

Parks & Recreation Advisory Board Meeting

The Zebulon Parks and Recreation Advisory Board will meet Monday, August 15th at 6pm.
This meeting will be held at Zebulon Town Hall, 1003 N. Arendell Avenue.

Meeting Agenda

1. Call to Order
2. Approval of Agenda
3. Public Comment: Public comments are limited to 3 minutes. Anyone wishing to speak must sign up by 5:50 PM. Public comment may be limited to 15 minutes.
4. Consent
 - a. Adoption of Minutes
 - i. February 21st, 2022
 - ii. May 16th, 2022
5. Presentation
 - a. UDO: Open Space
 - i. Planning Director: Michael Clark
 - b. Quarterly Report
6. New Business
 - a. Suspension Policy
7. Open Discussion
8. Staff Updates
 - a. Department Update
 - b. Next Meeting: September 19th
9. Adjournment

Parks & Recreation Advisory Board Minutes

The Zebulon Parks and Recreation Advisory Board met Monday, February 21st immediately following the Tree Board Meeting at 6pm.

This meeting was held at Zebulon Town Hall, 1003 N. Arendell Avenue.

Meeting Agenda

1. Call to Order

Erica Called the meeting to order

1st

2nd

Voted all in favor

2. Approval of Agenda

Erica called for a motion for the approval of the agenda

First Second Dexter

Voted all in favor

3. Public Comment: Public comments are limited to 3 minutes. Anyone wishing to speak must sign up by 5:50 PM. Public comment may be limited to 15 minutes.

None

4. Consent

- a. Adoption of Minutes

- i. November 15th, 2021

Erica called for a motion to adopt the minutes

First Brandon

Second Garrett

Voted all in favor

5. Old Business

- a. Volunteer Appreciation Event

Sheila proposed the two options for an event. Option one would be an outdoor cookout with family activities at the Community Park. It would cost about \$1800 and be for about 300-350. Second option would be limited to one guest due to capacities. The banquet would be at the community center and would cost about \$3000. Erica questioned the amount that it would cost and how much was in the budget. Erica prefers the cookout would be more fitting for the occasion. Brandon likes the idea of involving more people, like the outdoor event. Everyone seemed to agree on the outdoor cookout. Staff will come back with more information for the Advisory Board to consider.

6. New Business

No new business.

7. Open Discussion

Erica asked for a scholarship update. Sheila gave an update on the process. The board approved the program. The program has had a handful of participants so far. Were trying to get it out into the community and get the word out.

Erica asked about the Saint Patrick's Day event. Sheila talked about how the town is setting up private sectors to organize and plan the events. Parks and Recreation is not involved in planning the event, only the closing the street aspect.

Brandon asked about the tree lights, and how long they will be up. Sheila says that public works normally takes them down in March. Brandon likes the vibe the lights give.

Genia asked about events committee. Sheila explained that they have a representative from every department and the process. Genia asked how to get private sectors involved in that process. Sheila provided information.

8. Staff Updates

a. Department Update

Staff have been initiating a lot of additional tasks on RecDesk. We have added tennis block, an organization for pickleball and tennis lessons and programs. We have updated a lot of policies. We have rethought all the rental policies, they will all be handled from one person. We hope to take the rental changes to the board in March. The front classroom at the community center is being renovated. The space has been renovated to create a lounge. We are increasing programming for that space and creating a new environment for card games, sewing machines, tv, coffee station, and a living room atmosphere. Hopefully, in the future, we can staff the space in the afternoons and allow it to be a teen space. The walls have been painted, the floors will be in next week, and all the furniture is in. The recreation impact fee in the first month brought in \$97,000 for designated projects for the department to use. We are working with the ZDAC committee for a mural location. Two properties have submitted applications; the fall line and Haircraft have applied. Haircraft could be a pick to help focus on parking.

Joint staff retreat will be with the planning department; we will meet with Mitch Silvers. Mitch is the former planning director for the city of Raleigh and worked in New York City. Programs being evaluated to compliment the master plan. Research and planning are being done before the programs are being released. New programs include, tennis lessons, pickleball, teen programs, hand drums, and preschool clinics.

May 14th will be the spring festival in downtown Zebulon. We have great partners in place.

Artisan Market is being moved to the town hall. Focus is now on artist and other vendors. The market has been rebranded. We will still have producers and other vendors. The season has been shortened. We have limited staff and capacity and we want to be able to spread out events and programs. We chose to implement more programs and events, including monthly downtown concerts.

