

ZEBULON
BOARD OF COMMISSIONERS
AGENDA
August 9, 2022
7:00pm

All meetings are live streamed on Facebook and posted to YouTube after the meeting.

1. PLEDGE OF ALLEGIANCE

2. APPROVAL OF AGENDA

3. PUBLIC COMMENT PERIOD

All wishing to speak must sign up prior to 6:50pm. The comment period will be no longer than 15 minutes with speakers having three minutes each to speak. No speaker can speak on a public hearing item or any item that would need to be discussed under closed session. Speakers cannot give their minutes to another speaker. 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 Stacie Paratore (sparatore@townofzebulon.org) by 3:00pm on August 9, 2022.

4. CONSENT

A. Minutes

1. May 3, 2022 – Closed Session
2. June 13, 2022 – Work Session
3. June 30, 2022 – Special Called Meeting
4. July 28, 2022 – Special Called Meeting
5. July 28, 2022 – Closed Session

B. Finance

1. Monthly Items
 1. Wake County Tax Report
 2. Monthly Financial Report
2. Budget Adjustments
 1. Ordinance 2023-03 – IT Reserve Account Rollover
 2. Ordinance 2023-04 – Recognition of Grant Funds for Special Events

C. Public Works

1. Resolution 2023-01 – Pearces Landing Phase 1B Infrastructure Acceptance

5. OLD BUSINESS

A. Planning

1. Ordinance 2023-05 and Resolution 2023-04 – Utility Allocation

6. NEW BUSINESS

A. Parks and Recreation

1. Angel Prints Corporation: Municipal Complex Facility Use Application

B. Planning

1. Resolution 2023-03 –Whitley Furniture Building Encroachment Agreements & Stormwater Easement Agreement

C. Finance

1. Resolution 2023-05 – Lease Purchase Award (Excavator and Trailer)
2. Resolution 2023-06 – Reimbursement Resolution – Financing of Excavator and 12-ton Trailer

D. General

1. May 3, 2022 – Special Called Meeting
2. June 6, 2022 – Regular Meeting
3. Board Meeting Schedule Change
4. Budget Adjustments
5. Ordinance 2023-01 – FY '22 Project and Program Rollovers
6. Ordinance 2023-02 – FY '22 Donations and Grants Rollovers
7. Resolution 2023-07 – Governor's Highway Safety Program Grant Application
8. Business Development Update

7. BOARD COMMENTS

8. MANAGER'S REPORT

9. ADJOURN

Zebulon Board of Commissioners
Budget Work Session
Minutes
June 13, 2022

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

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

APPROVAL OF AGENDA

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

BUDGET

A. Budget 2022-2023

1. Ordinance 2022-51

Joe Moore explained staff was available to answer any questions regarding the FY 23 budget.

Commissioner Loucks had questions under the Governing Board budget about citizens academy, laptops for the Board, renovating a Board office space and the Strategic Plan grants.

The requested budget for professional fees was \$325,000 and Commissioner Baxter stated she was uncomfortable with the \$25,000 increase in legal fees and wanted Wyrick Robbins to strictly be the attorney for the Board and staff should have their own attorney. Commissioner Clark stated Wyrick Robbins was the Town Attorney and represented the both the Board and departments of the Town.

Mayor York stated there would be an update to the agreement with the Town Attorney and would create an evaluation system.

There was discussion about iPads or laptops for the Board. There was consensus among the Board for a laptop for each Board member. Lisa Markland clarified that a laptop would cost approximately \$1,200 and a touch screen laptop could be approximately \$2,000 to \$3,000 each.

There was consensus to fund \$15,000 would go into materials and supplies for Board laptops and to identify the revenue stream for the laptops.

Commissioner Baxter asked about office space for the Commissioners. There was discussion about upfit of office space for the Board. Commissioner Clark stated that she thought the Board already had an office and asked if was still there. Joe Moore stated the Board had 24-hour access to Town Hall, there was an office designated for Board use and the conference rooms were available to be reserved with the Clerk for meetings. Commissioner Clark said that there was not a need for all the Commissioners to have an individual office. Commissioner Loucks stated that he thought it

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would be good to use that office first to see how much it was used to determine if additional space was necessary. Commissioner Harrison agreed with that thought process of seeing how it was utilized. Mayor York stated his office was also available for Board use.

Commissioner Miles asked about the cell phones for Commissioners. Commissioner Baxter asked if there were any employees that did not get their cell phone paid for. Lisa Markland stated 61 employees received a cell phone reimbursement of either \$35 or \$50 and it was explained how the employee's reimbursement amount was determined. Commissioner Loucks suggested writing an updated cell phone reimbursement policy.

Commissioner Miles asked about the Board getting it and he has a 2nd line that he paid for. Commissioner Harrison said she had Google voice with a 2nd number that was free and she thought the cost to the Town for employees was an effective use of Town funds.

The Board asked about the Appointed Board recognition line item and asked how it was spent. Joe Moore explained that the thought was that it could be utilized to recognize committees

Commissioner Baxter asked about the equipment maintenance. Bobby Fitts talked about the equipment that required maintenance and the various contract services under the Finance Department's budget.

Commissioner Miles asked about contract services. Bobby explained that it was for software maintenance, and equipment maintenance contracts.

Commissioner Loucks asked about the increase in the retirees' insurance benefits was a due to and why it was increasing. It was explained that there were quite a few retirees in the last few years.

Commissioner Baxter asked what DEI stood for in the Administration budget. Joe Moore stated it stood for diversity, equity and inclusion.

Commissioner Baxter stated that the retention bonuses should be removed from the budget due to performance issues and didn't feel comfortable giving those people bonuses. However, she did feel comfortable with giving retention bonuses to Fire and Police to deal with their compression. Commissioner Loucks asked if the \$350,000 was for everyone.

Chris Perry and Joe Moore spoke about Wake County's retention program. It was stated this program was intended to retain employees and would not address compression.

Commissioner Baxter asked what his department would need based on what Wake County was offering. Chris Perry stated that of the \$4000, Wake County would cover about \$1500 of it. Chris Perry stated that part of the compression was addressed in the budget and the starting salary was increased that would also address the pay of all employees in the Fire Department.

Commissioner Baxter stated that she would rather make salary adjustments instead of handing out a bonus where the employee would not receive the entire amount.

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Commissioner Harrison stated it was unfair to state some employees were more valuable or deserving than others and to only give the retention bonuses to certain departments. She was concerned that some employees were being devalued. Commissioner Harrison wanted all employees to be valued.

Commissioner Miles stated that according to the pay schedule the other employees were paid competitively with other municipalities. However, the police and fire departments were under paid.

Joe Moore spoke in detail about Wake County's retention bonus program. The County was paying the bonus to all county employees and had a cost share arrangement with the Town of Zebulon therefore was offering to pay 38% of the retention pay to the Town of Zebulon's Fire Department employees. Joe stated that the four options available to the Board were to turn down the retention offer, accept offer just for the fire department at the proportional amount, match it for just fire department and give it to all employees.

The sliding scale that Wake County was offering their employees was explained.

Commissioners Clark and Harrison wanted the retention pay to go to all employees. Commissioner Loucks stated he wanted all employees to be treated fairly. Commissioners Baxter and Miles wanted the retention pay to go to Fire employees only.

Commissioner Loucks offered a \$2000 retention bonus for all employees.

Commissioner Miles asked about employee appreciation budget. It was explained it included events for employees such as the family Mudcats game, years of service breakfast and the Christmas luncheon.

Commissioner Loucks asked about the safety budget increase and what it included. Lisa Markland stated it was to include professional development and a new software program to track accidents. Chris Perry spoke about the benefits of the program, explaining it was a tracking mechanism and did the reporting to the State. There was discussion to wait on funding the safety program.

Commissioner Miles asked about the Wellness program. It was explained the wellness budget included biometric screenings, flu shot clinics, heat safety, health and nutrition classes, onsite physicals and mammograms.

The retention bonus was discussed again. Commissioner Miles was on board with funding fire and police. Commissioner Loucks suggested a 50% retention bonus of \$2,000 for all employees regardless of salary. There was agreement among the Board.

Commissioner Loucks inquired about the Planning department uniform budget. Michael Clark explained the uniform budget was used mostly for the code enforcement position but others in the department were able to get a polo shirt.

Commissioner Miles asked about the professional services line and what it was for. It was explained it was for software packages, GIS software, outside consultants and iPad service for the

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code enforcement officer. Commissioner Miles asked about the cell phone reimbursement in the department and Mike explained that only three people in the department received a reimbursement. Commissioner Loucks asked about the accreditation planner position and the timeline for completion. Jacqui Boykin spoke about the Police accreditation process taking up to 36 months to complete and it being a continual process to keep accreditation.

Commissioner Baxter asked for an explanation of contract services in the Police Department budget if the price for accreditation would decrease after it was complete. Chief Boykin stated it would be \$4200 annually and included CAD dispatch, 800 mhz system, background, SBI and other criminal justice systems.

Commissioner Harrison asked about the body camera line item. Chief Boykin explained that it was moved into the service equipment line item and all equipment was being put on a replacement rotation cycle for each year.

Commissioner Miles asked about Zebulon Night Out. It was stated that it was postponed due to COVID and there were plans to bring it back in the future.

Commissioner Baxter asked when the separation allowance for retired police officers would end. Bobby Fitts was stated the Police retirement separation allowance ended at age 62. Commissioner Baxter asked if they have a job elsewhere would that still have to be paid. Bobby stated that it was mandated by state statute

Commissioner Loucks asked to see cameras added downtown and at major intersections around Town. Commissioner Miles asked about the placement of the Flock cameras and if there were regulations on where and when they would be used. Chief Boykin said that are no rules or regulations on how they will be used. The two cameras had been ordered and should be in around August and there were two locations in Town that the police department thought that if the cameras were placed there it would improve the ability to identify offenders.

Commissioner Baxter asked about the location of the salary compression funds. Jacqui Boykin explained it was in the salary line item that included career development.

Commissioner Loucks asked about the BLET sponsorship and recruitment. Chief Boykin gave her viewpoint on BLET sponsorships but wanted it to be the right person that would be successful in the program.

Commissioner Baxter said that she would like to see what the other fringe benefit line item was for. Fire Chief Chris Perry spoke about items in the budget including fringe benefit volunteer pay, the Junior Firefighter Program, contract services and medical exams. Commissioner Baxter continued by asking about the salary line item increase. Chief Perry stated it included the increase to the starting salaries and the increase to other salaries within the department. The adjustment was a good step to address compression and the current salaries to be more competitive.

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Commissioner Loucks asked about the cell phone reimbursement. Chief Perry explained who was receiving reimbursement and the amounts as well as the ability to save money by purchasing it through the county.

Commissioner Miles asked about volunteer pay. Chris explained it was on a per call basis of \$9 to offset their expenses. Each call tracks those that respond.

Commissioner Miles asked about contract services. Chris Perry said that contract services was normally reoccurring expenses like pest control, records management software, scheduling software. Commissioner Miles inquired about the level of involvement Ron handled those services. Chief Perry stated that Ron handled the infrastructure, desktops etc., he did not deal with the online software or the equipment in the vehicles.

Commissioner Baxter asked about medical exams. It was explained that the exams were a fit for duty exam that all firefighters had to take once a year. New hires had to take the exams as well.

Commissioner Loucks asked about the part time salary for the market. Sheila Long spoke about the budget for the Artisan Market and part time staff which was moved to special events. Commissioner Baxter asked how much was allocated to the market specifically. Sheila explained \$2500 was for part time staff and \$7500 was for the market to operate.

Commissioner Baxter expressed concerns about female sports uniforms and thought that what was provided was not appropriate and wanted uniforms that mirrored the boy's uniforms. Staff would research other uniform options and asked for parents to share any uniform concerns they had. Commissioner Harrison asked if the uniforms for girls was consistent with other municipalities and Sheila stated she had reached out and was told they were.

Commissioner Loucks said that he would like to see local businesses sponsoring teams. There was discussion about getting local businesses to participate and the need for additional employees that would be able to focus on getting coaches and sponsors for sports teams.

Commissioner Miles asked about the EBT program not continuing. Sheila said the EBT program at the market was not discontinued. It was explained that it was a donation and when the funds were received, they would be recognized. No Town funds were used for the EBT program. Commissioner Miles also asked why the Town did not have a rec football league (mighty mite football). Sheila Long explained that it would be where the league would apply for a grant for the league. Sheila went on to explain to have Town rec football league other towns would have to offer it as well. The Town provides the facilities and maintain those fields. Finally, he asked about the percent of work that was contracted out for park landscaping. Sheila said that the contracting was a short term plan to address an existing issue. When the staff grows and can accommodate the work the contracts would go away and be brought back in house.

The Board took a 10-minute recess.

The meeting reconvened at 7:55pm.

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Commissioners asked about the engineering position. Chris Ray spoke about the engineer position for the stormwater system permit requirements as well and development review. Commissioner Baxter asked about the increase to the water and sewer usage.

Commissioner Miles asked the vacant positions and what was being done to fill those positions. Chris explained that two had been filled, interviews were in the works for one position and the rewriting of another was underway.

Commissioner Miles asked about the cost of streetlights and who pays for that. There was an explanation that the subdivision paid for installation of the light equipment and then the town was responsible for the cost of lighting along all streets but not in the common areas.

Town Manager Joe Moore thanked Commissioner Loucks for coming in and discussing some of his concerns so that staff could research and be prepared to answer questions. Joe Moore said on the plan for the future was to have an Community and Economic Development department which would house the full time Main Street position and Economic Development Specialist that was being proposed in the Planning department until the Community and Economic Development department was created. Joe Moore stated the Economic Development Specialist was inadvertently omitted in the current budget ordinance and was not funded. It was further explained that Bobby Fitts created a new budget ordinance that included the Economic Development Specialist and was handed out to the Board. Commissioner Miles asked if the two positions could be one position. Mike Clark explained responsibilities of the positions and the requirements of the Main Street Program and position.

Commissioner Miles asked if the other Board members thought the Town was large enough to need an Economic Development Specialist. Commissioner Loucks, Clark and Harrison thought the Town was overdue for the economic development position.

Commissioner Loucks asked if the Main Street person would do the leading of the downtown programs like rock the block, tree lighting etc. Mike explained that the position could not replace what was already being done but to supplement the programs. Commissioner Loucks wanted to ensure that there was 40 hours of work for all full time positions. The change from the DAC to the full time Main Street Program were explained and how they would be coordinating with current staff of the Town and the Chamber. Commissioner Miles said that he did not see any old or dilapidated buildings in the downtown so that would not be something the Town would have to deal with. It was explained that there were buildings that were dilapidated and that also included infrastructure needs.

Commissioner Baxter had questions about some of the schedules. On sheet D6 she pointed out a spelling change in the fee schedule and asked about the air compressor rate.

There was a request for more detail about the Public Information Officer position. Joe Moore stated the Town reached its capacity in putting out information by department. The PIO position would give more consistency and would get additional information out to citizens. The position would manage the Town brand that would be adopted in FY 2023 and it would be used appropriately both internally and externally. The Town app that the Board has shown an interest in would

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manage that as well. Joe stated that the job description could be brought back to ensure it would be doing what the Board would like to see the position do.

Commissioner Baxter said she would like to see the job description for the PIO position, but also would like to know if the position would be providing a former request of the Board to have a calendar with a full listing of events prior to them occurring. It could be a consideration in the job description. Commissioner Loucks said that he did not know if the PIO was a full time position could be the PIO and Assistant Town Manager. There was agreement among the Board. Commissioner Clark said that there would need to be an adjustment to the salary if additional duties were to be added.

Commissioner Loucks asked about page E5 in the CIP budget as it pertained to 800 mhz radios. Chris Perry explained the 800 mhz radios were an upgrade to the current radios and was a cost share with Wake County.

Commissioner Baxter asked about the safety house and not purchasing so as to not incur the cost of the house. Chief Perry said that he was not aware of where it could be rented from and thought that it was a fraction of the cost and a savings. Possibly purchasing it in partnership with another entity could save money and it would last 8-10 years.

Commissioner Miles asked about the sleeping quarters and not spending the funds since building a new facility. Commissioner Clark said that the new building was 3-4 years out and the current crews did not have adequate sleeping quarters. It also addressed safety of staff.

Commissioner Loucks proposed moving the Town Hall weather camera from FY 2024 to FY 2023 and to use the funds allocated for the safety committee towards the camera. The funds would come out of the general fund.

Commissioner Miles asked about the Economic Development Strategic Plan and if the \$50,000 was still needed. Mike Clark explained that it would be the guidebook that the Economic Development Specialist would follow on how the Town would want to grow and expand. Commissioner Loucks asked if the person being hired would be able to develop that document. Mike stated the position would be integral part of its development but there were partnerships in Raleigh and Wake County that would need input and it was the same as hiring a professional to write the Land Use Plan. The outside perspective would be very important.

Commissioner Loucks asked about the writing of the emergency operations plan by a consultant when staff could do it. Chris Perry spoke about the work to be performed by the emergency operations plan consultant and the fact that staff had already written 80% of the plan. Chris also explained that the plan was the most important part of receiving emergency funds.

Commissioner Baxter asked to see the application submitted for the congressional grant the Town received from Rep. Price's office.

Commissioner Baxter asked about the fire signal at Judd and Arendell and if it could be delayed until FY 24.

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Commissioner Miles asked about the card access system and parking at the Police Department. Chief Boykin explained the key card access and additional parking plans for the Police Department. There were only two parking spaces currently and it would provide four spaces.

Commissioner Loucks asked about the driving apron and entrance gate at Five County Stadium. Chris Ray said that the driving apron and entrance gate for Five County Stadium was causing a lot of issues with the rutting of the parking lot. The repairs would reduce the cost and liability for the Town.

Commissioner Loucks asked to see a profit and loss statement and actual expenses at the stadium as it relates to the revenue received. Joe Moore said that at the July monthly meetings there would be information about the cost associated with the stadium and other expenses and uses.

Commissioner Miles wanted to talk about the cost of the Public Works Shed at \$533,000. Chris Ray said it was \$350,000 in the FY 22 budget the cost increased and the following items were added to include a camera, unisex bathroom, eyewash station and a hand sink. \$350,000 was already budgeted.

Commissioner Loucks asked about the upgrades to the fueling station. Chris Ray explained that the fueling station pedestal from 18 years old and needed to be upgraded and/or replaced. It would also upgrade the vehicle tracking, leak detection equipment, and tank monitoring.

Commissioner Baxter asked about the \$221,000 sleeping quarters and the additional amounts listed on E6 spreadsheet. Joe Moore said at the bottom where it was showing the revenue it was identify where that money would be going.

Commissioner Baxter referenced E2 on the W. Sycamore and W. Gannon sidewalk projects. It was requested to repair the sidewalk further down W. Gannon because pieces were missing and was dangerous. The project was estimated to cost \$80,000 and would be added to the sidewalk walkability project to get economies of scale. Joe said that the sidewalk was too narrow and would have to be widened to five foot and \$80,000 would be the appropriate estimate. This project would be the W. Gannon sidewalk improvement project.

Commissioner Miles referenced D21 the Commissioners pay schedule. Commissioner Baxter said Wake County adjusted the pay for their Commissioners but that would be too much for the Town to adjust the same way. She stated she spent a lot of time in the community and wanted to see a pay increase for the Board to cover her expenses. Commissioner Harrison agreed and thought an increase would be reasonable. Commissioner Loucks stated that they received a stipend of \$5533 per year plus opting in for insurance at \$6000 for a little over \$11,000 a year. Commissioner Clark stated the pay should be comparable to other municipalities and reminded everyone the position was a service to the community. There was discussion about the pay comparison that was done to other municipalities.

Mayor York asked if the numbers shared included the cost for health insurance. It was explained that Oxford, Rolesville and Wake Forest did not pay for insurance. Commissioner Miles explained that it took money and fuel to do the job. Commissioner Baxter said she thought 30% increase

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would be appropriate, but she also said she threw out that number because she did not have a calculator. Commissioner Miles asked about a formula for figuring compensation for commissioners. Joe Moore stated that there was not a formula that he was aware of.

Mayor York did not realize there was a pay associated with the position when he ran for election and Board members would never be fully compensated for the work that was put in.

Joe Moore stated the topic could be added to the August work session to discuss further.

Commissioner Baxter made a motion, second by Commissioner Harrison to table the Board salaries for further discussion at the August work session. There was no discussion and the motion passed unanimously.

Commissioner Baxter asked about the ARPA funding. There were concerns expressed about spending all the American Rescue Plan Act (ARPA) on stormwater. Commissioner Miles wanted citizens to see where the funds were spent and for the funds to benefit them. Commissioner Harrison said that investment in stormwater was needed but the ARPA funds should be spent in a way that directly impacted the citizens. There was a consensus to place the ARPA funds on hold to have further discussions about how to spend the funds.

The Board took a 10-minute recess.

The meeting reconvened at 9:36pm.

Commissioner Baxter referenced E7 and asked about the signage. It was stated the proposed park signage included the updated branding. Commissioner Baxter asked about the damage at the tennis court. Sheila Long stated the tennis courts were damaged prior to power washing by a contractor. It was explained that the power washing caused discoloration not divots to the surface. The project would resurface the courts. The Commissioner asked about the expansion of Whitley Park. Sheila explained that the project is still being discussed and the cost of the project would come back to the Board.

Commissioner Baxter asked about the cost of the grant for Little River Park. It was explained that the consultant would be writing the grant. Sheila Long explained that when the consultants for the Master Plan were hired, Commissioner Loucks asked if they would be able to identify and obtain funding for projects and this is what has occurred with this grant.

Joe Moore gave the options to the Board as it relates to the budget 1) to table the budget ordinance to a future date, 2) adopt the budget ordinance handed out with specific changes and the amendments listed or 3) adopt the budget ordinance with a budget amendment meeting to be scheduled at an August meeting.

Commissioner Clark said she would like to do option three to adopt the budget ordinance now and then schedule a budget meeting in August to address the changes the Board wanted.

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Commissioner Miles and Baxter wanted to table the budget ordinance for citizens to watch the meeting and give feedback.

Commissioner Loucks said that adopting the budget ordinance and then at the August 9th meeting the items in question could be discussed. Commissioner Harrison and Commissioner Clark agreed with that.

Commissioner Clark made a motion, second by Commissioner Harrison to approve Ordinance 2022-51 handed out at the meeting with a budget meeting on August 9. Commissioner Loucks stated that there were only five items that were changed, and he would be happy to type them up and email them out for discussion in August. Commissioners Miles and Baxter wanted to table for further discussion. The motion failed with a vote of 2 to 3 with Commissioners Clark and Harrison voting in favor and Commissioners Loucks, Miles and Baxter voting in opposition.

Commissioner Baxter made a motion to table Ordinance 2022-51 to a future date. Commissioner Baxter withdrew her motion.

Commissioner Harrison asked what needed to be discussed further. Commissioner Miles said that he wanted to allow for the citizens to talk to him.

Commissioner Loucks made a motion, second by Harrison to approve Ordinance 2022-51 handed out at the meeting with the following amendments:

- Governing Board materials and supplies increased by \$15,000 to \$18,400 for Board laptops funding to come from the General Fund
- Administration Safety Committee budget reduced by \$10,000 to \$1,167 and savings to go into the General Fund
- Administration Retention bonuses reduced by \$175,000 to \$175,000 for a \$2,000 bonus to all full-time employees and savings to go into the General Fund
- Capital Budget - Weather camera moved from FY 24 to FY 23 for an increase of \$12,000 funding to come from the General Fund
- Capital Budget Sheet E1 - Judd and Arendell Fire signal reduced to \$0 and saving of \$100,000 to go into the General Fund
- Capital Budget Sheet E2 - W. Sycamore and Arendell sidewalk project add W. Gannon sidewalk improvements increased by \$80,000 to \$395,000 with funding to come from the General Fund

Commissioner Miles said that they are moving too fast and why not wait a day or two.

There was no further discussion and the motion passed with vote 3 to 2 with Commissioners Loucks, Harrison and Clark voting in favor and Commissioners Miles and Baxter voting in opposition.

Commissioner Loucks would be out of town on August 25 during the mini retreat and asked to schedule the meeting to September 8. Joe Moore stated staff would bring a schedule revision at the August meeting.

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Commissioner Miles stated that he voted against it because he need additional due diligence prior to adoption.

Mayor York thanked staff for all their work on the budget.

The meeting was adjourned by consensus

Adopted this the 9th day of August 2022.

Glenn L. York—Mayor

SEAL

Lisa M. Markland, CMC—Town Clerk

**Zebulon Board of Commissioners
Special Called Meeting
Minutes
June 30, 2022**

Present: Glenn York, Quentin Miles, Shannon Baxter, Larry Loucks, Jessica Harrison, Joe Moore-Town Manager, Michael Clark-Planning, Stacie Paratore-Deputy Town Clerk

Absent: Beverly Clark

BRANDING PRESENTATION

Aaron Arnett, from Arnett Muldrow and Associates, spoke about the brand development and the input that was gathered to develop the draft brand. Online surveys, focus groups and steering committee meetings were all methods used to collect input.

The brand focus included:

- destination identity
- bold and vibrant system
- consistent and connected system
- external focus
- internal message

Shawn Terpack spoke about the color palette and type faces.

The brand values included:

- location
- assets
- growth
- downtown
- creative economy
- consistency in vision

Mr. Arnett read the Town of Zebulon's brand statement and the various brand extensions were shown.

There was discussion about the "Z" in the logo.

Commissioner Loucks liked the brand statement, but did not like the look of the "Z". There was discussion about the overuse of the blue and green in nearby communities and looking to similar to other communities.

There was discussion about the primary font that was chosen and how the font needed to be more mature.

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Commissioner Baxter asked how the “You belong” tagline was created. Mr. Arnett explained the creative process of the tagline.

Commissioners Miles and Baxter asked to see a contemporary and traditional option.

Commissioner Harrison liked the tagline but thought the font needed to be a more mature look and to represent the diverse background of Zebulon.

The meeting was adjourned by consensus.

Adopted this the 9th day of August 2022.

Glenn L. York—Mayor

SEAL

Lisa M. Markland, CMC—Town Clerk

Zebulon Board of Commissioners
Special Called Meeting
Minutes
July 28, 2022

Present: Glenn York, Beverly Clark, Quentin Miles, Larry Loucks, Shannon Baxter, Jessica Harrison

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

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

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

NOTE: In closed session, Commissioner Baxter 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 Loucks to not award Town Manager Joe Moore a pay increase for FY 2020-2021. There was no discussion and the motion passed with a vote of 3-2 with Commissioners Baxter, Loucks and Miles voting in favor and Commissioners Clark and Harrison voting in opposition.

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

Adopted this the 9th day of August 2022.

Glenn L. York—Mayor

SEAL

Lisa M. Markland, CMC—Town Clerk



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

TEL 919 856 6180
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SIG HUTCHINSON, CHAIR
SHINICA THOMAS, VICE-CHAIR
VICKIE ADAMSON
MATT CALABRIA
MARIA CERVANIA
SUSAN EVANS
JAMES WEST

July 12, 2022

Ms. Lisa Markland
Town Clerk
Town of Zebulon
1003 North Arendell Avenue
Zebulon, North Carolina 27597

Dear Ms. Markland:

The Wake County Board of Commissioners, in regular session on July 11, 2022, approved and accepted the enclosed tax report for the Town of Zebulon.

The attached adopted actions are submitted for your review; no local board action is required.

Sincerely,

A handwritten signature in cursive script, appearing to read "Yvonne Gilyard".

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

Enclosure(s)



Wake County Tax Administration

Rebate Details
05/01/2022 - 05/31/2022

ZEBULON

DATE 06/08/2022
TIME 11:44:56 AM
PAGE 1

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

816273	95.09	0.00	9.51	0.00	104.60	05/20/2022	0006823901	2018	2018	000000	HOCKADAY, DAVID
816274	73.11	0.00	7.31	0.00	80.42	05/20/2022	0006823901	2019	2019	000000	HOCKADAY, DAVID
816276	67.93	0.00	6.79	0.00	74.72	05/20/2022	0006823901	2021	2021	000000	HOCKADAY, DAVID
816275	67.93	0.00	6.79	0.00	74.72	05/20/2022	0006823901	2020	2020	000000	HOCKADAY, DAVID

SUBTOTALS FOR BUSINESS ACCOUNTS 304.06 0.00 30.40 0.00 334.46 4 Properties Rebated

TOTAL REBATED FOR ZEBULON 304.06 0.00 30.40 0.00 334.46 4 Properties Rebated for City



Wake County Tax Administration

Rebate Details
05/01/2022 - 05/31/2022


ZEBULON

DATE: 06/08/2022
TIME: 11:44:56 AM
PAGE: 1

REBATE NUMBER	PROPERTY CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	BILLING YEAR	OWNER
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Grand Total: 43,959.70 555.00 538.56 0.00 45,053.26 60 Properties Rebated for All Cities

Topic: FY 2022 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 are a summary of revenues and expenditures to date. These monthly reports are provided to inform the Board of revenue and expenditure trends throughout the year. The enclosed statements are through July 25, 2022 and reflect Fiscal Year 2022 (sharing Fiscal Year '23 reports will begin with September's Regular Meeting).

Information:FY '22 Expenditures

The Town has spent approximately 73% (~ \$12,869,000) of its General Fund budget of \$17,554,949. Departments with lower percentage expenditures reflect expensive capital projects in process (unspent funds supporting these projects are rolled forward to FY '23).

FY '22 Revenues

- Property Tax (the Town's largest revenue stream)
 - + FY 2022 collections: \$8,263,898 collected to date (~ 107% of budget).
 - + Observations:
 - # 8.8% more than collected last fiscal year (\$7,481,124).
 - # All twelve months of vehicle tax have been collected for FY 2022.
 - # We saw an 8.7% valuation increase from FY '21 to FY '22 with real property increasing 10.2% or \$86.2 million.
- Sales Tax (second largest revenue stream)
 - + March & April's sales (reports lag 3-months):
 - # \$131,416 (55.5%) more collected than last March & April for all sales tax.
 - # \$58,581 (57.4%) more collected than last March & April for "local" sales tax.
 - # "Local" sales tax (Article 39) is generated within, and returns to, Wake County.
 - + Year-to-Date comparisons (sales through the first ten months of the fiscal year)
 - # \$564,436 (+52.0%) more collected than at this time last year for all sales tax
 - # Collections represent 114% of budgeted revenues at 83% of the fiscal year.
 - # Robust sales and an increased share (resulting from recent census data showing population increase) were factors in the collections exceeding budget.
- Utilities Sales Tax (5% of revenue stream):
 - + FY 2022 (3rd quarter totals, reports received quarterly)
 - + \$6,770 (4.25%) collected over FY 2021 actual for same quarter
 - + Reflects natural gas and electricity sales and heavily weather dependent

- Permits & Zoning
 - + \$207,053 collected total (94% of budgeted revenues (\$220,000))
 - + 33.7% less than what was collected this time last fiscal year (\$312,151).
 - + Permit activity slowed down in the 4th quarter as the number of plotted lots to build upon diminished. 294 lots were built upon in FY '22 as opposed to 432 in FY '21.

- Transportation Impact Fees
 - + \$625,711 collected to date (313% of budgeted revenues (\$200,000)).
 - + 18.2% more than what was collected last fiscal year.
 - + Revenue placed in reserve for transportation projects to be spent within 10 years
 - + A TIF study is budgeted in FY 2023 to calculate a fee more reflective of new construction costs, and more equitable based on market conditions.
 - + The current TIF balance is projected to complete the Green Pace @ N. Arendell signal project.

Policy Analysis: N/A

Financial Analysis: Budgeted revenue in FY 2022 was \$17,554,949 while year to date revenue collected was \$16,234,216 (92% of budgeted). Budgeted revenue includes \$4.6M Fund Balance. Excluding Fund Balance, revenue collections will exceed budgeted revenues.

Staff Recommendation:

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

Attachments:

1. General Fund Fiscal Year 2022 Expenditure Statement and Revenue Statement (as of July 26, 2022)
2. Sales Tax – FY 2022

ZEBULON

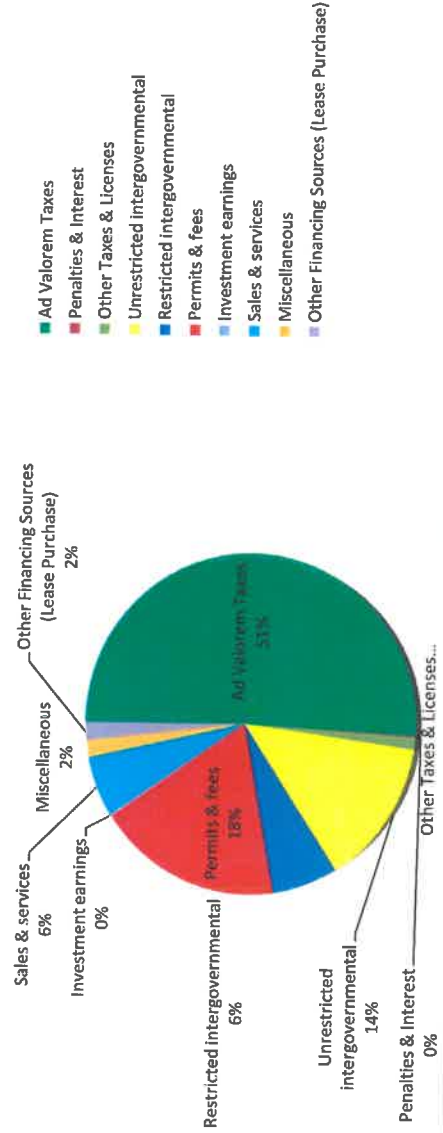
NORTH CAROLINA

TOWN OF ZEBULON
 Revenue Statement: 2021 - 2022
 for Accounting Period 6/30/2022
 GENERAL FUND

As of 7/25/2022

Revenue Categories	Estimated Revenue	Revenue YTD	% Collected	% of Total Revenue YTD
Ad Valorem Taxes	\$7,672,000	\$8,263,898	107.7%	50.9%
Penalties & Interest	\$13,500	\$26,215	194.2%	0.2%
Other Taxes & Licenses	\$145,400	\$178,855	123.0%	1.1%
Unrestricted intergovernmental	\$2,082,500	\$2,189,185	105.1%	13.5%
Restricted intergovernmental	\$1,013,845	\$1,029,457	101.5%	6.3%
Permits & fees	\$610,000	\$2,989,308	490.1%	18.4%
Investment earnings	\$3,500	\$32,084	916.7%	0.2%
Sales & services	\$971,400	\$959,001	98.7%	5.9%
Miscellaneous	\$93,382	\$261,212	279.7%	1.6%
Other Financing Sources (Lease Purchase)	\$315,000	\$305,000	0.0%	1.9%
Fund Balance Appropriated	\$4,634,422	\$0	0.0%	0.0%
Total Revenues	\$17,554,949	\$16,234,216	92.5%	100%

Town of Zebulon General Fund % of Total Revenue To Date - FY 2022



ZEBULON

NORTH CAROLINA

TOWN OF ZEBULON

Expenditure Statement: 2021 - 2022
for Accounting Period 6/30/2022

As of 7/25/2022

GENERAL FUND

<u>Dept #</u>	<u>Department</u>	<u>Approp Amount</u>	<u>Expenditure YTD</u>	<u>% Exp.</u>
410	GOVERNING BODY	\$560,015	\$506,920	90.5%
420	FINANCE	\$407,016	\$392,883	96.5%
430	ADMINISTRATION	\$1,021,700	\$882,738	86.4%
490	PLANNING AND ZONING	\$672,366	\$572,557	85.2%
500	PUBLIC WORKS-PROPERTY & PROJECT MGMT	\$2,846,915	\$1,681,387	59.1%
510	POLICE	\$2,854,211	\$2,658,268	93.1%
520	PUBLIC WORKS-OPERATIONS	\$3,425,766	\$2,182,861	63.7%
530	FIRE	\$3,040,204	\$2,766,265	91.0%
570	POWELL BILL	\$460,500	\$17,885	3.9%
620	PARKS & RECREATION	\$1,901,111	\$1,127,959	59.3%
690	COMMUNITY & ECONOMIC DEVELOPMENT	\$365,145	\$79,626	21.8%
	Total Expenditures	\$17,554,949	\$12,869,349	73.3%

Sales Tax

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	30,742	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	-	-	-	-	-	-	120,866	-100.0%
June	-	-	-	-	-	-	129,315	-100.0%
Total	\$ 727,857	\$ 306,645	\$ 364,733	(8) \$	\$ 251,109	\$ 1,650,337	1,085,900	52.0%

FY 2021

Month	Article 39 (1) *	Article 40 (1/2)	Article 42 (1/2)	Article 44 (1/2)	City Hold Harmless	FY 21 Totals	Prior Year (FY 2020)	% Inc (Dec) from Prior Yr
July	\$ 46,727	\$ 19,891	\$ 23,331	(7) \$	16,351	\$ 106,293	94,711	12.2%
August	42,713	18,626	21,327	11	15,457	98,134	96,820	1.4%
September	47,770	19,733	23,858	(2)	15,658	107,017	98,482	8.7%
October	46,956	19,326	23,433	(13)	15,354	105,056	101,205	3.8%
November	50,717	20,199	25,285	(2)	15,574	111,773	100,498	11.2%
December	58,329	23,016	29,146	10	17,704	128,204	108,478	18.2%
January	48,410	19,425	24,185	1	15,012	107,034	84,115	27.2%
February	37,570	16,223	18,734	1	13,282	85,810	85,027	0.9%
March	51,917	23,270	25,950	(2)	20,007	121,143	96,647	25.3%
April	50,198	21,765	25,058	(3)	18,418	115,436	81,112	42.3%
May	54,888	21,736	27,402	0	16,841	120,866	93,940	28.7%
June	56,533	24,213	28,255	2	20,313	129,315	112,742	14.7%
Total	\$ 592,728	\$ 247,422	\$ 295,964	(4) \$	\$ 199,972	\$ 1,336,082	1,153,778	15.8%

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

STAFF REPORT
ORDINANCE 2023-03
IT RESERVE ACCOUNT ROLLOVER
AUGUST 9, 2022

Topic: IT Reserve Account Rollover – Ordinance 2023-03
Speaker: Lisa Markland, HR Director (if pulled from Consent)
Prepared by: Lisa Markland, HR Director
Bobby Fitts, Finance Director
Approved by:  Joseph M. Moore II, PE, Town Manager

Executive Summary:

Assignment of savings into the IT Reserve account for future computer purchases (IT Projects).

Background:

Computer replacements occur on a cycle throughout the organization. To fund these expensive replacements, an IT Reserve account was established as a “savings account” for future purchases. The FY '22 Operating Budget included \$20,000 for “IT network reinvestment”. While some of these funds were spent to purchase some pressing equipment needs, the majority of these funds were intended for deposit into the IT Reserve account to augment purchases for FY '23. The balance of \$17,419 “rolled-in” to General Fund Fund Balance at the end of 2022 fiscal year.

PEG Media adopted a policy to reimburse a portion of the funds spent by partner agencies when installing equipment that benefits the quality of their recording. In FY 2021 the Town of Zebulon upgraded the audio system in the Council Chambers at a total cost of \$54,748.33. The portion of reimbursement made by PEG Media was \$25,524 and deposited into the General Fund.

Discussion:

Adopting the attached Ordinance transfers \$42,943 from General Fund Fund Balance into IT Reserve.

Policy Analysis:

The noted funds for the computer program were adopted as part of the FY 2022 budget that support the Strategic Plan area of growing smart as well as support existing services offered by the Town of Zebulon. The funds for the upgrades to the Council Chambers was adopted as part of the FY 21 budget and moved from IT Reserves to the Operating Budget by budget ordinance

Financial Analysis:

The funds were budgeted for the operational program with the adoption of the FY 2021 and FY 2022 budgets. The unspent and reimbursed funds rolled into the General Fund Fund Balance. This ordinance pulls the funds out for use in their intended program.

Staff Recommendation:

Staff recommends approval of Ordinance 2023-03

Attachments:

1. Ordinance 2023-03

ORDINANCE 2023-03

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	\$42,943.00	
EXPENDITURES		
Administration – Capital Reserve (IT)	42,943.00	

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: August 9, 2022

Effective: August 9, 2022


Glenn L. York - Mayor


ATTEST:


Lisa M. Markland, CMC - Town Clerk



STAFF REPORT
ORDINANCE 2023-04
UNITED ARTS COUNCIL GRANT
AUGUST 9, 2022

Topic: Ordinance 2023-04 - Recognition of Grant Funds for Special Events

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

Executive Summary:

The dedication of a United Arts grant towards the funding of Special Events.

