alcohol at the Zebulon Municipal Complex during event operating hours. The Town [does not waive, partially waives, completely waives] fees as permitted by the Special Event Standard for the requested event. The Town reserves the right to cancel or cause the interruption of the event when, in the sole discretion of the Town, such act is necessary in the interest of public safety or protection of public property. The Town Manager or designee will execute an event agreement with event organizers.

Adopted the ____ day of _____, 2023

Glenn L. York - Mayor

Attest:

Lisa M. Markland, CMC - Town Clerk

Board of Commissioners Considerations for Event Authorization

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

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

Criteria for Reduced Fee Consideration

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

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

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

Special Event Standard Staff Review

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

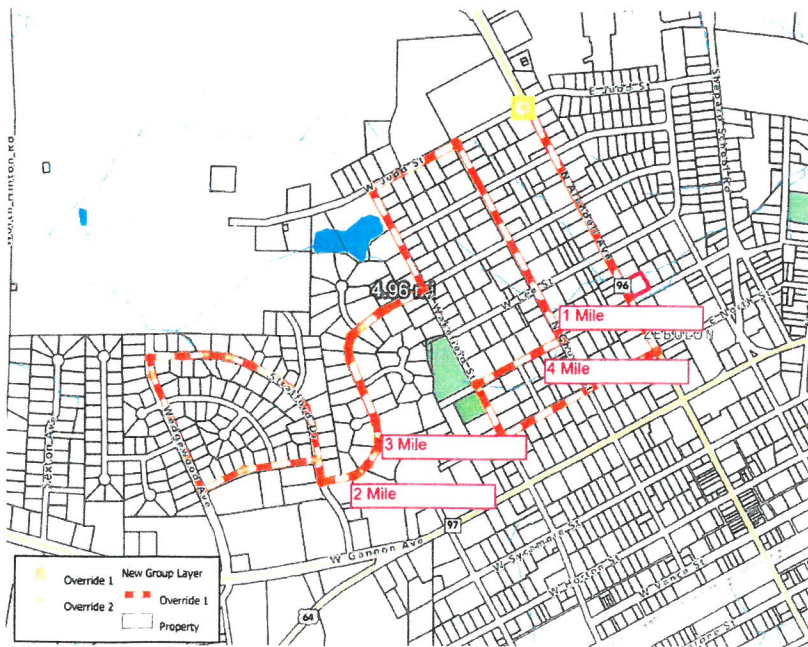
The Boys and Girls Club will plan and implement an 8k that starts and finishes at the Zebulon Municipal Complex. The event will have food, drinks, and music. It will be free for community members to attend. There will be a charge for race participants, food, and drinks. Funds raised through participants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

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

Event Date: Saturday, September 9th, 2023
 Event Set Up: 8 AM - 10 AM
 Event Time: 10 AM - 1 PM
 Breakdown: 1 PM - 2 PM

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

The applicant requests an 8k which will require a temporary lane shift on Arendell Avenue that starts and ends at the Zebulon Municipal Complex. The proposed route was developed in coordination with the Zebulon Police Department and is similar to the previous Zebulon Takes the Cake 5k event.



Start: Judd/Arendell to North St
 North St to Wakefield St
 Wakefield St to Glenn St
 Glenn St to Church St
 Church St to Judd St
 Judd St to Wakefield St
 Wakefield to Franklin St
 Franklin St to Stratford St
 Stratford St to Wedgewood Ave
 Wedgewood Ave to Cambridge Dr
 Cambridge Dr to Franklin St
 Franklin St to Wakefield St
 Wakefield St to Judd St
 Judd St to Church St
 Church St to Glenn St
 Glenn St to Wakefield St
 Wakefield St to North St
 North St to Arendell Ave
Finish: Arendell Ave to Judd St