Sheila introduced Nick Rummage and talked about his experiences. Nick has 10 years of experience in parks and recreation. He comes from Clayton; he was there for about 6 years. Nick provided a Parks update: Community Park and ZES are being updated. The fields are being laser graded; this makes the field safer. We also plan on adding more base length to allow a larger variety of ages to play. Underbrush is being cleared out at some of the parks. Cleaning it makes it look more appealing and safer. We have also started the process of rebuilding the basketball court at the gill street park. We are looking at adding three dispersed seating options, this will include seating and picnic shelters. Trash cans have begun to be replaced around the parks. More modern and longer lasting trash cans are being purchased. We are also receiving quotes to have the basketball courts at the community park. Kudzu has a treatment scheduled for the summer and September. Baseball fields score boxes are being built and updated. Staff is also working on regular maintenance and supporting the department with events. Nick also discussed athletics. Winter basketball is wrapping up, the season has gone quickly. Spring registration is open, many leagues are filled. Registration is up about 15% and about 125 kids total.

Brandon asked if benches at the community park would be replaced. Nick answered, yes, they would be replaced eventually. Dexter asked how soon the gill street park would be replaced. Nick answer, that they would complete the project as soon as possible. The department is having issues with construction companies providing quotes.

Sheila gave an update on the master plan progress. At this point, we have completed the plan for year one of the master plan, minus the spectator seating at the community park. Due to covid, staff will continue to research the best way to update the seating.

- b. March Retreat: March 21st at 6 PM
 - i. Speaker: Mitch Silver

9. Adjournment

Erica called for a motion to adjourn
First Brandon
Second Garret
Voted all in favor
End – 7:32 PM

Parks & Recreation Advisory Board Meeting

The Zebulon Parks and Recreation Advisory Board met Monday, May 16th at 6pm.

This meeting was held at Zebulon Town Hall, 1003 N. Arendell Avenue.

Staff members in attendance: Sheila Long, Hannah Blische.

Board Members in attendance: Genia Newkirk, Dexter Privette, Brandon Wiggins, Garret Underhill.

Meeting Agenda

1. Call to Order

Brandon Called the meeting to order at 6:00 PM

2. Approval of Agenda

Genia Called for a motion to approve the agenda.

2nd – Garrett

Voted all in favor

3. Public Comment: Public comments are limited to 3 minutes. Anyone wishing to speak must sign up by 5:50 PM. Public comment may be limited to 15 minutes.

No public comment

4. Consent

- a. Adoption of Minutes

- i. April 18, 2022

Genia Called for a motion to adopt the minutes.

2nd – Dexter

Voted all in favor

5. Old Business

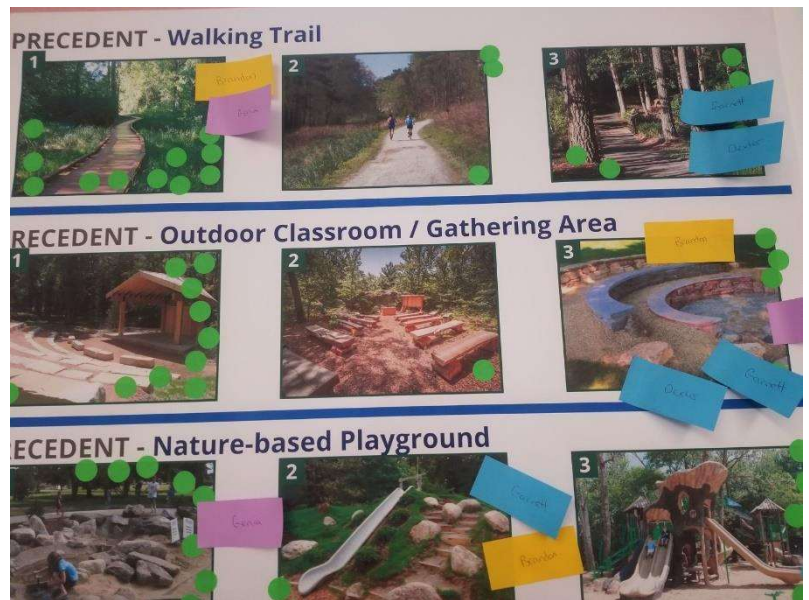
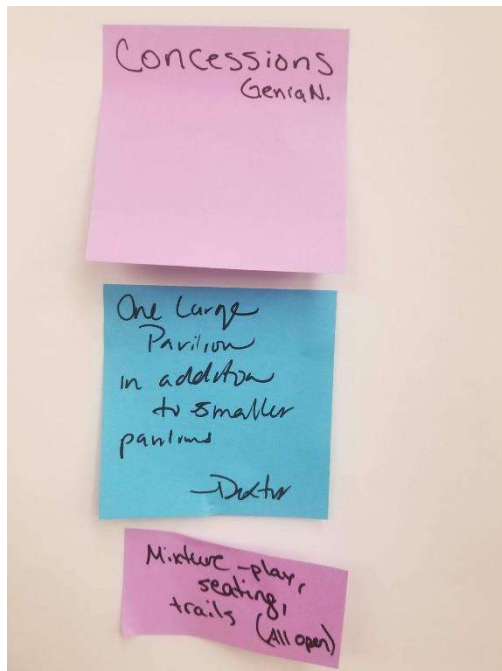
- a. Coach Appreciation