Background:

The United Arts Council awarded the Town a grant of \$5,000 to support cultural arts opportunities in FY 2023. Awarded funds are authorized by the United Arts Council for live music performances at the Rock the Block downtown concert series.

Discussion:

The Board of Commissioners must recognize grant funding through a Budget Adjustment in order to dedicate those funds toward a particular program. Adoption of the attached ordinance will dedicate funds toward Special Events.

Policy Analysis:

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

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

Staff Recommendation:

Staff recommends approval of Ordinance 2023-04

Attachments:

1. Ordinance 2023-04

ORDINANCE 2023-04

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		
United Arts Council Grant	\$5,000.00	
EXPENDITURES		
Parks & Recreation—Special Events	\$5,000.00	

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: August 9, 2022

Effective: August 9, 2022


Glenn L York - Mayor


ATTEST:


Lisa M. Markland, CMC - Town Clerk



STAFF REPORT
RESOLUTION 2023-01
PEARCES LANDING ROADWAY AND
STORM DRAINAGE ACCEPTANCE
AUGUST 9, 2022

Topic: Resolution 2023-01 –Pearces Landing 1B 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:

The roadway and storm-drainage infrastructure constructed in Phase 1B of Pearce's Landing is submitted to the Town 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.

Pearce's Landing has completed the construction of Phase 1B in accordance with the Special Use Permit 2019-08 (November 4, 2019), the latest version of Town of Zebulon Street and Storm Drainage Standards, and the City of Raleigh Utility Standards. Phase 1B includes 80 lots (with a total of 377 lots for all phases).

Staff and third-party inspectors/engineers have certified all completed work meets or exceeds Town standards and requirements.

Discussion:

The Board must accept the dedication of streets, curb and gutter, street signage, and storm drainage in Pearce's 1B 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 2019-08. The infrastructure complies with the latest version of the "Town of Zebulon Street & Storm Drainage Standards and Specifications" and consistent with the Town of Zebulon Uniform Development Ordinance section 6.10.4 for dedication of roadways. The phase 1B plat was recorded on July 11, 2022 in Book of Maps 2022 on page 1274. Building permits are being submitted for county review and new home construction should start shortly.

Fiscal Analysis:

Pearce's Landing development will dedicate three (3) streets totaling 3,426 linear feet (approximately .65 miles), and 3,273 linear foot of storm drainage valued at \$908,906.00. The infrastructure will be added to the Town's Capital assets (re. Comprehensive Annual Financial Report).

STAFF REPORT
RESOLUTION 2023-01
PEARCES LANDING ROADWAY AND
STORM DRAINAGE ACCEPTANCE
AUGUST 9, 2022

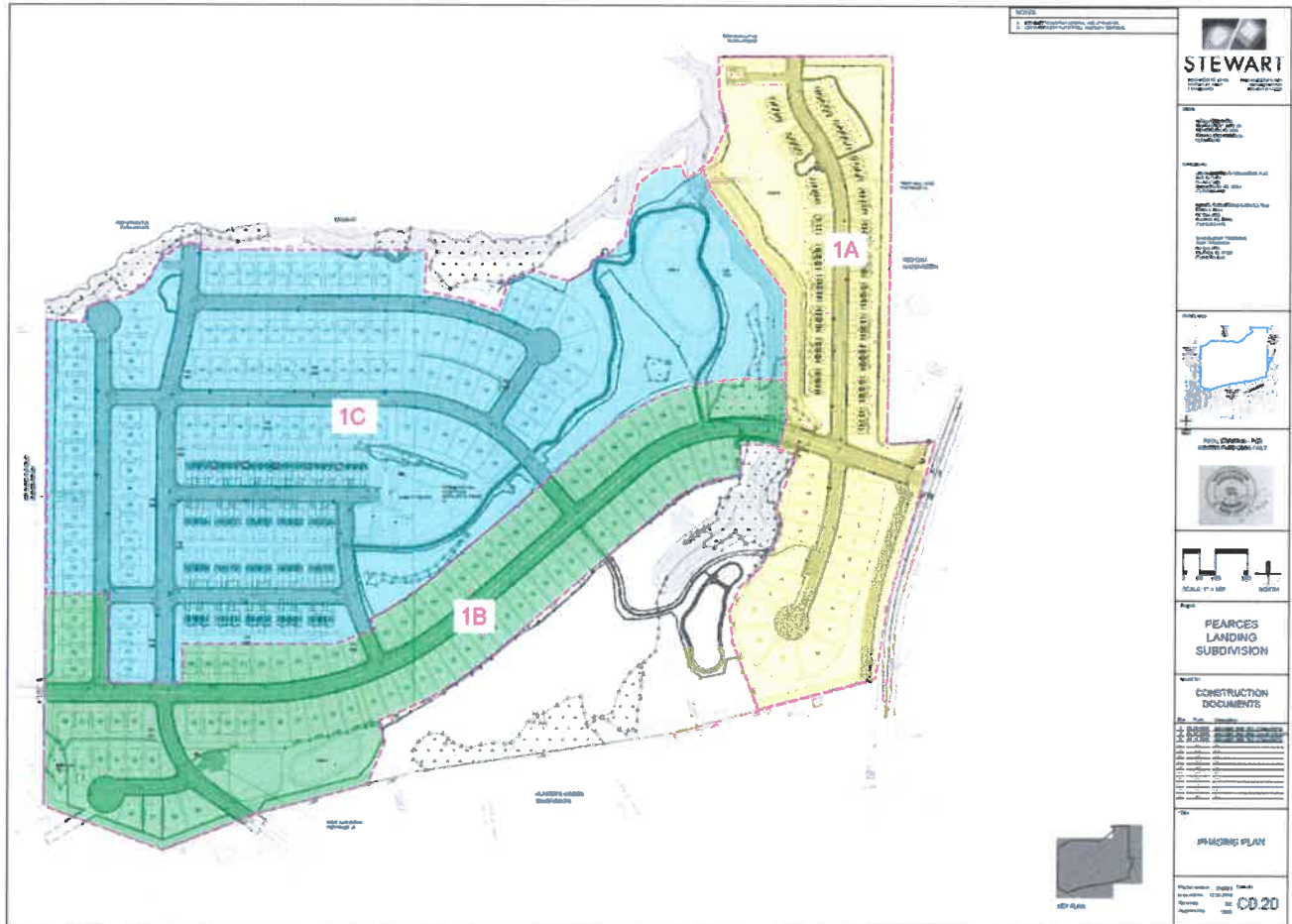
The Town has received a one-year warranty on all the dedicated assets. Staff will conduct an 11-month warranty inspection prior to the final overlay to ensure any issues or failures are repaired prior to the final asphalt overlay by the developer.

The Town has received a Site Improvement Performance Bond for \$926,754.00 (# 0242045 from Berkley Insurance Company) for Phase 1B to ensure the final completion of outstanding items (e.g., final overlay, striping, 5' sidewalks with handicap ramps, private greenway trail and boardwalk, stormwater pond conversion and landscaping). The completion of these items are intentionally delayed to minimize the damage that may occur as individual lots are under construction.

The Subdivision Bond is automatically renewed or revised annually to reflect items completed. The Subdivision Bond will remain active until all items have been completed. All inspection and development fees were collected from the developer.

Staff Recommendation:

Staff recommends approval of Resolution 2023-01 for acceptance of Pearce's Landing Phase 1B roadway and storm drainage infrastructure, warranty, and site improvements bond.



STAFF REPORT
RESOLUTION 2023-01
PEARCES LANDING ROADWAY AND
STORM DRAINAGE ACCEPTANCE
AUGUST 9, 2022

Attachments:

1. Engineer certification of roadway lengths and dedicated infrastructure
2. Engineering Estimate for Letter of Credit/Bond
3. Subdivision Bond – Berkley Insurance Company.
4. Developer warranty/guaranty and Lien Release– Street and Stormwater
5. Developer warranty/guaranty and Lien Release – Water and Sewer
6. Contractor – Release of Liens
7. Engineer cost to construction Water and Sewer
8. Third party engineering reports for sub-grade, stone, and asphalt (thickness and density) for Roadways (Summit Design and Engineering Services)
9. Engineer Certification of Public Water
10. Engineer Certification of Public Sewer
11. As-built drawings
12. Proof of payment for streetlights
13. Payment of construction inspection and planning fees
14. City of Raleigh Conditional Acceptance
15. SUP – 2019-08
16. Resolution 2023-01



PEARCES LANDING PHASE 1B COST TO CONSTRUCT ESTIMATE

Leat
7-7-22
Approved 15
Submitted

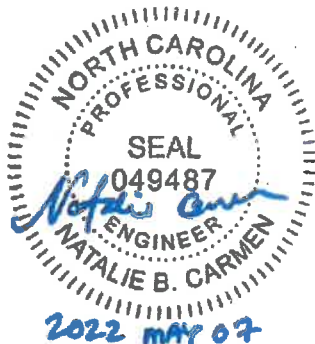
	Quantity	UOM	Unit Cost	Subtotal	Total
PHASE 1B - EARTHWORK					
PHASE 1B - CLEAR	6	ACRE	5,565	\$ 33,390	
EROSION CONTROLS	1	LS	49,950	\$ 49,950	
GRADING	1	LS	123,375	\$ 123,375	
			TOTAL PHASE 1B EARTHWORK	\$ 206,715	
PHASE 1B - STORM DRAIN					
30" RCP	230	LF	69	\$ 15,870	
24" RCP	776	LF	50	\$ 38,800	
18" RCP	1496	LF	36	\$ 53,856	
15" RCP	603	LF	30	\$ 18,090	
CATCH BASIN	55	EA	3000	\$ 165,000	
FES	1	EA	2100	\$ 2,100	
			TOTAL PHASE 1B - STORM DRAIN	\$ 293,716	
PHASE 1B - ROAD CONSTRUCTION					
30" VALLEY CURB	7808	LF	12.6	\$ 98,381	
STONE UNDER CURB	3425	LS	8.7	\$ 29,798	
8" ABC HD & LD	13265	SY	10.35	\$ 137,293	
2.5" RI19.0C HD FIRST LIFT - GOLDEN PLUM	8875	SY	8.85	\$ 78,544	
2" RS9.5C LD FIRST LIFT	4390	SY	9.5	\$ 41,705	
CONCRETE SIDEWALKS - SITE	2325	SF	3.4	\$ 7,905	
HANDICAP RAMPS - SITE	9	EA	1650	\$ 14,850	
			TOTAL PHASE 1B - ROAD CONSTRUCTION	\$ 408,475	
TOTAL PHASE 1B TOTAL COST OF DEDICATED STREETS				\$ 908,906	

This estimate is based on the construction plan set approved on September 4, 2020 with revisions dated February 1, 2021 and Contractor unit prices received May 3, 2022.

ROADWAY SUMMARY TABLE

STREET NAME	STREET CLASSIFICATION	ROADWAY LENGTH	R/W WIDTH
GOLDEN PLUM LANE	RES. COLLECTOR	2622	60
HUNTER GREEN DRIVE	LOCAL	497	50
SASSAFRAS LEAF COURT	LOCAL	307	50

Roadway Lengths based on Phasing in construction plan set approved on September 4, 2020.



Pearces Landing, LLC dedicates to the Town of Zebulon the above infrastructure associated with Pearces Landing Phase 1B.



**PEARCES LANDING PHASE 1B
ENGINEER'S ESTIMATE
COST TO COMPLETE**

*Letter of Credit
7-7-22
Approved
As
Submitted*

Item	Quantity	UOM	Unit Cost	Subtotal
EROSION CONTROL				
ROW Erosion Control	1	LS	\$ 7,500.00	\$ 7,500
STORMWATER PONDS				
Pond Conversion and Pond Plantings	1	EA	\$ 37,500.00	\$ 37,500
Fencing Around SCM	1	LS	\$ 12,500.00	\$ 12,500
ROAD CONSTRUCTION				
Water Valve Adjustments	27	EA	\$ 350.00	\$ 9,450
Sewer Manhole Adjustments	22	EA	\$ 450.00	\$ 9,900
1.5" RS9.5C Overlay - Golden Plum	8,875	SY	\$ 6.65	\$ 59,019
1" RS9.5B LD Overlay	4,390	SY	\$ 6.85	\$ 30,072
Concrete Sidewalks - Site	35,417	SF	\$ 3.40	\$ 120,418
Handicap Ramps - Site	10	EA	\$ 1,650.00	\$ 16,500
Striping and Street Signage	1	LS	\$ 11,000.00	\$ 11,000
Concrete Repair - Allowance	1	LS	\$ 12,500.00	\$ 12,500
Asphalt Repair - Allowance	1	LS	\$ 25,000.00	\$ 25,000
LANDSCAPE/KIOSK				
Street Trees	154	EA	\$ 200.00	\$ 30,800
Buffer Landscaping	1	LS	\$ 25,000.00	\$ 25,000
Open Space/Park Landscaping	1	LS	\$ 50,000.00	\$ 50,000
Park Space Amentities/Equipment	1	LS	\$ 50,000.00	\$ 50,000
6" Trail Concrete Work - Entrance/Dog Park	1	LS	\$ 15,846.25	\$ 15,846
6" Trail Driveway Apron & Sidewalk	1	LS	\$ 1,708.35	\$ 1,708
Greenway - Clear/Grade/Mulch	1	LS	\$ 15,000.00	\$ 15,000
Boardwalk	1	LS	\$ 25,000.00	\$ 25,000
Subtotal of Improvements to Complete for Phase 1B				\$ 564,713
Construction Contengency @ 10%				\$ 56,471
Constuction CPI @ 15%				\$ 84,707
Geotechnical Services @ 1.5%				\$ 8,471
Construction Inspeicton Allowance @ \$760 per day for 20 days				\$ 15,200
Constuction Design/Bidding/CA @ 20%				\$ 112,943
Total Proejct Cost				\$ 842,504
Bond Amount (110% of Total Project Cost)				\$ 926,754

These quantities are based on the construction plan set approved on September 4, 2020 with revisions dated February 1, 2021 and observed construction progress through May 3, 2022.

CERTIFICATION

My opinion of probable construction cost to complete outstanding items as listed above amount is based on current construction costs. The amount will be covered by a Letter of Credit in accordance with Town of Zebulon specifications.



**SITE IMPROVEMENT
PERFORMANCE
BOND**

BERKLEY SURETY GROUP
Morristown, New Jersey 07960

LJA
7-7-22
APPROVED
AS
Submitted
ORIGINAL
on
File
⊙
Hanning
TTA

Bond No.:0242045

KNOW ALL PERSONS BY THESE PRESENTS, that we, Pearces Landing, LLC, called the Principal, and BERKLEY INSURANCE COMPANY, of 412 Mt Kemble Rd Morristown, NJ 07960, called the Surety, are held and firmly bound unto Town of Zebulon, NC, called the Obligee, in the sum of Nine Hundred Twenty Six Thousand Seven Hundred Fifty Four Dollars and 00/100 (\$926,754.00) for the payment thereof said Principal and Surety bind themselves, jointly and severally, as provided herein.

WHEREAS, in order to file a plat or subdivision map, or to obtain a permit, the Principal has entered into a contract with the Obligee which requires the Principal make certain improvements to the land as more particularly set forth in: Pearces Landing Phase 1B, (hereinafter referred to as the "Contract").

NOW, THEREFORE, the condition of this obligation is such that if the Principal shall construct the improvements described in the Contract on or before 2 years (or within such further extensions of time that shall be granted by Obligee in writing and consented to in writing by Surety), then this obligation shall be void, otherwise to remain in full force and effect. This obligation is subject to the following conditions:

1. This bond runs to the benefit of the named Obligee only, and no other person shall have any rights under this bond. No claim shall be allowed against this bond after the expiration of one year from the date set forth in the preceding paragraph, or one year from the end of the latest extension of time consented to in writing by Surety, whichever occurs last. If the limitation set forth in this bond is void or prohibited by law, the minimum period of limitation available to sureties as a defense in the jurisdiction of the suit shall be applicable.
2. This bond is not a forfeiture obligation, and in no event shall the Surety's liability exceed the reasonable cost of completing the improvements described in the Contract not completed by the Principal, or the sum of this bond, whichever is less.
3. If the Surety shall so elect, this bond may be canceled by the Surety as to subsequent liability by giving (30) days notice in writing to said Obligee. It is a condition of the bond that if it shall expire on the expiration date listed above, it will be deemed automatically extended without amendment for (1) year from the present or any future date of this bond, unless at least (60) days prior to the then current expiration date we notify the Beneficiary by registered letter or other receipted means of postal delivery that we elect not to consider this Bond 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 then applicable expiration date of the Bond), this Bond 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.

Signed this 11th day of May, 2022.

(Principal)
Pearces Landing, LLC

By: *[Signature]*
Name & Title:

BERKLEY INSURANCE COMPANY

By: *[Signature]* (Seal)
Jessica Wright, Attorney-in-Fact

POWER OF ATTORNEY
BERKLEY INSURANCE COMPANY
WILMINGTON, DELAWARE

No. BI-SurePath-4

NOTICE: The warning found elsewhere in this Power of Attorney affects the validity thereof. Please review carefully.

KNOW ALL MEN BY THESE PRESENTS, that BERKLEY INSURANCE COMPANY (the "Company"), a corporation duly organized and existing under the laws of the State of Delaware, having its principal office in Greenwich, CT, has made, constituted and appointed, and does by these presents make, constitute and appoint: Jessica Wright

Surety Bond No.: 0242045
Principal: Pearces Landing, LLC
Obligee: Town of Zebulon
Amount of Bond: See Bond Form

McGriff Insurance Services, Inc.
McLean VA

its true and lawful Attorney-in-Fact, to sign its name as surety only as delineated below and to execute, seal, acknowledge and deliver any and all bonds and undertakings, with the exception of Financial Guaranty Insurance, providing that no single obligation shall exceed Fifty Million and 00/100 U.S. Dollars (U.S.\$50,000,000.00), to the same extent as if such bonds had been duly executed and acknowledged by the regularly elected officers of the Company at its principal office in their own proper persons.

This Power of Attorney shall be construed and enforced in accordance with, and governed by, the laws of the State of Delaware, without giving effect to the principles of conflicts of laws thereof. This Power of Attorney is granted pursuant to the following resolutions which were duly and validly adopted at a meeting of the Board of Directors of the Company held on January 25, 2010:

RESOLVED, that, with respect to the Surety business written by Berkley Surety, the Chairman of the Board, Chief Executive Officer, President or any Vice President of the Company, in conjunction with the Secretary or any Assistant Secretary are hereby authorized to execute powers of attorney authorizing and qualifying the attorney-in-fact named therein to execute bonds, undertakings, recognizances, or other suretyship obligations on behalf of the Company, and to affix the corporate seal of the Company to powers of attorney executed pursuant hereto; and said officers may remove any such attorney-in-fact and revoke any power of attorney previously granted; and further

RESOLVED, that such power of attorney limits the acts of those named therein to the bonds, undertakings, recognizances, or other suretyship obligations specifically named therein, and they have no authority to bind the Company except in the manner and to the extent therein stated; and further

RESOLVED, that such power of attorney revokes all previous powers issued on behalf of the attorney-in-fact named; and further

RESOLVED, that the signature of any authorized officer and the seal of the Company may be affixed by facsimile to any power of attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligation of the Company; and such signature and seal when so used shall have the same force and effect as though manually affixed. The Company may continue to use for the purposes herein stated the facsimile signature of any person or persons who shall have been such officer or officers of the Company, notwithstanding the fact that they may have ceased to be such at the time when such instruments shall be issued.

IN WITNESS WHEREOF, the Company has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this 25th day of July, 2019.

Attest:
By Ira S. Lederman
Ira S. Lederman
Executive Vice President & Secretary

Berkley Insurance Company
By Jeffrey M. Hafler
Jeffrey M. Hafler
Senior Vice President



STATE OF CONNECTICUT)

COUNTY OF FAIRFIELD) ss:

Sworn to before me, a Notary Public in the State of Connecticut, this 25th day of July, 2019, by Ira S. Lederman and Jeffrey M. Hafler who are sworn to me to be the Executive Vice President and Secretary, and the Senior Vice President, respectively, of Berkley Insurance Company.

MARIAC RUNDRAKEN
NOTARY PUBLIC
CONNECTICUT
MY COMMISSION EXPIRES
APRIL 30, 2024

Maria C. Rundraken
Notary Public, State of Connecticut

CERTIFICATE

I, the undersigned, Assistant Secretary of BERKLEY INSURANCE COMPANY, DO HEREBY CERTIFY that the foregoing is a true, correct and complete copy of the original Power of Attorney; that said Power of Attorney has not been revoked or rescinded and that the authority of the Attorney-in-Fact set forth therein, who executed the bond or undertaking to which this Power of Attorney is attached, is in full force and effect as of this date.

Given under my hand and seal of the Company, this 11th day of May, 2022.



Vincent P. Forte
Vincent P. Forte

Pearces Landing, LLC

506 Main Street, 3rd Floor
Gaithersburg, MD 20878

May 6, 2022

Mr. Chris D. Ray
Town of Zebulon
450 East Horton Street
Zebulon, NC 27597

Handwritten:
7-7-22
APPROVED
AS
SUBMITTED

RE: Pearces Landing Phase 1B - Streets and Stormwater - Warranty, Lien Release, and Cost of Construction

Dear Mr. Ray:

This letter serves as requested for the Town of Zebulon's acceptance of the Roadway and Storm Drainage facilities installed at Pearces Landing Subdivision Phase 1B.

Pearces Landing, LLC as the developer, warrants the work for one year from date of acceptance and guarantees against failure due to faulty workmanship or materials. Pearces Landing LLC hereby agrees to indemnify, defend and hold harmless the Town of Zebulon from and against all cost, loss, and damage including attorney fees arising from the failure of the work to confirm to Town Standards.

Pearces Landing, LLC hereby certifies that the labor and materials for the Roadway and Storm Drain infrastructure have been paid in full and releases any lien rights against said improvements.

Pearces Landing, LLC hereby certifies the estimated cost of construction is as follows:
Roadway and Storm Drainage - \$ 908,906.00

PEARCES LANDING, LLC

By: Brian T. Massengill
Brian T. Massengill, Authorized Person

Date: 5-6-2022

STATE OF NORTH CAROLINA
COUNTY OF Johnston

I, Jimmy N. Massengill SR., a Notary Public of the County and State aforesaid, certify that the following person personally appeared before me and acknowledged to me that they are the person indicated in the signature block above and that they signed this document in the capacity so indicated: Brian T. Massengill, Authorized Person.

WITNESS my hand and official seal this 6th day of May, 2022.

Jimmy N. Massengill SR.
Notary Public
10/06/2024
Johnston County, NC

Print Name: Jimmy N. Massengill SR. My Commission Expires: 10-6-24
[Affix Seal]

Pearces Landing, LLC

506 Main Street, 3rd Floor
Gaithersburg, MD 20878

May 6, 2022

Mr. Tim Beasley
City of Raleigh
Raleigh, NC 27602

RE: Pearces Landing Phase 1B - Warranty, Lien Release, and
Cost of Construction (W-3706, S-4616)

Dear Mr. Beasley:

This letter serves as requested for the City of Raleigh's acceptance of the public water and sewer facilities installed at Pearces Landing Subdivision Phase 1B.

Pearces Landing, LLC as the developer, warrants the work for one year from date of acceptance and guarantees against failure due to faulty workmanship or materials. Pearces Landing LLC hereby agrees to indemnify, defend and hold harmless the City of Raleigh from and against all cost, loss, and damage including attorney fees arising from the failure of the work to conform to City Standards.

Pearces Landing, LLC hereby certifies that the labor and materials for the water and sewer infrastructure have been paid in full and releases any lien rights against said improvements.

Pearces Landing, LLC hereby certifies the estimated cost of construction is as follows:
Water System (W-3706)- \$396,183.00 Sewer System (S-4616) - \$307,342.00

PEARCES LANDING, LLC

By:

Brian T. Massengill
Brian T. Massengill, Authorized Person

Date: 5-6-2022

STATE OF NORTH CAROLINA

COUNTY OF Johnston

I, Jimmy N. Massengill SR., a Notary Public of the County and State aforesaid, certify that the following person personally appeared before me and acknowledged to me that they are the person indicated in the signature block above and that they signed this document in the capacity so indicated: Brian T. Massengill, Authorized Person

WITNESS my hand and notarial seal this the 6th day of May, 2022.

Jimmy N. Massengill SR.
Notary Public

Print Name: Jimmy N. Massengill SR. My Commission Expires: 10-6-24
[Affix Seal]

WAIVER AND RELEASE OF LIENS
(MLA APPOINTED)

Let
77-22
Approved
AS
Submitted

POTENTIAL LIEN CLAIMANT, Gaines and Company, Inc (hereinafter, "Potential Lien Claimant")

PROPERTY (Required): Pearces Landing Subdivision Phase 1A and 1B, Wake County Pin 2706090290, Real ID# 0027824. Deed Book 017995, Deed Page 00114-00148 Pearces Road, Zebulon, NC, 27597 Wake County.

DEFINITIONS: The following capitalized terms as used in this Waiver and Release of Liens ("Waiver") shall have the following meanings:

- **Company:** any title insurance company issuing a title policy or policies insuring title to the Property in reliance on this Waiver.
- **Lender:** a lender making a loan secured by a deed of trust encumbering the Property.

1. Certifications and Waiver:

For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and other benefits accruing, Potential Lien Claimant certifies that (I) he/she/it has signed this Waiver in the correct legal capacity and has the authority to sign this Waiver; (II) such Potential Lien Claimant has not received any Notice of Claim of Lien upon Funds or Claim of Lien on Real Property from any other person or entity.

Potential Lien Claimant waives and releases any lien, claim of lien or other interest whatsoever which such Potential Lien Claimant or anyone claiming by, through, or under such Potential Lien Claimant might have in the Property. Potential Lien Claimant waives and releases any right or protection Potential Lien Claimant may have arising out of any Notice to Lien Agent that Potential Lien Claimant has filed relating to the Property in accordance with the provisions of NCGS 44A-11.2 for work performed prior to and after execution of this Waiver.

2. Reliance:

This Agreement may be relied upon by the purchaser in the purchase of the Property, Lender to make a loan secured by the Deed of Trust encumbering the Property and by Company in issuance of a title insurance policy or policies insuring title to the Property without exception to matters certified in this Agreement. The provisions of this Agreement shall survive the disbursement of funds and closing of this transaction and shall be binding upon Potential Lien Claimant (and anyone claiming by, through or under them).


3. NCLTA Copyright :

THIS IS A COPYRIGHT FORM and any variances in the form provisions hereof must be specifically stated in the blank below and agreed to in writing by the Company.

No modification of this Waiver, and no waiver of any of its terms or conditions, shall be effective unless made in writing and approved by the Company.

POTENTIAL LIEN CLAIMANT:

Gaines and Company, Inc. (SEAL)

By: 
Printed or Typed Name/Title: George Grammer
V.P.

By: _____
Printed or Typed Name/Title: _____

DATE: 04-06-22



PEARCES LANDING PHASE 1B COST TO CONSTRUCT ESTIMATE

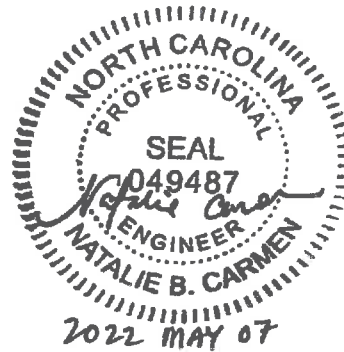
APPROVED AS SUBMITTED - 7-7-22

RE: Pearces Landing Phase 1B
Cost of Utilities - Sewer
Permit Number: S4616

Sanitary Sewer	Quantity	UOM	Unit Cost	Subtotal
CONNECT TO EX SMH UNDER EX ROAD	1.0	EA	\$ 13,000.00	\$13,000.00
8" PVC - EX 30' EASEMENT	291.0	LF	\$ 51.00	\$14,841.00
8" DIP	229.0	LF	\$ 50.00	\$11,450.00
8" PVC SDR 21	165.0	LF	\$ 49.00	\$8,085.00
8" PVC SDR 35	2485.0	LF	\$ 32.00	\$79,520.00
4" DIP	97.0	LF	\$ 50.00	\$4,850.00
4" PVC SCH 40	2378.0	LF	\$ 32.00	\$76,096.00
MANHOLES - TESTING (ONE TIME ONLY)	22.0	EA	\$ 3,250.00	\$71,500.00
CLEANOUTS	80.0	EA	\$ 350.00	\$28,000.00
Total Phase 1B Sewer System				\$307,342.00

This estimate is based on the construction plan set approved on September 4, 2020 with revisions dated February 1, 2021 and Contractor unit prices received May 3, 2022.

Natalie Carmen, PE
Director, Civil





PEARCES LANDING PHASE 1B COST TO CONSTRUCT ESTIMATE

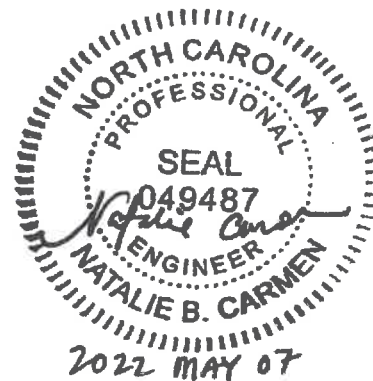
LOA
7-7-22
Approved AS
Subm. 12/21

RE: Pearces Landing Phase 1B
Cost of Utilities -Water
Permit Number: W-3706

Pressurized Water Network	Quantity	UOM	Unit Cost	Subtotal
CONNECT TO EX WATER W/ 12" MJ SLEEVE	1.0	EA	5,250.00	\$5,250.00
CONNECT TO EX PHASE 1A STUB	1.0	EA	1,225.00	\$1,225.00
12" DIP	2636.0	EA	52.00	\$137,072.00
8" DIP	961.0	LF	37.00	\$35,557.00
6" DIP	229.0	LF	31.00	\$7,099.00
FITTINGS	19.0	LF	600.00	\$11,400.00
12" VALVE	13.0	EA	3,000.00	\$39,000.00
8" VALVE	6.0	EA	1,750.00	\$10,500.00
6" VALVE	8.0	EA	1,325.00	\$10,600.00
HYDRANTS	8.0	EA	4,100.00	\$32,800.00
SERVICES	80.0	EA	1,321.00	\$105,680.00
Total Phase 1B Water System				\$396,183.00

This estimate is based on the construction plan set approved on September 4, 2020 with revisions dated February 1, 2021 and Contractor unit prices received May 3, 2022.

Natalie Carmen, PE
Director, Civil





320 Executive Court, Hillsborough, NC 27278
Phone // 919.732.3883 Web // www.summitde.net

August 25, 2021

Mr. Alex Pollard
Fred Smith Company
701 Corporate Center Drive Suite 101
Raleigh, NC 27607

Subject: Pearces Landing Subdivision
Asphalt Core Density Testing
Zebulon, North Carolina
Summit Project Number: 21-0086.050

OK
7-7-22
APPROVED AS
Submitted

Dear Mr. Pollard:

The purpose of this letter is to provide you with the required CMT documentation regarding our asphalt core density testing. Asphalt cores were obtained, transported and tested following Town of Zebulon standards for verification of pavement density and thickness.

The RS19.0C (JMF 18-0504-122) was placed on August 23, 2021 with the following density and thickness results:

Core Number	% Compaction	Thickness (In)	Core Number	% Compaction	Thickness (In)
1	92.0	2.0	2	92.2	3.0

92% Density

Collected 2.5" Thickness

The RS9.5C (JMF 19-1492-123) was placed on August 24, 2021 with the following density and thickness results:

Core Number	% Compaction	Thickness (In)	Core Number	% Compaction	Thickness (In)
1	92.2	2.0	2	92.7	1.5
3	95.4	1.75	4	92.9	2.0

Local 2" Thickness

Job Mix Formulas were provided by Fred Smith Company and the moving average was used for density comparison. The summary of asphalt core results and a copy of the Daily Field Report are attached.

CLOSURE

Summit appreciates the opportunity to serve you on this project. Should you have any questions concerning this report, or if we may be of further assistance, please contact us at your convenience.

Sincerely,
SUMMIT DESIGN AND ENGINEERING SERVICES, PLLC

[Signature]

Digitally signed by Stephen Fenton
Date: 2021.08.25 10:04:00 -04'00'

Stephen Fenton, PE, MSI
Senior Project Manager

Attachments: QA/QC-5 Form
Daily Field Report



** Density are good.*

** Inspector noted Full Depth can be Achieved At Curb.*

Note: Asphalt Repeal Allowance IN Bud 25K

OK
7-7-22



320 Executive Court, Hillsborough, NC 27278
Phone // 919.732.3883 Web // www.summitde.net

DAILY FIELD REPORT

PROJECT NO: 21-0086.050	CLIENT: Fred Smith Company
PROJECT: Pearces Landing 1811841	WEATHER/TEMP: Clear /90s



TECHNICIAN'S NAME: Matt Lill

TECHNICIAN'S SIGNATURE: _____

INFORMATION STATED ON THIS REPORT IS SUBJECT TO ENGINEERING REVIEW AND COMMENT.



320 Executive Court, Hillsborough, NC 27278
 Phone // 919.732.3883 Web // www.summitde.net

PROJECT: Peaces Landing 1811841
 PROJECT NO.: 21-0926.039
 PROJECT ADDRESS:
 CLIENT: Fred Smith Company

CONTRACTOR: Fred Smith Company
 EQUIPMENT: Paver, Dual Steel Drum, Steel drum Rubber Tire Combo
 DATE: 2021-08-23
 TECHNICIAN: M. Lili

NUCLEAR GAUGE EQUIPMENT
 MAKE / MODEL: Troxler 3450
 SERIAL #: 70582
 STANDARD COUNT: 6343/1816/1117

REVIEWED BY: M. Lili

REPORT OF FIELD DENSITY OF ASPHALT IN-PLACE BY NUCLEAR BACKSCATTER METHOD (ASTM D2950)

TEST NO.	TEST DATE	TEST INFORMATION		MIX TYPE	IN-PLACE			JOB MIX FORMULA DATA		TEST RESULTS		
		LIFT THICKNESS (IN.)	TEST LOCATION		DENSITY (lbs/ft ³)	JMF	RICE (C _{sub})	TARGET DENSITY (lbs/ft ³)	REQUIRED COMPACTION (%)	RELATIVE COMPACTION (%)	PASS/FAIL	
1	2021-08-23	2.5	Left pull	RI 19.0C	143.5	18-0504-122	2.468	154.0	92	93.2	PASS	
2	2021-08-23	2.5	Left pull	RI 19.0C	141.2	18-0504-122	2.468	154.0	92	91.7	PASS	
3	2021-08-23	2.5	Left pull	RI 19.0C	142.1	18-0504-122	2.468	154.0	92	92.3	PASS	
4	2021-08-23	2.5	Left pull	RI 19.0C	142.9	18-0504-122	2.468	154.0	92	92.8	PASS	
5	2021-08-23	2.5	Left pull	RI 19.0C	142.0	18-0504-122	2.468	154.0	92	92.2	PASS	
6	2021-08-23	2.5	Left pull	RI 19.0C	142.5	18-0504-122	2.468	154.0	92	92.5	PASS	
7	2021-08-23	2.5	Middle Pull	RI 19.0C	142.3	18-0504-122	2.468	154.0	92	92.4	PASS	
8	2021-08-23	2.5	Middle Pull	RI 19.0C	143.6	18-0504-122	2.468	154.0	92	93.2	PASS	
9	2021-08-23	2.5	Middle Pull	RI 19.0C	144.7	18-0504-122	2.468	154.0	92	94.0	PASS	
10	2021-08-23	2.5	Middle Pull	RI 19.0C	143.1	18-0504-122	2.468	154.0	92	92.9	PASS	
11	2021-08-23	2.5	Middle Pull	RI 19.0C	142.1	18-0504-122	2.468	154.0	92	92.3	PASS	
12	2021-08-23	2.5	Middle Pull	RI 19.0C	141.8	18-0504-122	2.468	154.0	92	92.1	PASS	
13	2021-08-23	2.5	Left Pull	RI 19.0C	142.1	18-0504-122	2.468	154.0	92	92.3	PASS	
14	2021-08-23	2.5	Left Pull	RI 19.0C	142.7	18-0504-122	2.468	154.0	92	92.7	PASS	
15	2021-08-23	2.5	Left Pull	RI 19.0C	142.6	18-0504-122	2.468	154.0	92	92.6	PASS	
16	2021-08-23	2.5	Left Pull	RI 19.0C	143.0	18-0504-122	2.468	154.0	92	92.9	PASS	
17	2021-08-23	2.5	Left Pull	RI 19.0C	143.9	18-0504-122	2.468	154.0	92	93.4	PASS	
18	2021-08-23	2.5	Left Pull	RI 19.0C	142.4	18-0504-122	2.468	154.0	92	92.5	PASS	



320 Executive Court, Hillsborough, NC 27278
 Phone // 919.732.3883 Web // www.summitde.net

DAILY FIELD REPORT

PROJECT NO: 21-0086.050	CLIENT: Fred Smith Company
PROJECT: Pearces Landing 1811841	WEATHER/TEMP: Clear /90s

DATE	START TIME	END TIME	TOTAL HOURS
08/24/21	06:15	17:15	11.0

FIELD TEST PERFORMED

Asphalt Density/Coring

REMARKS:

Technician arrived on site to observe placement of surface mix RS 9.5C (19-1492-123) at the following locations: Pearces Landing on site paving, See Sketch Below. Asphalt placement was observed in regards to specified pavement section, mix design and temperature. Tests were performed on this date using the nuclear density gauge method. The asphalt temperature ranged from 290 degrees F to 300 degrees F throughout the placement period. Compaction results indicated that the material in the areas and elevations tested appeared to achieve the minimum compaction requirement of 92% for the area tested.

Test locations are based on information provided by others.

4 cores were obtained from the previous days paving operation, following the Town of Zebulon guidelines, and were delivered to Summit's laboratory for thickness and specific gravity testing.

TECHNICIAN'S NAME: Matt Lill

TECHNICIAN'S SIGNATURE: 
INFORMATION STATED ON THIS REPORT IS SUBJECT TO ENGINEERING REVIEW AND COMMENT.