Closure of Town Streets

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

Closure of NCDOT Streets

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

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

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

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

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

6. The general health, safety, and welfare of the participants in/or attending the event and the citizens of Zebulon.
 - The Fire Department has reviewed the request. The impacts to their operation are minimal.
 - The Police Department has reviewed the request. The scope and size of the event appear to provide a minimal impact on department operations. One off-duty officer will be required to manage the lane shift and race route. One or two additional officers will be required due to the consumption and distribution of alcohol on town property. The applicant will need to coordinate with the Police Department to secure off duty officers.
 - Food trucks must meet any requirements established by Wake County and the State of North Carolina.
 - The applicant indicates it will secure porta johns and volunteers will pick up trash and litter.
 - The applicant has indicated that they will have EMTs to support the event.

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

Event Fees	
Permit Fee	\$100
Complex Rental, Half Day, Back, Side & Parking	\$300
Security Deposit	\$500
Parks & Recreation	
Weekend Staff (8 hours @ \$37.50)	\$300.00
Adm. Oversight – 2 hours @ \$45 (not charged)	
Public Works	
Arrow Board Rental	\$135.00
Cones – Qty-300 @ \$1.25 each	\$375.00
NCDOT Work-zone Signage – 6 @ \$11.00 each	\$66.00
Manpower – 3-man crew – 4 hrs. @ \$30.25	\$362.80
Adm. Oversight – 2 hours @ \$49.50	\$99.00
Police	
12 off duty hours @ \$40 per hour	\$480.00
Total Fees	\$2717.80

Fire: No impact or additional cost to the town.

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

The Board has not authorized a road race in the last year in the Town of Zebulon. This requested route is similar to the former Zebulon Takes the Cake 5K route which was held annually for many years and initially started by the Boys and Girls Club.

9. If alcohol will be served.

The applicant has indicated that there will be sale and/or consumption of alcohol within the festival ground. The Board will need to authorize sale and consumption of alcohol on Town property through resolution. The applicant will be required to ensure proper NC ABC permits are secured, off duty officers are coordinated with the Police Department and a Certificate of Insurance naming the Town as additionally insured is provided.



Zebulon Events Committee Public Event Application

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

Applicant Information

Company/Organization Name : Boys & Girls Club Zebulon
Address 1320 Shepard School Rd City Zebulon State NC Zip Code 27597
Event Contact Person: John Hanlon E-mail johnh@gliagency.com
Daytime Phone Number 919-269-7773 Cell Phone Number 919-637-5663

Event Name: 8Kickoff Race
Event Location: Zebulon Municipal Complex
Event Date: 9-9-2023 Alternate Date: NA
Set Up Time: 8AM Event Time: 10AM
Break Down Time: 2PM
Number of Attendees: 500
Event Description and anticipated activities: 8k road race starting and finishing at the Zebulon Municipal Complex
Food, drink and music (DJ) after the race.

Please list any event partners or anticipated sponsors: _____

Requested support from the town (if any) : _____
Renting the facility half the day. We need one lane closed on Arendell Ave for the beginning and end of the race. Trash Cans will be needed

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

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

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

- Alcohol sale/distribution
- Stage
- Street closure
- Food Trucks
- Sidewalk closure
- Bounce Houses
- Use of Tents
- Requires Power
- Band, DJ, or Amplified Sound
- Vendors

Anticipated Safety Measures: Police will be hired and we will have EMT

Anticipated Sanitary Measures (Restroom, trash cans, litter pick up):
Porta Potties and trash cans. Vullunteers will pick trash and litter.

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

Please submit a site map with your application.

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

Signature: John Hanlon

Date: 01-18-2023



BOYS & GIRLS CLUBS

To: The Zebulon Board of Commissioners

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

The Unit Board Members of The Zebulon Boys and Girls Club (the Zebulon Club) are writing this request for a fee waiver of cost associated with renting town hall and any expenses relating to the closure of one lane of N. Arendell Ave from the Zebulon Town Complex to North Street. The purpose of the rental of town facilities and the closure of N. Arendell Ave will be for the establishment of an 8k road race benefiting the Zebulon Club of The Boys and Girls Club serving Wake County.

