

**TOWN OF ZEBULON  
PLANNING BOARD AGENDA  
Zebulon Municipal Complex  
August 10, 2020**

**I. CALL TO ORDER**

**II. APPROVAL OF AGENDA**

**III. ADOPTION OF MINUTES**

- A. April 22, 2019
- B. September 23, 2019
- C. October 14, 2019
- D. February 10, 2020
- E. February 24, 2020
- F. March 2, 2020

**IV. NEW BUSINESS**

- A. Wake County Historic Landmark Designation: A request from Capital Area Preservation to approve 216 W. Gannon Street as a Wake County Historic Landmark in accordance with Section 160D-945 of the North Carolina General Statute.
- B. CZ 2020-02 1500 & 1512 N Arendell Avenue. A request by Clyde Holt representing the property owner of 1500 & 1512 North Arendell Avenue, Stephen Jordan Properties LLC, requesting a Conditional Zoning Map Amendment from Residential-2 (R-2) to Heavy Commercial Conditional Zoning (HC CZ).
- C. CZ 2020-01 Five County Mini Storage. A request by John Sikorski, property owner 1412 & 1420 US 264 Highway, requesting a Zoning Map Amendment from Light Industrial (LI) to Conditional Zoning Light Industrial. The properties are within the Town of Zebulon's Corporate Limits.
- D. Transportation Plan Amendment. The Town of Zebulon is proposing an amendment to the Multi-Modal Plan to designate Judd Street from N. Arendell Avenue to Worth Hinton Road as a collector street.
- E. QA-2020-02 Quarterly Text Amendments: Amendment to Section 4.5.4.A Mobile Food Vendors to allow for exceptions for Ice Cream Trucks and similar vendors. Amendment to Section 6.10.7.F Street Grade to reference the Town's Standard Specifications.

**V. ADJOURNMENT**

**Town of Zebulon  
Planning Board  
Minutes  
April 22, 2019**

Present: Larry Ray, Gene Blount, Stephanie Jenkins, Stan Nowell, Shannon Baxter, Laura Johnson, Joe Moore-Town Manager, Teresa Piner-Planning, Meade Bradshaw-Planning, Lisa Markland-Town Clerk, Stacie Paratore-Deputy Town Clerk, Eric Vernon-Attorney  
Absent: David Covington

Gene Blount called the meeting to order at 6:00pm.

**AGENDA**

Laura Johnson made a motion, second by Stephanie Jenkins to approve the agenda. There was no discussion and the motion passed unanimously.

**APPROVAL OF MINUTES**

Stephanie Jenkins made a motion, second by Larry Ray to approve the February 25, 2019 meeting minutes. There was no discussion and the motion passed unanimously.

Stan Nowell made a motion, second by Laura Johnson to approve the March 11, 2019 meeting minutes. There was no discussion and the motion passed unanimously.

Larry Ray made a motion, second by Stephanie Jenkins to approve the April 8, 2019 meeting minutes. There was no discussion and the motion passed unanimously.

**OLD BUSINESS**

*A. LEGISLATIVE*

1. RZ 2019-01 – Cardinal Pines

Meade Bradshaw stated the request was from Dennis Tharrington to rezone 7.07 acres of land located at 303 Pony Road from Heavy Business (HB) to Transitional District (TR).

There was a question about road improvements and it was stated any road improvements would be decided once the site plan review was received. The applicant estimated 10 trips per day therefore a Transportation Impact Analysis was not required.

Laura Johnson made a motion, second by Stephanie Jenkins to recommend approval of RZ 2019-01 based upon the consistency with the Town of Zebulon Comprehensive Plan, Zebulon Code of Ordinances, and any other official plan that is applicable. There was no discussion and the motion passed unanimously.

2. RZ 2019-03 – The Fetching Post

Meade Bradshaw stated the request was from Amy Brown-Pearce to rezone an approximately 7-acre property at 571 W. Barbee Street from Transitional District (TR) to Residential-20 District (R-20).

Larry Ray made a motion, second by Shannon Baxter to recommend approval of RZ 2019-03 based upon the consistency with the Town of Zebulon Comprehensive Plan, Zebulon Code of Ordinances, and any other official plan that is applicable. There was no discussion and the motion passed unanimously.

## B. QUASI-JUDICIAL

### 1. SUP 2019-04 – GREC

Golden Renewable Energy, LLC (GREC) requested a Special Use Permit for their business at 517 Industrial Drive zoned as Heavy Industrial District. GREC refined diesel fuel from waste products using pyrolysis and stored the fuel. Staff recommended approval with the following condition:

1. masonry screening will be required around the fuel tanks and dumpster approved at the time of Zoning Permit issuance.

Some Planning Board members expressed concerns about safety with regards to the charter school in close proximity. Shannon Baxter expressed concern about carbon gas emissions according to the applicant's testimony. There was concern with finding of fact 1 - the proposed special use will not materially endanger the public health, safety or welfare. Some Planning Board members stated public safety was a concern. There was discussion about the masonry screening being used as a containment in the case of a leak, a fire suppress system for the outside tanks, raw materials being stored outside, and ramifications of micro plastics in the case of contamination of the nearby waterways.