320 Executive Court, Hillsborough, NC 27278
 Phone // 919.732.3883 Web // www.summitde.net

PROJECT: Peaces Landing 1811841
 PROJECT NO.: 21-0086.030
 PROJECT ADDRESS:
 CLIENT: Fred Smith Company

CONTRACTOR: Fred Smith Company
 EQUIPMENT: Paver, Dual Steel Drum, Steel drum Rubber Tire Combo
 DATE: 2021-08-24
 TECHNICIAN: M. Lih

NUCLEAR GAUGE EQUIPMENT
 MAKE / MODEL: Troxler | 3450
 SERIAL #: 70582
 STANDARD COUNT: 6342/1815/1115

REVIEWED BY: M. Lih

REPORT OF FIELD DENSITY OF ASPHALT IN-PLACE BY NUCLEAR BACKSCATTER METHOD (ASTM D2950)

TEST NO.	TEST DATE	TEST INFORMATION		MIX TYPE	IN-PLACE DENSITY (lbs/ft ³)	JOB MIX FORMULA DATA			TEST RESULTS		
		LIFT THICKNESS (IN.)	TEST LOCATION			JMF	RICE (G _{max})	TARGET DENSITY (lbs/ft ³)	REQUIRED COMPACTION (%)	RELATIVE COMPACTION (%)	PASS/FAIL
1	2021-08-24	2	Cul-de-sac road Left	RS 9.5C	140.3	19-1492-123	2.442	152.4	92	92.1	PASS
2	2021-08-24	2	Cul-de-sac road Left	RS 9.5C	140.6	19-1492-123	2.442	152.4	92	92.3	PASS
3	2021-08-24	2	Cul-de-sac road Left	RS 9.5C	145.3	19-1492-123	2.442	152.4	92	95.4	PASS
4	2021-08-24	2	Cul-de-sac road Left	RS 9.5C	144.2	19-1492-123	2.442	152.4	92	94.6	PASS
5	2021-08-24	2	Cul-de-sac road Left	RS 9.5C	141.9	19-1492-123	2.442	152.4	92	93.1	PASS
6	2021-09-24	2	Cul-de-sac road Left	RS 9.5C	140.7	19-1492-123	2.442	152.4	92	92.3	PASS
7	2021-08-24	2	Cul-de-sac road Left	RS 9.5C	144.1	19-1492-123	2.442	152.4	92	94.6	PASS
8	2021-08-24	2	Cul-de-sac road Right	RS 9.5C	143.5	19-1492-123	2.442	152.4	92	94.2	PASS
9	2021-08-24	2	Cul-de-sac road Right	RS 9.5C	144.3	19-1492-123	2.442	152.4	92	94.7	PASS
10	2021-08-24	2	Cul-de-sac road Right	RS 9.5C	142.1	19-1492-123	2.442	152.4	92	93.3	PASS
11	2021-08-24	2	Cul-de-sac road Right	RS 9.5C	140.9	19-1492-123	2.442	152.4	92	92.5	PASS
12	2021-08-24	2	Cul-de-sac road Right	RS 9.5C	141.6	19-1492-123	2.442	152.4	92	92.9	PASS
13	2021-08-24	2	Cul-de-sac road Right	RS 9.5C	141.7	19-1492-123	2.442	152.4	92	93.0	PASS
14	2021-08-24	2	Cul-de-sac road Left	RS 9.5C	140.2	19-1492-123	2.442	152.4	92	92.0	PASS
15	2021-09-24	2	Cul-de-sac road Left	RS 9.5C	141.0	19-1492-123	2.442	152.4	92	92.5	PASS
16	2021-08-24	2	Connector road Left	RS 9.5C	142.1	19-1492-123	2.442	152.4	92	93.3	PASS
17	2021-08-24	2	Connector road Left	RS 9.5C	142.3	19-1492-123	2.442	152.4	92	93.4	PASS
18	2021-08-24	2	Connector road Left	RS 9.5C	141.6	19-1492-123	2.442	152.4	92	92.9	PASS



320 Executive Court, Hillsborough, NC 27278
 Phone // 919.732.3883 Web // www.summitde.net

TEST NO.	TEST DATE	TEST INFORMATION			IN-PLACE DENSITY (lbs/ft ³)	JOB MIX FORMULA DATA			TEST RESULTS		
		LIFT THICKNESS (IN.)	TEST LOCATION	MIX TYPE		JMF	RICE (G _{max})	TARGET DENSITY (lbs/ft ³)	REQUIRED COMPACTION (%)	RELATIVE COMPACTION (%)	PASS/FAIL
19	2021-08-24	2	Connector road Left	RS 9.5C	140.1	19-1492-123	2.442	152.4	92	91.9	PASS
20	2021-08-24	2	Connector road Left	RS 9.5C	140.9	19-1492-123	2.442	152.4	92	92.5	PASS
21	2021-08-24	2	Connector road Left	RS 9.5C	140.7	19-1492-123	2.442	152.4	92	92.3	PASS
22	2021-08-24	2	Connector road Left	RS 9.5C	140.4	19-1492-123	2.442	152.4	92	92.1	PASS
23	2021-08-24	2	Connector road Left	RS 9.5C	140.6	19-1492-123	2.442	152.4	92	92.3	PASS
24	2021-08-24	2	Connector road Left	RS 9.5C	140.8	19-1492-123	2.442	152.4	92	92.4	PASS
25	2021-08-24	2	Connector road Left	RS 9.5C	141.3	19-1492-123	2.442	152.4	92	92.7	PASS
26	2021-08-24	2	Connector road Right	RS 9.5C	141.0	19-1492-123	2.442	152.4	92	92.5	PASS
27	2021-08-24	2	Connector road Right	RS 9.5C	140.4	19-1492-123	2.442	152.4	92	92.1	PASS
28	2021-08-24	2	Connector road Right	RS 9.5C	140.9	19-1492-123	2.442	152.4	92	92.5	PASS
29	2021-08-24	2	Connector road Right	RS 9.5C	140.5	19-1492-123	2.442	152.4	92	92.2	PASS
30	2021-08-24	2	Connector road Right	RS 9.5C	143.1	19-1492-123	2.442	152.4	92	93.9	PASS
31	2021-08-24	2	Connector road Right	RS 9.5C	140.8	19-1492-123	2.442	152.4	92	92.4	PASS
32	2021-08-24	2	Connector road Right	RS 9.5C	140.1	19-1492-123	2.442	152.4	92	91.9	PASS
33	2021-08-24	2	Connector road Right	RS 9.5C	140.3	19-1492-123	2.442	152.4	92	92.1	PASS
34	2021-08-24	2	Connector road Right	RS 9.5C	141.4	19-1492-123	2.442	152.4	92	92.8	PASS



320 Executive Court, Hillsborough, NC 27278
 Phone // 919.732.3883 Web // www.summitde.net

August 3, 2021

Mr. Alex Pollard
 Fred Smith Company
 701 Corporate Center Drive Suite 101
 Raleigh, NC 27607

*Let Approved
 7-7-22
 As Submitted*

Subject: Pearces Landing Subdivision
 Asphalt Core Density Testing
 Zebulon, North Carolina
 Summit Project Number: 21-0086.050

Dear Mr. Pollard:

The purpose of this letter is to provide you with the required CMT documentation regarding our asphalt core density testing. Asphalt cores were obtained, transported and tested following Town of Zebulon standards for verification of pavement density and thickness.

92%

The RS19.0C (JMF 18-0504-122) was placed on July 30, 2021 with the following density and thickness results:

Core Number	% Compaction	Thickness (In)	Core Number	% Compaction	Thickness (In)
1	92.1 ✓	2.25 <i>1.5</i>	5	93.2 ✓	2.75 ✓
2	89.4 ✗	2.5 ✓	6	94.3 ✓	3.25 ✓
3	94.3 ✓	3 ✓	7	92.0 ✓	3.25 ✓
4	93.9 ✓	2.75 ✓	--	--	--

*- Collected
 2.5"*

The RS19.0C (JMF 18-0504-122) was placed on August 2, 2021 with the following density and thickness results:

Core Number	% Compaction	Thickness (In)	Core Number	% Compaction	Thickness (In)
8	92.9 ✓	2.75 ✓	12	92.8 ✓	3.0 ✓
9	93.4 ✓	2.5 ✓	13	94.3 ✓	2.75 ✓
10	93.8 ✓	2.75 ✓	14	93.6 ✓	2.75 ✓
11	93.1 ✓	2.0 ✗	15	93.5 ✓	3.5 ✓

*Collected
 2.5"*

Job Mix Formulas were provided by Fred Smith Company and the moving average was used for density comparison. The summary of asphalt core results and a copy of the Daily Field Report are attached.

*Note: Asphalt
 Repair
 Allowance
 For Base 25K*

*Inspector noted Full Depth
 Can reach into @ Curb.
 Let 7/7/22*

Fred Smith Company
Pearces Landing Subdivision
Asphalt Core Density Testing

Project Number: 21-0086.050
August 3, 2021

CLOSURE

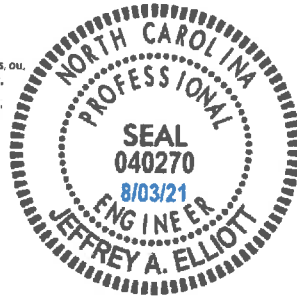
Summit appreciates the opportunity to serve you on this project. Should you have any questions concerning this report, or if we may be of further assistance, please contact us at your convenience.

Sincerely,
SUMMIT DESIGN AND ENGINEERING SERVICES, PLLC

Jeff Elliott

Digitally signed by Jeff Elliott
DN: cn=Jeff Elliott, o=Summit
Design and Engineering Services, ou,
email=jeff.elliott@summitde.net,
c=US
Date: 2021.08.03 14:54:54 -0400

Jeff Elliott, PE, MSI
Geotech & CMT/SI Manager



Attachments: QA/QC-5 Form
Daily Field Report

QA/QC-5 (Revised)


12-19-02

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

WORKSHEET FOR ROADWAY CORE SAMPLE DENSITY DETERMINATION & COMPARISON

PROJECT NUMBER: 21-0086.050 TYPE MIX: R19.0C MIN. % COMPACTION REQ: 92%

CONTRACTOR: Fred Smith PLANT LOCATION: Knightdale

DATE PLACED	JMF No.	SAMPLE No.	SAMPLE THICKNESS	DRY WT.	SSD WT.	IN WATER WT.	QA SP. GR.	QC SP. GR.	TARGET SP. GR.	QA %	QC %	LIMITS OF PRECISION (Y/N)	* QA / QC TECHNICIAN SIGNATURE
7/30/21	18-0504-122	1	2.25	2026.4	2029.3	1141.0		2.281	2.478		92.1		
		2	2.5	2473.5	2477.7	1361.3		2.216			89.4		
		3	3.0	2674.6	2677.7	1533.7		2.338			94.3		
		4	2.75	2480.2	2482.4	1416.5		2.327			93.9		
		5	2.75	2705.3	2709.5	1537.6		2.308			93.2		
		6	3.25	3282.4	3285.7	1880.3		2.336			94.3		
		7	3.25	3358.7	3366.9	1892.9		2.279			92.0		

NOTE: QC TO FAX CURRENT FORM TO QA DAILY DURING PRODUCTION.

* BY PROVIDING THIS DATA UNDER MY SIGNATURE AND /OR HICAMS CERTIFICATION NUMBER, I ATTEST TO THE ACCURACY AND VALIDITY OF THE DATA CONTAINED ON THIS FORM AND CERTIFY THAT NO DELIBERATE MISREPRESENTATION OF TEST RESULTS, IN ANY MANNER, HAS OCCURRED.

QA/QC-5 (Revised)

12-19-02

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

WORKSHEET FOR ROADWAY CORE SAMPLE DENSITY DETERMINATION & COMPARISON


PROJECT NUMBER: 21-0086.050

TYPE MIX: R19.0C

MIN. % COMPACTION REQ.: 92%

CONTRACTOR: Fred Smith

PLANT LOCATION: Knightdale

DATE PLACED	JMF No.	SAMPLE No.	SAMPLE THICKNESS	DRY WT.	SSD WT.	IN WATER WT.	QA SP. GR.	QC SP. GR.	TARGET SP. GR.	QA %	QC %	LIMITS OF PRECISION (Y / N)	* QA / QC TECHNICIAN SIGNATURE
8/02/21	18-0504-122	8	2.75	2256.1	2573.6	1450.6		2.276	2.451		92.9		
		9	2.5	2616.2	2620.2	1477.9		2.290			93.4		
		10	2.75	2546.1	2550.4	1442.5		2.298			93.8		
		11	2.0	1995.6	2000.1	1125.4		2.281			93.1		
		12	3.0	2788.3	2793.2	1567.7		2.275			92.8		
		13	2.75	2640.7	2646.5	1504.1		2.312			94.3		
		14	2.75	2457.5	2461.4	1389.8		2.293			93.6		
		15	3.5	3488.7	3492.8	1970		2.291			93.5		

NOTE: QC TO FAX CURRENT FORM TO QA DAILY DURING PRODUCTION.

* BY PROVIDING THIS DATA UNDER MY SIGNATURE AND /OR HICAMS CERTIFICATION NUMBER, I ATTEST TO THE ACCURACY AND VALIDITY OF THE DATA CONTAINED ON THIS FORM AND CERTIFY THAT NO DELIBERATE MISREPRESENTATION OF TEST RESULTS, IN ANY MANNER, HAS OCCURRED.



320 Executive Court, Hillsborough, NC 27278
 Phone // 919.732.3883 Web // www.summitde.net

DAILY FIELD REPORT

PROJECT NO: 21-0086.050	CLIENT: Fred Smith Company
PROJECT: Pearces Landing 1811841	WEATHER/TEMP: Clear /80s

DATE	START TIME	END TIME	TOTAL HOURS
08/02/21	06:00	17:30	11.5

FIELD TEST PERFORMED

Asphalt Density Testing and Coring

REMARKS:

Technician arrived on site to observe placement of surface mix RI 19.0C (18-0504-122) at the following locations: See Sketch Below. Asphalt placement was observed in regards to specified pavement section, mix design and temperature. Tests were performed on this date using the nuclear density gauge method. The asphalt temperature ranged from 290 degrees F to 300 degrees F throughout the placement period. Compaction results indicated that the material in the areas and elevations tested appeared to achieve the minimum compaction requirement of 92% for the area tested.

Test locations are based on information provided by others.

7 cores were obtained from the previous days paving operation and 8 additional cores were obtained for today's paving operation, following the Town of Zebulon guidelines, and were delivered to Summit's laboratory for thickness and specific gravity testing.

TECHNICIAN'S NAME: Andrew Elliott

TECHNICIAN'S SIGNATURE: Andrew Elliott

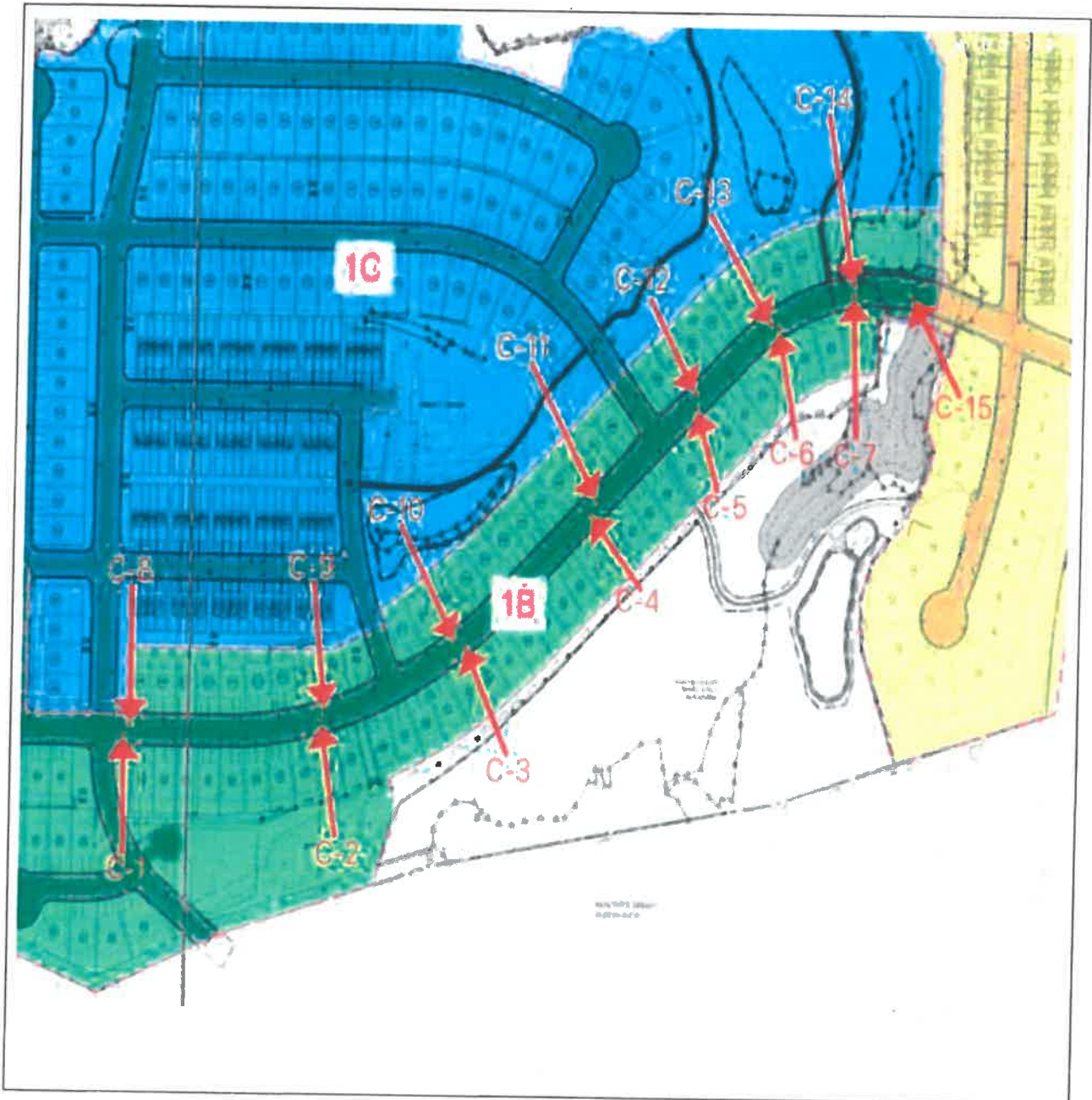
INFORMATION STATED ON THIS REPORT IS SUBJECT TO ENGINEERING REVIEW AND COMMENT.



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DAILY FIELD REPORT

PROJECT NO: 21-0086.050	CLIENT: Fred Smith Company
PROJECT: Pearces Landing 1811841	WEATHER/TEMP: Clear /80s



TECHNICIAN'S NAME: Andrew Elliott

TECHNICIAN'S SIGNATURE: Andrew Elliott

INFORMATION STATED ON THIS REPORT IS SUBJECT TO ENGINEERING REVIEW AND COMMENT.



320 Executive Court, Hillsborough, NC 27278
 Phone // 919.732.3883 Web // www.summitde.net

PROJECT: Pearces Landing #1811841
 PROJECT NO.: 21-0086.050
 PROJECT ADDRESS: _____
 CLIENT: Fred Smith Company

CONTRACTOR: Fred Smith Company
 EQUIPMENT: Paver, Dual Steel Drum Roller, Rubber Tire Steel Combo
 DATE: 2021-08-02
 TECHNICIAN: Andrew Elliott

NUCLEAR GAUGE EQUIPMENT
 MAKE / MODEL: Troxler | 3450
 SERIAL #: 71282
 STANDARD COUNT: 6656/1926/1315

REVIEWED BY: _____ M. Lill

REPORT OF FIELD DENSITY OF ASPHALT IN-PLACE BY NUCLEAR BACKSCATTER METHOD (ASTM D2950)

TEST NO.	TEST DATE	LIFT THICKNESS (IN.)	TEST LOCATION	MIX TYPE	IN-PLACE DENSITY (lbm/ft³)	JOB MIX FORMULA DATA		TARGET DENSITY (lbm/ft³)	TEST RESULTS		
						JMF	RICE (G _{max})		REQUIRED COMPACTION (%)	RELATIVE COMPACTION (%)	PASS/FAIL
1	2021-08-02	2.5	Pearces Landing	RI 19.0C	142.3	18-0504-122	2.451	152.9	92	93.0	PASS
2	2021-08-02	2.5	Pearces Landing	RI 19.0C	142.1	18-0504-122	2.451	152.9	92	92.9	PASS
3	2021-08-02	2.5	Pearces Landing	RI 19.0C	141.4	18-0504-122	2.451	152.9	92	92.5	PASS
4	2021-08-02	2.5	Pearces Landing	RI 19.0C	141.6	18-0504-122	2.451	152.9	92	92.6	PASS
5	2021-08-02	2.5	Pearces Landing	RI 19.0C	141.9	18-0504-122	2.451	152.9	92	92.8	PASS
6	2021-08-02	2.5	Pearces Landing	RI 19.0C	141.3	18-0504-122	2.451	152.9	92	92.4	PASS
7	2021-08-02	2.5	Pearces Landing	RI 19.0C	141.8	18-0504-122	2.451	152.9	92	92.7	PASS
8	2021-08-02	2.5	Pearces Landing	RI 19.0C	141.9	18-0504-122	2.451	152.9	92	92.8	PASS
9	2021-08-02	2.5	Pearces Landing	RI 19.0C	142.4	18-0504-122	2.451	152.9	92	93.1	PASS
10	2021-08-02	2.5	Pearces Landing	RI 19.0C	141.8	18-0504-122	2.451	152.9	92	92.7	PASS
11	2021-08-02	2.5	Pearces Landing	RI 19.0C	142.5	18-0504-122	2.451	152.9	92	93.2	PASS
12	2021-08-02	2.5	Pearces Landing	RI 19.0C	142.1	18-0504-122	2.451	152.9	92	92.9	PASS
13	2021-08-02	2.5	Pearces Landing	RI 19.0C	141.8	18-0504-122	2.451	152.9	92	92.7	PASS
14	2021-08-02	2.5	Pearces Landing	RI 19.0C	141.7	18-0504-122	2.451	152.9	92	92.6	PASS
15	2021-08-02	2.5	Pearces Landing	RI 19.0C	141.9	18-0504-122	2.451	152.9	92	92.8	PASS
16	2021-08-02	2.5	Pearces Landing	RI 19.0C	142.3	18-0504-122	2.451	152.9	92	93.0	PASS
17	2021-08-02	2.5	Pearces Landing	RI 19.0C	142.1	18-0504-122	2.451	152.9	92	92.9	PASS



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TEST NO.	TEST DATE	TEST INFORMATION			MIX TYPE	IN-PLACE DENSITY (lbs/ft ³)	JOB MIX FORMULA DATA			TEST RESULTS		
		LIFT THICKNESS (IN.)	TEST LOCATION				JMF	RICE (G _{max})	TARGET DENSITY (lbs/ft ³)	REQUIRED COMPACTION (%)	RELATIVE COMPACTION (%)	PASS/FAIL
18	2021-08-02	2.5	Pearces Landing		RJ 19.0C	141.6	18-0504-122	2.451	152.9	92	92.6	
19	2021-08-02	2.5	Pearces Landing		RJ 19.0C	141.8	18-0504-122	2.451	152.9	92	92.7	PASS
20	2021-08-02	2.5	Pearces Landing		RJ 19.0C	141.9	18-0504-122	2.451	152.9	92	92.8	PASS
21	2021-08-02	2.5	Pearces Landing		RJ 19.0C	141.3	18-0504-122	2.451	152.9	92	92.4	PASS
22	2021-08-02	2.5	Pearces Landing		RJ 19.0C	141.6	18-0504-122	2.451	152.9	92	92.6	PASS
23	2021-08-02	2.5	Pearces Landing		RJ 19.0C	142.1	18-0504-122	2.451	152.9	92	92.9	PASS
24	2021-08-02	2.5	Pearces Landing		RJ 19.0C	141.5	18-0504-122	2.451	152.9	92	92.5	PASS
25	2021-08-02	2.5	Pearces Landing		RJ 19.0C	142.8	18-0504-122	2.451	152.9	92	93.4	PASS
26	2021-08-02	2.5	Pearces Landing		RJ 19.0C	141.5	18-0504-122	2.451	152.9	92	92.5	PASS
27	2021-08-02	2.5	Pearces Landing		RJ 19.0C	141.3	18-0504-122	2.451	152.9	92	92.4	PASS
28	2021-08-02	2.5	Pearces Landing		RJ 19.0C	141.9	18-0504-122	2.451	152.9	92	92.8	PASS
29	2021-08-02	2.5	Pearces Landing		RJ 19.0C	142.4	18-0504-122	2.451	152.9	92	93.1	PASS
30	2021-08-02	2.5	Pearces Landing		RJ 19.0C	141.2	18-0504-122	2.451	152.9	92	92.3	PASS
31	2021-08-02	2.5	Pearces Landing		RJ 19.0C	141.6	18-0504-122	2.451	152.9	92	92.6	PASS
32	2021-08-02	2.5	Pearces Landing		RJ 19.0C	141.9	18-0504-122	2.451	152.9	92	92.8	PASS
33	2021-08-02	2.5	Pearces Landing		RJ 19.0C	141.7	18-0504-122	2.451	152.9	92	92.6	PASS
34	2021-08-02	2.5	Pearces Landing		RJ 19.0C	142.3	18-0504-122	2.451	152.9	92	93.0	PASS
35	2021-08-02	2.5	Pearces Landing		RJ 19.0C	142.1	18-0504-122	2.451	152.9	92	92.9	PASS
36	2021-08-02	2.5	Pearces Landing		RJ 19.0C	141.6	18-0504-122	2.451	152.9	92	92.6	PASS
37	2021-08-02	2.5	Pearces Landing		RJ 19.0C	141.8	18-0504-122	2.451	152.9	92	92.7	PASS
38	2021-08-02	2.5	Pearces Landing		RJ 19.0C	141.4	18-0504-122	2.451	152.9	92	92.5	PASS
39	2021-08-02	2.5	Pearces Landing		RJ 19.0C	141.7	18-0504-122	2.451	152.9	92	92.6	PASS
40	2021-08-02	2.5	Pearces Landing		RJ 19.0C	142.7	18-0504-122	2.451	152.9	92	93.3	PASS
41	2021-08-02	2.5	Pearces Landing		RJ 19.0C	142.3	18-0504-122	2.451	152.9	92	93.0	PASS
42	2021-08-02	2.5	Pearces Landing		RJ 19.0C	142.6	18-0504-122	2.451	152.9	92	93.2	PASS
43	2021-08-02	2.5	Pearces Landing		RJ 19.0C	141.3	18-0504-122	2.451	152.9	92	92.4	PASS
44	2021-08-02	2.5	Pearces Landing		RJ 19.0C	141.9	18-0504-122	2.451	152.9	92	92.8	PASS



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TEST NO.	TEST DATE	TEST INFORMATION			IN-PLACE DENSITY (lbs/ft ³)	JOB MIX FORMULA DATA			TEST RESULTS		
		LIFT THICKNESS (IN.)	TEST LOCATION	MIX TYPE		JMF	RICE (G _{max})	TARGET DENSITY (lbs/ft ³)	REQUIRED COMPACTION (%)	RELATIVE COMPACTION (%)	PASS/FAIL
45	2021-08-02	2.5	Pearces Landing	RJ 19.0C	141.6	18-0504-122	2.451	152.9	92	92.6	PASS
46	2021-08-02	2.5	Pearces Landing	RI 19.0C	142.3	18-0504-122	2.451	152.9	92	93.0	PASS
47	2021-08-02	2.5	Pearces Landing	RJ 19.0C	142.0	18-0504-122	2.451	152.9	92	92.8	PASS
48	2021-08-02	2.5	Pearces Landing	RI 19.0C	141.5	18-0504-122	2.451	152.9	92	92.5	PASS
49	2021-08-02	2.5	Pearces Landing	RI 19.0C	141.8	18-0504-122	2.451	152.9	92	92.7	PASS
50	2021-08-02	2.5	Pearces Landing	RI 19.0C	142.9	18-0504-122	2.451	152.9	92	93.4	PASS

PEARCES LANDING PHASE 1B

1309 PEARCES ROAD
ZEBULON, NC
TOWN OF ZEBULON
AS-BUILT DRAWING SUBMITTAL

SUBMITTED: 04.21.2022
RESUBMITTED: 06.01.2022
RESUBMITTED: 06.23.2022



Engineered
Certification
Water
Leak
7-7-a



VICINITY MAP
SCALE: 1" = 500'

Sheet Number	Sheet Title	Sheet Size
0100	GENERAL NOTES	11x17
0200	CONCRETE	11x17
0300	ROOFING	11x17
0400	MECHANICAL	11x17
0500	ELECTRICAL	11x17
0600	PLUMBING	11x17
0700	PAVING	11x17
0800	LANDSCAPE	11x17
0900	UTILITIES	11x17
1000	AS-BUILT DRAWING	11x17

SEE PLAN FOR ALL NOTES
AND SPECIFICATIONS. ALL NOTES
ON ANY DRAWING SHALL BE APPLIED TO ALL
DRAWINGS. SEE PLAN FOR ALL NOTES
AND SPECIFICATIONS. ALL NOTES
ON ANY DRAWING SHALL BE APPLIED TO ALL
DRAWINGS.



STEWART
ENGINEERING & ARCHITECTURE
1309 PEARCES ROAD
ZEBULON, NC 27356
TEL: 919.336.1111
WWW.STEWART-ENG.COM

PROJECT: PEARCES LANDING PHASE 1B
SUBMITTAL: AS-BUILT DRAWING
DATE: 06.23.2022

PEARCES LANDING SUBDIVISION

PHASE 1B AS-BUILT DRAWINGS

COVER SHEET

Project Number: 1309
Issue Date: 06.23.2022
Drawing No: 1000
Scale: AS SHOWN

CLIENT

TOWN OF ZEBULON
1309 PEARCES ROAD
ZEBULON, NC 27356
TEL: 919.336.1111
WWW.ZEBULON-NC.GOV

GEOTECHNICAL

TEPP & TECH
1309 PEARCES ROAD
ZEBULON, NC 27356
TEL: 919.336.1111
WWW.TEPP-AND-TECH.COM

ARCHITECTURE - LANDSCAPE ARCHITECTURE - GEOMETRICS - TRANSPORTATION

STEWART ENGINEERING & ARCHITECTURE
1309 PEARCES ROAD
ZEBULON, NC 27356
TEL: 919.336.1111
WWW.STEWART-ENG.COM

EROSION CONTROL, STORMWATER AND FLOODPLAIN MANAGEMENT APPROVED STORMWATER MANAGEMENT FLOOD STUDY

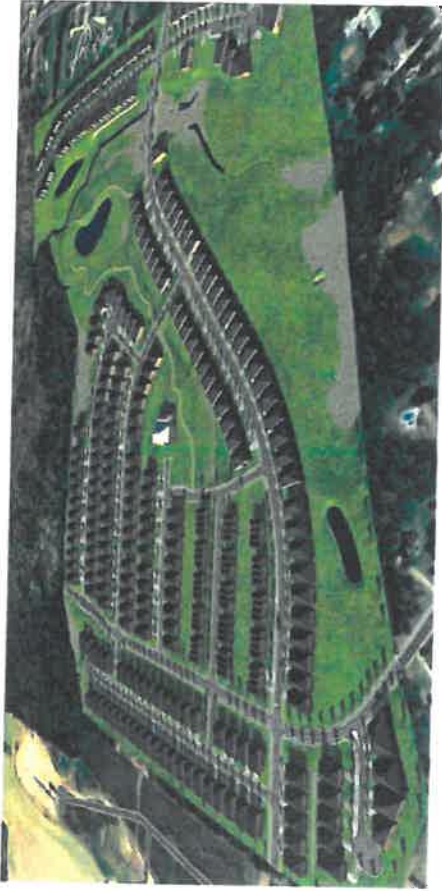
DATE: 06.23.2022

PEARCES LANDING PHASE 1B

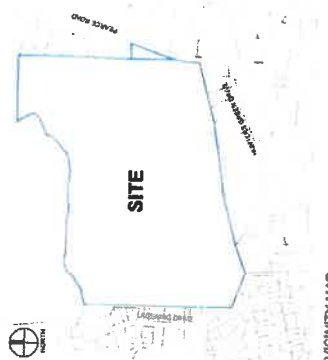
1309 PEARCES ROAD
ZEBULON, NC

TOWN OF ZEBULON
AS-BUILT DRAWING SUBMITTAL

SUBMITTED: 04.21.2022
RESUBMITTED: 06.01.2022
RESUBMITTED: 06.23.2022



APPROVED
Simon
7/22



VICINITY MAP
SCALE 1" = 100'

NOTICE TO THE CONTRACTOR
THE RECORD DRAWING SHALL BE THE FINAL AS-BUILT DRAWING FOR THE PROJECT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE AS-BUILT DRAWING. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE AS-BUILT DRAWING. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE AS-BUILT DRAWING.

Code	Sheet Title	Sheet No.
01	GENERAL NOTES	01
02	EXISTING UTILITIES	02
03	PROPOSED UTILITIES	03
04	PROPOSED PAVEMENT	04
05	PROPOSED CONCRETE	05
06	PROPOSED EROSION CONTROL	06
07	PROPOSED FLOOD CONTROL	07
08	PROPOSED STORMWATER MANAGEMENT	08
09	PROPOSED LANDSCAPE ARCHITECTURE	09
10	PROPOSED CIVIL ENGINEERING	10
11	PROPOSED GEOTECHNICAL	11
12	PROPOSED TRANSPORTATION	12
13	PROPOSED PLANNING	13
14	PROPOSED ENVIRONMENTAL	14
15	PROPOSED HISTORIC PRESERVATION	15
16	PROPOSED ARCHITECTURE	16
17	PROPOSED ELECTRICAL	17
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19	PROPOSED PLUMBING	19
20	PROPOSED FIRE PROTECTION	20
21	PROPOSED SAFETY	21
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23	PROPOSED ACCESSIBILITY	23
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33	PROPOSED OPERATIONAL	33
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43	PROPOSED ALTERATION	43
44	PROPOSED DEMOLITION	44
45	PROPOSED RECONSTRUCTION	45
46	PROPOSED RENOVATION	46
47	PROPOSED RESTORATION	47
48	PROPOSED PRESERVATION	48
49	PROPOSED REPAIR	49
50	PROPOSED REPLACEMENT	50

STEWART
CIVIL ENGINEERING - LANDSCAPE ARCHITECTURE - GEOTECHNICAL - TRANSPORTATION

PEARCES LANDING SUBDIVISION

PHASE 1B AS-BUILT DRAWINGS

COVER SHEET

Project Number: C-1009 - Phase 1B
Drawing Title: AS-BUILT DRAWINGS
Scale: 1" = 100'

CLIENT

Sandhill Communities
1309 PEARCES ROAD
ZEBULON, NC 27302
CONTACT: 910.286.1111
WWW.SANDHILLCOMMUNITIES.COM

DESIGNER

STEWART INC. CIVIL ENGINEERING
1309 PEARCES ROAD
ZEBULON, NC 27302
CONTACT: 910.286.1111
WWW.SANDHILLCOMMUNITIES.COM

DATE

06/23/2022

SCALE

1" = 100'

PROJECT

PEARCES LANDING SUBDIVISION
PHASE 1B AS-BUILT DRAWINGS

DATE

06/23/2022

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PHASE 1B AS-BUILT DRAWINGS

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PROJECT

PEARCES LANDING SUBDIVISION



STEWART

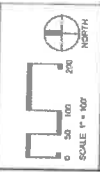
ENGINEERING & ARCHITECTURE
205 WEST 10TH AVENUE
DENVER, COLORADO 80202
TEL: 303.556.7878
WWW.STEWART-ENG.COM

CLIENT

STEWART ENGINEERING & ARCHITECTURE
205 WEST 10TH AVENUE
DENVER, COLORADO 80202
TEL: 303.556.7878
WWW.STEWART-ENG.COM

DESCRIPTION

OVERALL GRADING PLAN
PEARCE'S LANDING SUBDIVISION
1.0 ACRES
DENVER, COLORADO



PEARCE'S LANDING SUBDIVISION

AS-BUILT RECORD DRAWINGS

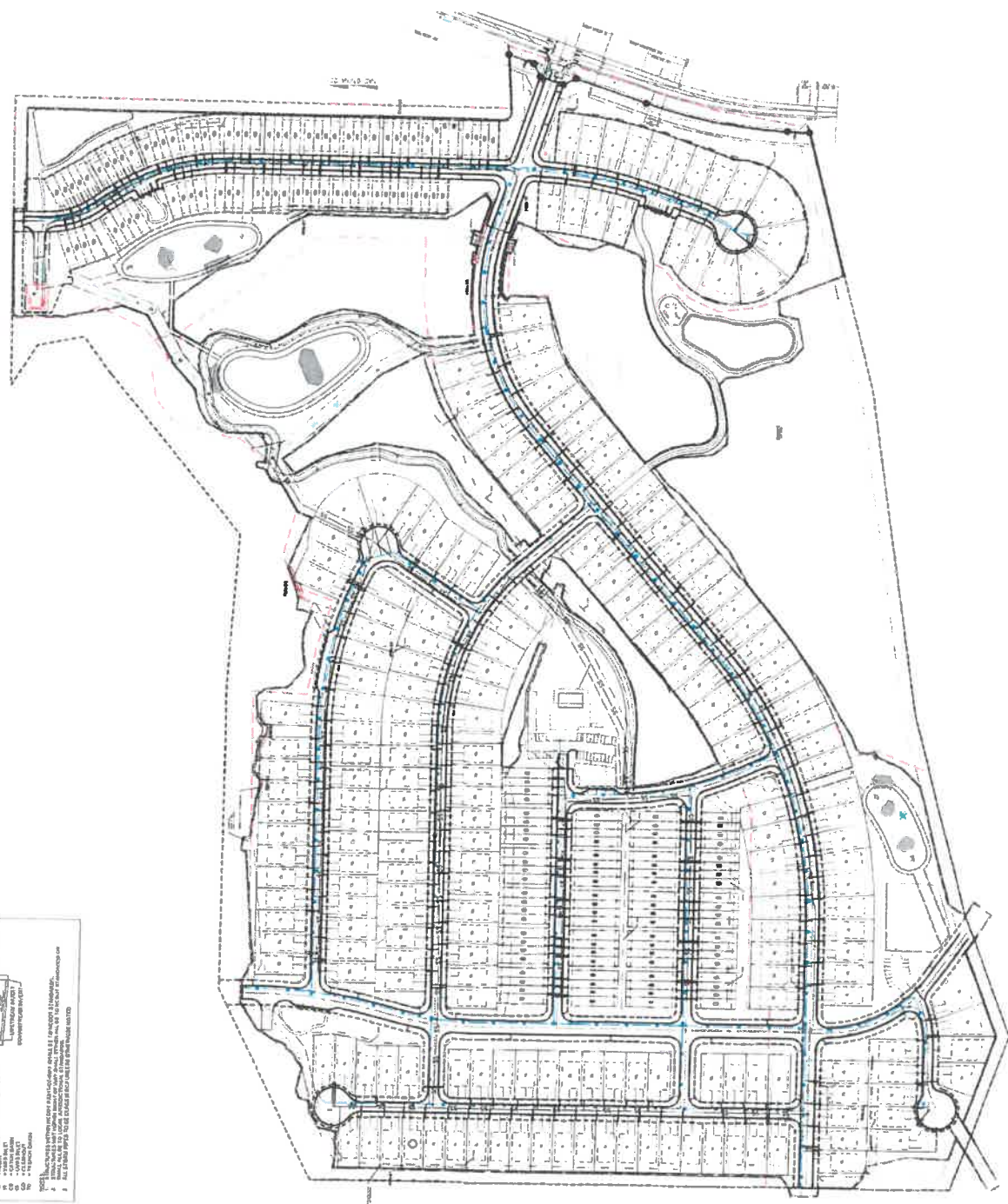
Table with 2 columns: No., Desc. (listing drawing sheets)

OVERALL GRADING PLAN

Project Number: C5000 Sheet # 102
Date: 07/11/07
C5.00
Prepared by: [Name]

NOTES:
1. THIS RECORD DRAWING HAS BEEN PREPARED BASED ON THE AS-BUILT INFORMATION PROVIDED TO THE ENGINEER. THE ENGINEER HAS REVIEWED THE INFORMATION PROVIDED AND HAS FOUND IT TO BE ACCURATE AND COMPLETE. THE ENGINEER HAS NOT CONDUCTED A FIELD SURVEY OF THE PROJECT TO VERIFY THE AS-BUILT INFORMATION. THE ENGINEER HAS NOT CONDUCTED A FIELD SURVEY OF THE PROJECT TO VERIFY THE AS-BUILT INFORMATION.

GENERAL LEGEND table with symbols for spot heights, contours, and other features.



STEWART COMMUNICATIONS NETWORK table listing utility symbols and notes.



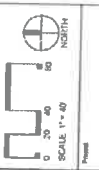
STEWART
1130 12th St
Denver, CO 80202
Tel: (303) 733-1100
Fax: (303) 733-1101

Client:
MIDLAND VALLEY
2800 WEST 14TH AVENUE
DENVER, CO 80202

Construction:
MIDLAND VALLEY
2800 WEST 14TH AVENUE
DENVER, CO 80202

Design:
STEWART ENGINEERING & CONSULTING
2000 WEST 14TH AVENUE
DENVER, CO 80202

Other design consultants:
SUTHERLAND STRONG
1525 WEST 14TH AVENUE
DENVER, CO 80202



PEARCES LANDING SUBDIVISION

Sheet No. **AS-BUILT RECORD DRAWINGS**

No.	Date	Description
1		AS-BUILT RECORD DRAWINGS
2		
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GRADING PLAN

Project Number: C-110099
Revision: 06.11.2009
Drawn by: JWC
Approved by: JWC
C5.01

GRADING LEGEND

Proposed

- PROPOSED GRADE
- PROPOSED DRAINAGE
- PROPOSED CURB
- PROPOSED SIDEWALK
- PROPOSED DRIVEWAY
- PROPOSED DRIVE
- PROPOSED CONCRETIZED DRIVE
- PROPOSED CONCRETIZED DRIVEWAY
- PROPOSED CONCRETIZED SIDEWALK
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- PROPOSED CONCRETIZED DRIVEWAY
- PROPOSED CONCRETIZED SIDEWALK

Existing

- EXISTING GRADE
- EXISTING DRAINAGE
- EXISTING CURB
- EXISTING SIDEWALK
- EXISTING DRIVEWAY
- EXISTING DRIVE
- EXISTING CONCRETIZED DRIVE
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- EXISTING CONCRETIZED DRIVEWAY
- EXISTING CONCRETIZED SIDEWALK

BEFORE: THE DISTRICT ENGINEER SHALL VERIFY THAT THE SUBDIVISION IS IN ACCORDANCE WITH THE SUBDIVISION ACT AND ALL OTHER APPLICABLE LAWS AND REGULATIONS. THE DISTRICT ENGINEER SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE AS-BUILT RECORD DRAWINGS.