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

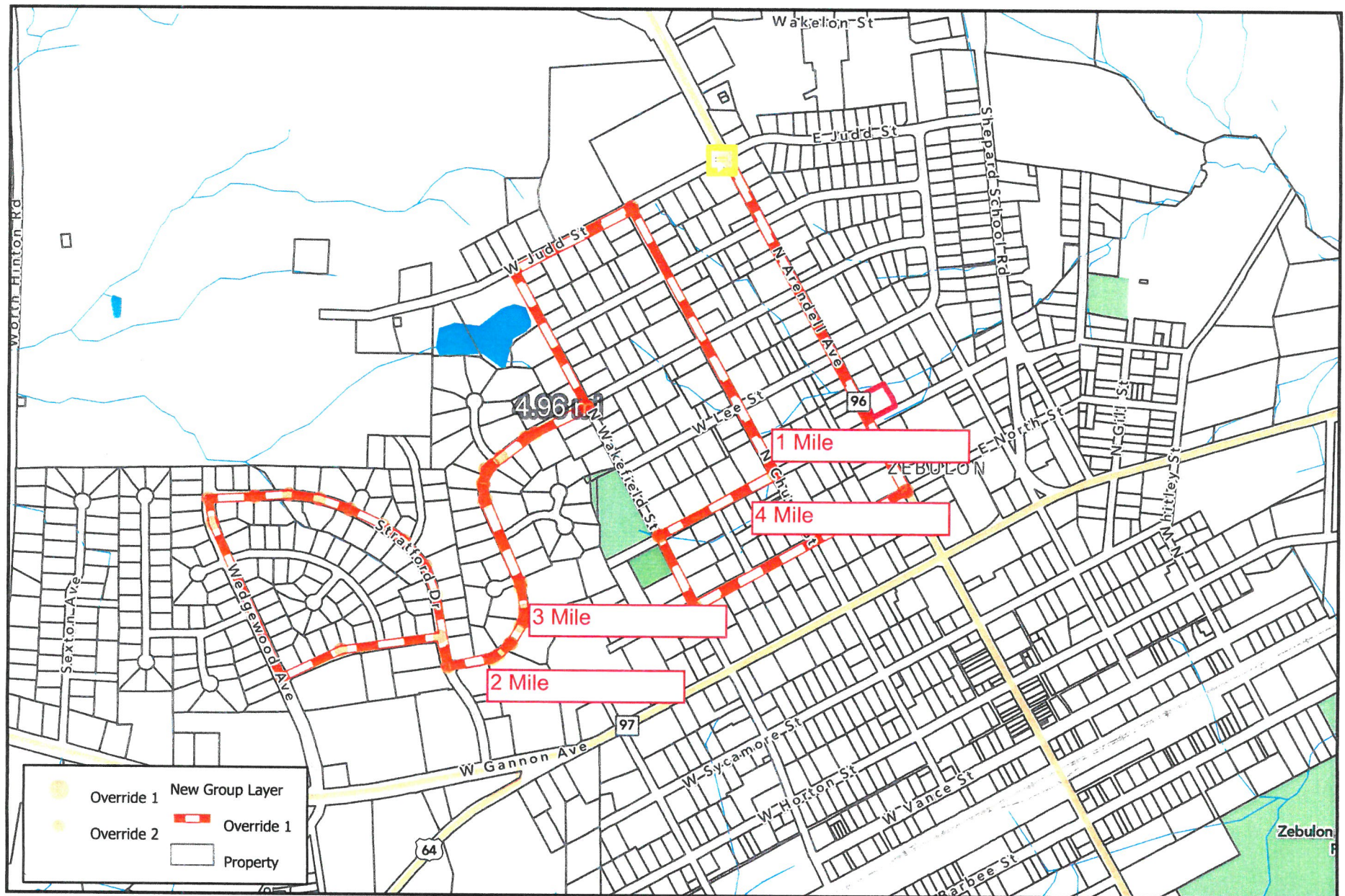
The Unit Board Members (the Board) of the Zebulon Club are a group of local volunteers who support the club in a variety of ways throughout the year. One such area of support is fund raising for The Zebulon Club through various activities within the community. For over twenty-one years the Board has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