Shannon Baxter made a motion, second by Larry Ray to recommend denial of SUP 2019-04 based upon the lack of evidence and testimony to support finding of fact 1 "the proposed special use will not materially endanger the public health, safety or welfare." There was no discussion and the motion passed unanimously.

### 2. SUP 2019-05 – Green Pace Road Commercial Center

Meade Bradshaw explained the proposed 10-lot commercial subdivision was approximately 32.03 acres zoned Heavy Business (HB) and was located within the Town of Zebulon's extraterritorial jurisdiction.

There was discussion about the sewer and water connection. The Town was not responsible for the sewer and water connection, that would be the responsibility of the property owners.

It was stated the Transportation Impact Analysis would identify if road widening was necessary. The applicant was required to provide a one-year road warranty to meet the Town's 20-year standard.

Shannon Baxter made a motion, second by Laura Johnson to recommend approval of SUP 2019-05 based upon the consistency with the Town of Zebulon Comprehensive Plan, Zebulon Code of Ordinances, and any other official plan that is applicable and with the following conditions including condition three as amended by staff:

1. The property is annexed into the Town of Zebulon prior to lot recordation;

2. A developer's agreement is created and approved by the Town of Zebulon regarding the future connection to sanitary sewer service prior to lot recordation. The agreement will address, but is not limited to the following discussion points: a. The Town of Zebulon is not responsible for the connection or extension to the sanitary sewer service; b. The Town of Zebulon is not responsible for the maintenance of the septic systems on the individual lots; and c. When the sanitary sewer line is extended, the lots fronting on Green Pace Road will be required to connect at the expense of the commercial park.
3. A one year road warranty to meet the Town's 20 year standard is approved by the Public Works Director for the cul-de-sac being constructed.
4. The requirement of a Transportation Impact Analysis will be determined during Technical Review Committee Review.
5. The project must receive Technical Review Committee approval from the Town of Zebulon conforming to the Code of Ordinances and Land Development Regulations and the Planning Board agrees the findings of fact were met.

There was no discussion and the motion passed unanimously.

#### **STAFF REPORT**

Joe Moore introduced the new Planning Director, Michael Clark.

Laura Johnson made a motion, second by Stephanie Jenkins to adjourn the meeting. There was no discussion and the motion passed unanimously.

Adopted this the 10<sup>th</sup> day of August, 2020.

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Gene Blount—Chair

SEAL

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Lisa M. Markland, CMC—Town Clerk

**Town of Zebulon  
Planning Board  
Minutes  
September 23, 2019**

Present: Larry Ray, Stephanie Jenkins, Stan Nowell, Shannon Baxter, Laura Johnson, Jessica Luther, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Stacie Paratore-Deputy Town Clerk, Michael Clark-Planning, Meade Bradshaw-Planning, Sam Slater-Attorney  
Absent: Gene Blount

Michael Clark explained the Planning Board chair, Gene Blount, was absent and the Board would need to elect a member to serve as chair for the meeting.

Laura Johnson made a motion, second by Larry Ray to appoint Laura Johnson as chair for the September 23, 2019 Planning Board meeting. There was no discussion and the motion passed unanimously.

Laura Johnson called the meeting to order at 9:35pm.

Shannon Baxter made a motion, second by Larry Ray to recess the meeting to September 30, 2019 at 7:00pm. There was no discussion and the motion passed unanimously.

**September 30, 2019**

Present: Gene Blount, Larry Ray, Stephanie Jenkins, Stan Nowell, Shannon Baxter, Laura Johnson, Jessica Luther, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Stacie Paratore-Deputy Town Clerk, Michael Clark-Planning, Meade Bradshaw-Planning, Sam Slater-Attorney

Gene Blount called the meeting back from recess from the September 23<sup>rd</sup> meeting.

Sam Slater asked Gene Blount if he had reviewed the video of the meeting on September 23<sup>rd</sup> since he was absent. Gene Blount stated he had reviewed the video and was prepared and ready to participate.

**A. SUP 2019-08 Pearces Road**

Meade Bradshaw explained the request from Stewart, Inc. was to obtain a Special Use Permit for a major subdivision on 111 acres into 375 residential lots located at 1309 and 1333 Pearces Road. The property was zoned R-13. The vicinity map, zoning data, pictures, and concept plan were presented. There would be three access points one from Weavers Pond, Hunters Greene, and Pearces Road. The subdivision would have a mixture of homes including single family detached homes and townhomes and a minimum of 20% open space. The development had a maximum of 377 units.

Staff felt the request met finding of fact four. Meade Bradshaw stated there was a comment at the Joint Public Hearing regarding a condition for a deceleration lane southbound on Pearces Road, but the Traffic Impact Analysis noted that was not needed. Staff agreed the deceleration lane was not necessary and recommended striking from the conditions.

SUP 2019-08 – Pearces Road Proposed Conditions:

Removal of the southbound turn lane in condition # 17 as recommended by staff.

Shannon Baxter made a motion, second by Stan Nowell to recommend SUP 2019-09 – Pearces Road with staff conditions as follows and the findings of fact have been met. There was no discussion and the motion passed unanimously.