Carolina Mudcats has offered to cater a night of baseball around celebrating our coaching staff. We have the opportunity to announce awards or recognize each age group. Brandon loved the idea of the Mudcats game, he likes having the opportunity to recognize everyone while also sharing more info about our programs to those attending the games. Sheila estimated the price to be \$5.00 per ticket and offer 4 tickets per coach. Sheila is working out the details of seating arrangements. Sheila said that during certain breaks each advisory board member could play a part in the rewards and recognize the coaches. They are looking at a Thursday game at the end of June.

6. New Business

- a. Little River Park

Board members participated in discussion and an exercise to provide feedback on the Little River Park Site Conceptual Plan.



7. Open Discussion

The board asked how Spring Fest went with the changes due to weather. Sheila noted that it went well, almost everything planned was able to move inside. The weather forecast was hard to work around. With the call we made people were able to enjoy the event. 1,000 people came through Dallas' building,

Creative Cup did extremely well. 900 came through Brandon's building on the vendor side. There were a lot of people floating through the community center to see the band and get food. Brandon said the food from Bruno's was great, they said they sold out of burgers, and while he was there the Fall Line was packed. Genia received a late donation of \$500 from Victory Lane for the youth financial scholarship fund. She will be recognizing them with a plaque. Sheila noted that we are working on getting out more information regarding the fund to kids in the community for summer camp registration.

8. Staff Updates

- a. Department Update
 - i. Event Schedule
- b. Next Meeting: June 20th

Staff will now be doing quarterly reports rather than an update every meeting to be more meaningful in the information being presented to the board. We have a series of events coming up, if there is anything the board would like to apart of, please let staff know. The next big event will be Movie Night on June 17th if anyone would like to volunteer. We are currently fully staffed, we transitioned funding to bring in a full-time Maintenance worker in April. The new staff member joining us from Public Works and has a lot of experience with different maintenance projects. Next meeting is June 20. No meeting in July unless the board would like to meet. July is a busy time for the department with beginning of new budget season

9. Adjournment

Brandon called for a motion to adjourn.

Garrett made the motion.

2nd – Genia

Voted all in favor

Meeting end time: 6:57 PM

Topic: Unified Development Ordinance
From: Parks & Recreation Staff
Prepared by: Sheila Long, Parks & Recreation Director
Michael Clark, Planning Director
Presented by: Michael Clark, Planning Director

Background

Zebulon adopted an updated Unified Development Ordinance (UDO) on June 1st, 2020. This document guides the town as it works with developers in our growing community. It contains the rules that control:

- how land can be used in the Town,
- what kinds of uses may be located in particular locations,
- and how new development must be configured.

The Planning Director will present information regarding how the UDO applies to open space and recreation spaces. The Advisory Board will also be presented with information about how it can become more involved in future development consideration.

Discussion

The board will discuss the opportunity for the Parks and Recreation Advisory Board to participate in conditional zoning and planned development considerations.

Attachments:

UDO- Chapter 5.7

Recommended Process Flowchart

ARTICLE 5: DEVELOPMENT STANDARDS

5.7. Open Space

5.7.1. How to Use These Standards

5.7. OPEN SPACE

5.7.1. HOW TO USE THESE STANDARDS

- A.** Developments subject to these open space set-aside standards (see [Section 5.7.3, Applicability](#)) shall provide the minimum amount of open space set-aside required for the zoning district where located as identified in [Article 3: Districts](#).
- B.** The physical amount of open space to be set aside within a particular development is a percentage of total development size. These percentage requirements are found in the dimensional standards tables for the zoning districts in [Article 3: Districts](#). There is no limitation on the provision of additional open space set-aside beyond the minimum specified in [Article 3: Districts](#).
- C.** Once the minimum amount of open space set-aside to be provided is determined, the type of open space set-aside, if specified, should also be determined.
- D.** Applicants should consult [Section 5.7.5, Open Space Set-Aside Configuration](#), in order to understand any applicable design requirements or prohibited features.
- E.** The required amount of open space set-aside may be reduced based on the provision of sustainable development features in accordance with [Section 5.12, Sustainability Incentives](#), or other aspects of this Ordinance.