STEWART
 CIVIL ENGINEERS & ARCHITECTS
 1000 WEST 10TH AVENUE
 DENVER, CO 80202

Client:
 UNIVERSITY OF DENVER
 1900 UNIVERSITY BLVD
 DENVER, CO 80202

Contract:
 UNIVERSITY OF DENVER
 1900 UNIVERSITY BLVD
 DENVER, CO 80202

Contract:
 UNIVERSITY OF DENVER
 1900 UNIVERSITY BLVD
 DENVER, CO 80202

Contract:
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 1900 UNIVERSITY BLVD
 DENVER, CO 80202

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 DENVER, CO 80202

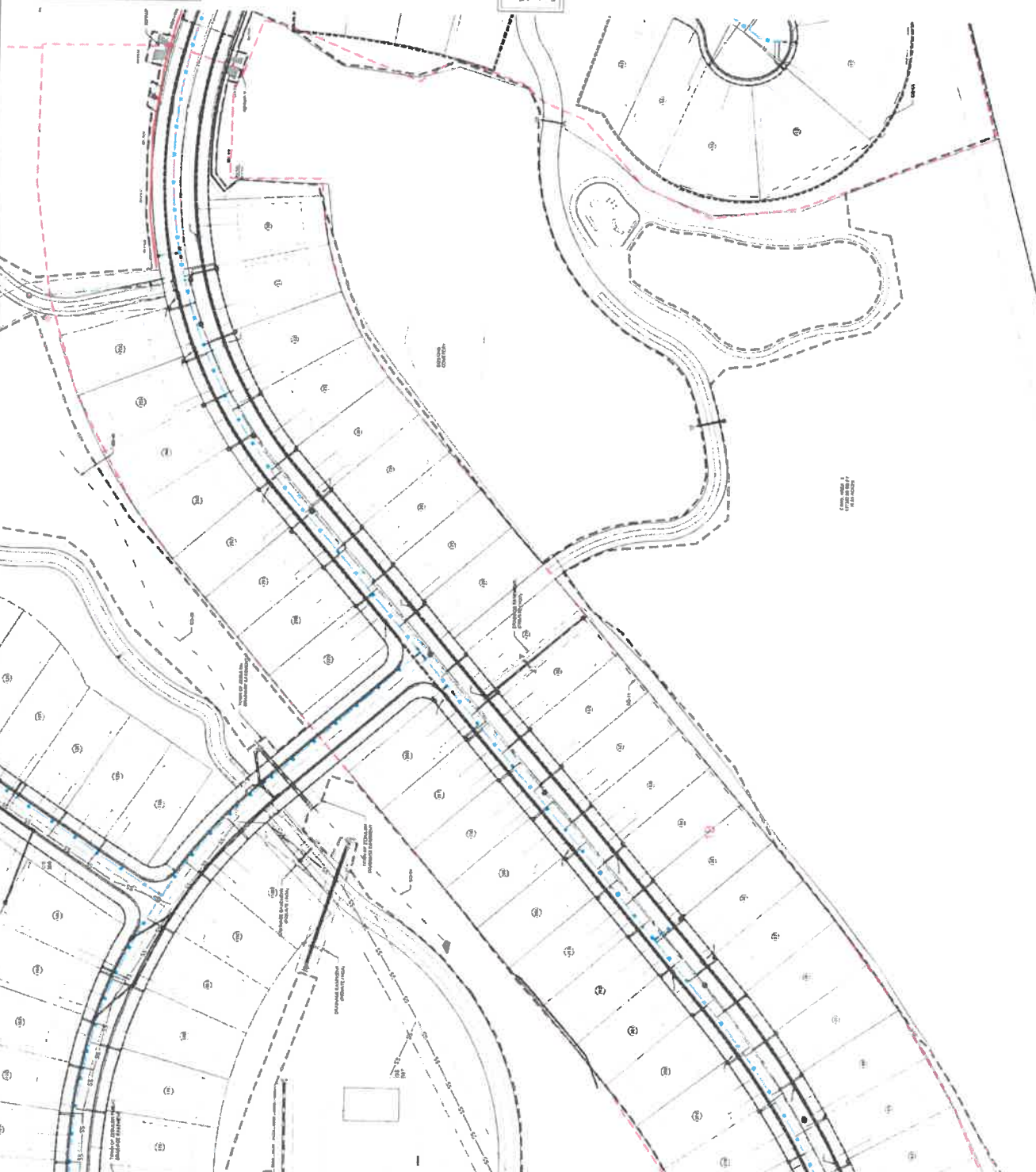
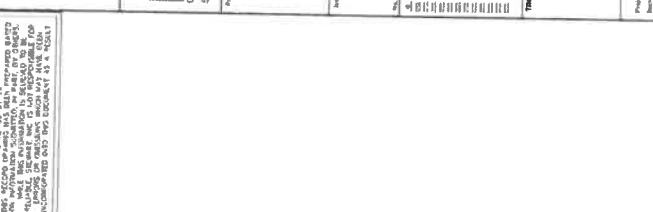
Contract:
 UNIVERSITY OF DENVER
 1900 UNIVERSITY BLVD
 DENVER, CO 80202

Contract:
 UNIVERSITY OF DENVER
 1900 UNIVERSITY BLVD
 DENVER, CO 80202

GRADING LEGEND

Symbol	Description
(Symbol)	PROPOSED GRADE
(Symbol)	EXISTING GRADE
(Symbol)	PROPOSED FINISH GRADE
(Symbol)	EXISTING FINISH GRADE
(Symbol)	PROPOSED PAVEMENT
(Symbol)	EXISTING PAVEMENT
(Symbol)	PROPOSED SIDEWALK
(Symbol)	EXISTING SIDEWALK
(Symbol)	PROPOSED DRIVEWAY
(Symbol)	EXISTING DRIVEWAY
(Symbol)	PROPOSED CURB
(Symbol)	EXISTING CURB
(Symbol)	PROPOSED UTILITY
(Symbol)	EXISTING UTILITY
(Symbol)	PROPOSED EROSION CONTROL
(Symbol)	EXISTING EROSION CONTROL

NOTES:
 1. ALL PROPOSED GRADES SHALL BE AS SHOWN ON THIS DRAWING.
 2. ALL EXISTING GRADES SHALL BE AS SHOWN ON THIS DRAWING.
 3. ALL PROPOSED FINISH GRADES SHALL BE AS SHOWN ON THIS DRAWING.
 4. ALL EXISTING FINISH GRADES SHALL BE AS SHOWN ON THIS DRAWING.
 5. ALL PROPOSED PAVEMENT SHALL BE AS SHOWN ON THIS DRAWING.
 6. ALL EXISTING PAVEMENT SHALL BE AS SHOWN ON THIS DRAWING.
 7. ALL PROPOSED SIDEWALKS SHALL BE AS SHOWN ON THIS DRAWING.
 8. ALL EXISTING SIDEWALKS SHALL BE AS SHOWN ON THIS DRAWING.
 9. ALL PROPOSED DRIVEWAYS SHALL BE AS SHOWN ON THIS DRAWING.
 10. ALL EXISTING DRIVEWAYS SHALL BE AS SHOWN ON THIS DRAWING.
 11. ALL PROPOSED CURBS SHALL BE AS SHOWN ON THIS DRAWING.
 12. ALL EXISTING CURBS SHALL BE AS SHOWN ON THIS DRAWING.
 13. ALL PROPOSED UTILITIES SHALL BE AS SHOWN ON THIS DRAWING.
 14. ALL EXISTING UTILITIES SHALL BE AS SHOWN ON THIS DRAWING.
 15. ALL PROPOSED EROSION CONTROL SHALL BE AS SHOWN ON THIS DRAWING.
 16. ALL EXISTING EROSION CONTROL SHALL BE AS SHOWN ON THIS DRAWING.



PEARCES LANDING SUBDIVISION

AS-BUILT RECORD DRAWINGS

GRADING PLAN

Project: PEARCES LANDING SUBDIVISION
 Scale: 1" = 40'
 North: [North Arrow]

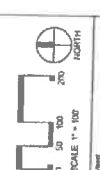
Drawn by: [Name]
 Checked by: [Name]
 Date: [Date]

Sheet: C-5.02



STEWART
 CIVIL ENGINEERS
 1000 WEST 10TH AVENUE
 DENVER, CO 80202
 (303) 733-1100

PROJECT: PEARCES LANDING SUBDIVISION
DATE: 08/20/2018
SCALE: 1" = 100'
PROJECT NO.: 18-001
DATE PLOTTED: 08/20/2018 10:58:00 AM
PLANNER: J. B. STEWART



PEARCES LANDING SUBDIVISION

PHASE 1B AS-BUILT DRAWINGS

NO.	DATE	DESCRIPTION
1	08/20/2018	AS-BUILT DRAWINGS

UTILITY PLAN OVERALL

Project Number: 18-001
 Sheet No: C6.00
 Date: 08/20/2018
 Scale: 1" = 100'

NOTES

1. SEE PAGE 60 FOR THE LEGEND AND UTILITY DETAILS.

UTILITY LEGEND

SYMBOL	DESCRIPTION
(Symbol)	EXISTING UTILITY
(Symbol)	NEW UTILITY
(Symbol)	PROPOSED UTILITY
(Symbol)	PROPOSED UTILITY TO BE REMOVED
(Symbol)	PROPOSED UTILITY TO BE RELOCATED
(Symbol)	PROPOSED UTILITY TO BE DELETED
(Symbol)	PROPOSED UTILITY TO BE ADDED

UTILITY NOTES

THIS RECORD DRAWING AND ALL UTILITIES SHOWN THEREON ARE THE PROPERTY OF STEWART CIVIL ENGINEERS. NO PART OF THIS DRAWING OR ANY INFORMATION CONTAINED HEREIN IS TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF STEWART CIVIL ENGINEERS.

THESE UTILITIES ARE SHOWN AS-BUILT. ANY CHANGES TO THESE UTILITIES SHALL BE THE RESPONSIBILITY OF THE CLIENT. STEWART CIVIL ENGINEERS SHALL NOT BE RESPONSIBLE FOR ANY CHANGES TO THESE UTILITIES MADE AFTER THE DATE OF THIS DRAWING.

GENERAL NOTES

1. ALL UTILITIES SHALL BE INSTALLED IN ACCORDANCE WITH THE CITY OF DENVER UTILITIES DEPARTMENT SPECIFICATIONS AND THE COLORADO UTILITIES CODE.

2. ALL UTILITIES SHALL BE INSTALLED AT THE PROPER DEPTHS AND SPACINGS AS SHOWN ON THIS DRAWING.

3. ALL UTILITIES SHALL BE INSTALLED IN ACCORDANCE WITH THE CITY OF DENVER UTILITIES DEPARTMENT SPECIFICATIONS AND THE COLORADO UTILITIES CODE.

4. ALL UTILITIES SHALL BE INSTALLED AT THE PROPER DEPTHS AND SPACINGS AS SHOWN ON THIS DRAWING.

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6. ALL UTILITIES SHALL BE INSTALLED AT THE PROPER DEPTHS AND SPACINGS AS SHOWN ON THIS DRAWING.

PHASE 1B AS-BUILT DRAWINGS

1. ALL UTILITIES SHALL BE INSTALLED IN ACCORDANCE WITH THE CITY OF DENVER UTILITIES DEPARTMENT SPECIFICATIONS AND THE COLORADO UTILITIES CODE.

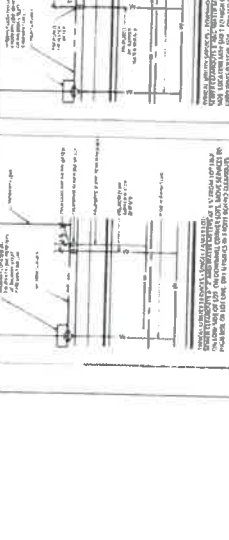
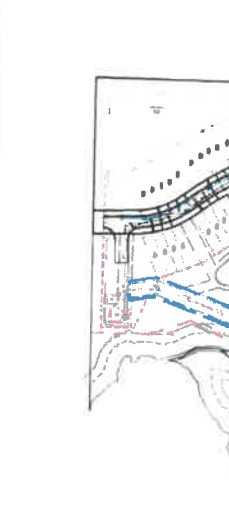
2. ALL UTILITIES SHALL BE INSTALLED AT THE PROPER DEPTHS AND SPACINGS AS SHOWN ON THIS DRAWING.

3. ALL UTILITIES SHALL BE INSTALLED IN ACCORDANCE WITH THE CITY OF DENVER UTILITIES DEPARTMENT SPECIFICATIONS AND THE COLORADO UTILITIES CODE.

4. ALL UTILITIES SHALL BE INSTALLED AT THE PROPER DEPTHS AND SPACINGS AS SHOWN ON THIS DRAWING.

5. ALL UTILITIES SHALL BE INSTALLED IN ACCORDANCE WITH THE CITY OF DENVER UTILITIES DEPARTMENT SPECIFICATIONS AND THE COLORADO UTILITIES CODE.

6. ALL UTILITIES SHALL BE INSTALLED AT THE PROPER DEPTHS AND SPACINGS AS SHOWN ON THIS DRAWING.



UTILITY PLAN OVERALL

Project Number: 18-001
 Sheet No: C6.00
 Date: 08/20/2018
 Scale: 1" = 100'



STEWART

ENGINEERING & SURVEYING
101 W. OGDEN ST., SUITE 100
OGDEN, UT 84403
PHONE: 435.771.1100
FAX: 435.771.1101
WWW.STEWARTES.COM

Project: Phase 1B AS-BUILT
Client: Peardes Landing Subdivision
Date: 06/14/2022



PEARCES LANDING SUBDIVISION

Scale: 1" = 40'

Phase 1B AS-BUILT DRAWINGS

No.	Date	Description
1	06/14/2022	AS-BUILT DRAWINGS

UTILITY PLAN POINT TABLE

Point No.	Stationing	Coordinates
1	3+58.71	714967.38, 126513.82
2	3+59.41	714967.38, 126513.82
3	3+60.11	714967.38, 126513.82
4	3+60.81	714967.38, 126513.82
5	3+61.51	714967.38, 126513.82
6	3+62.21	714967.38, 126513.82
7	3+62.91	714967.38, 126513.82
8	3+63.61	714967.38, 126513.82
9	3+64.31	714967.38, 126513.82
10	3+65.01	714967.38, 126513.82
11	3+65.71	714967.38, 126513.82
12	3+66.41	714967.38, 126513.82
13	3+67.11	714967.38, 126513.82
14	3+67.81	714967.38, 126513.82
15	3+68.51	714967.38, 126513.82
16	3+69.21	714967.38, 126513.82
17	3+69.91	714967.38, 126513.82
18	3+70.61	714967.38, 126513.82
19	3+71.31	714967.38, 126513.82
20	3+72.01	714967.38, 126513.82
21	3+72.71	714967.38, 126513.82
22	3+73.41	714967.38, 126513.82
23	3+74.11	714967.38, 126513.82
24	3+74.81	714967.38, 126513.82
25	3+75.51	714967.38, 126513.82
26	3+76.21	714967.38, 126513.82
27	3+76.91	714967.38, 126513.82
28	3+77.61	714967.38, 126513.82
29	3+78.31	714967.38, 126513.82
30	3+79.01	714967.38, 126513.82
31	3+79.71	714967.38, 126513.82
32	3+80.41	714967.38, 126513.82
33	3+81.11	714967.38, 126513.82
34	3+81.81	714967.38, 126513.82
35	3+82.51	714967.38, 126513.82
36	3+83.21	714967.38, 126513.82
37	3+83.91	714967.38, 126513.82
38	3+84.61	714967.38, 126513.82
39	3+85.31	714967.38, 126513.82
40	3+86.01	714967.38, 126513.82
41	3+86.71	714967.38, 126513.82
42	3+87.41	714967.38, 126513.82
43	3+88.11	714967.38, 126513.82
44	3+88.81	714967.38, 126513.82
45	3+89.51	714967.38, 126513.82
46	3+90.21	714967.38, 126513.82
47	3+90.91	714967.38, 126513.82
48	3+91.61	714967.38, 126513.82
49	3+92.31	714967.38, 126513.82
50	3+93.01	714967.38, 126513.82
51	3+93.71	714967.38, 126513.82
52	3+94.41	714967.38, 126513.82
53	3+95.11	714967.38, 126513.82
54	3+95.81	714967.38, 126513.82
55	3+96.51	714967.38, 126513.82
56	3+97.21	714967.38, 126513.82
57	3+97.91	714967.38, 126513.82
58	3+98.61	714967.38, 126513.82
59	3+99.31	714967.38, 126513.82
60	3+100.01	714967.38, 126513.82
61	3+100.71	714967.38, 126513.82
62	3+101.41	714967.38, 126513.82
63	3+102.11	714967.38, 126513.82
64	3+102.81	714967.38, 126513.82
65	3+103.51	714967.38, 126513.82
66	3+104.21	714967.38, 126513.82
67	3+104.91	714967.38, 126513.82
68	3+105.61	714967.38, 126513.82
69	3+106.31	714967.38, 126513.82
70	3+107.01	714967.38, 126513.82
71	3+107.71	714967.38, 126513.82
72	3+108.41	714967.38, 126513.82
73	3+109.11	714967.38, 126513.82
74	3+109.81	714967.38, 126513.82
75	3+110.51	714967.38, 126513.82
76	3+111.21	714967.38, 126513.82
77	3+111.91	714967.38, 126513.82
78	3+112.61	714967.38, 126513.82
79	3+113.31	714967.38, 126513.82
80	3+114.01	714967.38, 126513.82
81	3+114.71	714967.38, 126513.82
82	3+115.41	714967.38, 126513.82
83	3+116.11	714967.38, 126513.82
84	3+116.81	714967.38, 126513.82
85	3+117.51	714967.38, 126513.82
86	3+118.21	714967.38, 126513.82
87	3+118.91	714967.38, 126513.82
88	3+119.61	714967.38, 126513.82
89	3+120.31	714967.38, 126513.82
90	3+121.01	714967.38, 126513.82
91	3+121.71	714967.38, 126513.82
92	3+122.41	714967.38, 126513.82
93	3+123.11	714967.38, 126513.82
94	3+123.81	714967.38, 126513.82
95	3+124.51	714967.38, 126513.82
96	3+125.21	714967.38, 126513.82
97	3+125.91	714967.38, 126513.82
98	3+126.61	714967.38, 126513.82
99	3+127.31	714967.38, 126513.82
100	3+128.01	714967.38, 126513.82
101	3+128.71	714967.38, 126513.82
102	3+129.41	714967.38, 126513.82
103	3+130.11	714967.38, 126513.82
104	3+130.81	714967.38, 126513.82
105	3+131.51	714967.38, 126513.82
106	3+132.21	714967.38, 126513.82
107	3+132.91	714967.38, 126513.82
108	3+133.61	714967.38, 126513.82
109	3+134.31	714967.38, 126513.82
110	3+135.01	714967.38, 126513.82
111	3+135.71	714967.38, 126513.82
112	3+136.41	714967.38, 126513.82
113	3+137.11	714967.38, 126513.82
114	3+137.81	714967.38, 126513.82
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116	3+139.21	714967.38, 126513.82
117	3+139.91	714967.38, 126513.82
118	3+140.61	714967.38, 126513.82
119	3+141.31	714967.38, 126513.82
120	3+142.01	714967.38, 126513.82
121	3+142.71	714967.38, 126513.82
122	3+143.41	714967.38, 126513.82
123	3+144.11	714967.38, 126513.82
124	3+144.81	714967.38, 126513.82
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126	3+146.21	714967.38, 126513.82
127	3+146.91	714967.38, 126513.82
128	3+147.61	714967.38, 126513.82
129	3+148.31	714967.38, 126513.82
130	3+149.01	714967.38, 126513.82
131	3+149.71	714967.38, 126513.82
132	3+150.41	714967.38, 126513.82
133	3+151.11	714967.38, 126513.82
134	3+151.81	714967.38, 126513.82
135	3+152.51	714967.38, 126513.82
136	3+153.21	714967.38, 126513.82
137	3+153.91	714967.38, 126513.82
138	3+154.61	714967.38, 126513.82
139	3+155.31	714967.38, 126513.82
140	3+156.01	714967.38, 126513.82
141	3+156.71	714967.38, 126513.82
142	3+157.41	714967.38, 126513.82
143	3+158.11	714967.38, 126513.82
144	3+158.81	714967.38, 126513.82
145	3+159.51	714967.38, 126513.82
146	3+160.21	714967.38, 126513.82
147	3+160.91	714967.38, 126513.82
148	3+161.61	714967.38, 126513.82
149	3+162.31	714967.38, 126513.82
150	3+163.01	714967.38, 126513.82
151	3+163.71	714967.38, 126513.82
152	3+164.41	714967.38, 126513.82
153	3+165.11	714967.38, 126513.82
154	3+165.81	714967.38, 126513.82
155	3+166.51	714967.38, 126513.82
156	3+167.21	714967.38, 126513.82
157	3+167.91	714967.38, 126513.82
158	3+168.61	714967.38, 126513.82
159	3+169.31	714967.38, 126513.82
160	3+170.01	714967.38, 126513.82
161	3+170.71	714967.38, 126513.82
162	3+171.41	714967.38, 126513.82
163	3+172.11	714967.38, 126513.82
164	3+172.81	714967.38, 126513.82
165	3+173.51	714967.38, 126513.82
166	3+174.21	714967.38, 126513.82
167	3+174.91	714967.38, 126513.82
168	3+175.61	714967.38, 126513.82
169	3+176.31	714967.38, 126513.82
170	3+177.01	714967.38, 126513.82
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172	3+178.41	714967.38, 126513.82
173	3+179.11	714967.38, 126513.82
174	3+179.81	714967.38, 126513.82
175	3+180.51	714967.38, 126513.82
176	3+181.21	714967.38, 126513.82
177	3+181.91	714967.38, 126513.82
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179	3+183.31	714967.38, 126513.82
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189	3+190.31	714967.38, 126513.82
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191	3+191.71	714967.38, 126513.82
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193	3+193.11	714967.38, 126513.82
194	3+193.81	714967.38, 126513.82
195	3+194.51	714967.38, 126513.82
196	3+195.21	714967.38, 126513.82
197	3+195.91	714967.38, 126513.82
198	3+196.61	714967.38, 126513.82
199	3+197.31	714967.38, 126513.82
200	3+198.01	714967.38, 126513.82
201	3+198.71	714967.38, 126513.82
202	3+199.41	714967.38, 126513.82
203	3+200.11	714967.38, 126513.82
204	3+200.81	714967.38, 126513.82
205	3+201.51	714967.38, 126513.82
206	3+202.21	714967.38, 126513.82
207	3+202.91	714967.38, 126513.82
208	3+203.61	714967.38, 126513.82
209	3+204.31	714967.38, 126513.82
210	3+205.01	714967.38, 126513.82
211	3+205.71	714967.38, 126513.82
212	3+206.41	714967.38, 126513.82
213	3+207.11	714967.38, 126513.82
214	3+207.81	714967.38, 126513.82
215	3+208.51	714967.38, 126513.82
216	3+209.21	714967.38, 126513.82
217	3+209.91	714967.38, 126513.82
218	3+210.61	714967.38, 126513.82
219	3+211.31	714967.38, 126513.82
220	3+212.01	714967.38, 126513.82
221	3+212.71	714967.38, 126513.82
222	3+213.41	714967.38, 126513.82
223	3+214.11	714967.38, 126513.82
224	3+214.81	714967.38, 126513.82
225	3+215.51	714967.38, 126513.82
226	3+216.21	714967.38, 126513.82
227	3+216.91	714967.38, 126513.82
228	3+217.61	714967.38, 126513.82
229	3+218.31	714967.38, 126513.82
230	3+219.01	714967.38, 126513.82
231	3+219.71	714967.38, 126513.82
232	3+220.41	714967.38,

NOTES:

- SEE SHEET C6.01 FOR CONTRACT.

LEGEND AND ABBREVIATIONS

1" = 10'	1" = 10'	1" = 10'	1" = 10'
2" = 20'	3" = 30'	4" = 40'	5" = 50'
6" = 60'	7" = 70'	8" = 80'	9" = 90'
10" = 100'	11" = 110'	12" = 120'	13" = 130'
14" = 140'	15" = 150'	16" = 160'	17" = 170'
18" = 180'	19" = 190'	20" = 200'	21" = 210'
22" = 220'	23" = 230'	24" = 240'	25" = 250'
26" = 260'	27" = 270'	28" = 280'	29" = 290'
30" = 300'	31" = 310'	32" = 320'	33" = 330'
34" = 340'	35" = 350'	36" = 360'	37" = 370'
38" = 380'	39" = 390'	40" = 400'	41" = 410'
42" = 420'	43" = 430'	44" = 440'	45" = 450'
46" = 460'	47" = 470'	48" = 480'	49" = 490'
50" = 500'	51" = 510'	52" = 520'	53" = 530'
54" = 540'	55" = 550'	56" = 560'	57" = 570'
58" = 580'	59" = 590'	60" = 600'	61" = 610'
62" = 620'	63" = 630'	64" = 640'	65" = 650'
66" = 660'	67" = 670'	68" = 680'	69" = 690'
70" = 700'	71" = 710'	72" = 720'	73" = 730'
74" = 740'	75" = 750'	76" = 760'	77" = 770'
78" = 780'	79" = 790'	80" = 800'	81" = 810'
82" = 820'	83" = 830'	84" = 840'	85" = 850'
86" = 860'	87" = 870'	88" = 880'	89" = 890'
90" = 900'	91" = 910'	92" = 920'	93" = 930'
94" = 940'	95" = 950'	96" = 960'	97" = 970'
98" = 980'	99" = 990'	100" = 1000'	

STEWART
 1100 W. 10TH STREET
 SUITE 100
 DENVER, CO 80202
 (303) 733-1000
 WWW.STEWARTENGINEERS.COM

Client:
 City of Denver
 Department of Transportation
 1500 Stout Street
 Denver, CO 80202

Contract:
 2015-2016 TRANSPORTATION
 1500 Stout Street
 Denver, CO 80202

Contract:
 2015-2016 TRANSPORTATION
 1500 Stout Street
 Denver, CO 80202

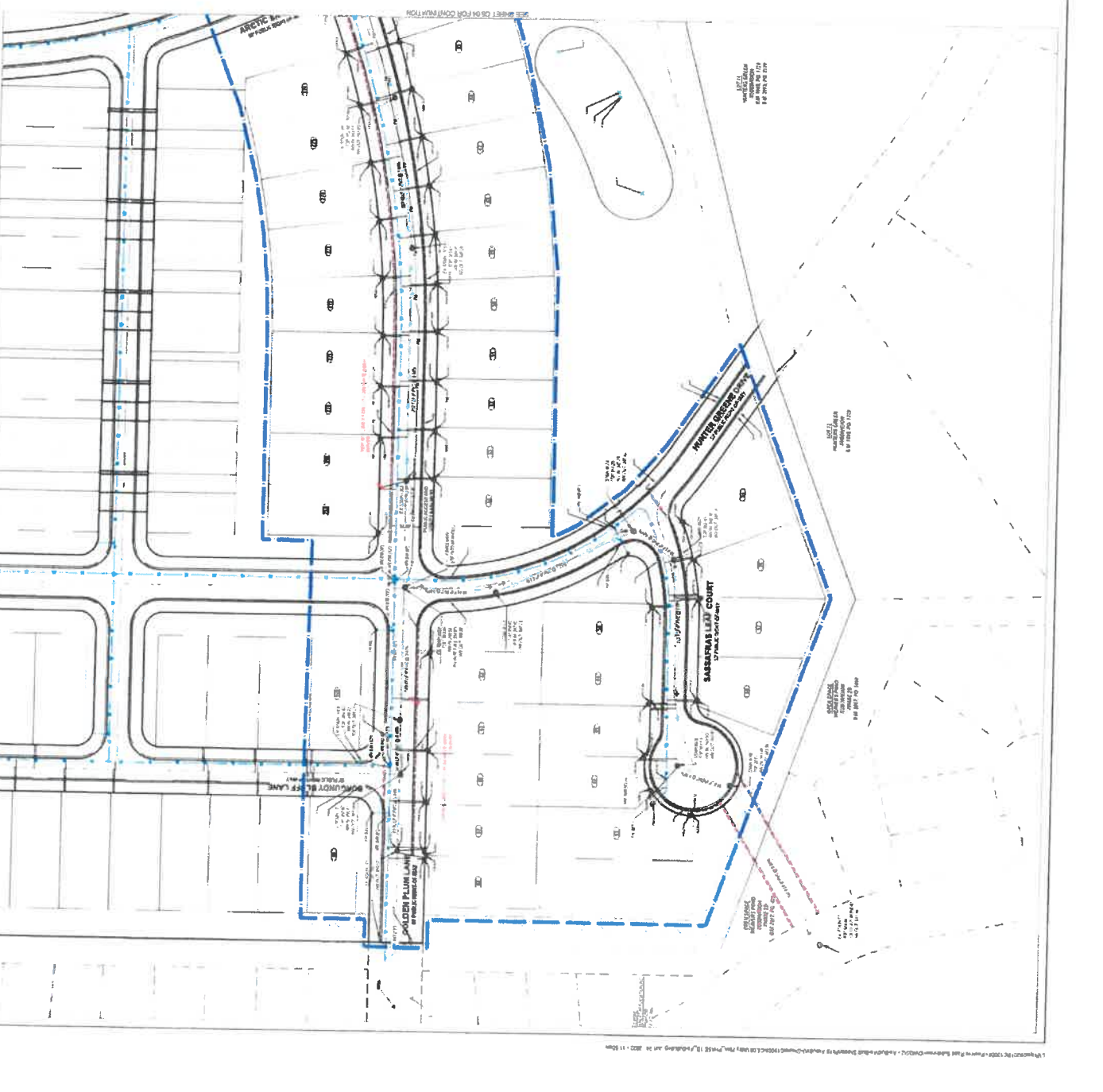
Contract:
 2015-2016 TRANSPORTATION
 1500 Stout Street
 Denver, CO 80202

Contract:
 2015-2016 TRANSPORTATION
 1500 Stout Street
 Denver, CO 80202

Contract:
 2015-2016 TRANSPORTATION
 1500 Stout Street
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Contract:
 2015-2016 TRANSPORTATION
 1500 Stout Street
 Denver, CO 80202

Contract:
 2015-2016 TRANSPORTATION
 1500 Stout Street
 Denver, CO 80202



PHASE 1B AS-BUILT DRAWINGS
 SCALE: 1" = 42'
 NORTH

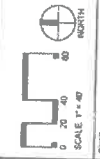


STEWART
ENGINEERS, ARCHITECTS &
LANDSCAPE ARCHITECTS

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BRUCE J. STURGEON, P.E.
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(214) 750-8200

AMERICAN PUBLIC WORKS ASSOCIATION
MEMBER SINCE 1937
INTERNATIONAL ASSOCIATION
OF CITIES AND TOWNSHIPS
MEMBER SINCE 1937



PEARCES LANDING SUBDIVISION

AS-BUILT RECORD DRAWINGS

Date	Description
11/28/2008	ISSUED FOR PERMITS
01/22/2009	ISSUED FOR RECORD
03/19/2009	AS-BUILT RECORD
05/19/2009	AS-BUILT RECORD
08/13/2009	AS-BUILT RECORD
11/20/2009	AS-BUILT RECORD
01/29/2010	AS-BUILT RECORD
04/08/2010	AS-BUILT RECORD

UTILITY PLAN NORTH CENTRAL

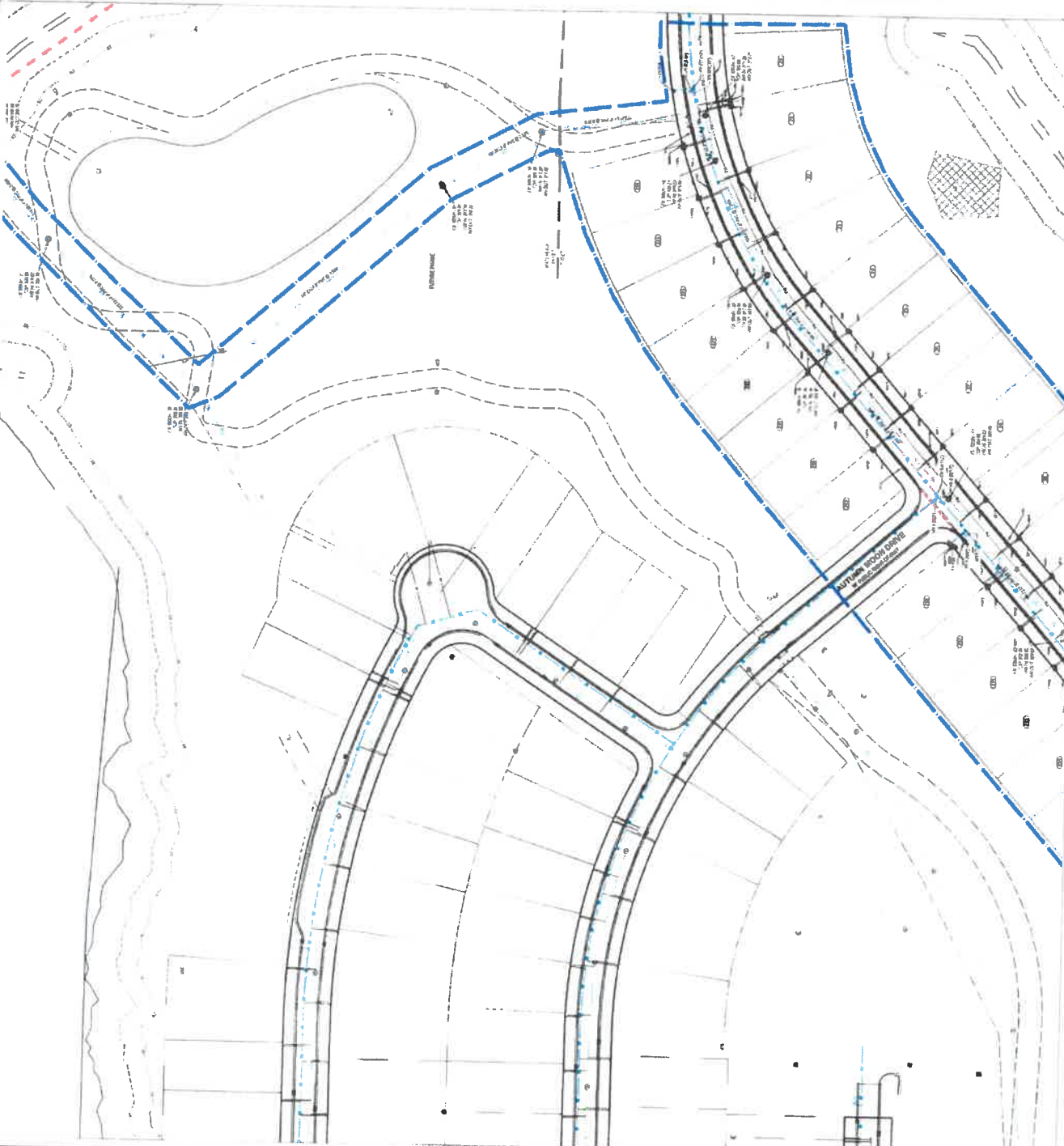
Property Number: C 1699
Record Date: 03/18/2009
C6.03
Revised By: [Signature]

- NOTES:**
- SEE SHEETS C7.01 THROUGH C7.09 FOR DETAILS.
- LEGEND AND ABBREVIATIONS**
- SS - SPLIT-SLAB CONCRETE
 - SE - SPLIT-SLAB CONCRETE
 - ST - STRIP
 - CS - CONCRETE SLAB
 - AS - ASPHALT
 - GR - GRAVEL
 - CL - CLAY
 - CLAY - CLAY
 - CLAY - CLAY
 - CLAY - CLAY
 - CLAY - CLAY
 - CLAY - CLAY
 - CLAY - CLAY

RECORD DRAWING:
THIS RECORD DRAWING WAS PREPARED BY THE ENGINEER AND CHECKED BY THE ENGINEER. IT IS THE RESPONSIBILITY OF THE ENGINEER TO VERIFY THE ACCURACY OF THE INFORMATION PROVIDED AND TO CORRECT ANY ERRORS. THE ENGINEER DOES NOT WARRANT THE ACCURACY OF THE INFORMATION PROVIDED AND DOES NOT ASSUME ANY LIABILITY FOR ANY ERRORS OR OMISSIONS.

SITE PERMITTING APPROVAL
THIS DRAWING IS A RECORD DRAWING AND IS NOT TO BE USED FOR PERMITTING PURPOSES. THE DRAWING IS THE PROPERTY OF STEWART ENGINEERS, ARCHITECTS & LANDSCAPE ARCHITECTS AND IS TO BE KEPT IN THE ARCHIVE OF THE CLIENT. ANY REVISIONS TO THIS DRAWING MUST BE APPROVED BY THE ENGINEER AND THE ARCHITECT.

DATE OF RECORD DRAWING: 03/18/2009
DRAWN BY: [Signature]
CHECKED BY: [Signature]



SEE SHEET C6.01 FOR CONTINUATION

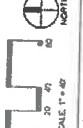


STEWART

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DENVER, CO 80202
TEL: 303.733.1000
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COMPANY

1000 WEST 10TH AVENUE
DENVER, CO 80202
TEL: 303.733.1000
WWW.STEWARTENGINEERS.COM



PEARCES LANDING SUBDIVISION

PHASE 1B AS-BUILT DRAWINGS

No.	Date	Description
1	04/15/2010	PRELIMINARY
2	05/10/2010	REVISED
3	06/01/2010	REVISED
4	07/01/2010	REVISED
5	08/01/2010	REVISED
6	09/01/2010	REVISED
7	10/01/2010	REVISED
8	11/01/2010	REVISED
9	12/01/2010	REVISED
10	01/01/2011	REVISED
11	02/01/2011	REVISED
12	03/01/2011	REVISED
13	04/01/2011	REVISED
14	05/01/2011	REVISED
15	06/01/2011	REVISED
16	07/01/2011	REVISED
17	08/01/2011	REVISED
18	09/01/2011	REVISED
19	10/01/2011	REVISED
20	11/01/2011	REVISED
21	12/01/2011	REVISED
22	01/01/2012	REVISED
23	02/01/2012	REVISED
24	03/01/2012	REVISED
25	04/01/2012	REVISED
26	05/01/2012	REVISED
27	06/01/2012	REVISED
28	07/01/2012	REVISED
29	08/01/2012	REVISED
30	09/01/2012	REVISED
31	10/01/2012	REVISED
32	11/01/2012	REVISED
33	12/01/2012	REVISED
34	01/01/2013	REVISED
35	02/01/2013	REVISED
36	03/01/2013	REVISED
37	04/01/2013	REVISED
38	05/01/2013	REVISED
39	06/01/2013	REVISED
40	07/01/2013	REVISED
41	08/01/2013	REVISED
42	09/01/2013	REVISED
43	10/01/2013	REVISED
44	11/01/2013	REVISED
45	12/01/2013	REVISED
46	01/01/2014	REVISED
47	02/01/2014	REVISED
48	03/01/2014	REVISED
49	04/01/2014	REVISED
50	05/01/2014	REVISED
51	06/01/2014	REVISED
52	07/01/2014	REVISED
53	08/01/2014	REVISED
54	09/01/2014	REVISED
55	10/01/2014	REVISED
56	11/01/2014	REVISED
57	12/01/2014	REVISED
58	01/01/2015	REVISED
59	02/01/2015	REVISED
60	03/01/2015	REVISED
61	04/01/2015	REVISED
62	05/01/2015	REVISED
63	06/01/2015	REVISED
64	07/01/2015	REVISED
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67	10/01/2015	REVISED
68	11/01/2015	REVISED
69	12/01/2015	REVISED
70	01/01/2016	REVISED
71	02/01/2016	REVISED
72	03/01/2016	REVISED
73	04/01/2016	REVISED
74	05/01/2016	REVISED
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81	12/01/2016	REVISED
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92	11/01/2017	REVISED
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94	01/01/2018	REVISED
95	02/01/2018	REVISED
96	03/01/2018	REVISED
97	04/01/2018	REVISED
98	05/01/2018	REVISED
99	06/01/2018	REVISED
100	07/01/2018	REVISED

UTILITY PLAN SOUTH CENTRAL

Project Number: 170000000000000
 Issue Date: 04/15/2010
 Drawing No.: **C6.04**
 Revision: 1



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NOTES:

- SEE SHEET C6.01 FOR CONTINUED.
- SEE SHEET C6.02 FOR CONTINUED.
- SEE SHEET C6.03 FOR CONTINUED.
- SEE SHEET C6.04 FOR CONTINUED.
- SEE SHEET C6.05 FOR CONTINUED.
- SEE SHEET C6.06 FOR CONTINUED.
- SEE SHEET C6.07 FOR CONTINUED.
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- SEE SHEET C6.09 FOR CONTINUED.
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- SEE SHEET C6.97 FOR CONTINUED.
- SEE SHEET C6.98 FOR CONTINUED.
- SEE SHEET C6.99 FOR CONTINUED.
- SEE SHEET C6.100 FOR CONTINUED.