### **Pearces Road Special Use Permit Conditions**

1. Homeowners Association: Homeowners Association or management firm shall be in place to enforce and abate all community association restrictive covenants, conditions, and restrictions. This document will be recorded prior to lot recordation of the 1st subdivision phase. The following elements need to be added to the restrictive covenants addressing the following regulations:
  - Restricting on-street parking for a maximum of 24 hours. This matter will be enforced by the Homeowners Association.
  - Maintenance and upkeep of Open Space/Common Areas, drainage easements and stormwater control measures as described in the Town of Zebulon Street and Storm Drainage Standards & Specifications Manual. Landscape islands and round-a-bouts, etc. located within the right-of-way will be considered common areas.
  - Enforcing tall grass, trash, debris and rubbish, removal of any junk/nuisance vehicles as defined by the adopted town policies.
2. All open space shall be permanently protected from development with a conservation easement and/or restrictive covenant to be recorded upon final plat approval.
3. No unauthorized disturbance of environmentally sensitive areas as defined by US Army Corps. of Engineers, NC DENR, Wake County Environmental Services and the Town of Zebulon.
4. No portion of any developable residential lot shall contain wetlands, riparian buffers, floodplain or floodway.
5. Development must comply with Appendix D of the 2000 International Fire Code.
6. An active recreation area including, at a minimum, a 2,800 square foot pool (deck area not included in this calculation) and 600 square foot conditioned space bathhouse. Building permits for the pool house will be approved prior to the 100<sup>th</sup> certificate of occupancy of any dwelling. The bathhouse will have architecture similar to that of the dwellings in the neighborhood.
7. Perimeter Buffer: Existing vegetation shall be saved to meet a 30' in width buffer along the perimeter of the development. Where there is not existing vegetation or vegetation must be removed, a Type C buffer in accordance with § 152.309 Buffers will be installed.

8. Installation of decorative street signs within the subdivision should be in accordance with the latest version of the Town of Zebulon Street and Storm Drainage Standards and Specifications Manual specifications and in accordance with MCTCD standards.
9. Curb and Gutter: All curb and gutter installations throughout the subdivision should be in accordance with the latest version of the Town of Zebulon Street and Storm Drainage Standards and Specifications Manual specifications.
10. Public Roadways: All streets within Pearces Road shall be public and in accordance with the latest version of the Town of Zebulon Street and Storm Drainage Standards and Specifications Manual specifications.
11. New Roadways: Installation and dedication of any roadway infrastructure, improvements, or right-of-way widths for all phases of the development as shown on the Concept Land Plan for k Pearces Landing shall be in accordance with the latest version of the Town of Zebulon Street and Storm Drainage Standards and Specifications Manual specifications. A licensed engineer with acceptable bonding information prior must provide engineer certification of the roadway to the issuance of a final plat for the development.
  - i. Residential Collector Streets - Street A, Street B (North of Golden Plum Ln),
  - ii. Local Street/ cul-de-sacs – All other streets

**Table 1 Minimum Right-of-Way and Pavement Width**

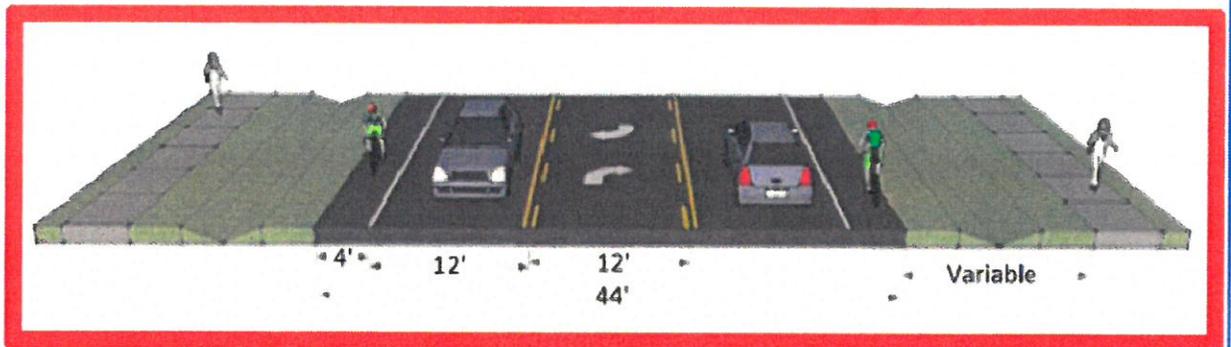
Type of Street	Min. Right of Way Width Curb and Gutter (Back to Back)	Min. Pavement Width Curb and Gutter (Back to Back)
Major Thoroughfare	Per Thoroughfare Plan	Varies, 52' min.
Minor Thoroughfare	Per Thoroughfare Plan	Varies, 45' min.
Residential Collector	60'	35'
Local Street	50'	26'
Cul-de-Sac	53' R	48' R

12. Additional Parking: Local streets shall incorporate at a minimum five, off-street parking areas for guests. These parking areas will also provide landscaping.
13. Bonding: Developer is responsible for posting a bond for final roadway, sidewalk or for each phase prior to the issuance of the first building permit. Developer is fully responsible for all necessary roadway repairs of dedicated streets prior to final overlay and striping. Regardless of residential construction progress, the final overlay of dedicated streets shall be over-laid within eighteen (18) months of the original roadway acceptance date for that phase.