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

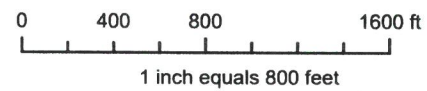
The Unit Board Members greatly appreciate the Board of Commissioners consideration of this event, and this associated fee waiver request. We hope this can be a second beginning for a great event that benefits both the town and the Zebulon Boys and Girls Club.

Derek C. Pruitt

Unit Board Member, The Zebulon Boys and Girls Club

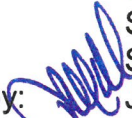


8k Race



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STAFF REPORT
RESOLUTION 2023-22
CINCO DE MAYO EVENT
PUBLIC EVENT APPLICATION
FEBRUARY 16, 2023

Topic: Resolution 2023-22 – CINCO DE MAYO Event
Speaker: Sheila Long, Parks & Recreation Director
From: Sheila Long, Parks & Recreation Director
Approved by:  Joseph M. Moore II, PE, Town Manager

Executive Summary:

The Board of Commissioners will consider a request to close public right-of-way on May 5, 2023, from 1-10 PM for a Cinco de Mayo celebration.

Background:

Rounded Third, LLC (dba The Fall Line) is a business located on the 100 block of Arendell Ave. The Fall Line intends to offer a Cinco de Mayo celebration featuring live music, kid activities, vendors, and food trucks within the network of alleys located on the eastern 100 block of N. Arendell.

This event is not planned to benefit a non-profit community service organization but will be free to the community.

Event Date: Friday, May 5, 2023
Event Set Up: 1-3 PM
Event Time: 3-9 PM
Breakdown: 9-10 PM

An interdepartmental team has reviewed the event request and identified the expectations of the applicant. The applicant will sign a Road Closure for Events Agreement and work closely with Zebulon Public Works and Police to close the public right of way and oversee the event if closure of rights of way are granted by the Board.

Discussion:

The discussion before the Board is whether to close alleyways on the eastern 100 block of Arendell Avenue to support a Cinco de Mayo event on May 5th and to allow consumption of alcohol within the event grounds.

Policy and Program Analysis:

This event falls under the purview of the Special Event Standard and is within the capacity of Staff to close right of way. The applicant did not request fee reduction or waiver (as a for-profit organization, the event does not meet the standards for fee reduction or waiver).

The applicant has indicated there will be sale and/or consumption of alcohol within the festival ground. The Board will need to authorize sale and consumption of alcohol on Town property through resolution.

STAFF REPORT
RESOLUTION 2023-22
CINCO DE MAYO EVENT
PUBLIC EVENT APPLICATION
FEBRUARY 16, 2023

Fiscal Analysis:

Per the FY '23 Fee Schedule, up to \$1,029 could be charged for this event, in addition to the pay for the number and duration of off-duty officers assigned by the Zebulon Police Chief.

Staff Recommendation:

Staff recommends closing the alleyways on the eastern 100 block of Arendell Ave on Friday, May 5th from 1-10 PM and allow consumption of alcohol within the event grounds through adoption of Resolution 2023-22.