SITE PERMITTING APPROVAL

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UTILITY PLAN SOUTH CENTRAL

PROJECT NUMBER: 170000000000000
 ISSUE DATE: 04/15/2010
 DRAWING NO.: C6.04
 REVISION: 1

ANDREW J. ZOLLER
 LICENSE NO. 100000000000000
 REGISTERED PROFESSIONAL ENGINEER
 STATE OF COLORADO



PROJECT: PEARCES LANDING SUBDIVISION
DATE: 05/15/2023

DESIGNED BY: J. WILSON
CHECKED BY: M. GIBSON
DATE: 05/15/2023

CLIENT: THE PEARCES GROUP



CITY OF DALLAS
DEPARTMENT OF PUBLIC WORKS
SEWER DIVISION
PLANNING & DESIGN SECTION



PEARCES LANDING SUBDIVISION

No.	Date	Description
1	05/15/2023	ADDITIONAL UTILITY EASEMENTS TO EXISTING SEWER MAINS
2	05/15/2023	FINAL DESIGN
3	05/15/2023	FOR REVIEW

SEWER PLAN & PROFILE

Project Number: C-10000
Drawing No: C6.10
Revision: 05/15/2023
Author: J. WILSON
Checked: M. GIBSON
Date: 05/15/2023

- UTILITY LEGEND**
- 18" CLIMATE CONTROL
 - 18" CLIMATE CONTROL
 - 18" CLIMATE CONTROL
 - 18" CLIMATE CONTROL
 - 18" CLIMATE CONTROL
 - 18" CLIMATE CONTROL
 - 18" CLIMATE CONTROL
 - 18" CLIMATE CONTROL
 - 18" CLIMATE CONTROL
 - 18" CLIMATE CONTROL

NOTES

- SEE SHEET C6.11 FOR UTILITY EASEMENT DETAILS.

UTILITY EASEMENT LEGEND

18" CLIMATE CONTROL

18" CLIMATE CONTROL

18" CLIMATE CONTROL

18" CLIMATE CONTROL

18" CLIMATE CONTROL

18" CLIMATE CONTROL

18" CLIMATE CONTROL

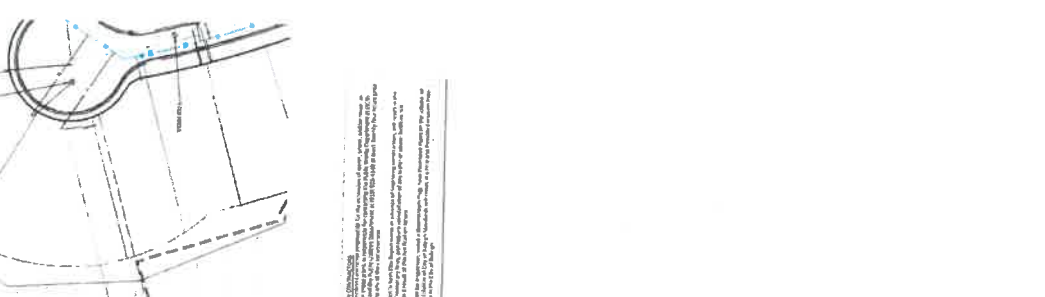
18" CLIMATE CONTROL

18" CLIMATE CONTROL

18" CLIMATE CONTROL

NOTES

- SEE SHEET C6.11 FOR UTILITY EASEMENT DETAILS.



UTILITY EASEMENT LEGEND

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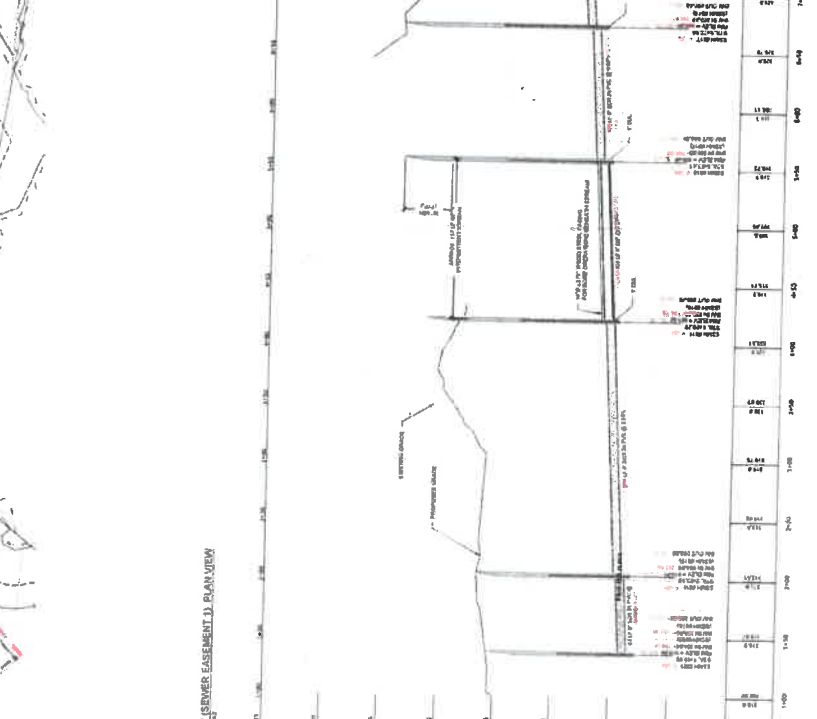
18" CLIMATE CONTROL

18" CLIMATE CONTROL

NOTES

- SEE SHEET C6.11 FOR UTILITY EASEMENT DETAILS.

UTILITY (SEWER EASEMENT) PLAN VIEW
SCALE 1" = 60'



UTILITY PROFILE VIEW
SCALE 1" = 10'



STEWART
ENGINEERING

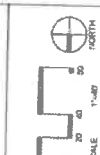
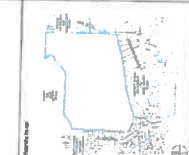
3301 W. 13th Street
Denver, CO 80202
303.755.8000

Client:
STEWART ENGINEERING

Contract:
PEARCES LANDING SUBDIVISION

Drawn by: J. HUNTER
Checked by: J. HUNTER
Project: PEARCES LANDING SUBDIVISION

Date: 12/11/14



PEARCES LANDING SUBDIVISION

Report for
PHASE 1B AS-BUILT DRAWINGS

No.	Date	Description
1	12/11/14	Original Design
2	12/11/14	As-Built Drawings

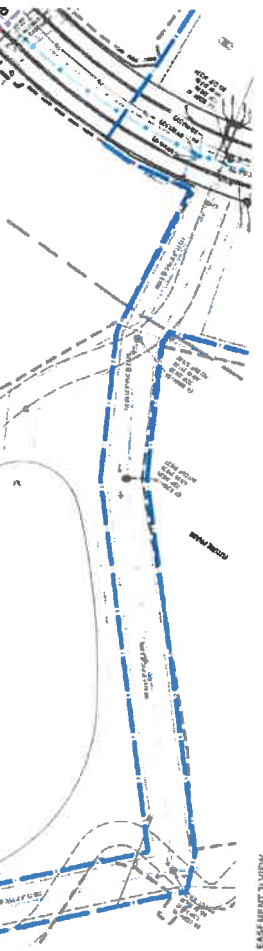
SEWER PLAN & PROFILE

Sheet Number: 01000
Sheet Date: 12/11/14
Checked by: J. HUNTER
Approved by: J. HUNTER

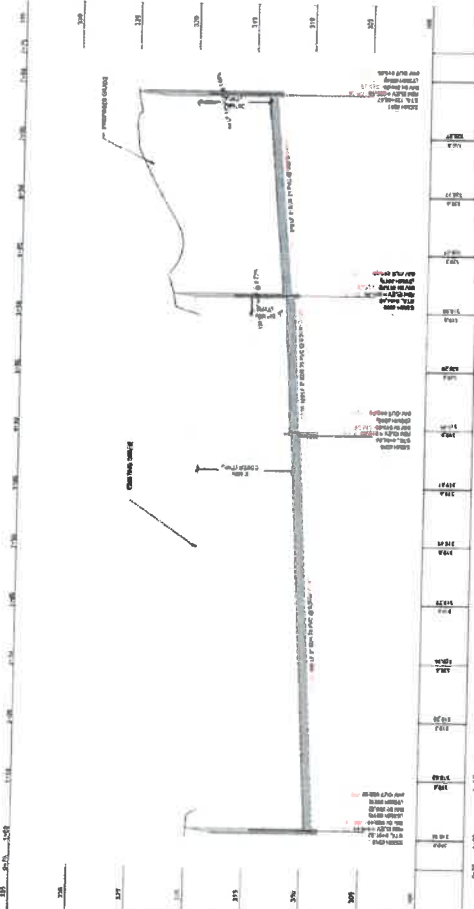
UTILITY LEGEND

Symbol	Description
— (Blue)	AS-BUILT SEWER LINE
— (Black)	EXISTING SEWER LINE
- - - (Black)	PROPOSED SEWER LINE
— (Red)	EXISTING WATER LINE
- - - (Red)	PROPOSED WATER LINE
— (Green)	EXISTING GAS LINE
- - - (Green)	PROPOSED GAS LINE
— (Purple)	EXISTING TELEPHONE CABLE
- - - (Purple)	PROPOSED TELEPHONE CABLE

NOTES:
1. SEE SHEET 01000 FOR EXISTING AND PROPOSED LINES.



UTILITY PLAN VIEW
SCALE: 1" = 40'



UTILITY PROFILE VIEW
SCALE: 1" = 40'

DISCLAIMER:
This drawing was prepared by Stewart Engineering, Inc. for the use of the City and County of Denver. It is not to be used for any other purpose without the written consent of Stewart Engineering, Inc. The City and County of Denver assume no responsibility for the accuracy or completeness of this drawing. It is the responsibility of the user to verify the information contained herein.



STEWART
ENGINEERING, P.C.
1000 W. 10th Street, Suite 100
Tulsa, Oklahoma 74103
Phone: (918) 438-1234
Fax: (918) 438-1235
www.stewart-engineering.com

CLIENT:
MULLEN REALTY, INC.
1000 W. 10th Street, Suite 100
Tulsa, Oklahoma 74103
Phone: (918) 438-1234

PROJECT:
PEARCES LANDING SUBDIVISION
1000 W. 10th Street, Suite 100
Tulsa, Oklahoma 74103
Phone: (918) 438-1234

DATE:
10/15/2014



PEARCES LANDING SUBDIVISION

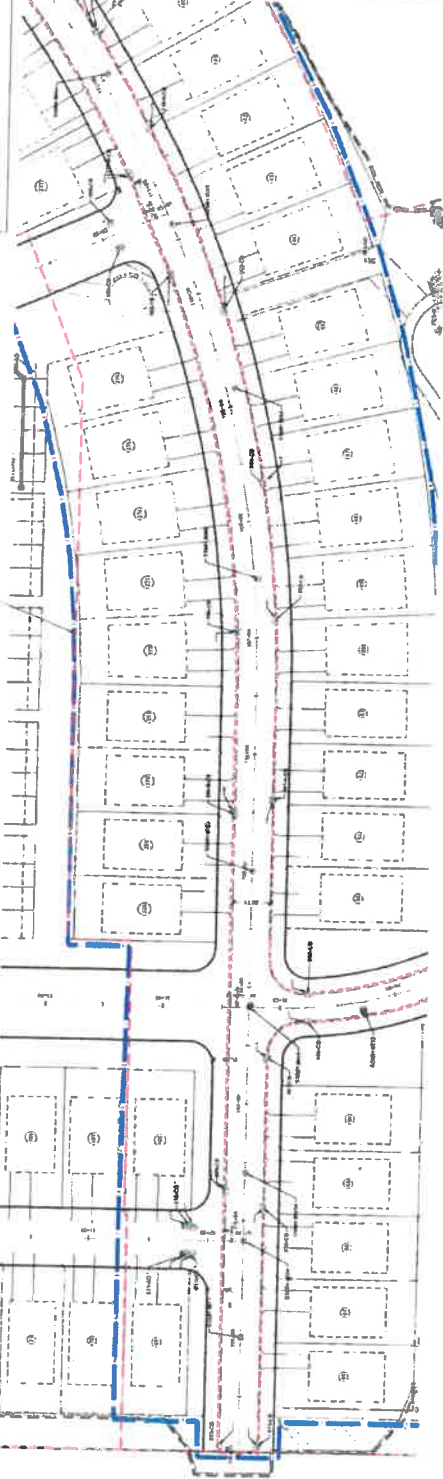
AS-BUILT RECORD DRAWINGS

Table with columns for Date, Description, and other project details.

GOLDEN PLUM PLAN AND PROFILE

Project Number: C10000 - Class B
Drawing Number: GP-10000-01
Drawing Date: 10/15/2014
Drawing By: JMS
Approved By: JMS

NOTES:
1. SEE SHEETS GP-10000-02 THROUGH GP-10000-05 FOR OTHER SHEETS.

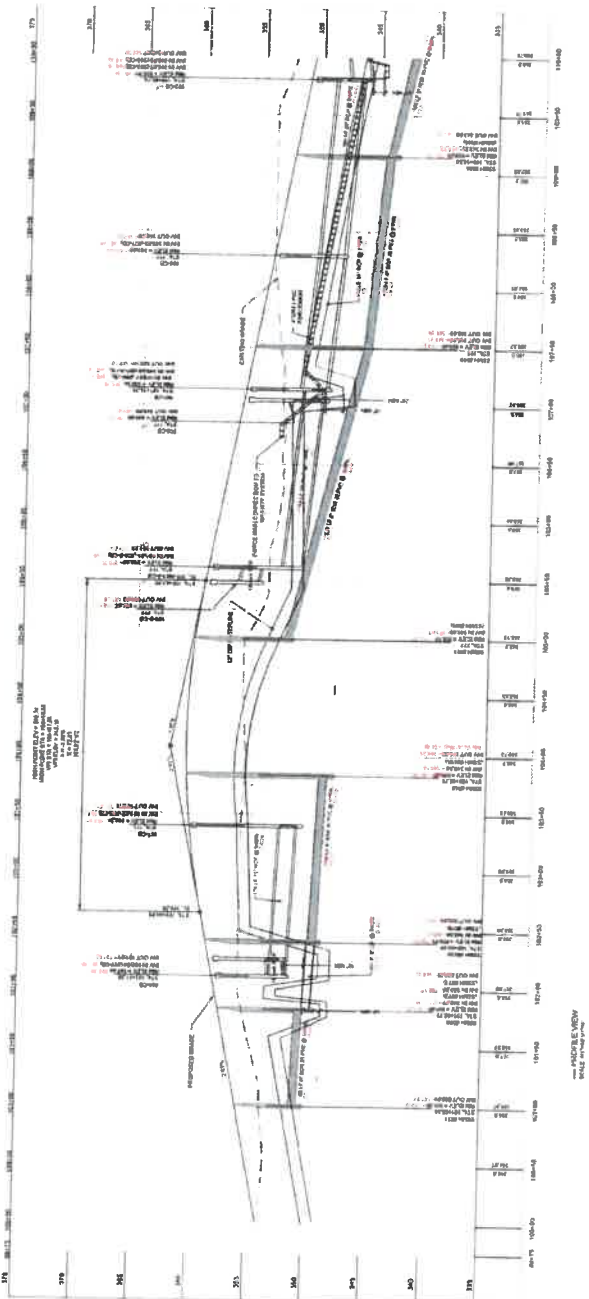


SEWER MAIN INSTALLED IN PHASE 1B

SECTION 200 NOTES:
THIS RECORD DRAWING IS A FIELD AS-BUILT RECORD OF THE SEWER MAIN INSTALLED IN PHASE 1B OF THE PEARCES LANDING SUBDIVISION. THE DRAWING IS TO BE USED FOR RECORD PURPOSES ONLY AND IS NOT TO BE USED FOR CONSTRUCTION OF OTHER SEWER MAINS. THE ENGINEER IS NOT RESPONSIBLE FOR ANY ERRORS OR OMISSIONS IN THIS DRAWING AS A RESULT OF FIELD CONDITIONS.

PERMITTED BY THE CITY OF TULSA:
The City of Tulsa has approved this drawing for record purposes only. This drawing is not to be used for construction of other sewer mains. The City of Tulsa is not responsible for any errors or omissions in this drawing as a result of field conditions.

SITE PERMITTING APPROVAL:
The City of Tulsa has approved this drawing for record purposes only. This drawing is not to be used for construction of other sewer mains. The City of Tulsa is not responsible for any errors or omissions in this drawing as a result of field conditions.



PROFILE VIEW
SCALE: 1" = 10' VERTICAL



STEWART
 CIVIL ENGINEERS & ARCHITECTS
 1000 WEST 10TH AVENUE
 DENVER, CO 80202

Client:
 WESTWOOD 100
 1000 WEST 10TH AVENUE
 DENVER, CO 80202

Contract:
 WESTWOOD 100
 1000 WEST 10TH AVENUE
 DENVER, CO 80202

Contract Documents:
 WESTWOOD 100
 1000 WEST 10TH AVENUE
 DENVER, CO 80202

Project:
 WESTWOOD 100
 1000 WEST 10TH AVENUE
 DENVER, CO 80202

Scale:
 WESTWOOD 100
 1000 WEST 10TH AVENUE
 DENVER, CO 80202

North:
 WESTWOOD 100
 1000 WEST 10TH AVENUE
 DENVER, CO 80202

AS-BUILT RECORD DRAWINGS:
 WESTWOOD 100
 1000 WEST 10TH AVENUE
 DENVER, CO 80202

Golden Plumb Plan and Profile:
 WESTWOOD 100
 1000 WEST 10TH AVENUE
 DENVER, CO 80202

Project Number: C-1000
Drawn by: [Name]
Checked by: [Name]
Approved by: [Name]

Project:
 WESTWOOD 100
 1000 WEST 10TH AVENUE
 DENVER, CO 80202

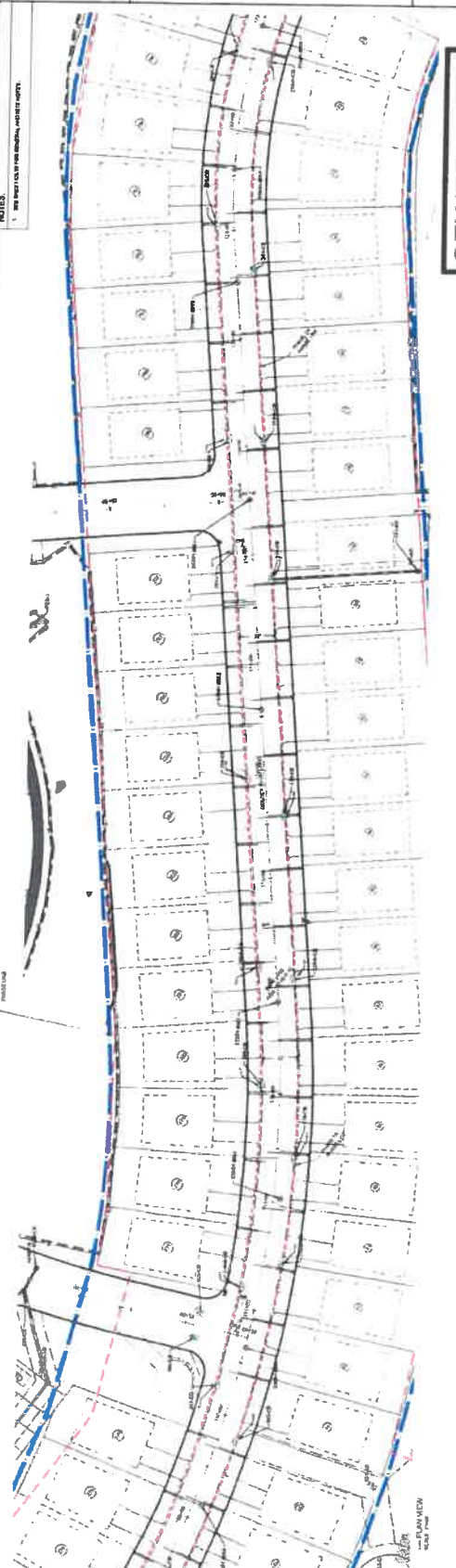
Scale:
 WESTWOOD 100
 1000 WEST 10TH AVENUE
 DENVER, CO 80202

North:
 WESTWOOD 100
 1000 WEST 10TH AVENUE
 DENVER, CO 80202

AS-BUILT RECORD DRAWINGS:
 WESTWOOD 100
 1000 WEST 10TH AVENUE
 DENVER, CO 80202

Golden Plumb Plan and Profile:
 WESTWOOD 100
 1000 WEST 10TH AVENUE
 DENVER, CO 80202

Project Number: C-1000
Drawn by: [Name]
Checked by: [Name]
Approved by: [Name]



SEWER MAIN INSTALLED IN PHASE 1B

SECTION PROFILE

SECTION PROFILE

SECTION PROFILE

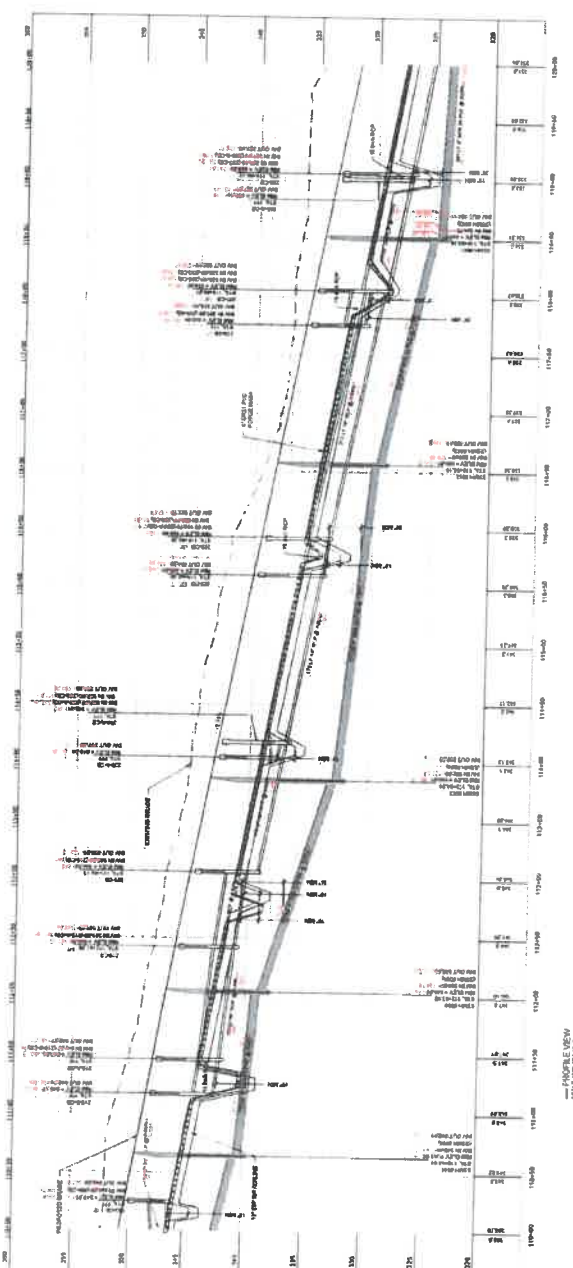
SECTION PROFILE

SECTION PROFILE

SECTION PROFILE

SECTION PROFILE

SECTION PROFILE





STEWART
 CIVIL ENGINEERS & ARCHITECTS
 1000 WEST 10TH AVENUE, SUITE 100
 DENVER, COLORADO 80202
 (303) 733-1100
 WWW.STEWARTENGINEERS.COM

PROJECT: PEARCES LANDING SUBDIVISION
DATE: 10/16/2022
SCALE: 1" = 40'

PROJECT NUMBER: C7.04
DATE: 10/16/2022
SCALE: 1" = 40'

PROJECT: PEARCES LANDING SUBDIVISION
DATE: 10/16/2022
SCALE: 1" = 40'

PROJECT: PEARCES LANDING SUBDIVISION
DATE: 10/16/2022
SCALE: 1" = 40'

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DATE: 10/16/2022
SCALE: 1" = 40'

PROJECT: PEARCES LANDING SUBDIVISION
DATE: 10/16/2022
SCALE: 1" = 40'

NOTES:
 SEE SHEET C7.03 FOR SUBDIVISION LAYOUT AND SITE PLAN

**SEWER MAIN
 INSTALLED IN
 PHASE 1B**

SEWER MAIN
 THIS SEWER MAIN IS TO BE INSTALLED IN PHASE 1B OF THE PROJECT. THE SEWER MAIN IS TO BE INSTALLED IN THE EXISTING TRENCH AND SHALL BE INSTALLED IN ACCORDANCE WITH THE CITY OF DENVER SEWER MAIN SPECIFICATIONS. THE SEWER MAIN SHALL BE INSTALLED IN THE EXISTING TRENCH AND SHALL BE INSTALLED IN ACCORDANCE WITH THE CITY OF DENVER SEWER MAIN SPECIFICATIONS.

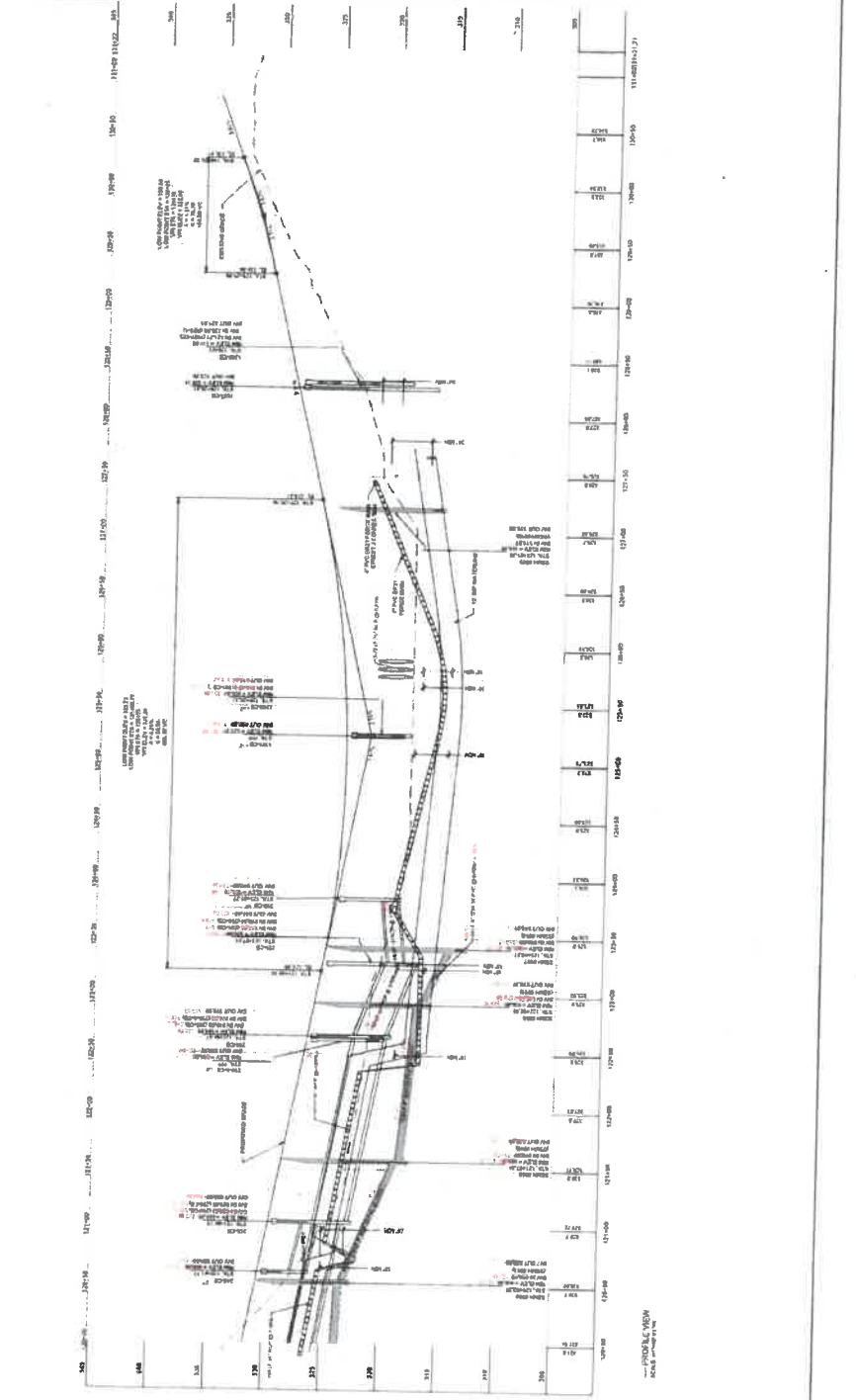
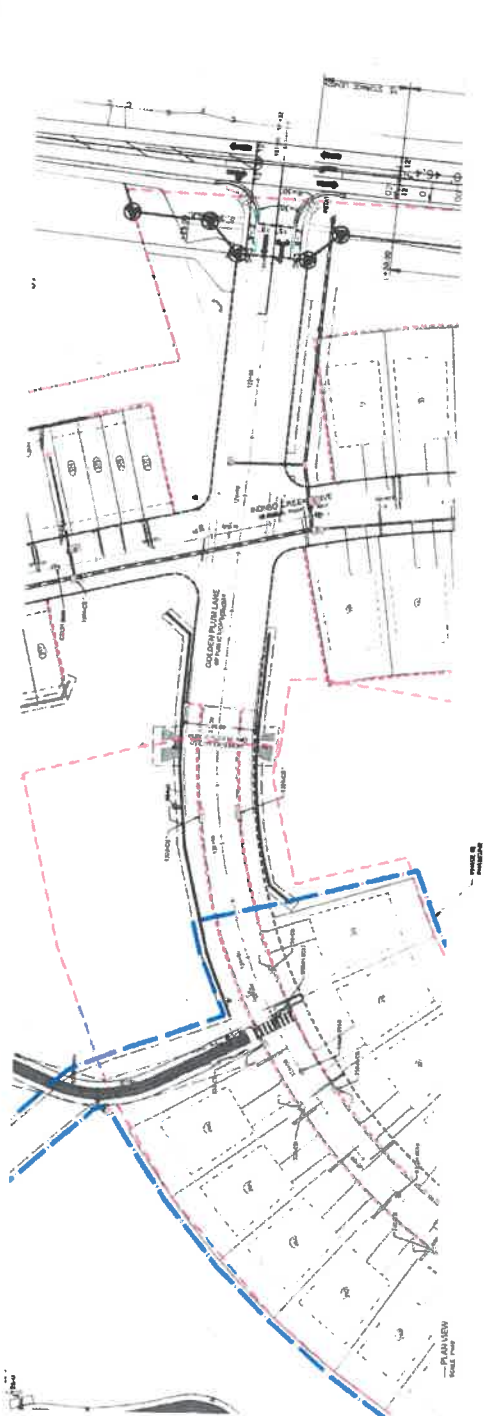
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PEARCES LANDING SUBDIVISION

AR-BUILT RECORD DRAWINGS

GOLDEN PLUMBLIN PLAN AND PROFILE

C7.04

PROJECT NUMBER: C7.04

DATE: 10/16/2022

SCALE: 1" = 40'

PROJECT NUMBER: C7.04

DATE: 10/16/2022

SCALE: 1" = 40'



INVOICE

Invoice: N4502507901
 Invoice Date: 5/6/2022
 Page: 1 of 1

Email sent to customer on 05/06/2022

Bill to: PEARCES LANDING, LLC PEARCES LANDING, LLC 1903 N. HARRISON AVENUE, SUITE 101 BRIAN MASSENGILL CARY NC 27513	Customer ID: 000223542 PO / Contract No: Payment Terms: Net 30 Due Date: 6/5/2022
Amount Due: \$15,515.00	

Invoice for work or services performed at: 1413 SAGE TREE DR ZEBULON NC

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

Line	Date of Charge	Description	Net Amount
1	05/05/2022	UL UG for Lighting UPFRONT UNDERGROUND FEE (25 POLES)	\$14,500.00
2	05/05/2022	NC SALES TAX	\$1,015.00
Amount Due:			\$15,515.00

Approved BM
05-09-22
Code: 800/15005

Handwritten:
 7-7-22
 Approved AS
 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: N4502507901
 Corporation Code: 50126
 Please Pay By: 6/5/2022
 Customer ID: 000223542
 Total Amount Due: \$15,515.00

Fed Tax ID # 56-2155481
 PEARCES LANDING, LLC
 PEARCES LANDING, LLC
 1903 N. HARRISON AVENUE, SUITE
 101
 BRIAN MASSENGILL
 CARY NC 27513

Amount Enclosed



1814343530323530373930310000300015515007

Your Enrolled Payment to Duke Energy has been initiated

1 message

E-BillExpress@e-billexpress.com <E-BillExpress@e-billexpress.com>
To: brian@natelli.com

Tue, May 10, 2022 at 9:25 AM



*LOL
7-7-22
Approved
as
submitted*

My Selected Image:



My Image Label:
Dog biting a bone

My Customer Number:
000223542

Your Payment to Duke Energy is being processed.

Customer Number: 000223542
Account Name: PEARCES LANDING LLC
Payment Account: NC-South *****8745
Payment Amount: \$15,515.00
Total Amount: \$15,515.00
Creation Date: Tuesday, May 10, 2022
Payment Date: Tuesday, May 10, 2022

1 Item paid with this Payment

Confirmation #	Customer Number	Invoice Date	Invoice Number	Due Date	Balance Amount	Payment Amount
DE_PROGRESS						
3073217161	000223542	5/6/2022	N4502507901	6/5/2022	\$15,515.00	\$15,515.00

Please DO NOT reply to this email. This email message was sent from a notification address that cannot accept incoming email.

To contact us, [click here](#) and review the Contact Us section on our web site.



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

INVOICE #
22-00381

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

ACCOUNT ID: NATELLI PIN: 671645
 INVOICE DATE: 05/16/22
 DUE DATE:

Natelli Communitites
 506 Main Street
 Gaithersburg, MD 20878

Lot 77-22

QUANTITY/UNIT	SERVICE ID	DESCRIPTION	UNIT PRICE	AMOUNT
3273.0000/LF	STORMDRA	Storm Drainage Constr. Inspect	1.000000	3,273.00
7548.4000/LF	SIDEWALK	Sidewalk Construction Inspecti	1.000000	7,548.40
3273.0000/LF	STORMMAP	STORMWATER MAPPING FEES	1.500000	4,909.50
80.0000	TRANSPOR	Transportation Impact Fee	1,200.540000	96,043.20
80.0000	RECIMPSF	RECREATION IMPACT FEE - SINGLE	3,000.000000	240,000.00
2229.0000/LF	STORMMAP	STORMWATER MAPPING FEES Phase 1A	1.500000	3,343.50
1.0000	MAJORSUB	MAJOR SUBDIVISION FINAL PLAT	300.000000	300.00
80.0000/LOT	PLAT PER	MAJ SUBDIVISION PLAT FEE/LOT	10.000000	800.00
3426.0000/LF	STREETCU	Streets/Curb/Gutter Constr Ins	2.500000	8,565.00
			TOTAL DUE:	\$ 364,782.60
			Prn Payment: 05/16/22 CK 000245	-364,782.60
			BALANCE:	\$ 0.00

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 #: 22-00381
 DESCRIPTION:
 ACCOUNT ID: NATELLI PIN: 671645
 DUE DATE:
 TOTAL DUE: \$ 0.00

Natelli Communitites
 506 Main Street
 Gaithersburg, MD 20878



PEARCES LANDING, LLC GAITHERSBURG, MD 20878

000245

Check#: 245

Date: 05/12/2022

Vendor#: 65 Town of Zebulon

Invoice#

Invoice Date

Job/Description

Balance

Retain

Discount

This Check

22-00381

05/12/2022

1 Pearces Landing

364,782.60

364,782.60

Handwritten signature and date 7-7-22

THE KEY TO DOCUMENT SECURITY • HEAT ACTIVATED THUMBPRINT • ADDITIONAL SECURITY FEATURES INCLUDED • SEE BACK FOR DETAILS

PEARCES LANDING, LLC
506 MAIN STREET, 3rd FLOOR
GAITHERSBURG, MD 20878
(301) 670-4020

BB&T BRANCH BANKING
AND TRUST COMPANY
1-800-BANK BBT BBT.COM
65-330550

000245

THREE HUNDRED SIXTY-FOUR THOUSAND SEVEN HUNDRED EIGHTY-TWO AND
60/100 DOLLARS

DATE

AMOUNT

05/12/2022

*****\$364,782.60

PAY
TO
THE
ORDER

Town of Zebulon

Memo:

Handwritten signature in blue ink

AUTHORIZED SIGNATURE





Public Utilities Department

Notification of Conditional Acceptance

for Water and Wastewater Infrastructure

Project Name: PEARCE'S LANDING

Project Phase: 1-B

Permit Number(s): W - 3706

S - 4616

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: 6/30/2022

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 [www.raleighnc.gov](#).



Town of Zebulon
The Town of Friendly People

Town of Zebulon Special Use Permit Granted

SUP 2019-08 – Pearces Road Subdivision

On November 4, 2019, the Board of Commissioners for the Town of Zebulon convened a meeting to consider taking action regarding an application for a Special Use Permit for a Major Subdivision at 1309 and 1333 Pearces Road.

Applicant: Stewart Inc.
ATTN: Adam Pike
233 S. West Street STE 1100
Raleigh, NC 27603

Property Owner: Zebulon Investment Properties
ATTN: Bob Privette
7200 Jonathon Drive
Wendell, NC 27591

Pin Number: 2706090290 & 2706198550

Approved use of property: Major Subdivision

Zoning District: Residential-13

Parcel Size: Approximately 112 acres

Expiration Date: **November 12, 2021**

Having heard all the evidence and arguments presented at the a joint quasi-judicial hearing held on September 16, 2019, the Board of Commissioners finds that the application is complete, that the applicant has demonstrated that the findings of fact as indicated in Section 152.038(B) of the Town of Zebulon Code of Ordinances have been met for the development proposed, and the purpose indicated is hereby approved with the no further conditions, subject to all applicable provisions of the Zebulon Code of Ordinances.

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

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

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

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

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 100th 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 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

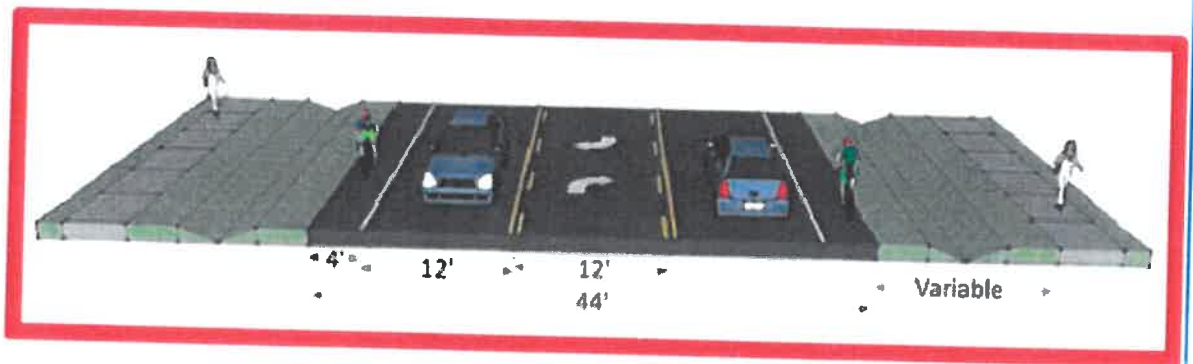
12. **Additional Parking:** Local streets shall incorporate at a minimum five, off-street parking areas for guests. These parking areas will also provide landscaping.
13. **Bonding:** Developer is responsible for posting a bond for final roadway, sidewalk or for each phase prior to the issuance of the 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 Zebulon Technical Review Committee 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 100th residential certificate of occupancy. A second access point to Pearces Road, via temporary access connection, shall be completed prior to the issuance of the 1st certificate of occupancy. The temporary access may be removed once Street A connection is completed and accepted by the Town.