5.7.2. PURPOSE AND INTENT

The purpose of this section is to help ensure the provision and maintenance of open space resources that encourage recreation and the gathering of Town residents and visitors. These standards are further intended to:

- A.** Establish the standards under which residential, mixed-use, and nonresidential development shall set aside a portion of the development area as open space;
- B.** Distinguish between the characteristics, requirements, and appropriate locations for open space set-asides, based on the zoning district designation; and
- C.** Establish minimum ownership and maintenance standards for homeowner and property owner associations related to open space set-asides.

5.7.3. APPLICABILITY

A. GENERALLY

- 1.** Unless exempted in accordance with [Section 5.7.3.C, Exemptions](#), the standards in this section shall apply to all new development and redevelopment in the City.
- 2.** Redevelopment conducted after January 1, 2020, shall comply with the standards in this section, to the maximum extent practicable, and shall provide its pro rata share of open space set-aside.

B. CONSERVATION SUBDIVISIONS

Open space set-asides associated with a conservation subdivision shall be subject to the standards in [Section 6.2, Conservation Subdivision](#), in addition to these standards. In the event of a conflict, the standards in [Section 6.2, Conservation Subdivision](#), shall control.

C. EXEMPTIONS

The following forms of development shall be exempted from the standards in this section:

- 1.** Development of an individual single-family dwelling (including manufactured homes) on lots platted prior to January 1, 2020;
- 2.** Subdivisions comprised solely of four or fewer lots where all lots intended for single-family detached residential dwellings;
- 3.** Development located within the LI, IC, HI, and DTC districts.

ARTICLE 5: DEVELOPMENT STANDARDS

5.7. Open Space

5.7.4. Minimum Open Space Set-Aside Requirements

5.7.4. MINIMUM OPEN SPACE SET-ASIDE REQUIREMENTS

A. AMOUNT

1. The minimum required amount of open-space set-aside, as a percentage of a development's size, shall be provided in accordance with the Table 5.7.4.A: Minimum Open Space Set-Aside Required.
2. Nothing shall limit the provision of a greater minimum percentage or other type of open space set-aside, provided the minimum requirements in this section are met.

TABLE 5.7.4.A: MINIMUM OPEN SPACE SET-ASIDE REQUIRED				
TYPE OF LAND USE [1]	AMOUNT OF OPEN SPACE SET-ASIDE REQUIRED (% OF DEVELOPMENT AREA) [2]	OPEN SPACE SET-ASIDE COMPOSITION [3] [4]		
		MIN. % ACTIVE	MIN. % PASSIVE	MIN. % URBAN
Residential, Single-Family Detached	10	At least 25% when outside of OI or DTC districts	No minimum requirement	Up to 50% when inside OI or DTP districts
Residential, All Use Types Except Single-Family Detached	10	At least 50% when outside of OI or DTC districts	No minimum requirement	At least 50% when inside OI or DTP districts
Institutional, Other Than Utility-Related	8	No requirement	No minimum requirement	Up to 100% when inside OI or DTP districts
Institutional, Utility-Related	None Required	N/A		
Mixed-Use, with Residential	5	At least 25% when outside of OI & DTC districts	No minimum requirement	Up to 100% when inside OI or DTP districts
Mixed-Use, no Residential	3	No minimum requirement	No minimum requirement	Up to 100% when inside OI or DTP districts
Commercial	3	No minimum requirement	No minimum requirement	Up to 100% when inside OI or DTP districts
Industrial	None Required	N/A		
Agricultural	None Required	N/A		

NOTES:
 [1] Determined based on the Use Classification listing in Table 4.2.3, Principal Use Table.
 [2] Applied at the time of subdivision or site plan if subdivision is not required.
 [3] See Section 5.7.5, Open Space Set-Aside Configuration, for details on the distinctions between active, passive, and urban set-aside.
 [4] In cases where the total amount of open space set-aside is insufficient to be useable in the opinion of the Planning Director, the Town may accept a fee-in-lieu (see Section 6.3, Fee-in-Lieu).

B. TYPE

1. Unless otherwise indicated in the appropriate dimensional standards table in Article 3: Districts, open space set-aside shall be configured in accordance with the standards in Section 5.7.5.A, Passive Open Space Set-Aside.
2. In cases where development must configure open space set-aside with active recreation features, it shall be configured in accordance with Section 5.7.5.B, Active Open Space Set-Aside.