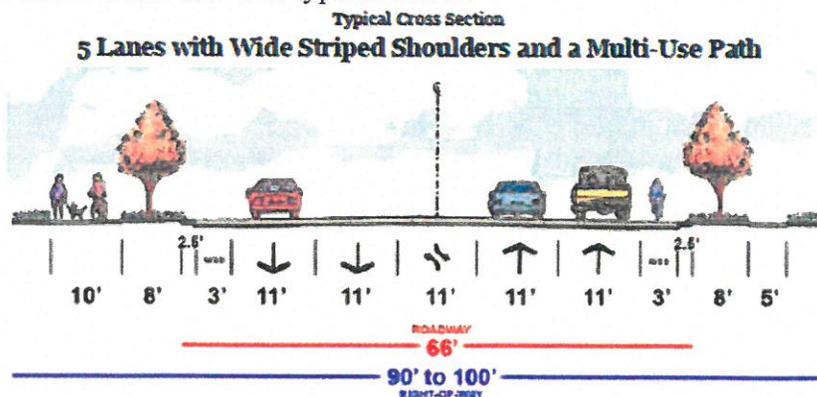
14. Traffic Impact Analysis Recommendations: Recommendations from the TIA by Ramey Kemp and Associates dated May 2019 and sealed May 13, 2019 will be incorporated into site plan review by the ZTRC for conformance with Town and NCDOT standards.
15. Street Connectivity – In general, streets with one end permanently closed (Cul-de-sacs) shall be avoided unless the design of the subdivision and the existing or proposed street system in the surrounding area clearly indicates that a through street is not essential in the location of the proposed cul-de-sac.
16. Street Connectivity – Street A shall be built and accepted by the Town that connects to Golden Plum Lane in Weavers Pond prior to the issuance of the 100<sup>th</sup> residential certificate of occupancy. A second access point to Pearces Road, via temporary access connection, shall be completed prior to the issuance of the 1<sup>st</sup> certificate of occupancy. The temporary access may be removed once Street A connection is completed and accepted by the Town.
17. Pearce’s Roadway Improvements:

- Construct ½ of 3-lane section of roadway below:

**3-Lane with Ditch and Sidewalks**



- Dedicate ½-100’ of right-of-way, meeting the five-lane section of roadway for ultimate future build out. See typical below.



- Turn Lanes: Installation turn lanes at the intersection of Pearces and Street A shall be installed. A northbound left turn lane with a minimum of one hundred feet (100’) of full width storage and appropriate transitions on Pearce’s Road at

Street A. The developer shall have site plan design approvals and construction approvals prior to the issuance of the <sup>first</sup> (1<sup>st</sup>) Certificate of Occupancy for the development with construction bonded with NCDOT or Town of Zebulon. All roadway construction should be completed by the 25<sup>th</sup> Certificate of Occupancy.

18. Sidewalks: Both sides of the street within the subdivision will be required to have a five foot (5') wide sidewalk.
19. Internal private greenway path– 10' Asphalt path connecting homes to the main recreation amenity center.
20. Greenway Amenities: Developer to provide benches, trash receptables, pet waste stations, signage, trail head landscaping and/or fencing to provide screening from residential homes.
21. All street installations throughout the subdivision should be in accordance with the latest version of the Town of Zebulon Street and Storm Drainage Standards and Specifications Manual specifications.
22. Setbacks: single-family detached – front – 30', side – 6.5', rear, 25' corner side - 20'; Townhome – front – 10', building to building – 15', rear – 10', corner side – 20'
23. Mail Kiosk: Installation of mailbox kiosk will be reviewed/approved as part of the Technical Review Committee process.
  - Constructed prior to 1st certificate of occupancy of any dwelling unit.
  - Off-street parking will be provided for kiosk.
  - A kiosk shelter will be constructed using materials similar to what is being used throughout the neighborhood.
    - i. The shelter will need to be constructed prior to the 100<sup>th</sup> certificate of occupancy of any dwelling.
24. Solid Waste and Recycling: All homes (single family, townhomes) within the subdivision will receive trash collection and recycling services.
25. Yard Waste and Leaf Collection: Only single family and paired single family dwellings will receive yard waste and leaf collection. Yard waste and leaf collection for townhomes must be provided by the Homeowner's Association, or if applicable a Homeowner's Association management firm.
26. Storm Drainage Infrastructure: Certification of the storm drainage infrastructure must be provided by a licensed engineer. Bonding will be applied to drainage structures not completed prior to final plat recording. Best Management Practices (BMP's) are not converted from erosion control to permanent stormwater devices until most of the home construction is complete. BMP certification will be completed as directed by the Stormwater Administrator.
27. All dwellings will have a minimum driveway length of 18' measure from the right-of-way.
28. All buffers will be located in common areas.
29. Streetscape:
  - All residential streets shall have a minimum 3.5' utility strip, sidewalk, and a shade tree as part of the residential street cross section.
  - Pearces Road shall have a Type A buffer.