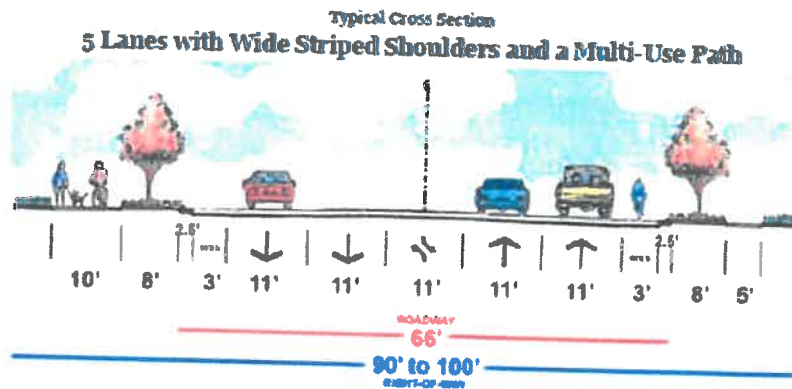
17. Pearce's Roadway Improvements:

- 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 first (1st) Certificate of Occupancy for the development with construction bonded with NCDOT or Town of Zebulon. All roadway construction should be completed by the 25th 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 100th 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.

IN WITNESS WHEREOF, the Town of Zebulon has caused this permit to be issued in its name.

Town of Zebulon

By: _____

Robert S. Matheny—Mayor

Attest: _____

Lisa M. Markland—Town Clerk



**RESOLUTION 2023-01
ACCEPTING ROADWAY, AND STORM DRAINAGE
INFRASTRUCTURE FOR PEARCE LANDING PHASE 1B**

WHEREAS, Pearce's Landing, LLC, the developers of Pearce's Landing Phase 1B, 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 Pearce's Landing, consisting of 3,273 linear feet (LF) of drainage infrastructure, and 3,426 LF of roadway:

- 2622 LF at Golden Plum Lane
- 497 LF at Hunter Green Drive
- 307 LF at Sassafras Leaf Court

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

WHEREAS, Pearce's Landing, LLC has completed all punch list tasks; and

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

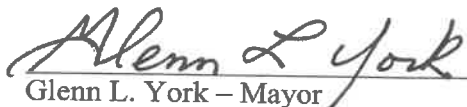
WHEREAS, the Town of Zebulon has received a Site Improvement Performance Bond from Berkely Surety Group for completion of final asphalt roadway overlay, five-foot sidewalk, access ramps, stormwater pond conversion, landscaping, and private greenway amenity; and

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 9th day of August 2022.





Glenn L. York – Mayor


Lisa M. Markland, CMC - Town Clerk

STAFF REPORT
ORDINANCE 2023-05
RESOLUTION 2023-04
TA – 2022-5 UTILITY ALLOCATION
AMENDMENT AND POLICY
AUGUST 9, 2022

Topic: Ordinance 2023-05 Resolution 2023-04 - Text Amendment 2022-05 Utility Allocation

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

Executive Summary:

The Board of Commissioners will consider text amendments to Chapter 1 of the Unified Development Ordinance (UDO) to require developments to conform to a Utility Allocation Policy.

Background:

Through the Water/Sewer merger with the City of Raleigh, the Town has access to a certain amount of water and sewer capacity. The text amendment and accompanying utility allocation policy leverages this capacity to incentivize higher quality developments.

A utility allocation policy provides a list of options for developers to improve the quality of their project. A minimum threshold of improvements is necessary to gain access to the Town's water and sewer capacity. The text amendment provides details on when this policy would be required, and the policy provides specifics on how developers may obtain the necessary points to meet the threshold.

The attached draft policy reflects the comments provided by the Planning Board and Board of Commissioners at the April 11, 2022 Joint Public Hearing and following discussions.

Discussion:

The discussion before the board is whether to approve Ordinance 2023-05 to amend Section 1.5.7 of the UDO, and approve Resolution 2023-04 to adopt the proposed Utility Allocation Policy.

Policy Analysis:

The proposed text amendment and policy are tools to achieve the 2030 Strategic Plan's Growing Smart goal, and directly addresses the Comprehensive Land Use Plan's further refined strategy of using utilities as leverage to obtain high quality developments.

Financial Analysis:

The proposed text amendment and accompanying policy would incentivize high-quality development within the Town. Higher quality development correlates with higher property values (and increased tax revenue), and decreased code and law enforcement costs.

Planning Board Recommendation:

On April 11, 2022, the Planning Board deliberated the proposed policy and made suggested modifications as shown in attachment 2 (Draft Policy showing changes). The

STAFF REPORT
ORDINANCE 2023-05
RESOLUTION 2023-04
TA – 2022-5 UTILITY ALLOCATION
AMENDMENT AND POLICY
AUGUST 9, 2022

Planning Board also voted unanimously to recommend approval of the text amendment to Section 1.5.7 finding that the proposed amendment and accompanying policy are consistent with the 2030 Strategic Plan's Growing Smart goal, and directly addresses the Comprehensive Land Use Plan's further refined strategy of using utilities as leverage to obtain high quality developments.

Staff Recommendation:

Staff recommends approval of the proposed text amendment and utility allocation policy with the approval of Ordinance 2023-05 and Resolution 2023-04.

Attachments:

1. Chapter 1 Text Amendment (Section 1.5.7)
2. Draft Utility Allocation Policy with proposed changes
3. Ordinance 2023-05
4. Resolution 2023-04

ZEBULON

NORTH CAROLINA

DRAFT

MUNICIPAL UTILITY ALLOCATION POLICY WITH PROPOSED CHANGES

Statement of Purpose and Goals

Introduction

Drinking water supplies throughout the greater City of Raleigh distribution system are finite, subject to disruption by drought and/or other calamity and Zebulon's allocation is contractually limited. The Town staff, the Planning Board, and the Board of Commissioners have given a great deal of thought and study as to the best utilization of this valuable resource to benefit current and future citizens.

The Town of Zebulon's municipal water and sewer capacity is a valuable resource that must be conserved and apportioned to new development projects that promote the Town's policy of ensuring a diversified tax base and housing supply. Such an allocation policy will tend to promote diversity of housing available to a wide cross section of citizens of diverse socio-economic backgrounds and promote economic viability and sustainability by providing for retail and other commercial development within the Town of Zebulon.

In order to preserve and enhance property values, manage its limited water supply as a vital natural resource, promote economic development, and incentivize smart growth practices, the allocation of Zebulon's potable water capacity shall hereafter be in accordance with this policy.

Land Use and the Tax Base

The local government expense of providing fire and police protection, schools, parks, social services, water and sewage systems and other essential public services to residential neighborhoods is generally greater than the ad valorem tax revenue generated by such neighborhoods. On the other hand, the cost of providing services to commercial and industrial development is generally less than the tax revenue accruing to the local government. Having a predominantly residential tax base would require the Town of Zebulon over time to assess a higher tax levy to raise funds to provide essential services or to reduce the level of public services provided. This is one reason among many why local governments including Zebulon strive to achieve a balance of both residential and non-residential growth.

Zebulon's historical development is transitioning from industrial to residential, leading to a current tax base of approximately 40% residential and 60% commercial/industrial. The following table shows Zebulon's tax base over the past five years ¹

Zebulon Tax Base (Past Five Years)

Fiscal Year	Commercial	Residential
2021-2022	60%	40%
2020-2021	65%	35%
2019-2020	72%	28%
2018-2019	73%	27%
2017-2018	71%	29%

¹ "Tax Base Components | Wake County Government," *Wake County North Carolina*, <https://www.wakegov.com/departments-government/tax-administration/data-files-statistics-and-reports/tax-base-components>

As shown in the table above, the residential tax base has steadily increased proportionally over the past five years. This trend in the tax base data, combined with the vested planned residential development in the coming years, demonstrates the need for the Town to address this shift through policy. The Zebulon Board of Commissioners believes that it is fiscally responsible and otherwise in the public interest to promote and encourage non-residential development in the jurisdiction as an alternative to rapid residential development to keep the ratio between the two development types well balanced. A goal of maintaining a tax base of 60% residential and 40% commercial/industrial is hereby established.

Development Goals for the Full Build-Out of Zebulon

Communities without a wide variety of housing types and styles also put pressure on the Wake County Public School System which remains committed to having students of a wide range of socio-economic backgrounds attend each local school. In addition to the goal of maintaining a balanced tax base, the Town of Zebulon is committed to achieving a balance of housing types within its jurisdiction.

This commitment is consistent with both the Town’s Strategic Plan and Comprehensive Plan. The *Town of Zebulon: Vision 2030 Strategic Plan* lists “Growing Smart” as one of its three focus areas, calling for the planning of appropriate land uses and affordability of the community. The *Grow Zebulon Comprehensive Land Use Plan* identifies six guiding principles for the town. Two of those principles are “Zebulon will be BALANCED” and “Zebulon will be PRUDENT.” A balance should be achieved for the Town’s tax base, its land uses, and its housing types to allow for an affordable community with employment and business opportunities that will help the community prosper. The achievement of balance in Zebulon will contribute to the Town being prudent. As stated previously, a local government’s cost of providing services to commercial properties is generally less than that of residential properties. Having a balanced tax base that is not proportionally over-saturated with residential properties will contribute to keeping the Town financially sound.

Below are three development goals that are integral to the utility allocation policy and the future of the Town. These development goals apply to the entire, future Zebulon jurisdiction including the ETJ, short-range and long-range urban service areas.

GOAL #1: Maintain 60%-40% ratio of residential to non-residential tax values.

<u>Upon Adoption-January 2021</u> 60% Residential - 40% Non-Residential
--

GOAL #2: Residential Housing Percentage Breakdown
SFD|TH|MF – 75%|10%|15% (Note – Duplex counted as MF)

<u>Upon Adoption-January 2021</u> 80.5% 0.5% 19%

GOAL #3: Encourage Mixed Use Development to improve pedestrian connectivity to non-residential activity.

Policy and Procedures

Water Allocation

All existing parcels of real property within the corporate limits of Zebulon, regardless of proposed acreage, shape, or location as of the adoption of this ordinance are entitled to **115 gallons per day** of water allocation to build and sustain a single family or a limited business or commercial use. No additional water allocation will be awarded for proposed development except in accordance with the requirements of this policy.

Wastewater Connection

All projects considered for utility allocation must provide a wastewater system connection with adequate receiving capacity, as determined by the Wake County Health Department and/or City of Raleigh Public Utilities Department and approved by the Town of Zebulon Planning Director.

General Conditions & Requirements

- All proposed projects must be within the existing corporate limits or have filed a valid and complete petition for Voluntary Annexation.
- All proposed projects under consideration must have a complete application submitted for the appropriate Master Plan, Subdivision, Site Plan, Special Use Permit, Conditional Zoning Request, Zoning Compliance Permit, Building Permit, or any other necessary approval.
- All projects are subject to a Utility Allocation or Developer's Agreement approved by the Town's Board of Commissioners. If the Developer/Applicant fails to meet all terms of that agreement the unused allocation will be reclaimed, no new building permits will be issued, and no new connections to the water or wastewater systems will be permitted. Active building permits will have certificates of occupancy held until mitigating measures are agreed to by all parties.
- Projects with proven vested rights upon adoption of this ordinance will be permitted to finish their projects as previously approved.
- Public water may be utilized for irrigation purposes so long as the Primary Use associated with the site has previously gained water allocation through the Town.
- Any third parties who buy land to build upon are bound by the approved Utility Allocation Agreement or Development Agreement for that property. If the agreement is not fulfilled, the above terms and conditions still apply regardless of who owns the land.

Compliance Required

This policy allocates municipal water in gallons per day for new development proposals, master plans, site plans, building plans, and/or structures seeking construction approval. Each phase of a phased development must comply with the terms and development schedule of an approved Utility Allocation Agreement before the next phase can begin or the development risks loss of previously reserved allocation.

Previously dedicated but unused allocation can be reclaimed by the Town's Board of Commissioners for:

- (1) the lack of compliance with any existing Utility Allocation or Developer's Agreement;
- (2) violation of applicable town policy provision, ordinance standard, condition of approval;
- (3) violation of federal or state regulation; or
- (4) other good cause.

Utility Allocation Application Process

Upon receiving a new development proposal requesting water capacity, the Planning Staff shall direct the Developer/Applicant to demonstrate the project's qualifications. A Developer/Applicant shall state on the appropriate application, and stipulate within an approved Utility Allocation Agreement, the use or uses proposed to be built as part of the project along with the construction design and materials. Town action on the request will be deferred until the application is complete and the requested information has been provided.

Proposed projects shall complete the UTILITY ALLOCATION WORKSHEET according to its instructions to determine the total number of points achieved. The Utility Allocation Application package will be reviewed for completeness and compliance by the Technical Review Committee (TRC) in conjunction with the applicable development approval for the subject property (conditional rezoning, planned development, site plan, etc.).

Qualification for water allocation is judged by:

- The level of developer investment
- Anticipated increases in the Town's ad valorem tax base
- Construction and dedication of public infrastructure
- Provision of employment opportunities for Zebulon citizens
- Provisions of diversified housing stock
- Preservation of open space
- Protection of existing tree canopy
- Conservation of existing habitat
- The provision of recreational amenities for current or future Zebulon residents

Projects must be awarded **50 TOTAL POINTS** or more to merit water allocation.

Points are awarded in two categories, BASE POINTS and BONUS POINTS. BONUS POINTS are broken down into four categories.

1. Nonconformity Abatement and Public Infrastructure Improvements
2. Green Development Standards
3. Gateway and Transit Improvements
4. Amenities (Only for Projects with Residential Components)

Unless a project can gain all necessary BONUS POINTS from a single improvement identified in the approved list, improvements must be made from at least two of the categories of BONUS POINTS.

Expiration of Allocation Award

A developer/applicant who has secured allocation according to this policy and hasn't progressed in construction plan approval, building permit approval, or on-site construction for a period of 12 months will lose the award of allocation without benefit.

Annual Review of Policy & Appeals

This policy shall be reviewed in January of each year and, when appropriate, readjusted by the Town's Board of Commissioners. The Town's overall progress on policy goals will be considered and the multipliers and/or point thresholds readjusted accordingly.

Appeals of any provision of this ordinance shall be decided upon by the Town’s Board of Commissioners upon receiving a recommendation from the Planning Board.

BASE POINTS: List of Preferred Land Uses and Required Characteristics:

The uses listed below have been determined to be the most desirable and important uses for the Town of Zebulon to promote and maintain economic and housing diversity. Only projects that completely meet the stated performance characteristics will be considered for utility allocation.

<p>45-40 Base Points</p>	<p>Business Office/<u>Finance/ Insurance / Professional Services Center - Large</u> Qualifying projects must exceed 100,000 square feet of heated floor space and create at least 150 employment positions that exceed the average annual Wake County salary according to Wake County Economic Development or the Employment Security Commission. Employees perform professional, scientific, and technical services for others. Such services require a high degree of expertise and training and provide high salaried employment opportunities. Examples include software engineering, legal, medical, accounting, consulting, architectural, biomedical, chemical, research and development, and administrative services. <u>Finance or Insurance Centers shall also pool financial risks by underwriting insurance and annuities. Some establishments support employee benefit programs. Examples include bank or credit union headquarters, brokerages, investments, insurance, financing, and data processing establishments.</u></p>
<p>45 Base Points</p>	<p>Finance and Insurance Center Finance and insurance establishments in this category exceed 100,000 square feet of heated floor space and create at least 150 employment positions that exceed the average annual Wake County salary according to Wake County Economic Development or the Employment Security Commission. Employees engage in financial transactions that create, liquidate, or change ownership of financial assets. They also pool financial risks by underwriting insurance and annuities. Some establishments support employee benefit programs. Examples include bank or credit union headquarters, brokerages, investments, insurance, financing and data processing establishments.</p>
<p>45-40 Base Points</p>	<p>Manufacturing/Industrial Employment Center Manufacturing or Industrial establishments in this category exceed 200,000 square feet of floor space located in plants, factories, or mills and employ power-driven machines and materials-handling equipment. They may also employ workers who assemble or create new products by hand, without the characteristic machinery-intensive enterprise. Many manufacturing establishments process products of agriculture, forestry, fishing, mining, or quarrying as well as products of other manufacturing establishments. Most manufacturing establishments have some form of captive services (e.g., research and development, and administrative operations, such as accounting, payroll, or management) in conjunction on-site.</p>
<p>45-40 Base Points</p>	<p>Governmental Uses/Public Administration This category encompasses centers for all government functions; it includes federal, state, and local government agencies that administer, oversee, and manage public programs and budgets and have executive, legislative, or judicial</p>

	authority. Establishments develop policy, create laws, adjudicate civil and criminal legal cases, and provide for public safety and national defense.
42-38 Base Points	<p>Hotels, Motels, or other Accommodation Service Establishments</p> <p>This category serves lodging and short-term accommodations for travelers. They may offer a wide range of services, from overnight sleeping space to full-service hotel suites. They may offer these services in conjunction with other activities, such as entertainment or recreation. Stays in these establishments are generally less than one month. This classification does not include boarding or rooming houses.</p>
40-38 Base Points	<p>Arts/Entertainment/Museums</p> <p>These establishments operate facilities or provide services for a variety of cultural, entertainment, and performing art functions. Establishments include those that produce, promote, or participate in live performances, events, or exhibits intended for public viewing; those that preserve and exhibit objects and sites of historical, cultural, or educational interest; and those that operate facilities or provide services to serve activities associated with the aforementioned.</p>
40-38 Base Points	<p>Amusement, Sports or Recreational Establishment</p> <p>Establishments in this category operate either indoor or outdoor facilities offering family activities (i.e. sports, recreation, or amusement) and provide services, such as facilitating amusement in places operated by others, operating recreational sports groups and leagues. Examples include golf courses, indoor sports venues, bowling alleys, miniature golf courses, athletic clubs, skating rinks and arcades.</p> <p><u>This category may be used in conjunction with a commercial or residential development as a mixed use development.</u></p>
40-38 Base Points	<p>Mixed Use Development (Transit Oriented)</p> <p>Newly constructed or substantially rehabilitated collection of vertically mixed retail, office and residential uses in multi-story buildings centered within a one-quarter mile radius of an existing rail or bus transit station or the intersection of Horton Street and North Arendell Avenue in Downtown Zebulon. In order to qualify as mixed use, developments must dedicate at least one-third of the total heated square footage to residential use and the remainder to a mix of retail and office uses. All three use types must be represented and at least 10% of the heated square footage must be dedicated to street level, storefront retail uses.</p>
40-38 Base Points	<p>Mixed Use Development (Urban Infill)</p> <p>Newly constructed or substantially rehabilitated collection of vertically mixed retail, office and residential uses in a multi-story building on a previously developed parcel within the corporate limits. In order to qualify as mixed use, developments must dedicate at least one-third of the total heated square footage to residential use and the remainder to a mix of retail and office uses. All three use types must be represented and at least 10% of the heated square footage must be dedicated to street level, storefront retail uses.</p>
40-35 Base Points	<p>Mixed Use Development (Greenfield)</p>

	Newly constructed collection of vertically mixed retail, office and residential uses in a multi-story building or buildings on a previously undeveloped parcel. In order to qualify as mixed use, developments must dedicate at least one-third of the total heated square footage to residential use and the remainder to a mix of retail and office uses. All three use types must be represented and at least 10% of the heated square footage must be dedicated to street level, storefront retail uses.
40-30 Base Points	Single Family Home (Expedited Subdivision or Recombination) Newly constructed Single Family Homes built upon new lots created via the expedited subdivision (3 or fewer lots) or recombination process.
40-30 Base Points	Change of Use This category captures renovation, rehabilitation, up-fit or retrofit of existing buildings or portions of buildings that pre-date this policy and require a code summary sheet, change in building occupancy, certificate of occupancy, building permit and/or building inspections.
38-30 Base Points	Housing Services for the Elderly Establishments This category offers housing services for the aged, not requiring a license from the North Carolina Department of Health and Human Services, such as independent retirement housing, multi-unit assisted housing with services (MAHS), and continuing care retirement centers. All facilities must provide, but not necessarily be limited to, the following services/facilities: On-site laundry facilities, on site management, guaranteed transportation services at least four days per week, on-site exercise facilities, on-site computer access, and a clubhouse/common lounge area for all residents.
38-28 Base Points	Mixture of Use Development (Retail/Office-Institutional/Commercial) Newly constructed collection of horizontally arranged uses including retail, office-institutional and commercial within a master planned project on a previously undeveloped parcel or parcels totaling at least 10 acres. Mixture of use projects must include at least two (2) use types with at least 25% of the space devoted to each use type included in the development.
38-28 Base Points	Retail/Commercial Center Newly constructed center of at least 50,000 square feet, typically containing an anchor such as a grocery store and other smaller spaces and/or outparcels for subordinate uses. Uses are entirely consumer-driven and include all manner of retail, service and office possibilities.
<u>28</u> Base Points	<u>Business Office/Finance/ Insurance / Professional Services Center – Medium</u> <u>Qualifying projects must exceed 50,000 square feet of heated floor space and create at least 75 employment positions that exceed the average annual Wake County salary according to Wake County Economic Development or the Employment Security Commission. Employees perform professional, scientific, and technical services for others. Such services require a high degree of expertise and training and provide high salaried employment opportunities. Examples include software engineering, legal, medical, accounting, consulting, architectural, biomedical, chemical, research and development, and administrative services. Finance or Insurance Centers shall also pool financial risks by underwriting insurance and annuities. Some establishments support employee</u>

	<u>benefit programs. Examples include bank or credit union headquarters, brokerages, investments, insurance, financing, and data processing establishments.</u>
<u>38-28</u> Base Points	Warehouse/Distribution/Trucking Center Newly constructed center of at least 500,000 square feet where products and resources are transported to, stored, and delivered from via truck or rail.
<u>25</u> Base Points	<u>Business Office/Finance/ Insurance / Professional Services Center – Small</u> <u>Qualifying projects 50,000 square feet of heated floor space or less. Employees perform professional, scientific, and technical services for others. Such services require a high degree of expertise and training and provide high salaried employment opportunities. Examples include software engineering, legal, medical, accounting, consulting, architectural, biomedical, chemical, research and development, and administrative services. Finance or Insurance Centers shall also pool financial risks by underwriting insurance and annuities. Some establishments support employee benefit programs. Examples include bank or credit union headquarters, brokerages, investments, insurance, financing, and data processing establishments.</u>
<u>25</u> Base Points	<u>Multi-Tenant Retail Center</u> <u>Newly constructed center 50,000 square feet or less, typically containing a more than one tenant space within a single structure. Uses are entirely consumer-driven and include all manner of retail, service and office possibilities.</u>
<u>38-25</u> Base Points	Religious Institutions Any facility such as a church, temple, synagogue, mosque or monastery used for worship by a non-profit organization and their customarily related uses.
<u>38-20</u> Base Points	Single Use Retail Newly constructed single use, stand-alone building used primarily for retail, <u>restaurant, or similar commercial use.</u>
<u>30-20</u> Base Points	Single Use Office Newly constructed single use, stand-alone building used primarily for office and professional.
<u>20</u> Base Points	<u>All Other Uses Not Categorized</u> <u>This category of use captures all other uses not categorized elsewhere. Allocations for such uses are left to the discretion of the Town's Board of Commissioners upon recommendation of the Planning Board and acted on a case-by-case basis.</u>
<u>15</u> Base Points	<u>Intensive Industrial Uses:</u> <u>Uses classified as Special Land Uses within the Industrial Classification.</u>
<u>15-10</u> Base Points	Major Subdivision Any subdivision of land of five (5) or more lots.
<u>15-10</u> Base Points	Multi-Family Residential & Condo Units

<u>Board Determination</u>	All Other Uses Not Categorized <u>This category of use captures all other uses not categorized elsewhere. Allocations for such uses are left to the discretion of the Town's Board of Commissioners upon recommendation of the Planning Board and acted on a case-by-case basis.</u>
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BONUS POINTS

Proposed projects can gain BONUS POINTS by agreeing to provide any of the following items over and above the UDO or Standard Specification requirements for their development proposal.

NOTE: No bonus points are given for UDO requirements.

CATEGORY 1 – Non-Conformity Abatement and Public Infrastructure Improvements (Max 20 Points)

Section 1A - Abatement of Nonconformities		(Max - 3 points)
	Abatement of any existing non-conforming structures	3
	Abatement of any existing non-conforming use of land	2
	Abatement of any existing non-conforming lots	1
Section 1B - Roadway Infrastructure Not Warranted by TIA/UDO		(Max - 10 points)
	Construction of full cross section of existing off-site public street	5
	Nearby intersection improvements	5
	Traffic signal improvements	4
	Signage or striping improvements	1
Section 1C - Off-Site Public Greenway Improvements		(Max - 10 points)
	Construct more than 4000 linear feet of 10-foot wide path	10
	Construct more than 3000 linear feet of 10-foot wide path	8
	Construct more than 2000 linear feet of 10-foot wide path	6
	Construct more than 1000 linear feet of 10-foot wide path	4
	Construct 500 to 1000 linear feet of 10-foot wide path	2

CATEGORY 2. Green Development Standards/ Building & Site Design (Max 20 Points)

Section 2A - Conservation of Natural Habitat Meeting Active Open Space Requirements as Defined in the UDO		(Max - 10 points)
	One point per acre up to 10 acres	1 - 10
Section 2B - Parking Lots and Stormwater SCM's		(Max – 10 points)
	Structured Parking Facilities - must reduce footprint by 20%	10
	Stormwater - Restored Riparian Buffer	10
	Construct a fountain or other stormwater amenity within the BMP/SCM (as approved by Staff)	4
	Stormwater - Landscaped Green Roof	5
	Stormwater - Underground capture system for on-site irrigation	5
	Stormwater - Bioretention	5
	Stormwater - Wetland	5
	Exclusive use of porous pavement in parking areas where suitable	2
	Provision of on-street public parking (1 point per stall up to 5 Max)	1 - 5

Section 2C - Building/Site Design		(Max - 20 points)
Residential Architectural Standards to include the Building Types:		
	House & Townhouse (respectively)*	10
	Historic Structure Preservation via Deed Restriction (Determined by TRC)	10
	Platinum LEED Certification	10
	Gold LEED Certification	8
	Silver LEED Certification	6
	Redevelopment of previously vacant space over 20,000 square feet	6
	Development or Redevelopment within Downtown Overlay District	6
	Redevelopment of previously vacant space under 20,000 square feet	5
	Neighborhood/Subdivision LEED Certification	5
	Green Homes LEED Certification	5
	Bronze LEED Certification	4
	Exclusive use of xeriscaping techniques and drought tolerant species	3
	EV Charging Stations (two-port)	3
*Building Types are defined in Article 5 of the Town of Zebulon Unified Development Ordinance.		

CATEGORY 3 – Outdoor Enhancement and Transit Improvements

(Max 20 Points)

Section 3A – Outdoor Enhancement		(Max – 10 points)
	Construction of a Parkway Street Section on a Collector level street	5
	Construction or Preservation of Gateway Landscaping or Structure (Subject to Comprehensive Plan Consistency and TRC approval)	5
	Restoration of Historic Structure (Must be approved by TRC)	5
	Outdoor Display of Public Art (Subject to TRC Approval)	4
	Maintenance of Roadside Gateway Plant Bed (requires maintenance agreement)	3
	Enhanced Roadside Landscaping (Subject to TRC Approval)	2
	Construction of a Parkway Street Section on a Local level street	2
Section 3B – Transit (Pursuant to location being adjacent to a planned or active transit route)		(Max - 8 points)
	Provision of more than 50 designated Park & Ride Stalls	8
	Provision of 25 designated Park & Ride Stalls	5
	Provision of 10 designated Park & Ride Stalls	3
	Provision of mass transit easement w/ structure (bus stop with shelter & bench)	2

CATEGORY 4 - Amenities (Only for Projects with Residential Components)

(Max 20 Points)

Section 4A - Private Greenway		(Max - 3 points)
	Construction of more than 3000 linear feet of 6-foot wide path private greenway meeting Town of Zebulon standards	3

	Construction of more than 2000 linear feet of <u>private greenway meeting Town of Zebulon standards</u> 6-foot wide path	2
	Construction of more than 1000 linear feet of <u>private greenway meeting Town of Zebulon standards</u> 6-foot wide path	1
Section 4B – Pool (Combinations may be approved by TRC)		(Max - 8 points)
	Olympic Pool and Aquatic Center	8
	Junior Olympic Pool	5
	Lap Pool (four lane minimum)	3
	Resort Style Pool	2
	Any Other Pool	1
Section 4C - Outdoor Deck/Patio		(Max - 3 points)
	Deck/Patio - More than 3000 square feet	3
	Deck/Patio - More than 2000 square feet	2
	Deck/Patio - More than 1000 square feet	1
Section 4D - Pool Amenities		(Max - 2 points)
	Jacuzzi/Hot Tub/Whirlpool	2
	Water Playground with apparatus	2
	Sauna/Steam room	2
Section 4E - Clubhouse		(Max - 10 points)
	Commercial Coffee Shop <u>with at least 10 designated public seating spaces.</u>	10
	With full kitchen and over 4000 square feet of meeting space	10
	With full kitchen and less than 4000 square feet of meeting space	9
	Meeting space without kitchen more than 3500 square feet	8
	Meeting space without kitchen 2500 - 3499 square feet	7
	Meeting Space without kitchen 1500 - 2499 square feet	5
	Meeting Space without kitchen less than 1500 square feet	4
	No meeting space, bathrooms and changing rooms only	3
Section 4F - Additional Active Recreation		(Max - 10 points)
	Gymnasium (regulation size indoor basketball court)	10
	Golf Course (18 hole course)	10
	Baseball/Softball Field (regulation size)	5
	Football/Soccer Field (regulation size)	5
	Skate Park	5
	Tennis Courts (two regulation courts, fenced)	5
	Multi-Use Hardcourt (two regulation basketball courts, fenced)	5
	Pickleball Court (three regulation courts, fenced)	5
	Pocket Park – 8,000 square feet	5
	IPEMA Certified Playground Equipment	4
	Lighted Field of Play for nighttime use	3
	Electronic Scoreboard or Covered Dugouts or Bleachers	3

ORDINANCE 2023-05

ARTICLE 1: GENERAL PROVISIONS

1.6. Adopted Policy Guidance

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To the extent allowed by law, this Ordinance shall apply to any development by Town, county, state, or federal agencies within the Town's planning jurisdiction, and any land, buildings, and structures—including uses thereof—owned or otherwise controlled by such agencies. Where this Ordinance does not control the development of land, buildings, and structures, such agencies are encouraged to meet the provisions of this Ordinance.

1.5.5. EMERGENCY EXEMPTIONS

The Town Manager may, without any otherwise required prior notice or public hearing, authorize Town agencies to deviate from the provisions of this Ordinance during and after an emergency (such as a hurricane or other storm, flooding, chemical spill or leak) when the need to act quickly to secure the public health, safety, or welfare makes it impossible to submit to the normal procedures and requirements of this Ordinance.

1.5.6. MINIMUM REQUIREMENTS

In the application of this Ordinance, all provisions shall be considered as minimum requirements and shall not be deemed to limit or repeal any other powers or authority granted to the Town under the North Carolina General Statutes.

1.5.7. UTILITY ALLOCATION POLICY

In order to preserve and enhance property values, manage its limited water supply as a vital natural resource, promote economic development, and incentivize smart growth practices, the allocation of Zebulon's potable water and sanitary capacity shall adhere to an approved Utility Allocation Policy for the following development processes:

- A. Site Plan for development of non-residential site (new or redevelopment)
- B. Site Plan for residential development consisting of three or more dwellings
- C. Conditional Rezoning requests
- D. Planned Development requests
- E. Special Land Use Requests
- F. Major Subdivision Requests

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Adopted this the 9th day of August 2022



Glenn L York
Glenn L. York - Mayor

Lisa M. Markland
Lisa M. Markland, CMC - Town Clerk

ZEBULON

NORTH CAROLINA

RESOLUTION 2023-04 MUNICIPAL UTILITY ALLOCATION POLICY Statement of Purpose and Goals

Introduction

Drinking water supplies throughout the greater City of Raleigh distribution system are finite, subject to disruption by drought and/or other calamity and Zebulon’s allocation is contractually limited. The Town staff, the Planning Board, and the Board of Commissioners have given a great deal of thought and study as to the best utilization of this valuable resource to benefit current and future citizens.

The Town of Zebulon’s municipal water and sewer capacity is a valuable resource that must be conserved and apportioned to new development projects that promote the Town’s policy of ensuring a diversified tax base and housing supply. Such an allocation policy will tend to promote diversity of housing available to a wide cross section of citizens of diverse socio-economic backgrounds and promote economic viability and sustainability by providing for retail and other commercial development within the Town of Zebulon.

In order to preserve and enhance property values, manage its limited water supply as a vital natural resource, promote economic development, and incentivize smart growth practices, the allocation of Zebulon’s potable water capacity shall hereafter be in accordance with this policy.

Land Use and the Tax Base

The local government expense of providing fire and police protection, schools, parks, social services, water and sewage systems and other essential public services to residential neighborhoods is generally greater than the ad valorem tax revenue generated by such neighborhoods. On the other hand, the cost of providing services to commercial and industrial development is generally less than the tax revenue accruing to the local government. Having a predominantly residential tax base would require the Town of Zebulon over time to assess a higher tax levy to raise funds to provide essential services or to reduce the level of public services provided. This is one reason among many why local governments including Zebulon strive to achieve a balance of both residential and non-residential growth.

Zebulon’s historical development is transitioning from industrial to residential, leading to a current tax base of approximately 40% residential and 60% commercial/industrial. The following table shows Zebulon’s tax base over the past five years ¹

Zebulon Tax Base (Past Five Years)

Fiscal Year	Commercial	Residential
2021-2022	60%	40%
2020-2021	65%	35%
2019-2020	72%	28%
2018-2019	73%	27%
2017-2018	71%	29%

¹ “Tax Base Components | Wake County Government,” *Wake County North Carolina*, <https://www.wakegov.com/departments-government/tax-administration/data-files-statistics-and-reports/tax-base-components>

As shown in the table above, the residential tax base has steadily increased proportionally over the past five years. This trend in the tax base data, combined with the vested planned residential development in the coming years, demonstrates the need for the Town to address this shift through policy. The Zebulon Board of Commissioners believes that it is fiscally responsible and otherwise in the public interest to promote and encourage non-residential development in the jurisdiction as an alternative to rapid residential development to keep the ratio between the two development types well balanced. A goal of maintaining a tax base of 60% residential and 40% commercial/industrial is hereby established.

Development Goals for the Full Build-Out of Zebulon

Communities without a wide variety of housing types and styles also put pressure on the Wake County Public School System which remains committed to having students of a wide range of socio-economic backgrounds attend each local school. In addition to the goal of maintaining a balanced tax base, the Town of Zebulon is committed to achieving a balance of housing types within its jurisdiction.

This commitment is consistent with both the Town’s Strategic Plan and Comprehensive Plan. The *Town of Zebulon: Vision 2030 Strategic Plan* lists “Growing Smart” as one of its three focus areas, calling for the planning of appropriate land uses and affordability of the community. The *Grow Zebulon Comprehensive Land Use Plan* identifies six guiding principles for the town. Two of those principles are “Zebulon will be BALANCED” and “Zebulon will be PRUDENT.” A balance should be achieved for the Town’s tax base, its land uses, and its housing types to allow for an affordable community with employment and business opportunities that will help the community prosper. The achievement of balance in Zebulon will contribute to the Town being prudent. As stated previously, a local government’s cost of providing services to commercial properties is generally less than that of residential properties. Having a balanced tax base that is not proportionally over-saturated with residential properties will contribute to keeping the Town financially sound.

Below are three development goals that are integral to the utility allocation policy and the future of the Town. These development goals apply to the entire, future Zebulon jurisdiction including the ETJ, short-range and long-range urban service areas.

GOAL #1: Maintain 60%-40% ratio of residential to non-residential tax values.

<u>Upon Adoption-January 2021</u> 60% Residential - 40% Non-Residential
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GOAL #2: Residential Housing Percentage Breakdown
SFD|TH|MF – 75%|10%|15% (Note – Duplex counted as MF)

<u>Upon Adoption-January 2021</u> 80.5% 0.5% 19%

GOAL #3: Encourage Mixed Use Development to improve pedestrian connectivity to non-residential activity.

Policy and Procedures

Water Allocation

All existing parcels of real property within the corporate limits of Zebulon, regardless of proposed acreage, shape, or location as of the adoption of this ordinance are entitled to **115 gallons per day** of water allocation to build and sustain a single family or a limited business or commercial use. No additional water allocation will be awarded for proposed development except in accordance with the requirements of this policy.

Wastewater Connection

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Upon receiving a new development proposal requesting water capacity, the Planning Staff shall direct the Developer/Applicant to demonstrate the project's qualifications. A Developer/Applicant shall state on the appropriate application, and stipulate within an approved Utility Allocation Agreement, the use or uses proposed to be built as part of the project along with the construction design and materials. Town action on the request will be deferred until the application is complete and the requested information has been provided.

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- Anticipated increases in the Town's ad valorem tax base
- Construction and dedication of public infrastructure
- Provision of employment opportunities for Zebulon citizens
- Provisions of diversified housing stock
- Preservation of open space
- Protection of existing tree canopy
- Conservation of existing habitat
- The provision of recreational amenities for current or future Zebulon residents

Projects must be awarded **60 TOTAL POINTS** or more to merit water allocation.

Points are awarded in two categories, BASE POINTS and BONUS POINTS. BONUS POINTS are broken down into four categories.

1. Nonconformity Abatement and Public Infrastructure Improvements
2. Green Development Standards
3. Gateway and Transit Improvements
4. Amenities (Only for Projects with Residential Components)

Unless a project can gain all necessary BONUS POINTS from a single improvement identified in the approved list, improvements must be made from at least two of the categories of BONUS POINTS.

Expiration of Allocation Award

A developer/applicant who has secured allocation according to this policy and hasn't progressed in construction plan approval, building permit approval, or on-site construction for a period of 12 months will lose the award of allocation without benefit.

Annual Review of Policy & Appeals

This policy shall be reviewed in January of each year and, when appropriate, readjusted by the Town's Board of Commissioners. The Town's overall progress on policy goals will be considered and the multipliers and/or point thresholds readjusted accordingly.

Appeals of any provision of this ordinance shall be decided upon by the Town's Board of Commissioners upon receiving a recommendation from the Planning Board.

BASE POINTS: List of Preferred Land Uses and Required Characteristics:

The uses listed below have been determined to be the most desirable and important uses for the Town of Zebulon to promote and maintain economic and housing diversity. Only projects that completely meet the stated performance characteristics will be considered for utility allocation.