ARTICLE 5: DEVELOPMENT STANDARDS

5.7. Open Space

5.7.5. Open Space Set-Aside Configuration

3. In cases where open space set-aside shall be configured as urban, it shall be configured in accordance with Section 5.7.5. Open Space Set-Aside Configuration.
4. Except in instances where open space set-aside must be configured for active recreation, nothing shall limit development from configuring required open space set-aside in accordance with the standards in Section 5.7.5.C. Urban Open Space Set-Aside.

5.7.5. OPEN SPACE SET-ASIDE CONFIGURATION

Open space set-asides shall be configured in accordance with the following standards.

A. PASSIVE OPEN SPACE SET-ASIDE

Passive open space set-asides are intended to provide land area that is undeveloped, or that is developed with low-intensity recreational features (such as those for walking or sitting), landscaping, replacement trees, or stormwater management features that are configured as a site amenity (see Figure 5.7.5.D: Types of Open Space).

1. ALLOWABLE FEATURES

The land area occupied by any of the following types of features is credited towards required passive open space set-aside:

- a. Walking, bicycling, and equestrian trails;
- b. Boardwalks;
- c. Gardens and greenway trails;
- d. Benches and seating areas;
- e. Tables, shelters, grills, and related picnicking facilities;
- f. Lawn areas and community greens;
- g. Lakes, ponds, wetlands, swamps, canals, and streams;
- h. Piers and docks for fishing or viewing wildlife; and
- i. Undisturbed land subject to a deed restriction or conservation easement.

2. SITE FEATURES CREDITED TOWARDS PASSIVE OPEN SPACE SET ASIDE REQUIREMENTS

- a. The following site features shall be credited towards passive open space set-aside requirements:
 - i. Required landscaping areas;
 - ii. Reforestation areas;
 - iii. Tree protection areas;
 - iv. U.S. Army Corps of Engineers designated 404 wetlands;
 - v. Riparian buffer areas;
 - vi. Natural heritage areas; and
 - vii. Land area occupied by stormwater management facilities, including retention ponds, fully vegetated detention basins, and other bio-retention devices, provided these facilities are treated as a site amenity.
- b. In order to be considered a site amenity that is credited towards passive open space set-aside requirements, stormwater management facilities shall include all the following:
 - i. Pedestrian access to the facility;
 - ii. Gentle slopes of three-to-one (3:1) or less;
 - iii. Pedestrian elements such as paths, benches, and similar aspects to and around the facility; and
 - iv. Vegetation, whether planted or retained.

B. ACTIVE OPEN SPACE SET-ASIDE

Active open space set-asides provide for active recreational needs of the residents or visitors they serve. Active features include fields and courts as well as built structures (see Figure 5.7.5.D: Types of Open Space). Active open space set-asides shall meet the following standards:

1. CONFIGURATION

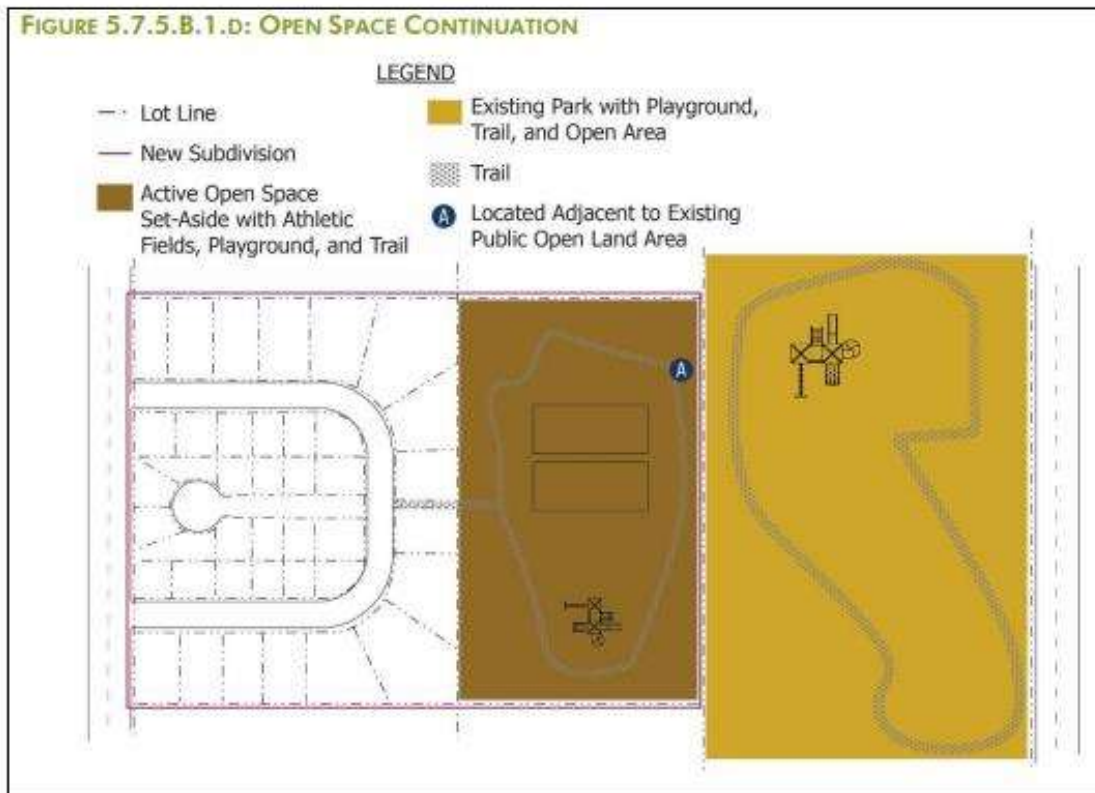
ARTICLE 5: DEVELOPMENT STANDARDS

5.7. Open Space

5.7.5. Open Space Set-Aside Configuration

- a. Lands set aside as active open space set-aside shall be compact and contiguous unless the land is used as a continuation of an existing trail, or specific natural or topographic features require a different configuration.
- b. Active open space set-aside areas shall be located so as to be readily accessible and useable by residents and users of the development.
- c. Where possible, a portion of the open space set-aside should provide focal points for the development.
- d. Where the development site is adjacent to existing or planned trails, parks, or other public open area land, the open space set-aside shall, to the maximum extent practicable, be located to adjoin, extend, and enlarge the trail, park, or other open area (see Figure 5.7.5.B.1.d: Open Space Continuation).

FIGURE 5.7.5.B.1.D: OPEN SPACE CONTINUATION



2. ALLOWABLE FEATURES

The following types of features are allowable in and credited towards active open space set-asides:

- a. Swimming pools, splash pads, and areas devoted to water play for children;
- b. Athletic fields and courts;
- c. Boat launches and swimming platforms;
- d. Club houses;
- e. Playgrounds and play structures for children; and
- f. Obstacle courses and exercise trails.

C. URBAN OPEN SPACE SET-ASIDE

ARTICLE 5: DEVELOPMENT STANDARDS

5.7. Open Space

5.7.5. Open Space Set-Aside Configuration

Urban open space set-asides provide formal or informal gathering areas for people or locations for vegetation or stormwater uptake within urbanized portions of the Town's jurisdiction. Urban open space can include outdoor dining areas, building atriums with plants and seating, or green roofs (see [Figure 5.7.5.D: Types of Open Space](#)).

1. ALLOWABLE FEATURES

The following types of features are allowable in urban open space set-asides:

- a.** Plazas and courtyards;
- b.** Roof gardens;
- c.** Indoor atriums with plantings and seating that are open to the general public;
- d.** Outdoor dining areas;
- e.** Fountains; and
- f.** Areas devoted to public gathering.