30. Model Homes: Must meet Wake County ADA standards and provide paved parking areas.
31. Exterior Elevations:
  - A 24” masonry water table will be constructed on the front façade of all single-family detached dwelling units. An 18” masonry water table will be constructed on the front façade of all single family attached dwelling units
  - All elevations must have windows on all exterior sides of dwellings. All front windows should have shutters or trim. Corner side yard windows should be treated as a front elevation.
  - Single-family detached dwellings should not have the same elevation with parcels adjacent to or directly across the street as the subject parcel’s elevation.
  - If 6.5’ side yard setback, landscaping shall be provided at both front corners of each dwelling either planted at a rate of 2 shrubs spaced horizontally or along the sides of the homes. An understory tree can substitute for the 2-shrub requirement.
32. Street Stubs will be required to the following properties:
  - Wake County Pin Number Pin Number – 1797914808 (Deed Book 014676 PG 00016)
  - Wake County Pin Number 2707115040 – (Deed Book 016096 PG 01663)
33. Open Space/Common Area: A minimum of 20% of the development will be open space
34. Signage: add a note to the plans that signage will be a separate approval process.
35. Street Lights: The developer is responsible for coordination with Duke Energy on the lighting plan layout; however, the Town of Zebulon will be approving the lighting plan. The developer is responsible for paying the current Duke Energy fee per pole to the Town of Zebulon prior to installation. All streetlights shall be decorative and must in accordance with the latest version of the Town of Zebulon Street and Storm Drainage Standards and Specifications Manual specifications. All streetlights shall be decorative Mitchell 50 Series LED unless otherwise specified and authorized by the Town of Zebulon Public Works Director. All streetlights shall be a minimum of 125 linear feet with a maximum of 140 linear feet apart with alternate spacing on either side of the street.
36. Water, Sewer and Pump Station Improvements: All water, sewer and pump station improvements will be reviewed and approved by the City of Raleigh Public Utilities during the Zebulon Technical Review Committee site plan review process. The utility improvements must be in accordance with the City of Raleigh adopted plans, policies, ordinances, and handbook requirements.
37. Entrances: All entrances shall be reviewed and approved by the Town of Zebulon and the North Carolina Department of Transportation during the Technical Review Committee Process.
38. All residential units/lots are required to have an individual residential booster pump if the static water pressure at the meter does not meet or exceed 50 psi.
39. Street Name Continuity – Street A will be Golden Plum Lane and Street B will be Hunters Green Drive

40. Update street cross sections to reflect table 1 of the Street and Storm Drainage Specifications Manual.
41. Signage (Main Entrance): Main entrance monument signs will be allowed along Pearces Road at Street A and Weavers Pond Subdivision and Street A and shall be made of brick, stone, or masonry material. Signage shall not exceed sixty-four square feet (64 SF) and must be setback at least ten feet (10') from the public right-of-way to include landscaping. Signage approval will be the building permit phase for the sign.

B. SUP 2019-10 – 1701 N. Arendell Ave.

Meade Bradshaw explained the request was by Landstar Investment Group of NC, Inc. to obtain a Special Use Permit for an Internet Café located at 1701 N. Arendell Avenue. The property was zoned Heavy Business. The vicinity map, zoning map, pictures, and concept plan were presented. Staff determined the request was nonconforming based on Code of Ordinances Section 152.109. The site would be required to be brought up to current code compliance. Staff found the request did not meet finding of fact four.

The property would be required to comply with the Code of Ordinances before it could be occupied for any business. There was discussion on whether to allow Dallas Pearce's testimony from the September 23 Joint Public Hearing regarding the safety of the site. The attorney advised the Board it was their discretion on whether to permit the testimony. Stan Nowell stated Code of Ordinance 152.1466 Section G stated internet cafés could not be located within 1,000 feet of a school and felt the request did not meet finding of fact two. Shannon Baxter felt the request did not meet finding of fact one due to the unsafe location for the type of business. There were concerns expressed about the preschool located nearby and concerns about safety.

Shannon Baxter made a motion, second by Larry Ray to recommend denial of SUP 2019-10 – 1701 N. Arendell Ave. due to findings of fact one having not been met. There was no discussion and the motion passed unanimously.

C. Unified Development Ordinance

Michael Clark introduced Chad Meadows from CodeWright Planners, LLC. The Planning Board was provided an overview of the Unified Development Ordinance (UDO) draft. Chad Meadows gave the key changes of the UDO. The 10 articles: general provisions, procedures, districts, uses, development standards, subdivisions, nonconformities, enforcement, measurement and definitions, reviewing agencies were explained in detail to the Planning Board. Michael Clark stated there would be a draft in searchable format on the Town's website.

Chad Meadows gave the completion schedule for the UDO. The Public Hearing was scheduled for October 14<sup>th</sup>. The Planning Board would meet on October 21<sup>st</sup> for a possible vote on a recommendation to the Board of Commissioners who could then vote for adoption at the November 4<sup>th</sup> meeting. If approved at the November 4<sup>th</sup> meeting the effective date for the UDO would be January 1, 2020. There was some concern about the timeline and having enough time to review the UDO. Chad Meadows stated he was able to meet or answer any questions the Planning Board had about the UDO. The Planning Board was asked to email any questions to Michael Clark who would provide a detailed summary of the questions at the next meeting.

Planning Board  
Minutes  
September 23, 2019

Michael Clark welcomed new Planning Board member Jessica Luther.