Attachments:

1. Resolution 2023-22
2. Event Standard Board Considerations
3. Staff Review
4. Application

RESOLUTION 2023-22
TO CLOSE EASTERN 100 BLOCK ALLEYWAYS OF ARENDELL AVE
ON MAY 5, 2023

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

WHEREAS, the 2030 Strategic Plan identifies Downtown as a Focus Area and strives to create a Vibrant Downtown with a variety of special events and entertainment; and

WHEREAS, the 2030 Plan's goal is to revitalize Downtown, develop events, entertainment, and cultural attractions to draw people Downtown; and

WHEREAS, the Town encourages the private sector to participate and contribute to the vibrancy of Downtown; and

WHEREAS, the Town has received a request from the Fall Line to host a Cinco de Mayo event; and

WHEREAS, the proposed event will be free to the public and will offer live performances, food vendors, and kid activities in recognition of a Mexican holiday that is celebrated in Mexico and the United States; and

WHEREAS, such an event will require public safety mitigation and staff to execute the set-up and breakdown of a road closure, and coordinating with downtown businesses to manage trash disposal before, during, and after the Cinco de Mayo event; and

NOW, THEREFORE, BE IT RESOLVED, the Town of Zebulon does hereby approve the request to close the alleys within the eastern 100 Block of Arendell Ave on May 5th from 1 PM to 10 PM. The Town hereby approves distribution and consumption of alcohol within the event grounds during event operating hours. Event organizers must hire off duty officers as required by the Zebulon Police Chief and will be subject to fees required to close the alleyways. The Town reserves the right to cancel or cause the interruption of the event when, in the sole discretion of the Town, such act is necessary in the interest of public safety or protection of public property. The Town Manager or designee will execute an event agreement with event organizers.

Adopted the ____ day of _____, 2023

Glenn L. York - Mayor

Attest:

Lisa M. Markland, CMC - Town Clerk

Board of Commissioners Considerations for Event Authorization

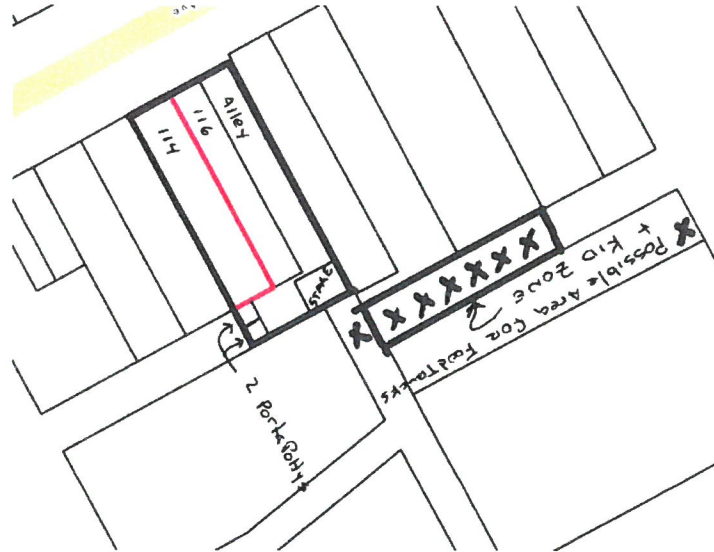
The Board of Commissioners will consider each application on a case-by-case basis on the quarterly application consideration schedule set forth herein. Event application approval or denial rests solely with the Board of Commissioners. In order to assist the Board of Commissioners in deciding whether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

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

Special Event Standard Staff Review

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

The Fall Line intends to offer Cinco de Mayo celebration featuring live music, kid activities, vendors, and food trucks within the network of alleys located on the eastern 100 block of N. Arendell. The event will be free to the community.