D. WITHIN CONSERVATION SUBDIVISIONS

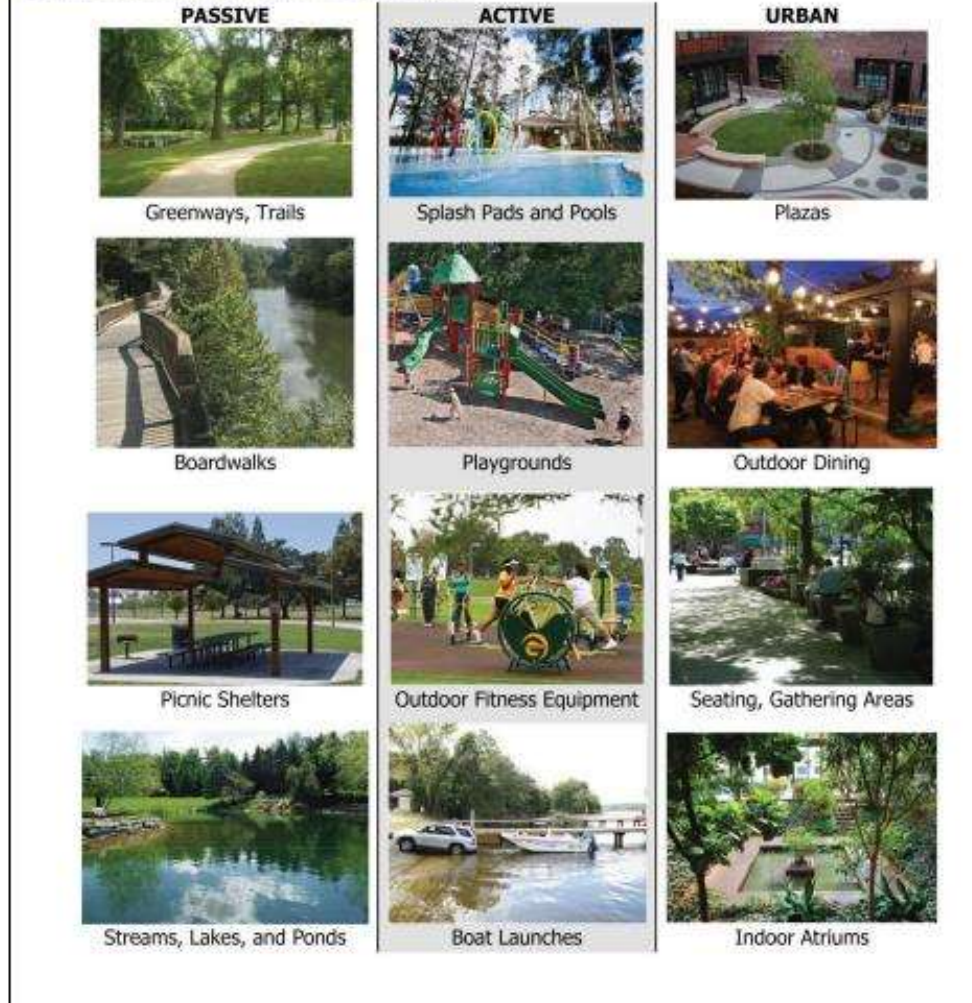
Open space set-asides within conservation subdivisions may include any of the features allowed in active, passive, or urban open space set-aside areas in addition to farm fields, forestry lands, or lands used for agricultural purposes.

ARTICLE 5: DEVELOPMENT STANDARDS

5.7. Open Space

5.7.5. Open Space Set-Aside Configuration

FIGURE 5.7.5.D: TYPES OF OPEN SPACE



ARTICLE 5: DEVELOPMENT STANDARDS

5.7. Open Space

5.7.6. Ownership of Open Space Set-Asides

E. FEATURES NOT CREDITED TOWARDS OPEN SPACE SET-ASIDE

The following areas shall not be included in or credited towards any open space set-aside requirements:

1. Private yards not subject to a deed restriction or conservation easement;
2. Street rights-of-way;
3. Parking areas and driveways for dwellings or other uses;
4. Land covered by structures not designated for active recreational uses;
5. On-site wastewater treatment facilities, including septic tank drain fields
6. Stormwater management features not configured as a site amenity; and
7. Designated outdoor storage areas.

5.7.6. OWNERSHIP OF OPEN SPACE SET-ASIDES

Open space set-asides are intended to remain under private ownership while being available for use to residents and visitors in the development where located. Ownership of open space set-aside shall remain with the owner of the land, except in the following circumstances.

A. HOMEOWNERS' OR PROPERTY OWNERS' ASSOCIATION

All open space set-aside areas may be owned jointly or in common by the owners of the development through a recognized homeowners' or property owners' association, which shall be established in accordance with [Section 6.5, Owners' Associations](#).