Shannon Baxter made a motion, second by Stephanie Jenkins to adjourn. There was no discussion and the motion passed unanimously.

Adopted this the 10<sup>th</sup> day of August, 2020..

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Gene Blount—Chair

SEAL

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Lisa M. Markland, CMC—Town Clerk

**Town of Zebulon  
Planning Board  
Minutes  
October 14, 2019**

Present: Gene Blount, Larry Ray, Stephanie Jenkins, Stan Nowell, Shannon Baxter, Laura Johnson, Jessica Luther, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Michael Clark-Planning, Meade Bradshaw-Planning, Sam Slater-Attorney

Gene Blount called the meeting to order at 7:18pm.

**AGENDA**

Jessica Luther made a motion, second by Laura Johnson to approve the agenda. There was no discussion and the motion passed unanimously.

**MINUTES**

Laura Johnson made a motion, second by Larry Ray to approve the August 26, 2019 minutes. There was no discussion and the motion passed unanimously.

**NEW BUSINESS**

A. Draft Unified Development Ordinance

The Board decided to adjourn the meeting to hold further discussions at the next Joint Work Session on October 16.

Shannon Baxter made a motion, second by Stan Nowell to adjourn. There was no discussion and the motion passed unanimously.

Adopted this the 10<sup>th</sup> day of August, 2020.

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Gene Blount—Chair

SEAL

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Lisa M. Markland, CMC—Town Clerk

**Town of Zebulon  
Planning Board  
Minutes  
February 10, 2020**

Present: Gene Blount, Larry Ray, Laura Johnson, Stan Nowell, Stephanie Jenkins, Jessica Luther, Michael Germano, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Stacie Paratore-Deputy Town Clerk, Michael Clark-Planning, Meade Bradshaw-Planning, Jacob Parente-Planning, Sam Slater-Attorney

Gene Blount called the meeting to order at 7:50pm.

**AGENDA**

Laura Johnson made a motion, second by Stephanie Jenkins to approve the agenda. There was no discussion and the motion passed unanimously.

**MINUTES**

Larry Ray made a motion, second by Stephanie Jenkins to approve the December 9, 2019 Planning Board minutes. There was no discussion and the motion passed unanimously.

**NEW BUSINESS**

A. DA-2019-1 Quarterly Text Amendments

Michael Clark explained these were the first round of quarterly text amendments to the UDO. There were three items on the Planning Board agenda because the particular items statutorily required recommendation from the Planning Board. The Board was asked to make a general comment on the fourth item from the Joint Public Hearing agenda, Chronic Violators Ordinance, but did not require a recommendation to the Board of Commissioners to render a decision.

a. Detached Accessory Structures

There was no regulation in the UDO. The previous code of ordinances limited the structures to 35% of the usable square footage of the dwelling. There was an increase bonus based on acreage.

Stan Nowell felt 35% was tight and suggested raising the percentage to 45% or 50%. Gene Blount agreed that the percentage should be higher and felt the garage height should be higher to accommodate a boat or camper.

Jessica Luther asked if 35% was the industry standard. Michael Clark explained the number was in correlation to what the Town allowed for an accessory dwelling unit and most surrounding communities had a lower percentage for detached accessory structures. The majority of surrounding communities did not have a maximum for attached accessory structures. There was a discussion about attached vs. detached structures. An attached structure required physical structural attachment.

Larry Ray asked since lot sizes were becoming smaller if there was anything in the ordinance about the total square footage of structures on a lot. Mr. Clark explained there was a maximum percentage lot coverage area for residential subdivisions. One example was in R6, the Urban

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Zoning District had a maximum lot coverage of 30% and could go up to 35% as part of the development approval. A Bungalow Court or Pocket Neighborhood could go up to 65%.

Jessica Luther asked if the ordinance was geared toward avoiding Airbnbs. The ordinance was geared towards garages. There was another regulation for accessory dwellings units with a maximum of 35%.

Michael Germano gave the example if someone had an accessory dwelling unit and a storage unit could they maximize both within the area ratio of the site. Michael Clark explained that would not be possible because the accessory dwelling unit was detached and it was still an accessory detached structure unit by definition.

Laura Johnson made a motion to deny the proposed text amendment to section 4.4.7.H of the Unified Development Ordinance.

Michael Germano asked the Planning Board what percentage they were looking for. Laura Johnson wanted 45% to 50% wider and higher. There was discussion among the Planning Board about garage heights in relation to home heights.

There was a second by Stan Nowell. There was no further discussion and the motion passed with a vote 5 to 2 with Laura Johnson, Larry Ray, Stan Nowell, Stephanie Jenkins, and Gene Blount voting in favor and Jessica Luther and Michael Germano voting in opposition.

b. Window Signage

Michael Clark stated this was an amendment to section 5.11.9.N.3. The current window signage limitation was 25% of a window. The amendment would provide leniency for buildings with windows that did not meet the intent of the ordinance. The previous regulation of the zoning code was also 25% of each window.

Larry Ray inquired if the see through film was considered free window space. Michael Clark stated it was not because if the film was a completely transparent graphic with just lettering, staff would take the outermost boundaries of the graphic representation and lettering to calculate the signage.