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

Event Date: Friday, May 5th, 2023

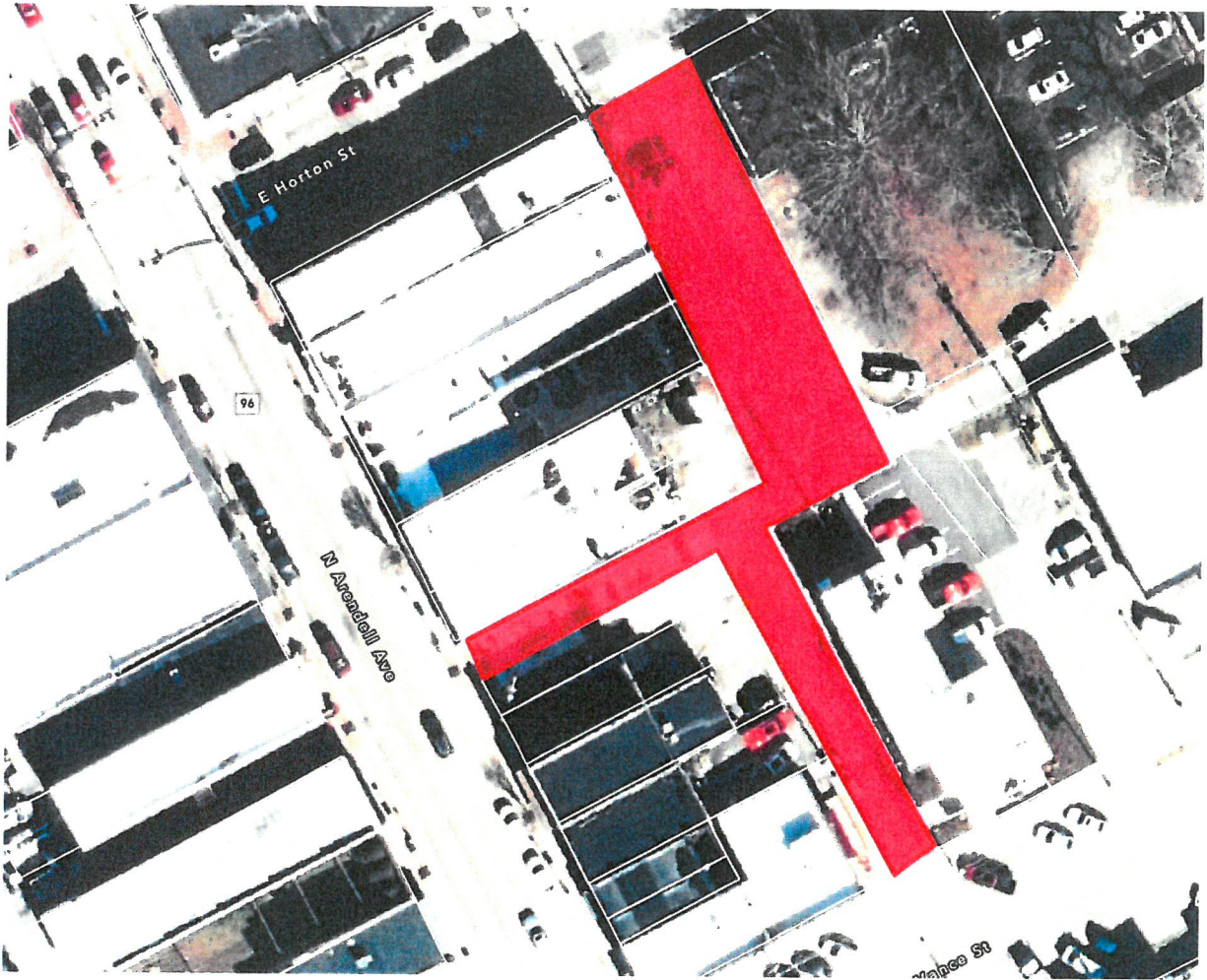
Event Set Up: 1-3 PM

Event Time: 3-9 PM

Breakdown: 9-10 PM

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

The applicant requests closing the alleyways on the eastern 100 block of Arendell Ave. This closure will have minimal impact on traffic throughout Downtown and will not cause closure of any NCDOT streets.



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

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

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

This event is not planned to benefit a non-profit community service organization; however, the event will be free to community members and will provide opportunities for the public to enjoy live performances and recognize a Mexican holiday that is celebrated in Mexico and the United States.

6. The general health, safety, and welfare of the participants in/or attending the event and the citizens of Zebulon.

Bounce Houses are considered an inherently dangerous activity; however, they have come to be expected at family events. To mitigate risk, the event planner should:

- secure bounce house vendor that is up to date in state inspections,
- provide supervision of the bounce houses preferably through the vendor providing the entertainment attraction.
- Have the vendor provide a certificate of insurance naming the Town of Zebulon as additionally insured.
- Bounce houses must be secured; however, stakes may not be used on asphalt or concrete owned by the town.