B. NONPROFIT ORGANIZATION

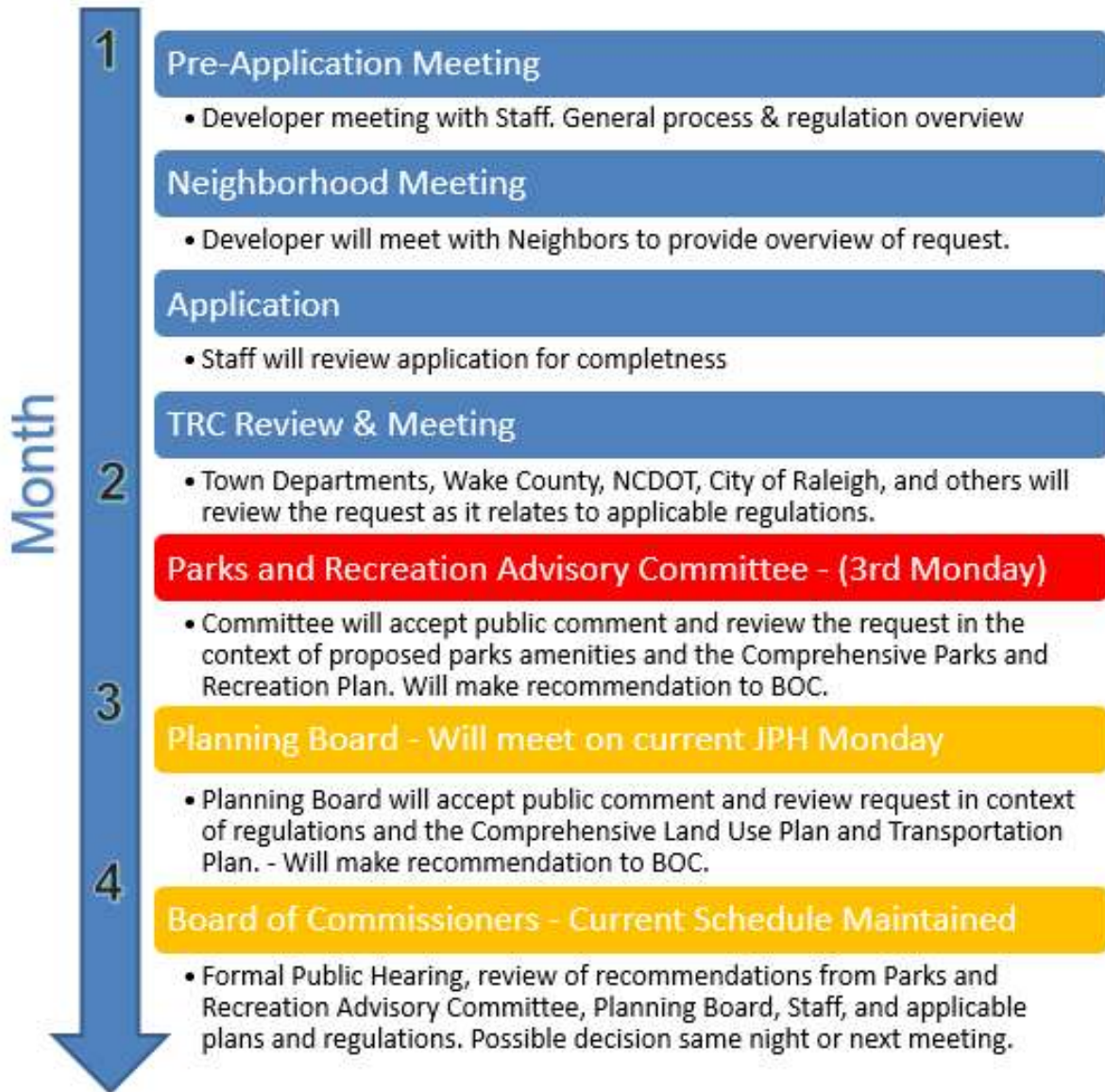
The landowners may decide to convey an open space set-aside to a nonprofit organization such as a land trust or land conservancy for management and maintenance if the Town is provided adequate assurance the set-aside will be properly managed and maintained.

C. DEDICATED TO TOWN OR OTHER PUBLIC AGENCY

In some cases, certain lands designated as open space set-asides, such as wildlife habitat or greenways, may be dedicated to the Town or other public agency during the development review process. The Board of Commissioners shall determine which lands and under what conditions open space set-asides may be dedicated to the Town or other public agency.

5.7.7. MAINTENANCE OF OPEN SPACE SET-ASIDES

- A. The owner of the land shall be responsible for maintenance of all open space set-aside areas (including land, vegetation, private infrastructure, greenways, and other features) in accordance with this Ordinance and any conditions of approval associated with the development.
- B. Failure to maintain open space set-aside areas is a violation of this Ordinance subject to the remedies and penalties in [Article 8: Enforcement](#).



- Current Process
- New Process
- Modified Process

Topic: Suspension Policy
From: Parks & Recreation Staff
Prepared by: Sheila Long, Parks & Recreation Director
Presented by: Sheila Long, Parks & Recreation Director

Background

With implementation of the Play Zebulon: Parks and Recreation Master Plan, staff has been working towards reviewing and developing policies and operating procedures that are consistent with industry standard and in the best interest of our community.

The department has various policies that address situations where a participant or facility use may be suspended from future participation for a period of time. Staff has worked with the Town Attorney and identified a need for a more formalized policy and town ordinance.

Discussion

The discussion before the Advisory Board is to recommend approval to the Board of Commissioners to adopt the Suspension Policy and proposed ordinance.

Attachment:

- Draft Suspension Ordinance

Draft: Suspension Ordinance

Section 31.xx is added as follows:

"§ 31.xx. Definition.

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

"§ 31.xx. Suspension of use of parks.

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

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

1. A description of the violation(s) and dates(s).
2. The suspension start and end dates.
3. A description of the appeal process.
4. A statement that violation of the suspension will subject such person to criminal trespassing charges.

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

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

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

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

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