Gene Blount asked if a business could obtain a special permit or permission to have more signage than the ordinance allowed. Mr. Clark explained a business could request a variance from the Board of Adjustment, but would have to show difficulty on what features existed that prevented them from being in compliance with the ordinance.

Larry Ray felt Simply Blush Bridal had invested in the community with their business and also felt the ordinance needed to be enforced for all businesses. Staff explained with the proposed amendment Simply Blush Bridal would be in compliance with the UDO.

Gene Blount asked if there was a regulation on political signs. Staff deferred to the Town Attorney. Sam Slater explained political signs were temporary and there was a complex set of rules of what was allowed and in a particular timeframe. It was asked if windows could be painted with holiday

scenes during the holidays. Staff explained windows could be painted because they were defined as holiday decorations and could only stay up during a certain timeframe.

Michael Clark clarified that the ordinance amendment provided additional signage options for the Simply Blush Bridal. The total signage would not change, just the placement of the signs.

Stan Nowell made a motion, second by Michael Germano to recommend approval of the text amendment to UDO Section 5.11.9.N.3 and the adoption of Section 95.56 of the code of ordinances as presented finding that the proposed requests are consistent with the Comprehensive Master Plan and the goal statements of the 2030 Strategic Plan as adopted by the Town of Zebulon. There was no discussion and the motion passed with a vote 6 to 1 with Laura Johnson, Larry Ray, Stan Nowell, Stephanie Jenkins, Jessica Luther, Michael Germano voting in favor and Gene Blount voting in opposition.

c. Board of Adjustment/Planning Board

Michael Clark stated this was an amendment to sections 10.2.2.B and 10.4.1.B of the UDO granting the Planning Board the powers of authority for review and decisions on variances and appeals. The process would remain quasi-judicial.

There was a question about how many members were on the Board of Adjustment. There were five members on the Board. The two extra members of the Planning Board would serve as alternates. Laura Johnson stated she was on the Board of Adjustment for three or four years and only met twice.

Staff stated a regular meeting schedule would allow for continuous training. There was discussion about an example of a Board of Adjustment case.

Laura Johnson stated the Board should remain separate because of what they do.

Laura Johnson made a motion to recommend denial of the text amendments to UDO Section 10.2.2.B and 10.4.1.B finding that the proposed requests are consistent with the Comprehensive Master Plan and the goal statements of the 2030 Strategic Plan as adopted by the Town of Zebulon.

Motion died for lack of a second.

Michael Germano made a motion, second by Jessica Luther to recommend approval of the text amendments to UDO Section 10.2.2.B and 10.4.1.B finding that the proposed requests are consistent with the Comprehensive Master Plan and the goal statements of the 2030 Strategic Plan as adopted by the Town of Zebulon. There was no discussion and the motion passed with a vote 5 to 2 with Larry Ray, Stan Nowell, Stephanie Jenkins, Jessica Luther, Michael Germano voting in favor and Gene Blount and Laura Johnson voting in opposition.

d. Chronic Violators Ordinance

Michael Clark explained a Planning Board recommendation was not required, but welcomed feedback or suggestions to the Board of Commissioners. The amendment provided clarification to section 95.50 of the code of ordinances.

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Larry Ray asked if the Chronic Violators Ordinance would include the ETJ and staff confirmed it would. Most violations were reported to the Town. The Town did have proactive enforcement however staff was limited. The types of violations were described in chapter 95 of the UDO. There was a discussion about what was required from staff to investigate a violation complaint. If the property was a rental property, the violation notice was mailed to the property owner.

Michael Clark introduced the new Planning Board member Michael Germano.

Laura Johnson made a motion, second by Michael Germano to adjourn. There was no discussion and the motion passed unanimously.

Adopted this the 10<sup>th</sup> day of August 2020.

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Gene Blount—Chair

SEAL

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Lisa M. Markland, CMC—Town Clerk

**Town of Zebulon  
Planning Board  
Minutes  
February 24, 2020**

Present: Gene Blount, Larry Ray, Stan Nowell, Stephanie Jenkins, Jessica Luther, Michael Germano, Joe Moore-Town Manager, Stacie Paratore-Deputy Town Clerk, Michael Clark-Planning, Meade Bradshaw-Planning, Chris Ray-Public Works, Jason Brown-Public Works  
Absent: Laura Johnson

Gene Blount called the meeting to order at 7:00pm.

**AGENDA**

Jessica Luther made a motion, second by Stephanie Jenkins to approve the agenda. There was no discussion and the motion passed unanimously.

**NEW BUSINESS**

A. Transportation Presentation from Ramey Kemp

Michael Clark introduced Roger Henderson and David Hyder from Ramey Kemp & Associates who were at the meeting to give an overview on transportation planning so the Planning Board would be familiar for their work on the Town's master plan. Roger Henderson explained he focused on long range transportation planning with the main focus being street connectivity. The master plan would be a map the Planning staff would show to developers to demonstrate where connections were needed.

It was stated that more people walk and bike today on a regular basis. The goal was to show people that it was safe to walk and bike to their destination which would reduce the number of cars on the roads. Ways to manage traffic included shifting the destination, shifting the mode of travel, and shifting the time of travel to avoid rush hour. The comprehensive plan study area map was shown. Downtown Zebulon had many connecting streets with existing sidewalks. Mr. Henderson complimented the Town's Unified Development Ordinance (UDO) stating it was well done and had very progressive rules and regulations.