40 Base Points	<p>Business Office/Finance/ Insurance / Professional Services Center - Large Qualifying projects must exceed 100,000 square feet of heated floor space and create at least 150 employment positions that exceed the average annual Wake County salary according to Wake County Economic Development or the Employment Security Commission. Employees perform professional, scientific, and technical services for others. Such services require a high degree of expertise and training and provide high salaried employment opportunities. Examples include software engineering, legal, medical, accounting, consulting, architectural, biomedical, chemical, research and development, and administrative services. Finance or Insurance Centers shall also pool financial risks by underwriting insurance and annuities. Some establishments support employee benefit programs. Examples include bank or credit union headquarters, brokerages, investments, insurance, financing, and data processing establishments.</p>
40 Base Points	<p>Manufacturing/Industrial Employment Center Manufacturing or Industrial establishments in this category exceed 200,000 square feet of floor space located in plants, factories, or mills and employ power-driven machines and materials-handling equipment. They may also employ workers who assemble or create new products by hand, without the characteristic machinery-intensive enterprise. Many manufacturing establishments process products of agriculture, forestry, fishing, mining, or quarrying as well as products of other manufacturing establishments. Most manufacturing establishments have some form of captive services (e.g., research and development, and administrative operations, such as accounting, payroll, or management) in conjunction on-site.</p>
40 Base Points	<p>Governmental Uses/Public Administration This category encompasses centers for all government functions; it includes federal, state, and local government agencies that administer, oversee, and manage public programs and budgets and have executive, legislative, or judicial authority. Establishments develop policy, create laws, adjudicate civil and criminal legal cases, and provide for public safety and national defense.</p>
38 Base Points	<p>Hotels, Motels, or other Accommodation Service Establishments This category serves lodging and short-term accommodations for travelers. They may offer a wide range of services, from overnight sleeping space to full-service hotel suites. They may offer these services in conjunction with other activities, such as entertainment or recreation. Stays in these establishments are generally less than one month. This classification does not include boarding or rooming houses.</p>

38 Base Points	<p>Arts/Entertainment/Museums These establishments operate facilities or provide services for a variety of cultural, entertainment, and performing art functions. Establishments include those that produce, promote, or participate in live performances, events, or exhibits intended for public viewing; those that preserve and exhibit objects and sites of historical, cultural, or educational interest; and those that operate facilities or provide services to serve activities associated with the aforementioned.</p>
38 Base Points	<p>Amusement, Sports or Recreational Establishment Establishments in this category operate either indoor or outdoor facilities offering family activities (i.e. sports, recreation, or amusement) and provide services, such as facilitating amusement in places operated by others, operating recreational sports groups and leagues. Examples include golf courses, indoor sports venues, bowling alleys, miniature golf courses, athletic clubs, skating rinks and arcades. This category may be used in conjunction with a commercial or residential development as a mixed use development.</p>
38 Base Points	<p>Mixed Use Development (Transit Oriented) Newly constructed or substantially rehabilitated collection of vertically mixed retail, office and residential uses in multi-story buildings centered within a one-quarter mile radius of an existing rail or bus transit station or the intersection of Horton Street and North Arendell Avenue in Downtown Zebulon. In order to qualify as mixed use, developments must dedicate at least one-third of the total heated square footage to residential use and the remainder to a mix of retail and office uses. All three use types must be represented and at least 10% of the heated square footage must be dedicated to street level, storefront retail uses.</p>
38 Base Points	<p>Mixed Use Development (Urban Infill) Newly constructed or substantially rehabilitated collection of vertically mixed retail, office and residential uses in a multi-story building on a previously developed parcel within the corporate limits. In order to qualify as mixed use, developments must dedicate at least one-third of the total heated square footage to residential use and the remainder to a mix of retail and office uses. All three use types must be represented and at least 10% of the heated square footage must be dedicated to street level, storefront retail uses.</p>
35 Base Points	<p>Mixed Use Development (Greenfield) Newly constructed collection of vertically mixed retail, office and residential uses in a multi-story building or buildings on a previously undeveloped parcel. In order to qualify as mixed use, developments must dedicate at least one-third of the total heated square footage to residential use and the remainder to a mix of retail and office uses. All three use types must be represented and at least 10% of the heated square footage must be dedicated to street level, storefront retail uses.</p>
30 Base Points	<p>Single Family Home (Expedited Subdivision or Recombination) Newly constructed Single Family Homes built upon new lots created via the expedited subdivision (3 or fewer lots) or recombination process.</p>

30 Base Points	<p>Change of Use</p> <p>This category captures renovation, rehabilitation, up-fit or retrofit of existing buildings or portions of buildings that pre-date this policy and require a code summary sheet, change in building occupancy, certificate of occupancy, building permit and/or building inspections.</p>
30 Base Points	<p>Housing Services for the Elderly Establishments</p> <p>This category offers housing services for the aged, not requiring a license from the North Carolina Department of Health and Human Services, such as independent retirement housing, multi-unit assisted housing with services (MAHS), and continuing care retirement centers. All facilities must provide, but not necessarily be limited to, the following services/facilities: On-site laundry facilities, on site management, guaranteed transportation services at least four days per week, on-site exercise facilities, on-site computer access, and a clubhouse/common lounge area for all residents.</p>
28 Base Points	<p>Mixture of Use Development (Retail/Office-Institutional/Commercial)</p> <p>Newly constructed collection of horizontally arranged uses including retail, office-institutional and commercial within a master planned project on a previously undeveloped parcel or parcels totaling at least 10 acres. Mixture of use projects must include at least two (2) use types with at least 25% of the space devoted to each use type included in the development.</p>
28 Base Points	<p>Retail/Commercial Center</p> <p>Newly constructed center of at least 50,000 square feet, typically containing an anchor such as a grocery store and other smaller spaces and/or outparcels for subordinate uses. Uses are entirely consumer-driven and include all manner of retail, service and office possibilities.</p>
28 Base Points	<p>Business Office/Finance/ Insurance / Professional Services Center – Medium</p> <p>Qualifying projects must exceed 50,000 square feet of heated floor space and create at least 75 employment positions that exceed the average annual Wake County salary according to Wake County Economic Development or the Employment Security Commission. Employees perform professional, scientific, and technical services for others. Such services require a high degree of expertise and training and provide high salaried employment opportunities. Examples include software engineering, legal, medical, accounting, consulting, architectural, biomedical, chemical, research and development, and administrative services. Finance or Insurance Centers shall also pool financial risks by underwriting insurance and annuities. Some establishments support employee benefit programs. Examples include bank or credit union headquarters, brokerages, investments, insurance, financing, and data processing establishments.</p>
28 Base Points	<p>Warehouse/Distribution/Trucking Center</p> <p>Newly constructed center of at least 500,000 square feet where products and resources are transported to, stored, and delivered from via truck or rail.</p>

25 Base Points	Business Office/Finance/ Insurance / Professional Services Center – Small Qualifying projects 50,000 square feet of heated floor space or less. Employees perform professional, scientific, and technical services for others. Such services require a high degree of expertise and training and provide high salaried employment opportunities. Examples include software engineering, legal, medical, accounting, consulting, architectural, biomedical, chemical, research and development, and administrative services. Finance or Insurance Centers shall also pool financial risks by underwriting insurance and annuities. Some establishments support employee benefit programs. Examples include bank or credit union headquarters, brokerages, investments, insurance, financing, and data processing establishments.
25 Base Points	Multi-Tenant Retail Center Newly constructed center 50,000 square feet or less, typically containing a more than one tenant space within a single structure. Uses are entirely consumer-driven and include all manner of retail, service and office possibilities.
25 Base Points	Religious Institutions Any facility such as a church, temple, synagogue, mosque or monastery used for worship by a non-profit organization and their customarily related uses.
20 Base Points	Single Use Retail Newly constructed single use, stand-alone building used primarily for retail, restaurant, or similar commercial use.
20 Base Points	Single Use Office Newly constructed single use, stand-alone building used primarily for office and professional.
15 Base Points	Intensive Industrial Uses: Uses classified as Special Land Uses within the Industrial Classification.
10 Base Points	Major Subdivision Any subdivision of land of five (5) or more lots.
10 Base Points	Multi-Family Residential & Condo Units
Board Determination	All Other Uses Not Categorized This category of use captures all other uses not categorized elsewhere. Allocations for such uses are left to the discretion of the Town's Board of Commissioners upon recommendation of the Planning Board and acted on a case-by-case basis.

BONUS POINTS

Proposed projects can gain BONUS POINTS by agreeing to provide any of the following items over and above the UDO or Standard Specification requirements for their development proposal.

NOTE: No bonus points are given for UDO requirements.

CATEGORY 1 – Non-Conformity Abatement and Public Infrastructure Improvements (Max 20 Points)

Section 1A - Abatement of Nonconformities		(Max - 3 points)
	Abatement of any existing non-conforming structures	3
	Abatement of any existing non-conforming use of land	2
	Abatement of any existing non-conforming lots	1
Section 1B - Roadway Infrastructure Not Warranted by TIA/UDO		(Max - 10 points)
	Construction of full cross section of existing off-site public street	5
	Nearby intersection improvements	5
	Traffic signal improvements	4
	Signage or striping improvements	1
Section 1C - Off-Site Public Greenway Improvements		(Max - 10 points)
	Construct more than 4000 linear feet of 10-foot-wide path	10
	Construct more than 3000 linear feet of 10-foot-wide path	8
	Construct more than 2000 linear feet of 10-foot-wide path	6
	Construct more than 1000 linear feet of 10-foot-wide path	4
	Construct 500 to 1000 linear feet of 10-foot-wide path	2

CATEGORY 2. Green Development Standards/ Building & Site Design (Max 20 Points)

Section 2A - Conservation of Natural Habitat Meeting Active Open Space Requirements as Defined in the UDO		(Max - 10 points)
	One point per acre up to 10 acres	1 - 10
Section 2B - Parking Lots and Stormwater SCM's		(Max - 10 points)
	Structured Parking Facilities - must reduce footprint by 20%	10
	Stormwater - Restored Riparian Buffer	10
	Construct a fountain or other stormwater amenity within the BMP/SCM (as approved by Staff)	4
	Stormwater - Landscaped Green Roof	5
	Stormwater - Underground capture system for on-site irrigation	5
	Stormwater - Bioretention	5
	Stormwater - Wetland	5
	Exclusive use of porous pavement in parking areas where suitable	2
	Provision of on-street public parking (1 point per stall up to 5 Max)	1 - 5
Section 2C - Building/Site Design		(Max - 20 points)
Residential Architectural Standards to include the Building Types:		
	House & Townhouse (respectively)*	10
	Historic Structure Preservation via Deed Restriction (Determined by TRC)	10
	Platinum LEED Certification	10

	Gold LEED Certification	8
	Silver LEED Certification	6
	Redevelopment of previously vacant space over 20,000 square feet	6
	Development or Redevelopment within Downtown Overlay District	6
	Redevelopment of previously vacant space under 20,000 square feet	5
	Neighborhood/Subdivision LEED Certification	5
	Green Homes LEED Certification	5
	Bronze LEED Certification	4
	Exclusive use of xeriscaping techniques and drought tolerant species	3
	EV Charging Stations (two-port)	3
*Building Types are defined in Article 5 of the Town of Zebulon Unified Development Ordinance.		

CATEGORY 3 – Outdoor Enhancement and Transit Improvements
(Max 20 Points)

Section 3A – Outdoor Enhancement		(Max – 10 points)
	Construction of a Parkway Street Section on a Collector level street	5
	Construction or Preservation of Gateway Landscaping or Structure (Subject to Comprehensive Plan Consistency and TRC approval)	5
	Restoration of Historic Structure (Must be approved by TRC)	5
	Installation of Fountain or mechanical ariation in stormwater pond	5
	Outdoor Display of Public Art (Subject to TRC Approval)	4
	Maintenance of Roadside Gateway Plant Bed (requires maintenance agreement)	3
	Planting Pollinator Garden (225 Square Foot Minimum)	3
	Enhanced Roadside Landscaping (Subject to TRC Approval)	2
	Construction of a Parkway Street Section on a Local level street	2
	Installation of Native Shade Tree Species (per Tree)	1
Section 3B – Transit (Pursuant to location being adjacent to a planned or active transit route)		(Max - 8 points)
	Provision of more than 50 designated Park & Ride Stalls	8
	Provision of 25 designated Park & Ride Stalls	5
	Provision of 10 designated Park & Ride Stalls	3
	Provision of mass transit easement w/ structure (bus stop with shelter & bench)	2

CATEGORY 4 - Amenities (Only for Projects with Residential Components)
(Max 20 Points)

Section 4A - Private Greenway		(Max - 3 points)
	Construction of more than 3000 linear feet private greenway meeting Town of Zebulon standards	3
	Construction of more than 2000 linear feet of private greenway meeting Town of Zebulon standards	2
	Construction of more than 1000 linear feet of private greenway meeting Town of Zebulon standards	1

Section 4B – Pool (Combinations may be approved by TRC)		(Max - 8 points)
	Olympic Pool and Aquatic Center	8
	Junior Olympic Pool	5
	Lap Pool (four lane minimum)	3
	Resort Style Pool	2
	Any Other Pool	1
Section 4C - Outdoor Deck/Patio		(Max - 3 points)
	Deck/Patio - More than 3000 square feet	3
	Deck/Patio - More than 2000 square feet	2
	Deck/Patio - More than 1000 square feet	1
Section 4D - Pool Amenities		(Max - 2 points)
	Jacuzzi/Hot Tub/Whirlpool	2
	Water Playground with apparatus	2
	Sauna/Steam room	2
Section 4E - Clubhouse		(Max - 10 points)
	Commercial Coffee Shop with at least 10 designated public seating spaces.	10
	With full kitchen and over 4000 square feet of meeting space	10
	With full kitchen and less than 4000 square feet of meeting space	9
	Meeting space without kitchen more than 3500 square feet	8
	Meeting space without kitchen 2500 - 3499 square feet	7
	Meeting Space without kitchen 1500 - 2499 square feet	5
	Meeting Space without kitchen less than 1500 square feet	4
	No meeting space, bathrooms and changing rooms only	3
Section 4F - Additional Active Recreation		(Max - 10 points)
	Gymnasium (regulation size indoor basketball court)	10
	Baseball/Softball Field (regulation size)	5
	Football/Soccer Field (regulation size)	5
	Skate Park	5
	Tennis Courts (two regulation courts, fenced)	5
	Multi-Use Hardcourt (two regulation basketball courts, fenced)	5
	Pickleball Court (three regulation courts, fenced)	5
	Pocket Park – 8,000 square feet	5
	IPEMA Certified Playground Equipment	4
	Lighted Field of Play for nighttime use	3
	Electronic Scoreboard or Covered Dugouts or Bleachers	3
	Community Garden – 15-foot by 15-foot, with water access and potting shed.	3

Adopted this the 9TH day of August 2022



Glenn L. York


Glenn L. York – Mayor

Lisa M. Markland

Lisa M. Markland, CMC – Town Clerk

STAFF REPORT
ANGEL PRINTS CORPORATION
ZEBULON MUNICIPAL COMPLEX FACILITY USE APPLICATION
AUGUST 9, 2022

Topic: Angel Prints Corporation: Municipal Complex Facility Use Application

Speaker: Sheila Long, Parks & Recreation Director
Prepared by: Sheila Long, Parks & Recreation Director
Approved by:  Joseph M. Moore II, PE, Town Manager

Executive Summary:

The Board of Commissioners will consider Angel Prints Corporation's application to use the facilities at Zebulon Municipal Complex on October 15, 2022.

Background:

Since relocating Town Hall operations to the current Municipal Complex, the Board has made the grounds available for various community driven events. The Flags for Heroes, Zebulon Takes the Cake 5k, and Walk for Life are examples of events held at the Municipal Complex by non-profits with approval from the Board.

Angel Prints Corporation is a non-profit led by Zebulon residents, Brandon & Toshina Wiggins. Their goal is to bring awareness to pregnancy loss, stillbirth, and infant loss as well as share compassion and hope to those mothers, couples, and families who have experienced this type of tragedy.

Staff has reviewed the application from Angel Prints Corporation. The organization seeks to utilize the Municipal Complex to host a remembrance walk. Any funds raised will be used towards bringing awareness and providing support to families in need. The event will take place from 10 AM to noon with set up beginning at 7 AM and clean up to end by 2 PM.

- Police Department: Based on the event description, additional security is not necessary
- Parks and Recreation Department: Angel Prints Corporation will provide a Certificate of Insurance and name the Town of Zebulon as additionally insured.

The Facility Use Policy for the Zebulon Municipal Complex defines the guidelines considered by the Board of Commissioners in determining whether an organization will be permitted to use the Complex. Should the Board approve this use request, Staff will work with the applicant to execute the policy.

Discussion:

The discussion before the Board is whether to allow Angel Prints Corporation use of the Municipal Complex facilities for a half day rental, and authorize the Town Manager as the signatory to the license. The Board will also consider fee waiver as requested by the applicant.

STAFF REPORT
ANGEL PRINTS CORPORATION
ZEBULON MUNICIPAL COMPLEX FACILITY USE APPLICATION
AUGUST 9, 2022

Staff Recommendation:

Staff recommends approval of facility use for the purpose of a remembrance walk and discussion amongst the Board concerning the request for fee waiver.

Policy Guidance:

Angel Prints Corporation's request to use the Zebulon Municipal Complex is consistent with the following considerations in Exhibit D of the Facility Use Policy:

- Nonprofit status or public purpose
- Stimulate or encourage community participation in non-profit activities.

Fiscal Analysis:

The Facility Use Policy requires a fee be charged for use of the complex. If fee waivers are not granted: Angel Prints Corporation will be responsible for the following charges:

Due to the Town of Zebulon

- Half day facility use fee \$600
- Security deposit \$600

Additional Fees

- Off Duty Staff \$25 per hour
- Off Duty Police Officer \$35 per hour

The cost to the Town is estimated to be approximately \$250 in staffing expense related to event set up/breakdown and on-site oversight by staff during the event.

Attachments:

1. Rental Application
2. Letter of Request
3. Draft Layout
4. Facility Use Policy



Town of Zebulon Municipal Complex Rental/Use Application

The Town of Zebulon Municipal Complex is available for rent/use on a very limited basis when space is available in accordance with the Facility Use Policy and License Agreement for the Town of Zebulon Municipal Complex. Applications should be submitted to the Town Clerk at least 60 days prior to rental date applied for.

Applicant Information

Name of User Organization: Angel Prints Corporation

Contact Person: Brandon Wiggins Cell Telephone: 252-955-2325

Day Time Telephone: 252-955-2325 Night Time Telephone: 252-955-2325

Email Address: angelprintsorg@gmail.com

Mailing Address: 3201 Lacewing Drive

City: Zebulon Zip: 27597

Please identify the areas of the facility you wish to rent/use:

- Back/side Lawn Front Lawn
 Parking Lots Bathrooms
 Other (Please Describe)

NOTE: The interior of the building (other than the 1st floor bathrooms) is not available for rent/use.

Rental Details

Requested Rental Date: 10 / 15 / 2022 Number of Attendees Expected: 150

Set Up Time: 7a - 9a Event Time: 10a - 12n Time of Completed Clean Up: 12:30n - 2p

Type of Use:

Short Description of use: A ceremony on Town Hall front lawn and 3k walk (10 laps) around Town Hall driveway and front sidewalk.

Municipal Complex Rental/Use Application Continued

Special Requests: Please describe any special help/equipment that you may need or want for your event: 20 folding chairs

Please provide a drawing of how you plan to set up the event on the grounds showing the placement of things like tents, portable bathrooms, dumpsters, stages, parking etc.

The undersigned applicant ("Licensee") certifies that it has read the License for Use of the Town of Zebulon Municipal Complex and agrees to abide by all terms and conditions listed within said License. Licensee agrees to defend, indemnify and save harmless the Town of Zebulon, its agents, officers, employees, contractors, and volunteers, each severally and separately, from and against any and all liabilities, demands, claims, damages, losses, costs and expenses of whatsoever kind or nature in connection with Licensee's license and use of the facilities, including, without limitation, any and all direct and indirect costs of defense, made against, or incurred or suffered by, any such indemnitees as a direct or indirect consequence of injury, sickness, or disease, including death, to persons; injury to, or destruction of property, including without limitation, the loss or use of property, or any other cause of action whatsoever, arising out of, resulting from, or which would not have occurred or existed but for this license agreement. This indemnity shall include, without limitation, any and all liabilities, demands, claims, damages, losses, costs and expenses caused, or alleged, to have been caused by any negligence or any other act or omission of Licensee or Licensee's employees, contractors, agents, officers or guests.

Applicant:

Angel Prints Corporation
Print Organization Name

By: Brandon Wiggins
Signature of authorized person

Founder
Title(President, Vice President etc)

Name: Brandon Wiggins
Print name of authorized person

Office Use Only:

Application & Fees Received by: _____
Fees Collected: \$ _____ Date: _____



Angel Prints Corporation
3201 Lacewing Drive, Zebulon, NC 27597 | angelprintsorg@gmail.com | 252-406-5335

To Whom It May Concern:

We would like to first express a sincere and heartfelt thanks to Mayor Glen York and the Town of Zebulon for your consideration in allowing us to host our first ever Remembering Our Little Angels Awareness Walk at Zebulon Town Hall. Our goal is to bring awareness to pregnancy loss, stillbirth, and infant loss as well as share compassion and hope to those mothers, couples, and families who have experienced this type of tragedy. We truly believe many lives will be positively impacted through our efforts of spreading the gift of hope.

Any and all donations we receive for this event will go directly towards our mission of not only bringing awareness to the aforementioned tragedies but also providing grief support as well as financial support for the overwhelming medical and burial expenses that accompany these unimaginable losses. In addition, we are partnering with area medical facilities and hospitals to provide care boxes to newly bereaved mothers.

In an effort to greatly assist with our cause and mission, we would like to request that all fees associated with hosting our awareness walk be waived. This kind gesture would allow us to focus solely on our mission and help make this event a huge success!

In addition, we would also like to ask if the Town of Zebulon could provide 20 folding chairs for our event if they are available. This would aid us greatly in providing seating for our volunteers who will be stationed at different areas/tables/stations.

Thank you for your time and consideration.

With Gratitude & Appreciation,

Brandon & Toshina Wiggins
Founders, Angel Prints Corporation



Parking

Trash/Recycling
Stage Area
Trash/Recycling
Resource/Info Table
First Aid
Tables
Trash/Recycling
Water & Refreshments
Trash/Recycling
Walking Route
Walking Route
Walking Route

N ARENDELL AVE

N A

Each area represented by a rectangle, with the exception of the stage, will contain at least 1 table and tent.

73°
AQI 33

Exhibit D

Facility Use Policy for The Zebulon Municipal Complex

The Town of Zebulon ("Town") realizes that the Municipal Complex (the "Complex") located at 1003 N. Arendell Avenue is a public facility that many groups and individuals desire to use for various events. This policy defines the type of organization eligible to use the Complex and guidelines that will be considered by the Board of Commissioners ("Board") in determining whether an organization will be permitted to use the Complex.

The Complex is intended to serve the citizens of the Town as the Town's administrative and law enforcement offices primarily during the working hours of Monday through Friday. However, the hours are 24/7 for needs related to the police department. The Complex is not available for private use except upon application to and approval by the Board. The Board will consider each application on a case by case basis and may deny use of the Complex by any applicant for any or no reason, in its sole discretion.


In order to assist the Board in deciding whether to permit private use of the Complex, the Board will consider the following:

1. Nonprofit status or public purpose.
2. Substantial presence in the community, including but not necessarily a permanent physical presence.
3. Proven track record over time of contributions to the benefit of the Town, its institutions and citizens.
4. Stimulate or encourage community participation in nonprofit activities.
5. 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.

Conditions for Approval

1. Event, 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.
2. Applicant shall file a complete and thorough application and sign a license agreement and indemnity in the form provided by the Town.
3. Use of the Complex shall be limited to the Complex grounds and, if approved by the Board, designated restroom facilities inside the Town Hall. The Board 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.
4. The Town shall charge a fee for the use of the Complex pursuant to a fee structure adopted by the Town. This policy and rental rates can be changed at any time, without notice, by the Board.
5. Applicant must execute the license agreement and release and indemnity agreement as a condition of Town's approval. Adherence to the license agreement is required by all using the Complex.
6. Use of the Complex shall be limited to one (1) event per month, provided the Board may approve more than one (1) under some circumstances. Applications shall be considered on a first come, first served basis. This limitation does not apply to the uses described in Section 7 below.
7. 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.
8. All requests to use the Complex must be made through the Town Manager.
9. Group tours conducted by Town employees or Town officials are not prohibited nor regulated by this policy.

STAFF REPORT
RESOLUTION 2023-03
WHITLEY FURNITURE ENCROACHMENT &
STORMWATER EASEMENT
AUGUST 9, 2022

Topic: RESOLUTION 2023-03 - Whitley Furniture Building
Encroachments & Stormwater Easement
Speaker: Michael J. Clark, AICP, CZO, Planning Director
From: Michael J. Clark, AICP, CZO, Planning Director
Prepared by: Charles V. Archie, Town Attorney
Approved by:  Joseph M. Moore II, PE, Town Manager

Executive Summary:

The Board will consider granting encroachments onto a Town-owned alley behind the properties comprising Whitley Furniture in exchange for the Owners granting the Town a stormwater drainage easement.

Background:

The Town owns a 20'-wide alleyway between Whitley Furniture and the railroad right of way operated by Norfolk Southern. Property surveys of Whitley Furniture revealed portions of the buildings located at 101, 113, 117, 121, and 125 W. Vance were constructed partially within the alley. The encroachments, varying from 1-foot to 8.4 feet, have existed for more than 70-years.

The alley, accessible via S. Arendell Avenue, has not been maintained by the Town and was used nearly exclusively for accessing the rear of the commercial buildings housing Whitley Furniture.

The Owners intend to sell properties comprising Whitley Furniture, either in whole or piecemeal, and have requested the Town memorialize the terms upon which those encroachments may remain in the alley. In exchange for the encroachments, the Town has negotiated a stormwater drainage easement, from the Owners, across the property for the W. Horton Street Stormwater Improvement Project.

There is no other consideration to be paid by either party.

Likewise, there is no proscribed statutory process for approving these transactions other than the Board of Commissioners holds the authorizing power to approve/disapprove of the transactions.

Discussion:

The discussion before the Board is whether there is interest in granting the license to encroach onto this unused alley, for the life of those encroachments, and to acquire a stormwater drainage easement in the process.

STAFF REPORT
RESOLUTION 2023-03
WHITLEY FURNITURE ENCROACHMENT &
STORMWATER EASEMENT
AUGUST 9, 2022

Policy Analysis:

Adopting a resolution to approve these transactions will further the Owners' ability to market and sell premium and highly visible properties in Town. The repurposing of these properties is a critical element in achieving the Town's *Vibrant Downtown* goals. Further, the stormwater easement will help advance upon the Town's *Growing Smart* goals by addressing compliance requirements of the State's MS4 stormwater permit.

Financial Analysis:

Gaining the stormwater easement will lower the property acquisition costs associated with the W. Horton Stormwater Improvement Project.

Staff Recommendation:

Staff Recommends approval of the grant of encroachments and the acquisition of stormwater easement through adoption of the attached Resolution.

Attachments:

1. Resolution
2. Encroachment Map
3. Stormdrain Easement Dedication (with map)
4. W. Horton Stormwater Improvement Project ("Exhibit A" map)

RESOLUTION 2023-03

APPROVAL OF ENCROACHMENT AGREEMENTS INVOLVING WHITLEY FURNITURE BUILDING AND ACCEPTANCE OF PERMANENT STORM DRAINAGE EASEMENT AND TEMPORARY CONSTRUCTION EASEMENT

WHEREAS, pursuant to the authority granted by N.C.G.S. § 160A-240.1, a municipality may acquire by any lawful method the fee or any lesser interest in real or personal property for the use by the municipality.

WHEREAS, the Town of Zebulon, a North Carolina municipal corporation (the “Town”) has the opportunity to acquire a 40’ permanent storm drainage easement and a 20’ temporary construction easement (the “Easements”) over real property owned by Robin S. Estes and James Kenneth Estes (“Owners”), and located at 135 and 149 W. Vance St., Zebulon, NC (“Easement Property”).

WHEREAS, the Easements will benefit the Town by allowing for the installation and maintenance of drainage improvements, facilities and appurtenances to enhance the Town’s current stormwater control measures.

WHEREAS, Owners have offered to the Town a deed of easement for the Easement Property (“Deed of Easement”) in exchange for non-monetary consideration in the form of licenses created by six (6) encroachment agreements (the “Licenses”), permitting portions of improvements located on the former Whitley Furniture Showroom property, having addresses at 101, 113, 117, 121 and 125 W. Vance Street, Zebulon, NC (the “Encroachment Property”), to encroach into a 20’ Town-owned alley located behind the Encroachment Property.

WHEREAS, the Town desires to grant the Licenses as consideration for the Easements.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Zebulon that the Town of Zebulon hereby accepts the Easements and authorizes issuance of the Licenses as consideration thereof.

BE IT FURTHER RESOLVED that the Board of Commissioners authorizes the Town Manager to execute all documents reasonably necessary to complete the transaction described herein.

Adopted this the 9th day of August, 2022.

Glenn L. York—Mayor

SEAL

Lisa M. Markland, CMC—Town Clerk

Instrument Prepared By: Wyrick Robbins Yates & Ponton LLP (TAE), 4101 Lake Boone Trail, Suite 300, Raleigh NC 27607 [Without Benefit of Title Examination]
Brief Description for Index: Permanent Storm Drainage Easement and Temporary Construction Easement
Parcel Identifier: 2705-34-4223 & 2705-34-3138 / 135 & 149 W. Vance St., Zebulon NC 27597
Mail After Recording To: Town of Zebulon
Attn: Chris Ray, Director of Public Works
450 East Horton Street
Zebulon, NC 27597

STATE OF NORTH CAROLINA

Permanent Storm Drainage Easement and
Temporary Construction Easement

COUNTY OF WAKE

THIS DEED OF EASEMENT, made and executed this ____ day of _____, 2022, by and between

GRANTOR	GRANTEE
James Kenneth Estes and Robin S. Estes P.O. Box 369 Zebulon, NC 27597-0369	Town of Zebulon, a North Carolina municipal corporation 450 East Horton Street Zebulon, NC 27597

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns and shall include the singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH:

WHEREAS, Grantor is the Owner of two tracts of land: (i) one parcel consisting of approximately 0.43 acres and designated as Wake County Tax PIN No. 2705-34-4223 ("Parcel 1"), and (ii) another parcel consisting of approximately 0.14 acres and designated as Wake County Tax PIN No. 2705-34-3138 ("Parcel 2"; Parcel 1 and Parcel 2 are collectively, "Grantor's Land"), and Grantor has agreed to convey to Grantee the easements described below, according to the terms set forth therein:

PERMANENT STORM DRAINAGE EASEMENT:

WITNESSETH, that Grantor, for a valuable consideration given to Grantor by Grantee, the receipt and sufficiency of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto Grantee, its successors and assigns, a perpetual easement, now and hereafter, for storm drainage purposes, including the right to do all things necessary, including, but not being limited to, the right (i) to enter said easement area at all times to install, inspect, repair, maintain and alter such drainage improvements, facilities and appurtenances as Grantee may reasonably require; and (ii) to clear and keep said easement area cleared of vegetation, undergrowth, buildings, structures and obstructions, and (iii) to use lawful chemicals, machinery and other forms of equipment and devices as necessary located on that 40' limited portion of Parcel 2 as shown on Exhibit A attached hereto (the "Permanent Storm Drainage Easement"). At Grantee's request, Grantor shall execute and deliver to Grantee an amendment to this Deed of Easement, in recordable form, to provide a more precise depiction of the Permanent Storm Drainage Easement area.

Grantor shall not (i) erect, construct, place or maintain within the Permanent Storm Drainage Easement area any above-ground structure or improvement, whether permanent or temporary in nature; (ii) install any additional utilities within the Permanent Storm Drainage Easement area without the prior written consent of Grantee; or (iii) otherwise interfere with Grantee's access to or use of the Permanent Storm Drainage Easement area in accordance with the terms herein.

TO HAVE AND TO HOLD the aforesaid Permanent Storm Drainage Easement and all privileges and rights thereunto belonging to the Town of Zebulon, its successors and assigns forever; this Permanent Storm Drainage Easement shall be perpetual and binding upon the heirs, successors and assigns of Grantor.

TEMPORARY CONSTRUCTION EASEMENT:

WITNESSETH, that Grantor, for a valuable consideration given to Grantor by Grantee the receipt and sufficiency of which is acknowledged, has and by these presents does grant, bargain, sell and convey unto Grantee a temporary construction easement to construct and install storm drainage facilities, improvements and appurtenances, said temporary construction easement consisting of a 10' limited portion of Parcel 1 and a 10' limited portion of Parcel 2 (collectively, 20') as shown on Exhibit A attached hereto (the "Temporary Construction Easement"). At Grantee's request, Grantor shall execute and deliver to Grantee an amendment to this Deed of Easement, in recordable form, to provide a more precise depiction of the Temporary Construction Easement area

The Grantee shall be entitled to use the Temporary Construction Easement as shall be reasonably necessary and incidental to the construction of the storm drainage improvements from Monday through Saturday: 7:00 a.m. – 7:00 p.m. Notwithstanding the foregoing, the parties hereby agree and acknowledge that Grantee may be required, on a limited basis, to perform certain work outside of the stated hours for the express purpose of installing certain storm drainage installations. Grantee, and any third-party contractors working on behalf of Grantee, shall complete the improvements in a commercially reasonable manner and use best efforts to minimize any disturbance to residents, occupants, visitors, or normal business operations of the Grantor's Land. At no time shall the Grantor's Land be used for the staging and/or stockpiling of material or equipment related to the storm drainage improvement project.

The term of the Temporary Construction Easement shall run until construction and installation of all contemplated storm drainage facilities, improvements and appurtenances contemplated by Grantee are complete (the "TCE Term"), and upon the expiration of the TCE Term, the easement rights of the Grantee in the Temporary Construction Easement shall terminate.

IN WITNESS WHEREOF, Grantor has hereunto caused this instrument to be signed the day and year first above written.

GRANTOR:

Robin S. Estes

STATE OF _____
COUNTY OF _____

I, _____ a Notary Public of the County and State aforesaid, certify that Robin S. Estes, personally appeared before me this day, acknowledging to me that she voluntarily signed the foregoing document for the purpose stated therein.

Witness my hand and official seal, this the ____ day of _____, 2022.

(STAMP or SEAL)

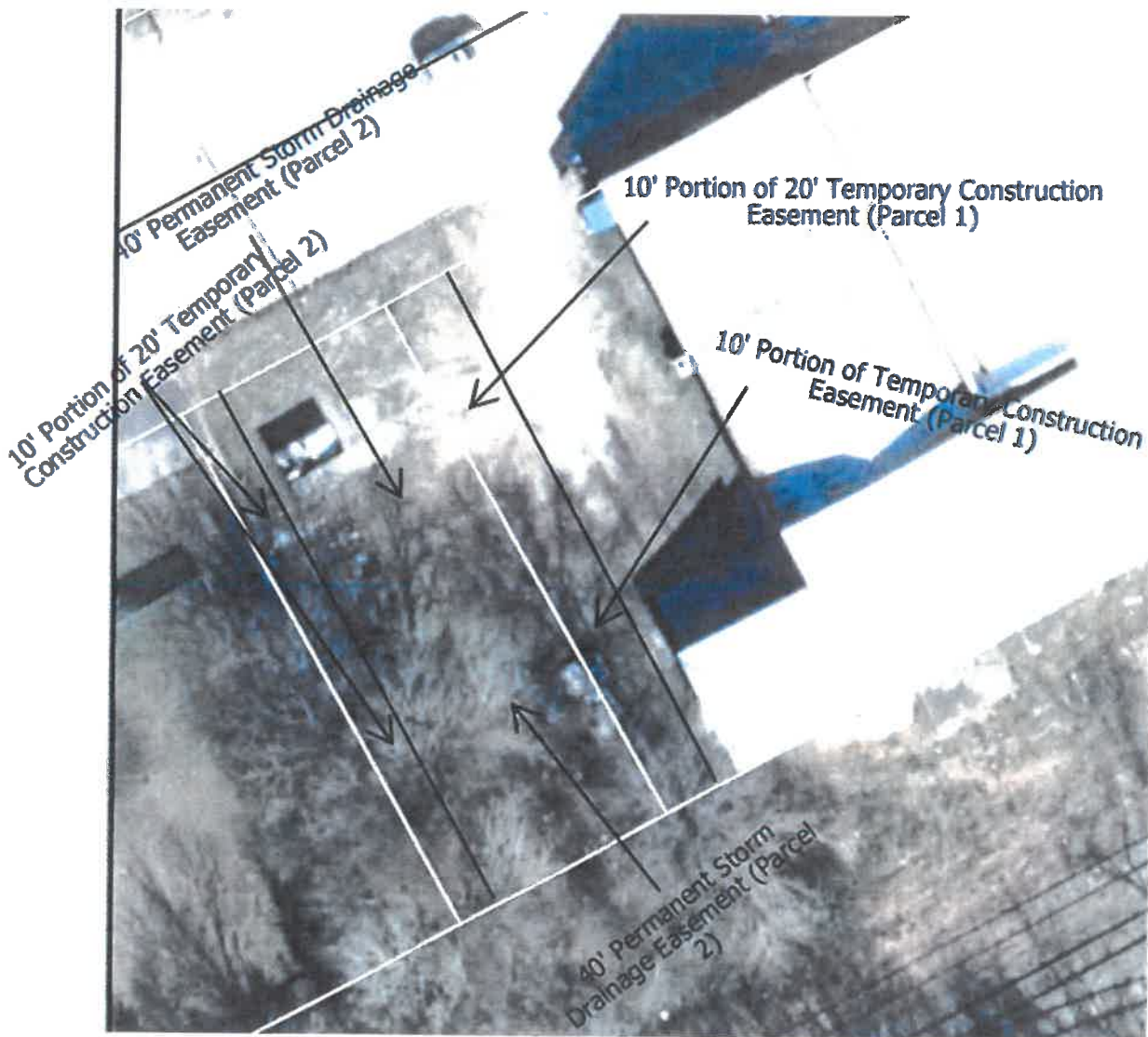
Signature of Notary Public

Printed Name of Notary Public

My Commission Expires: _____

EXHIBIT A

DEPICTION OF PERMANENT STORM DRAINAGE EASEMENT
AND TEMPORARY CONSTRUCTION EASEMENT



During the TCE Term, Grantor shall not (i) erect, construct, place or maintain within the Temporary Construction Easement area any above-ground structure or improvement, whether permanent or temporary in nature; (ii) install any additional utilities within the Temporary Construction Easement area without the prior written consent of Grantee; or (iii) otherwise interfere with Grantee's access to or use of the Temporary Construction Easement area in accordance with the terms herein.

TO HAVE AND TO HOLD the aforesaid Temporary Construction Easement rights until the expiration of the TCE Term, at which time the Temporary Construction Easement shall terminate, and Grantee shall return any disturbed Temporary Construction Easement areas to their preconstruction condition, subject to normal wear and tear and casualty events.

Grantor hereby represents, warrants and covenants that: (i) Grantor is seized of Grantor's Land in fee simple; (ii) Grantor has the right and authority to convey the easements to Grantee; (iii) except as previously disclosed to Grantee in writing, the easements are free from any and all encumbrances; and (iv) Grantor will defend Grantee's (and Grantee's successors' and assigns') title to the easements against all lawful claims of other parties.

(Remainder of page intentionally blank. Signature page follows.)

IN WITNESS WHEREOF, Grantor has hereunto caused this instrument to be signed the day and year first above written.

GRANTOR:

James Kenneth Estes

STATE OF _____
COUNTY OF _____

I, _____ a Notary Public of the County and State aforesaid, certify that James Kenneth Estes, personally appeared before me this day, acknowledging to me that he voluntarily signed the foregoing document for the purpose stated therein.

Witness my hand and official seal, this the ____ day of _____, 2022.

(STAMP or SEAL)

Signature of Notary Public


Printed Name of Notary Public

My Commission Expires: _____

(Remainder of page intentionally blank. Signature page follows.)

STAFF REPORT
RESOLUTION 2023-05
FY 2023 LEASE PURCHASE AWARD – EXCAVATOR & TRAILER
AUGUST 9, 2022

Topic: Resolution 2023-05 – Lease Purchase Award (Excavator & Trailer)

Speaker: Bobby Fitts, Finance Director
From: Bobby Fitts, Finance Director
Prepared by: Bobby Fitts, Finance Director
Approved by:  Joseph M. Moore II, PE, Town Manager

Executive Summary:

The Board will consider a lease purchase of an excavator and trailer.

Background:

The purchase of an excavator and trailer were approved with adoption of the FY 2023 Budget. Staff solicited proposals from lenders to finance the acquisitions through an installment-purchase agreement with a 4-year term (five annual payments with first payment in advance). Requests for Proposals were sent to eleven lending institutions on July 15, 2022. Proposals were due by 11:00 AM on Tuesday, July 26, 2022. Truist Bank and Signature Funding Corp. submitted bids.

Discussion:

The discussion before the Board is whether to approve the attached resolution recommending Truist Bank as the lender on the purchase of the equipment.

Policy Analysis:

Local governments are authorized to purchase real or personal property by installment contracts (NCGS 160A-20). This purchase is consistent with the FY '23 Budget Ordinance.

Financial Analysis:

The following table summarizes the rates, fees and total costs received by each lending institution (both proposals are within budgeted amounts):

Company:	Rate	Fees	Total Cost
Truist Bank	3.20%	None	\$164,915.05
Signature Public Funding Corp	3.411%	\$500.00	\$166,068.12

Staff Recommendation:

Staff recommends approval of Truist Bank for this lease purchase project through adoption of the attached resolution.