The Fire Department has reviewed the request. The impacts to their operation are minimal. Access to the front, rear, and both sides of the Zebulon Fire Department will remain open during the event. Access within the event grounds for emergency personnel is manageable as proposed.

The Police Department has reviewed the request. The scope and size of the event appear to provide a minimal impact on department operations. One off-duty officer will be required for the street closure. Additional officers will be required due to the consumption and distribution of alcohol on town property. The applicant will need to coordinate with the Police Department to secure off duty officers.

Food trucks must meet any requirements established by Wake County and the State of North Carolina.

The Fall Line must provide trash cans and trash collection for their event.

2 Portable toilets with at least one being ADA compliant will be required. Placement will need to be agreed upon with the Town prior to delivery and may not be left in the alleyway at the conclusion of the closure.

Lighting in the event area is not sufficient, additional lighting will be necessary.

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

Event Fees	
Permit Fee	\$100
Parks & Recreation	
Adm. Oversight – 2 hours @ \$45 (not charged)	\$NA

Public Works	
Water-fill Wall Barricades (3) locations	\$132
Light Towers (3) \$95 each with cones	\$285
Work Signage 5 @ \$10.00 each	\$50
Manpower – 2-man crew – 6 hrs.@ \$30.25	\$363
Adm. Oversight – 2 hours @ \$49.50	\$99
Police	
Off-duty officers: 2-3 officers @ \$40 per hour	\$TBD

Fire: No impact or additional cost to the town.

DAC: 3 hours in downtown business collaboration.

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

The Board authorized a Saint Patrick's Day event in the same location to be held in March 2023. No other events have been held in this location in the past year.

9. If alcohol will be served

The applicant has indicated that there will be sale and/or consumption of alcohol within the festival ground. The Board will need to authorize sale and consumption of alcohol on Town property through resolution. The applicant will be required to ensure proper NC ABC permits are secured, off duty officers are coordinated with the Police Department and a Certificate of Insurance naming the Town as additionally insured is provided.



Zebulon Events Committee Public Event Application

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

Applicant Information

Company/Organization Name: Rounded Third LLC DBA: The Fall Line
Address: 114 N. Arendell ave City: Zebulon State: NC Zip Code: 27597
Event Contact Person: MIKE LOMBARDO E-mail: falllineznc@gmail.com
Daytime Phone Number: 919-369-2742 Cell Phone Number: 919-369-2742

Event Name: CINCO DE MAYO
Event Location: 114 + 116 N. Arendell ave
Event Date: 5/5/23 Alternate Date: _____
Set Up Time: 1pm Event Time: 3pm To 9pm
Break Down Time: 10pm
Number of Attendees: ≈ 200

Please list any event partners or anticipated sponsors: _____
THE FALL LINE
Requested support from the town (if any): _____
GARBAGE
Possible Traffic Control

Event Description and anticipated activities:
Community Event For the
Town of Zebulon and
Surrounding Areas.

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

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

- Alcohol sale/distribution
- Street closure
- Sidewalk closure
- Use of Tents
- Band, DJ, or Amplified Sound
- Stage
- Food Trucks
- Bounce Houses
- Requires Power
- Vendors

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

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

Please submit a site map with your application.

Anticipated Safety Measures: _____
Private Security Service

Anticipated Sanitary Measures (Restroom, trash cans, litter pick up): _____
Will supply EXTRA PORTA POTTYS

Signature: [Handwritten Signature]

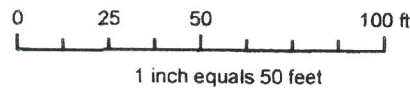
Date: 1/13/23

SUBMITTING THE APPLICATION:

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



Fall Line Bar



Disclaimer

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