David Hyder explained his job was to help the Town build a place where people wanted to live by planning the street network through arterial roads, collector roads, and local roads. There was an explanation on access vs. mobility.

The definition of Traffic Impact Analysis (TIA) from the UDO was read and the process was explained. TIAs were good for one year. Mr. Ray inquired if the UDO set a specific time for traffic studies to take place. Roger Henderson stated traffic counts were usually performed between 7am and 9am and in the evenings from 4pm to 6pm.

It was explained a TIA showed the level of service of intersections or approaches, access points, traffic signals and intersection geometry, safety at Zebulon hot spots, how many vehicles were added to the roads, and road improvements, phasing and shares.

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The level of service was based on vehicle density, speed on the freeways, and delay at intersections on surface streets. It was explained level "A" as very good and level "F" was the worst. The Town's UDO accepted level of service D. Michael Clark inquired if it was practical for the Town to require streets to be level of service A while still making them safe for pedestrians. Roger Henderson stated level of service A was very expensive and a waste of resources.

There was discussion about roundabouts being used for traffic calming and various options for traffic calming in downtown Zebulon.

Jessica Luther asked if there would be obstacles in working with NCDOT to narrow the lanes for pedestrian crossings downtown or to add a bike lane. Roger Henderson stated NCDOT would look to see how much traffic and truck volume there was on the road and felt NCDOT would be willing to work with the Town.

The Planning Board would meet again on March 2 at 5pm with the advisory group to hear a presentation from the Town's consulting team.

The first public visioning session was scheduled for March 3 at 6pm at Wakefield Central Baptist Church. The session would cover the area north of 264 followed by a session in a couple of weeks on the area south of 264. There would be a comprehensive meeting in April for the area around the Five County Stadium. The meetings would be posted on the Town's website and on social media.

Larry Ray made a motion, second by Jessica Luther to adjourn. There was no discussion and the motion passed unanimously.

Adopted this the 10<sup>th</sup> day of August 2020.

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Gene Blount—Chair

SEAL

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Lisa M. Markland, CMC—Town Clerk

**Town of Zebulon  
Planning Board  
Minutes  
March 2, 2020**

Present: Gene Blount, Larry Ray, Stan Nowell, Stephanie Jenkins, Laura Johnson, Jessica Luther, Michael Germano, Michael Clark-Planning, Stacie Paratore-Deputy Town Clerk

Land Use and Transportation Plan Advisory Group: Dallas Pearce, Brian Bullock, Nelle Carroll, Arlanda Miles

Gene Blount called the meeting to order at 5:09pm.

**AGENDA**

Laura Johnson made a motion, second by Stephanie Jenkins to approve the agenda. There was no discussion and the motion passed unanimously.

**NEW BUSINESS**

- A. Presentation/Discussion with Comprehensive Land Use Plan and Transportation Plan Consultants

Michael Clark gave a brief overview and introduced the consultant teams from Ramey Kemp & Associates and Kendig Keast Collaborative.

Gary Mitchell, with Ramey Kemp & Associates, did a presentation of their qualifications, timeline, and information about the process. Mr. Mitchell asked the Planning Board and Advisory Group for their input on how Zebulon was the same from 10 years ago. There was mention of people's adversity to change and growth.

The Planning Board and Advisory Group were asked what was different from 10 years ago. Some of the responses were more traffic, more homes, and more people moving into Zebulon. The growth of the Town was present now and more businesses were coming.

The context for the plan was to maintain growth while maintaining small town charm, sustain and diversify the economy, build an interconnected community, revitalize downtown, improve infrastructure, make more of Five County stadium area, and focus on amenities and livability. The focus areas of the plan included growth capacity, land use and development, housing and neighborhoods, economic development, recreation and amenities, and special area planning. Mr. Mitchell provided an overview from the 2010 Census to show the growth in population in Zebulon.

The Planning Board and Advisory Group were asked for feedback on their top 10 requests for the plan to address. Some of the responses were traffic, improved roadways and infrastructure, water and sewer improvements downtown, parking downtown, safe crosswalks, pedestrian signals, adding and improving sidewalks, more variety of housing, and public transportation.

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The Planning Board was asked about the difficulties or challenges they face in their role on the Planning Board. Some of the responses were understanding the terminology and dynamics, communicating the UDO to the public, and aligning with other nearby communities.

The Advisory Group spoke about their responses for why they wanted to serve. The consensus was to help the Town grow, change, and reshape in a positive way.

Michael Clark reminded everyone about the first community interaction meeting at Wakefield Central Baptist fellowship hall at 6pm on March 3. The meeting was open to everyone and would primarily focus on the area north of 264 and 64. The next meeting was scheduled for March 25 at 6pm on the area south of 264 and 64 at the Zebulon Community Center. The final meeting would be community-wide on April 15 at 6pm at the Zebulon Community Center.

Larry Ray made a motion, second by Stephanie Jenkins to adjourn. There was no discussion and the motion passed unanimously.

Adopted this the 10<sup>th</sup> day of August 2020.

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Gene Blount—Chair

SEAL

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Lisa M. Markland, CMC—Town Clerk