Attachments:

1. Bid Tabulation - FY 2023 Lease Purchase Funding Agreement-Excavator and Trailer
2. Resolution 2023-05

**TOWN OF ZEBULON
 BID TABULATION
 FY 2023 LEASE PURCHASE FUNDING AGREEMENT (EXCAVATOR & TRAILER)
 JULY 26, 2022
 11:00 AM at TOWN HALL**

COMPANY	RATE	FEES	CONTACT
1. Truist Bank	3.20%	None	Andrew Smith 803-413-4991
2. Signature Public Funding Corp.	3.411%	\$500.00	Dennis McDermott 404-658-4751
3.			
4.			
5.			

Bid Tab Completed By

Name: Bobby Fitts

Title: Finance Director

Signature: *Bobby Fitts*

RESOLUTION 2023-05
AWARDING LEASE PURCHASE TO TRUIST BANK

WHEREAS, The Town of Zebulon (“Borrower”) has previously determined to undertake a project for the financing of various equipment (the “Project”), and the Finance Officer has presented a proposal for the financing of such Project; and

WHEREAS, the Town has received multiple bids,

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Town of Zebulon, as follows:

1. The Borrower hereby determines to finance the Project through Truist Bank (“Lender”), in accordance with the proposal dated July 26, 2022. The amount financed shall not exceed \$155,000.00, the annual interest rate (in the absence of default or change in tax status) shall not exceed 3.20%, and the financing term shall not exceed four (4) years from closing.
2. All financing contracts and all related documents for the closing of the financing (the “Financing Documents”) shall be consistent with the foregoing terms. All officers and employees of the Borrower are hereby authorized and directed to execute and deliver Financing Documents, and to take all such further action as they may consider necessary and desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution.
3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer’s satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by Borrower officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer’s release of any Financing Document for delivery constituting conclusive evidence of such officer’s final approval of the Document’s final form.
4. The Borrower shall not take, or omit to take any action, in which its interest payments on this financing become includable in the gross income for federal income tax purposes of the Lender. The Borrower hereby designates its obligations to make principal and interest payments under the Financing Documents as “qualified tax-exempt obligations” for the purpose of the Internal Revenue Code Section 265(b)(3).
5. The Borrower intends that the adoption of this resolution will be a declaration of the Borrower’s official intent to reimburse expenditures for the project that is to


be financed from the proceeds of the Lender financing described above. The Borrower intends that funds that have been advanced, or that may be advanced, from the Borrower's general fund, or any other Borrower fund related to the project, for project costs may be reimbursed from the financing proceeds.

6. All prior actions of the Borrower officers in furtherance of the purposes of this resolution are hereby ratified, approved, and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Adopted this 9th day of August 2022 by the Board of Commissioners of the Town of Zebulon.





Glenn L. York – Mayor


Lisa M. Markland, CMC – Town Clerk

STAFF REPORT
RESOLUTION 2023-06
REIMBURSEMENT RESOLUTION – FINANCING OF
EXCAVATOR AND TRAILER
AUGUST 9, 2022

**Topic: Resolution 2023-06 – Reimbursement Resolution – Financing of
Excavator and 12-ton Trailer**

From: Bobby Fitts, Finance Director
Prepared by: Bobby Fitts, Finance Director
Chris Ray, Public Works Director
Approved by:  Joseph M. Moore II, PE, Town Manager

Executive Summary:

The Board of Commissioners will consider financing for heavy equipment purchases.

Background:

With the adoption of the FY 2023 budget, funds have been budgeted for purchase of an excavator and 12-ton trailer with the intent to purchase these through a five-year financing agreement. Given ordering lead time and stock availability, there is the possibility to purchase these two pieces of equipment before financing is in place. Inventory is low or non-existent and delivering times are extended. Purchasing equipment now saves 8-9 months before the Town can access another one.

Discussion:

Resolution 2023-05 would officially declare the Town's intent to finance the purchases of these items with debt proceeds under NC General Statute 160A-20. It also declares its official intent to reimburse itself with said proceeds of the debt for expenditures incurred by it prior to the financing of the purchases.

Policy Analysis:

NC General Statute 160A-20 allows a local government to purchase, finance or refinance the purchase of real or personal property by installment contracts that create in some or all of the property purchased a security interest to secure payment of the purchase price.

Staff Recommendation:

Staff recommends approval of Resolution 2023-06.

Attachments:

1. Resolution 2023-06

RESOLUTION 2023-06

DECLARATION OF THE BOARD OF COMMISSIONERS OF THE TOWN OF ZEBULON OF OFFICIAL INTENT TO REIMBURSE

WHEREAS, this declaration (the "Declaration") is made pursuant to the requirements of the United States Treasury regulations Section 1.103-18 and is intended to constitute a Declaration of Official Intent to Reimburse under such Treasury Regulations Section; and


WHEREAS, the undersigned is authorized to declare the official intent of the Town of Zebulon (the "Town") with respect to the matters contained herein.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Town of Zebulon that:

1. **Expenditures to be incurred.** The Town anticipates incurring expenditures (the "Expenditures") for purchases of an Excavator with attachments and a 12-ton trailer (the "Projects").
2. **Plan of Finance.** The Town intends to finance the cost of the Projects described above with the proceeds of debt to be incurred by the Town in accordance with the contract method of financing under the authority of North Carolina General Statutes Section 160A-20 as amended by Chapter 708 of the 1989 Session Laws.
3. **Maximum amount to be financed.** The maximum amount to be financed by the Town to complete the Projects is \$155,000.
4. **Declaration of Official Intent to Reimburse.** The Town hereby declares its official intent to reimburse itself with the proceeds of the debt for any of the Expenditures incurred by it prior to financing of the Projects.

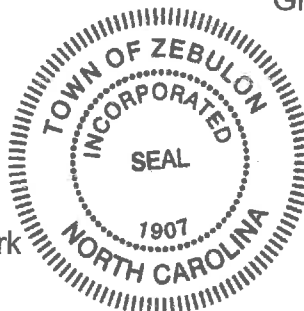
Adopted this 9th day of August 2022.

ATTEST:


Glenn L. York - Mayor



Lisa M. Markland, CMC - Town Clerk



**Zebulon Board of Commissioners
Special Called Meeting Minutes
May 3, 2022**

Present: Glenn York, Beverly Clark, Quentin Miles, Jessica Harrison, Shannon Baxter, Larry Loucks, Joe Moore-Town Manager, Peg Carlson

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

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

Commissioner Loucks made a motion, second by Commissioner Clark to go into closed session as permitted by NCGS 143-318.11(a) for the purpose of personnel discussion. There was no discussion and the motion passed unanimously.

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

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

Date

Glenn L. York—Mayor

SEAL

Lisa M. Markland, CMC—Town Clerk

Zebulon Board of Commissioners
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June 6, 2022

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 7:00pm.

PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner Harrison.

APPROVAL OF AGENDA

Mayor York added special recognition of the Junior Firefighter program.

Commissioner Baxter requested to pull the minutes for May 25, 2022 and May 26, 2022, Ordinance 2022-52, Ordinance 2022-49 and Resolution 2022- from consent.

Commissioner Miles requested to pull Ordinance 2022-46, Police Quarterly report, Renewal of Fire Contract with Wake County, Ordinance 2022-50 from consent.

Mayor York moved the items to New Business under D.

Commissioner Baxter made a motion, second by Commissioner Loucks to approve the agenda as amended. There was no discussion and the motion passed with a vote 3 to 2 with Commissioners Baxter, Loucks and Miles voting in favor and Commissioners Clark and Harrison voting in opposition.

SCHOOL RECOGNITIONS

Mayor York recognized student Carson Porter and teacher Robynn Rambo, both from Zebulon Elementary School.

Chris Perry spoke about the Junior Firefighter Program and recognized the Junior Firefighters who completed the program.

PUBLIC COMMENT PERIOD

Tracy Alford spoke about the Miss Zebulon Program and the upcoming request to move the competition back to Zebulon. The Board was asked to consider a Proclamation for Acts of Kindness Day for June 14.

Sarah Beth Howard spoke about the Social Impact initiative and how to be prepared for a hurricane.

Board of Commissioners
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There was consensus among the Board to proclaim June 14, 2022 as Acts of Kindness Day.

Honey Wiggs, President of the Zebulon Rotary Club, thanked the Board for their partnership with the Flags for Heroes and spoke about an upcoming Carolina Mudcats partnership.

Virginia Johnson spoke about expanding alcohol consumption areas in the Downtown District, strategies to prevent underage drinking, prevention of overconsumption and enforcement.

Lisa Markland read comments from Marylou Reconnu stating her support of the Text Amendment 130.01 alcohol regulations in downtown Zebulon.

Lisa Markland read comments from Brandon McCraney stating his support of the Text Amendment 130.01 alcohol regulations in downtown Zebulon.

CONSENT

A. Minutes

Commissioner Baxter made a motion, second by Commissioner Miles to approve the minutes of the May 2, 2022 regular meeting. There was no discussion and the motion passed unanimously.

Commissioner Baxter made a motion, second by Commissioner Miles to approve the minutes of the May 2, 2022 closed session. There was no discussion and the motion passed unanimously.

Commissioner Baxter made a motion, second by Commissioner Miles to approve the minutes of the May 9, 2022 joint public hearing. There was no discussion and the motion passed unanimously.

Commissioner Baxter made a motion, second by Commissioner Miles to approve the minutes of the May 10, 2022 work session. There was no discussion and the motion passed unanimously.

Commissioner Baxter made a motion, second by Commissioner Miles to approve the minutes of the May 19, 2022 work session. There was no discussion and the motion passed unanimously.

B. Finance

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

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

Commissioner Baxter made a motion, second by Commissioner Miles to approve Ordinance 2022-47 – Greenway Capital Reserve. There was no discussion and the motion passed unanimously.

Commissioner Baxter made a motion, second by Commissioner Miles to approve Ordinance 2022-48 – Placing Unspent Capital Expenditures into Reserves. There was no discussion and the motion passed unanimously.

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Commissioner Baxter made a motion, second by Commissioner Miles to approve Resolution 2022-19 – FY 2023 Appointment of Tax Collector. There was no discussion and the motion passed unanimously.

Commissioner Baxter made a motion, second by Commissioner Miles to approve the Parks and Recreation Quarterly Report. There was no discussion and the motion passed unanimously.

Commissioner Baxter made a motion, second by Commissioner Miles to approve Resolution 2022-21 – Shepard’s Park 2B and 2C Infrastructure Acceptance. There was no discussion and the motion passed unanimously.

PUBLIC HEARING

A. FY '23 Budget Public Hearing

Mayor York opened the public hearing.

Joe Moore gave a review of the statutory requirements and the budget message.

Glenn Todd, Jr., a Zebulon volunteer Firefighter, spoke about the staffing and pay issues within the Fire Department.

Lisa Markland read comments submitted by Donald Horton thanking the Board, Town Manager and staff for their work on the budget and recommended the Board adopt the FY 23 budget.

Lisa Markland stated there were 158 views of the budget in Public Input, but no responses or comments were submitted.

A gentleman, who did not state his name, spoke about his concerns of increasing costs across the country and gave examples of ways to be creative to raise money.

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

Mayor York closed the public hearing.

OLD BUSINESS

A. Planning

1. Ordinance 2022-42 – and Resolution 2022-13 – Text Amendment 2022-05 Utility Allocation

Michael Clark presented the proposed amendment to Chapter 1 of the Unified Development Ordinance (UDO) that would require developments to conform to a Utility Allocation Policy. The utility allocation policy leverages the water and sewer capacity to incentivize higher quality developments. The text amendment provided details on when this policy would be required, and the policy provided specifics on how developers could obtain the necessary points to meet the threshold.

Commissioner Loucks stated the policy was important with the new developments coming to Zebulon and questioned why a golf course and small coffee shop had the same number of points.

Commissioner Baxter stated the base points were too low and wanted to see a charging station added.

Commissioner Baxter made a motion, second by Commissioner Miles to move Ordinance 2022-42 – and Resolution 2022-13 – Text Amendment 2022-05 Utility Allocation to Item D of the agenda. There was no further discussion and the motion passed with a vote 3 to 2 with Commissioner Baxter, Miles and Loucks voting in favor and Commissioners Harrison and Clark voting in opposition.

2. Ordinance 2022-39 – Text Amendment 130.01 Alcohol Regulations

Commissioner Baxter gave a statement in response to concerns that had arisen over a potential conflict of interest with her business and Olde Raleigh Distillery. She stated there was no conflict of interest and she would participate in discussions and voting.

Mayor York asked the attorney to give his opinion. Eric Vernon stated there was no conflict of interest with Commissioner Baxter's business. It was explained how it was analyzed and determined there was not a conflict of interest since there was not a direct or substantial financial gain.

Michael Clark stated the draft regulations to Section 130.01 allowed for the consumption of alcohol on public sidewalks or other public areas immediately adjacent to a property that had a valid ABC permit. These regulations did not establish a social district or allow for the transportation of open alcoholic beverages from one location to another.

An electronic survey was conducted and when asked if "patrons should be able to consume alcoholic beverages in public areas adjacent to an establishment" 54% strongly agreed, 29% agreed, 4% were indifferent and only 10% disagreed or strongly disagreed. The filtered results specific to the 27597 Zip Code were consistent with the overall survey results.

This text amendment would have significant economic impacts such as restaurant recruitment, downtown vibrancy and visual activity. Examples of businesses in Apex, Holly Springs, New Bern, Wilmington and Raleigh were shown.

Staff recommended approving the regulations as proposed.

Commissioner Miles expressed concerns about enforcement of the Ordinance. Chief Boykin stated officers patrolled the downtown on a consistent basis throughout the day and night. Reports from supervisors showed active foot patrol in the area and Chief Boykin spoke about the department's policy to educate, warn, then cite.

Commissioner Baxter stated the Ordinance made alcohol use on undesignated Town property a civil offense and not a criminal offense.

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Chief Boykin spoke about the effort and process the Police Department would go through to manage alcohol use in the public space if the Ordinance was not approved.

Commissioner Loucks asked what it costs the Town to write a citation. The officer's time would need to be added to a formula but was estimated to be approximately \$50 for a call.

There was discussion about liability in public space due to alcohol consumption. The Town Attorney stated it would be the business owner's liability.

Staff clarified that alcohol use was not allowable in the parking lots connected to alleyways.

There were questions about who would benefit from the ordinance immediately. The only existing business that would currently benefit from the regulation was the Fall Line, but any new businesses connected to the alleyway would also benefit.

Commissioner Clark made a motion, second by Commissioner Harrison to approve Ordinance 2022-39 – Text Amendment 130.01 Alcohol Regulations. There was no further discussion and the motion passed with a vote 4 to 1 with Commissioners Clark, Harrison, Miles and Loucks voting in favor and Commissioner Baxter voting in opposition.

B. Parks and Recreation

1. Facility Use Policies

Sheila Long stated the Parks and Recreation Department had existing facility use applications and policies that had not been updated in recent years to reflect changes in the industry and operational updates. The revised policies included athletic facilities, picnic shelter facilities, and Community Center rentals. The recommended policies had been reviewed by legal and the Town's insurance underwriters. These policies gave more consistency for the Parks and Recreation Department.

Commissioner Miles pointed out inconsistencies and grammatical errors to be addressed. Sheila Long explained the errors could be fixed and were not material to the document.

Commissioner Clark made a motion, second by Commissioner Miles to approve the Parks and Recreation Facility Use Policies. There was no further discussion and the motion passed unanimously.

Mayor York called a 10-minute recess.

The meeting was called back to order at 8:33pm.

NEW BUSINESS

A. Planning

1. Historic Marker Project

Michael Clark gave information regarding a collaborative effort with Wake County Historic Preservation to install historical markers at Mt. Pisgah Prince Hall Lodge No. 65. and the Wakefield-Zebulon Rosenwald School to recognize the significance within the Town of Zebulon.

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Jeremy Bradham from Wake County Historic Preservation stated how there was little African American representation in the proposed Historic District and explained how the two sites were chosen. The Commission paid for one sign and the Town paid for the other sign and the posts.

Zebulon Middle School, formerly the James E. Shepard School, had been contacted by the Mayor and were asked to give their feedback on the sign.

Michael Clark asked if there were any comments about the text to contact him and he would relay the information to Wake County Historic Preservation.

Mayor York thanked Wake County Historic Preservation for the recognition of the sites and for telling the history of Zebulon.

B. Budget

1. Budget 2022-2023 – Ordinance 2022-51

Joe Moore gave a review of the budget process.

Commissioner Baxter made a motion, second by Commissioner Miles to table Budget 2022-2023 – Ordinance 2022-51 to the June 13, 2022 work session.

There was no further discussion and the motion passed unanimously.

C. Administration

1. Meeting Schedule

Joe Moore spoke about the reasons why a July 11 meeting was not necessary. Staff proposed the following modifications to the meeting schedule:

- remove July 11 meeting
- add August 25 as a mini retreat on the strategic plan
- move the September 22 work session meeting to September 15
- convert September 22 meeting to a capital projects mini retreat
- add October 27 as the bond referendum mini retreat

Commissioner Baxter was scheduled to attend a class on August 1 and asked to move the meeting to August 9.

There was discussion among the Board to reschedule the work session from June 16, 2022 to June 13, 2022 to discuss the budget ordinance.

Commissioner Harrison made a motion, second by Commissioner Miles to approve the meeting schedule as amended. There was no further discussion and the motion passed unanimously.

D. General

1. May 25, 2022 – Special Called Meeting

Commissioner Baxter asked to update the speaker to Counselor Latatious Morris in the minutes.

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Commissioner Baxter made a motion, second by Commissioner Loucks to approve the May 25, 2022 special called meeting minutes as amended. Commissioner Harrison asked to be added in attendance to the meeting. There was no further discussion and the motion passed unanimously.

2. May 26, 2022 – Work Session

Commissioner Baxter asked to fix a misspelling on page 2.

Commissioner Baxter made a motion, second by Commissioner Loucks to approve the May 26, 2022 work session minutes as amended. There was no further discussion and the motion passed unanimously.

3. Ordinance 2022-46 – Police and Fire off-duty Employment Reimbursement

It was explained that employees did not accrue vacation time when working off-duty. There was discussion about the rates employees were paid and how the Town was reimbursed.

Commissioner Loucks asked to see a calculation with the employees' cost of vehicle included in the hourly rate.

Commissioner Baxter made a motion, second by Commissioner Loucks to approve Ordinance 2022-46. There was no further discussion and the motion passed unanimously.

4. Ordinance 2022-52 – Tax Revenue for Governing Body Professional Services and Police Fuel Expense

Commissioner Baxter asked for a breakdown of legal services. Eric Vernon provided detail on various matters and projects over the year. The additional meetings and growth of the Town contributed to the increase in legal costs.

Commissioner Baxter made a motion, second by Commissioner Harrison to approve Ordinance 2022-52. There was no further discussion and the motion passed unanimously.

5. Police Quarterly Report

Commissioner Miles inquired about the Town's crime rate. Chief Boykin stated the Town's crime rate had been on a steady decline over the past three years, however violent crimes had increased in the last few months and there was discussion about tactics the Town was taking to offset the increase.

It was explained the Police substation was done in collaboration with the Housing Authority and spoke about the benefits to the substation. Citizens were encouraged to share any comments about the Police Department's presence with Chief Boykin. The substation was provided by the Housing Authority. The use was evaluated annually and there was no cost to the Town.

Chief Boykin stated if another community wanted to donate space to the Police Department the Town would look at that opportunity.

Commissioner Baxter inquired about the increase in call response time. Chief Boykin explained various factors such as the growth of the Town affected service response times but could not speak to any particular call.

Commissioner Miles made a motion, second by Commissioner Baxter to approve the Police Quarterly Report There was no further discussion and the motion passed unanimously.

6. Renewal of Fire Contract with Wake County

Commissioner Miles stated the expiration date for current services should be changed from 2021 to 2022.

Commissioner Baxter inquired about the live burn requirements in the contract. Chris Perry stated a live burn could take place at an acquired structure or a fixed facility such as in Bunn or Archer Lodge.

Commissioner Harrison made a motion, second by Commissioner Clark to approve the Renewal of the Fire Contract with Wake County. There was no further discussion and the motion passed unanimously.

7. Ordinance 2022-49 – Text Amendment 2022-06 Flood Hazard Overlay Update

Commissioner Baxter stated there were two areas titled definitions. Michael Clark stated one was for the Ordinance and the other was information from the UDO.

Commissioner Clark made a motion, second by Commissioner Harrison to approve Ordinance 2022-49. There was no further discussion and the motion passed unanimously.

8. Ordinance 2022-50 – Play Zebulon Implementation: Soccer Fields on GSK Property

Commissioner Miles showed a typo in the staff report under background and asked to change GSX to GSK.

Commissioner Baxter made a motion, second by Commissioner Clark to approve Ordinance 2022-50. There was no further discussion and the motion passed unanimously.

9. Resolution 2022-20 – Downtown Concert Series: Street Closures

Commissioner Miles asked about weather contingency plans. Sheila Long spoke about the changes that could be made for inclement weather and most events are rain or shine.

There was discussion about the \$5,000 United Arts Council grant the Town had requested to support the event. Staff also requested funding from the Board to support the downtown concert series and would seek sponsorships to cover other costs.

The process to solicit food trucks for events was questioned and staff explained the process.

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It was clarified that staff would begin the set up early in the day and will close off a portion of the alley to still allow traffic during the stage set up. During the event the road would be completely closed.

Commissioner Clark made a motion, second by Commissioner Loucks to approve Resolution 2022-20. There was no further discussion and the motion passed unanimously.

Commissioner Miles asked how he could see the annual results from the Police substation. Lisa Markland stated the request could be made to the Town Manager.

BOARD COMMENTS

Commissioner Loucks thanked everyone who came to the meeting, congratulated the Junior Firefighters and reminded everyone the Juneteenth event was coming up.

Commissioner Harrison spoke about a car accident she witnessed in Town and how volunteer firefighter, Berry Perry, helped at the scene. Chief Perry was commended for his great leadership in the Fire Department.

Commissioner Clark thanked everyone who attended the meeting and felt a lot of work was accomplished at the meeting.

Mayor York spoke about the importance of public engagement and thanked those who attended the meeting.

Commissioner Miles recognized two Zebulon citizens who had passed, the Junior Firefighters and Miss Zebulon. Everyone was invited to the Juneteenth celebration on June 18 at Town Hall at 10:00am with a parade in the afternoon.

Commissioner Baxter spoke about the Town and State Dinner hosted by the NC League of Municipalities she attended with other Board members. The Creative Cup's ribbon cutting was June 10, the Juneteenth parade and Rustic Phoenix ribbon cutting was June 18 and the Artisan Market's last day was June 25. Other updates included the Senior social on June 7 at the Community Center, Teen open gym on June 8, super tots baseball on June 9, summer camps started on June 13 and an outdoor movie on June 24.

It was requested that Commissioners be given a full calendar of events prior to the beginning of each month.

MANAGER'S REPORT

Joe Moore explained the requested budgets were different from the recommended budgets.

A. Fire Employee recognition

Chris Perry recognized Captain Philip Brown, Lieutenant Brian Blackley, Lieutenant John Winstead, Senior Firefighter Dustin Thorne, Senior Firefighter Austin Morgan, Senior Firefighter

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Lee Chamblee, Jr., Firefighter Adam Hayworth, Firefighter Dwayne Perry, Firefighter Justin Perry, Firefighter Peyton Richardson and Fire Marshall Chris Bisette

B. Planning employee introduction

Michael Clark introduced new employee Cate Farrell as the Planning Department's Planner I.

Bobby Fitts reported the following budget transfers:

Governing Board:

Moved \$3,800 from Elections to Travel & Training;

Moved \$1,500 from Group Insurance - \$1,000 to FICA and \$500 to Materials & Supplies;

Moved \$170 from CAMPO - \$15 to Triangle J COG and \$155 to NCLM.

Finance:

Moved \$5,000 to Retiree Insurance - \$1,500 from Group Insurance, \$1,300 from Retirement, \$900 from Unemployment Compensation and \$1,300 from Travel & Training;

Moved \$3,000 to Contracted Services – Wake Co Tax Collections - \$2,000 from Professional Services and \$1,000 from Contracted Services.

Administration:

Moved \$1,000 to Travel & Training from Printing/Copying;

Moved \$500 to Advertising from Cell Phones.

Planning:

Moved \$850 from Minimum Housing - \$300 to Vehicle Maintenance and \$550 to Vehicles (Enterprise Lease).

Police:

Moved \$5,000 to Part-time Salaries - \$4,000 from Insurance & Bonds and \$1,000 from Group Insurance.

Fire:

Moved \$5,000 from Insurance & Bonds to Vehicle Maintenance.

Property & Project Management:

Moved \$5,000 to Water & Sewer (Stadium) - \$700 from ZMC Maintenance, \$1,100 from Stadium Maintenance, \$2,200 from LED Lighting Conversion and \$1,000 from Janitorial Supplies;

Moved \$1,600 from ZMC Maintenance to ZMC Water & Sewer;

Moved \$1,500 from LED Lighting Conversion to Equipment Maintenance;

Moved \$5,000 to Salaries from Salaries (Operations Division);

Moved \$2,000 to Retirement from Retirement (Operations Division);

Moved \$2,500 to Group Insurance from Group Insurance (Operations Division)

Operations:

Moved \$5,000 from Insurance & Bonds to Fuel;

Moved \$60 from Materials & Supplies (Streets) to Community Recycling Day;

Moved \$1,500 from LED Lighting Conversion to Professional Services (Property Division)

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Parks & Recreation:

Moved \$2,400 from Special Events - \$1,400 to Police (Salaries (Overtime) and \$1,000 to Salaries (Overtime);

Moved \$4,600 from Insurance & Bonds - \$700 to PT Salaries (Athletics), \$400 to Equipment Maintenance and \$3,500 to Grounds Maintenance;

Moved \$3,100 to Fuel Expense - \$2,400 from Cemetery Landscaping and \$700 from Community Center Programs;

Moved \$1,700 from Part-time Salaries (Community Center) - \$300 to P/T Admin Salaries, \$400 to Travel & Training, \$500 to Materials & Supplies and \$500 to Printing & Copying

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

Adopted this the 9th day of August 2022.


Glenn L. York—Mayor

SEAL

Lisa M. Markland, CMC—Town Clerk

STAFF REPORT
AMENDMENT OF MINI RETREAT
MEETING SCHEDULE
AUGUST 9, 2022

Topic: Amendment of Mini Retreat Meeting Schedule

Speaker: Joseph M. Moore II, PE - Town Manager (if pulled from Consent)
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 2022 Meeting Schedule by rescheduling the mini retreat scheduled for August 25, 2022.

Background:

The Town of Zebulon Mini Retreat meetings are typically scheduled on the Thursday of the week following the Board of Commissioners Work Session (work sessions are typically held the third Thursday of each month). There was a request to change the August 25th Mini Retreat to September 8th due to a Commissioner being out of town.

Discussion:

The discussion before the Board is whether to amend the Board of Commissioners August mini retreat meeting schedule for 2022.

Policy Analysis:

The Board of Commissioners adopts the annual meeting schedule at their December Regular Board meeting for the upcoming year.

Staff Recommendation:

Staff recommends amending the 2022 meeting schedule by moving the August 25 mini retreat to September 8, 2022.

Attachments:

1. Amended Meeting Schedule

**ZEBULON BOARD OF COMMISSIONERS
2022 Regular Meeting Schedule with Material Deadline Dates**

Meeting Day and Date <u>Board of Commissioners</u>		Day and Date <u>Material Due</u> in Synctool for the Board of Commissioners Meeting	
Monday	January 3, 2022	Thursday	December 16, 2019
Monday	February 7, 2022	Monday	January 24, 2022
Wednesday	February 23, 2022 Mini Retreat		February 2, 2022
Monday	March 7, 2022	Monday	February 21, 2022
Thursday	March 24, 2022 Mini Retreat		March 3, 2022
Monday	April 4, 2022	Monday	March 21, 2022
Thursday	April 14, 2022 Mini Retreat	Thursday	March 24, 2022
Monday	May 2, 2022	Monday	April 18, 2022
Monday	June 6, 2022 Budget Public Hearing	Monday	May 23, 2022
No Meeting in July		No Meeting in July	
Tuesday	August 9, 2022	Monday	July 26, 2022
Thursday	August 25, 2022 Mini Retreat	Thursday	August 4, 2022
Thursday	September 8, 2022 Mini Retreat	Thursday	August 18, 2022
Monday	September 12, 2022	Monday	August 29, 2022
Thursday	September 22, 2022 Mini Retreat	Thursday	September 1, 2022
Monday	October 3, 2022	Monday	September 19, 2022
Thursday	October 27, 2022 Mini Retreat	Thursday	October 6, 2022
Monday	November 7, 2022	Monday	October 24, 2022
Monday	December 5, 2022	Thursday	November 17, 2022
Monday	January 9, 2023	Monday	December 19, 2022

2022 Work Session Schedule with Material Deadline Dates


(If one is needed.....Please check with Lisa to see if one is scheduled or needs to be scheduled)

Meeting Day and Date <u>Board Work Session</u>		Day and Date <u>Material Due</u> in Synctool for <u>Board of Commissioners Work Session</u>	
Thursday	January 20, 2022	Thursday	January 6, 2022
Thursday	February 17, 2022	Thursday	February 3, 2022
Thursday	March 17, 2022	Thursday	March 3, 2022
Thursday	April 21, 2022	Thursday	April 7, 2022
Tuesday	May 10, 2022	Thursday	April 30, 2020
Wednesday	May 18, 2022	Thursday	May 6, 2020
Thursday	May 16, 2022	Thursday	May 12, 2020
Monday	June 13, 2022 Budget	Thursday	May 30, 2022
No Meeting in July		No Meeting in July	
Thursday	August 18, 2022	Thursday	August 4, 2022
Thursday	September 15, 2022	Thursday	September 1, 2022
Thursday	October 20, 2022	Thursday	October 6, 2022
Thursday	November 17, 2022	Thursday	November 3, 2022
Thursday	December 15, 2022	Thursday	December 1, 2022
Thursday	January 26, 2023	Thursday	January 12, 2023

All meetings will begin at 6:00pm--unless otherwise advertised

STAFF REPORT
ORDINANCE 2023-01
BUDGET AMENDMENT
FY '22 PROJECT AND PROGRAM ROLLOVERS
AUGUST 9, 2022

Topic: Ordinance 2023-01 - FY '22 Project and Program Rollovers

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:

Continue funding of capital projects and operational programs approved in FY '22.

Background:

The Town of Zebulon has a history of funding most capital projects through Operating Budget line items instead of creating Capital Project Funds. The practice of funding capital projects through Operating Budget line items reflects Zebulon's history of undertaking few capital projects and completing those comparatively modest projects within one fiscal year (this practice will decline in the future as the number and complexity of capital projects increase).

When the duration of a capital project extends beyond the fiscal year, all unspent funds in the Operating Budget "roll-in" to Fund Balance. Those funds must be pulled out of Fund Balance to complete those capital projects already underway. The attached Budget Ordinance pulls those funds back into their respective capital projects originally approved in the FY 2022 Budget.

The attached Budget Ordinance also represents operational items not completed before the end of the fiscal year. Project completion dates are primarily influenced by supply-chain delays incurred from market conditions, the availability and workload of contractors and consultants, or seasonally dependent applications that sequentially start in one fiscal year and end in another fiscal year.

Administration/IT (\$65,303):

Council chambers A/V equipment upgrades, Community Center card access, Office 365 migration, Policy and training.

Planning (\$4,500):

Historic markers.

Public Works – Property & Project Management Division (\$144,063):

LED Lighting Conversion, Eastern Wake EMS Property, Police Station HVAC.

STAFF REPORT
ORDINANCE 2023-01
BUDGET AMENDMENT
FY '22 PROJECT AND PROGRAM ROLLOVERS
AUGUST 9, 2022

Police (\$27,700):

Interview room upgrades. Flock cameras.

Public Works – Operations Division (\$84,452):

GIS mapping of Stormwater system, tub grinding of yard waste, stormwater line cleaning and stormwater condition assessment.

Fire (\$77,349):

Turnout gear, thermal imaging camera and completion of the Fire Strategic Plan.

Public Works – Powell Bill (\$314,272):

Street Paving.

Parks & Recreation (\$194,690):

Little River Park site plan and kudzu eradication, Gill Street Park picnic areas, Community Park basketball court improvements, GSK soccer field improvements.

Community & Economic Development (\$6,600):

Streetscape match grant and Façade Improvement Grants applications in process.

Discussion:

The Board of Commissioners must rollover unspent funds to continue approved capital projects or operational programs not completed during FY 2022.

Policy Analysis:

The projects and programs reflect Board policy as part of the adopted FY '22 Budget. They also advance upon goals of the Zebulon 2030 Strategic Plan, or are necessary to support and maintain existing services offered by the Town of Zebulon.

Fiscal Analysis:

The unspent funds rolled into Fund Balance. These ordinances pull those funds back out for use in their intended project or program.

Staff Recommendation:

Staff recommends approval of the attached Ordinance.

Attachment:

1. Ordinance 2023-01

ORDINANCE 2023-01

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	\$918,929.00	
 EXPENDITURES		
Administration – Contracted Services	6,000.00	
Administration – Contracted Services – I.T.	14,403.00	
Administration – Council Chamber A/V Equipment	31,800.00	
Administration – Comm. Ctr Card Access System	13,100.00	
 Planning – Professional Services	 4,500.00	
 Property & Project Mgmt – LED Lighting Conversion	 8,100.00	
Property & Project Mgmt – Eastern Wake EMS Prop.	35,193.00	
Property & Project Mgmt – Police Station HVAC	100,770.00	
 Police – Service Equipment	 5,700.00	
Police – Interview Room	22,000.00	
 Operations – Professional Services (Stormwater)	 34,600.00	
Operations – Contract Services (Yardwaste Site Mgmt)	25,400.00	
Operations – Contract Services (Stormwater)	7,240.00	
Operations – Stormwater Condition Assessment	17,212.00	
 Fire – Turnout Gear	 53,132.00	
Fire – Thermal Image Camera	8,635.00	
Fire – Fire Strategic Plan	15,582.00	
 Powell Bill – Streets	 314,272.00	
 Parks & Recreation – Little River Park Kudzu Erad.	 13,700.00	
Parks & Recreation – Gili St. Park Picnic Areas	50,000.00	
Parks & Recreation – Comm. Park Basketball Court	46,000.00	
Parks & Recreation – Parks & Rec Master Plan	10,670.00	
Parks & Recreation – GSK Soccer Field Improvements	74,320.00	

Community & Economic Development – Façade Improvement Grants 5,000.00
Community & Economic Development – Streetscape Match 1,600.00

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: August 9, 2022

Effective: August 9, 2022


Glenn L. York - Mayor


ATTEST:


Lisa M. Markland, CMC - Town Clerk



STAFF REPORT
ORDINANCE 2023-02
BUDGET AMENDMENT
FY '22 DONATIONS AND GRANTS ROLLOVERS
AUGUST 9, 2022

Topic: Ordinance 2023-02 – FY' 22 Donations and Grants Rollovers

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:

Reappropriation of unspent donations and grants received in FY 2022.

Background:

The Town received donations and grants for specific purposes in FY '22. Unspent funds in the Operating Budget “roll-in” to the General Fund’s Fund Balance. Those funds need to be pulled out of the Fund Balance in order to properly spend them on their intended uses.

The attached Budget Ordinance pulls these funds back in and reappropriates them for their intended uses in the FY 2023 Budget.

Administration/IT (\$40,000):

Blue Cross & Blue Shield Wellness grant.

Police (\$23,750):

\$11,875 to be used towards Community Policing and \$11,875 to be used towards the Shop with a Cop program.

Parks & Recreation (\$2,548):

\$2,548 to be used to the Food Insecurity (EBT Matching) program.

Discussion:

The Board must reappropriate the grants and donations funds to their intended use.

Policy Analysis:

The noted operational programs were adopted in the FY 2022 Budget as either advancing upon goals within the Zebulon 2030 Strategic Plan or necessary to support and maintain existing services offered by the Town of Zebulon. The grants and donations were specified to support those programs.

STAFF REPORT
ORDINANCE 2023-02
BUDGET AMENDMENT
FY '22 DONATIONS AND GRANTS ROLLOVERS
AUGUST 9, 2022

Fiscal Analysis:

These funds were budgeted for the associated operational program with the adoption of the FY 2022 Budget. The unspent funds rolled into the Fund Balance. This ordinance pulls those funds back out for use in their intended project or program.

Staff Recommendation:

Staff recommends approval of the attached Ordinance.

Attachments:

1. Ordinance 2023-02

ORDINANCE 2023-02

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	\$66,298.00	
EXPENDITURES		
Administration – Wellness	40,000.00	
Police – Community Policing	11,875.00	
Police – Shop with a Cop	11,875.00	
Parks & Recreation – Food Insecurity (EBT Match)	2,548.00	

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: August 9, 2022


Effective: August 9, 2022


Glenn L. York - Mayor

ATTEST:


Lisa M. Markland, CMC - Town Clerk



Topic: Resolution 2023-07— 2022 Governor's Highway Safety Program Grant Application
Speaker: Jacqui Boykin (if pulled from Consent)
From: Jacqui Boykin, Chief of Police
Prepared by: Jacqui Boykin, Chief of Police
Approved by:  Joseph M. Moore II, PE, Town Manager

Executive Summary:

The Board of Commissioners will consider contracting with the Governor's Highway Safety Program to receive grant proceeds.

Background:

The Governor's Highway Safety Program (GHSP) provides support to law enforcement agencies in their effort to increase roadway safety. GHSP's grant programs provide "seed" funding for dedicated traffic personnel and equipment. The program steps down funding over the course of four years.

The Town of Zebulon submitted a grant application to GHSP in January and has been notified that the application is moving forward in their funding process. The Town must enter into a contract with GHSP to receive the funds.

Discussion:

The discussion before the Board is whether to enter into a contract with the Governor's Highway Safety Program by adopting the attached Resolution.

Policy Analysis:

The Town would be growing smart by utilizing grant funds to cover expenses associated with the new traffic unit.

Financial Analysis:

The Governor's Highway Safety Program provides funding for salary, benefits, and equipment for dedicated traffic personnel. The program will fund *up to* 85% of costs related to base salary, traditional benefits, a patrol vehicle, radar, radio, computer, and camera system. It does not cover all vehicle upfit expenses, uniforms and duty gear, weapons, fuel, and some other ancillary equipment. The project has an estimated total value of \$254,000 in the first year. The Town will be responsible for at least 15% of those costs in the first year, 30% in the second year, 50% in the third year, and 100% in the fourth year.

On June 13, 2022, the Board approved funding for two additional police personnel, along with the associated expenses related to equipping and outfitting those officers. The FY23 budget more than covers the funds we will be contractually obligated to cover with this grant.

This grant will help offset some costs associated with implementing a traffic unit within the police department.

Staff Recommendation:

Staff Recommends approving the Resolution.

Attachments:

Resolution 2023-07

Resolution 2023-07

North Carolina Governor's Highway Safety Program
LOCAL GOVERNMENTAL RESOLUTION

WHEREAS, the Town of Zebulon Police Department (herein called the "Agency")

(The Applicant Agency)

has completed an application contract for traffic safety funding; and that Town of Zebulon Board of Commissioners (herein called the "Governing Body") has thoroughly considered the problem

(The Governing Body of the Agency)

identified and has reviewed the project as described in the contract;

THEREFORE, NOW BE IT RESOLVED BY THE Town of Zebulon IN OPEN MEETING ASSEMBLED IN THE TOWN OF Zebulon, NORTH CAROLINA,

(Governing Body)

THIS 9 DAY OF August, 20 22, AS FOLLOWS:

1. That the project referenced above is in the best interest of the Governing Body and the general public; and
2. That Manager Joseph M. Moore or his designee is authorized to file, on behalf of the Governing Body, an application contract in the form prescribed by the Governor's Highway Safety Program for federal funding in the amount of \$ 215,990 to be made to the Governing Body to assist in defraying the cost of the project described in the contract application; and
3. That the Governing Body has formally appropriated the cash contribution of \$ 38,116 as required by the project contract; and
4. That the Project Director designated in the application contract shall furnish or make arrangement for other appropriate persons to furnish such information, data, documents and reports as required by the contract, if approved, or as may be required by the Governor's Highway Safety Program; and
5. That certified copies of this resolution be included as part of the contract referenced above; and
6. That this resolution shall take effect immediately upon its adoption.

DONE AND ORDERED in open meeting by Glenn L. York (Glenn L. York, Mayor)

ATTESTED BY Lisa N. Markland (Clerk)

DATE 8/9/2022

