

Parks & Recreation Advisory Board Meeting

The Zebulon Parks and Recreation Advisory Board will meet Monday, September 19th at 6pm.
This meeting will be held at Zebulon Town Hall, 1003 N. Arendell Avenue.

Meeting Agenda

1. Call to Order
2. Approval of Agenda
3. Public Comment

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

4. Consent
 - A. Adoption of Minutes
 1. August 15th, 2022
5. Presentation
 - A. UDO: Open Space Text Amendment Recommended Changes
 1. Planning Director: Michael Clark
6. New Business
 - A. Little River Park Plan: Final Draft
 - B. Suspension Policy
7. Open Discussion
8. Staff Updates
 - A. Youth Service Provider Meet & Greet
9. Adjournment

Parks & Recreation Advisory Board Meeting

August 15th Minutes

The Zebulon Parks and Recreation Advisory Board will meet Monday, August 15th at 6pm.

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

Board Members in attendance: Genia Newkirk, Brandon Wiggins, Dexter Privette, Quinton Taylor.

Staff Members in attendance: Sheila Long, Amy Hayden, Nick Rummage, Hannah Hayworth, Mike Clark

Meeting Agenda

1. Call to Order

Brandon Called the meeting to order at 6:00 PM

2. Approval of Agenda

1st Quinton

2nd Dexter

Voted all in favor

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

No public comment.

4. Consent

a. Adoption of Minutes

i. February 21st, 2022

ii. May 16th, 2022

1st Dexter

2nd Genia

Voted all in favor

5. Presentation

a. UDO: Open Space

i. Planning Director: Michael Clark

Michael Clark proposed an option for the Parks and Recreation Advisory Board to be a part of the review and recommendation portion of the UDO process. This revised process will allow public comment at multiple occasions instead of one, as seen in the current process. The Parks and Recreation Advisory Board will have the opportunity to see Conditional Zoning Requests and Planned Development Requests. The Parks and Recreation Advisory Board will have the responsibility to enforce Section 5.7 – Open Space, Section 6.7.2 – Land Reservation, Recreation Improvements, and the Parks and Recreation Impact Fee Reduction. The Planning and Parks and Recreation Department will provide written standards and the Parks and Recreation Master Plan to assist the Parks and Recreation Advisory Board with decision making.

b. Quarterly Report

Sheila shared that the Parks and Recreation Department will begin to develop a Quarterly Report for the Advisory Board. The Quarterly Reports will offer a better format to tell the story of parks and recreation than a monthly report out to the Advisory Board. This Quarterly Report will also include information regarding the Financial Aid Scholarship Program.

6. New Business

a. Suspension Policy

Sheila presented: The Parks and Recreation Department has worked with the Towns Attorney to develop a Suspension Policy. We rarely expect to need this policy, but we would need to have a policy in place in the event a suspension was needed.

Brandon asked what would happen if someone served the Suspension term and then had a repeat situation, would there be more in-depth punishment? Could there be more substantial suspension for more significant infractions.

Sheila stated she could follow up with the Town's Attorney regarding this question.

1st Quinton made a motion to table the suspension policy and bring it back to the Advisory Board once a response to Brandon's question is available.

2nd Dexter

Voted all in favor

7. Open Discussion

Quinton asked if there was any feedback from the Youth Meet and Greet?

Sheila shared that The Youth Meet and Greet was hosted addressing the needs for teens and youth in the community. We created a networking opportunity for different community members, civic groups, organizations, and youth providers to provide feedback on what they feel would benefit the community youth the most. There are a lot of different organizations that are offering services, and this has allowed the groups to network and possibly collaborate.

Quinton also asked if there were any plans for different youth facilities such as roller-skating rinks, arcades, etc. in Zebulon.

Sheila said that the Town is not in a position to provide those facilities, but the Town is open to speak with any commercial businesses that may be interested in those business opportunities. In the meantime. In the meantime, consideration should be given to businesses that are downtown and if or how they can provide additional opportunities for youth.

Quinton will be providing at Olde Raleigh Distillery this weekend, East Wake Collective will be hosting a night market next weekend in partnership with Olde Raleigh Distillery.

8. Staff Updates

a. Department Update

Sheila recognized Nick and Amy to provide an update on their divisions.

Nick- The Spring athletic season had an Allstar team in state playoffs. Fall baseball and softball teams were supposed to kick off today, soccer will kick off this weekend. All sports leagues but softball have seen significant increases in participation. Our 10U – 15U girls softball teams did not have enough for a team. Gill Street Park has new shade structures that were installed last week, a paved pad and bench will be installed at a later date. New trash cans and benches will also be installed at this park later. The Town Hall Soccer field has been finished, the fence around the grass area was taken down and reused to frame the soccer field. That allows us to have an ADA viewing pad, a paved walkway, and we plan on installing new soccer goals.

Amy- Summer camp season is wrapping up; we have already offered about 20 camps this past summer. We are offering a free girls basketball clinic, that is full of 20 participants. Our open gym basketball is ongoing and growing, we have an average of about 15-20 participants each week. We have a movie night this Friday. Our program guide is in the process and should be ready in the next couple of weeks.

b. Next Meeting: September 19th

9. Adjournment

Brandon called for a motion to adjourn the meeting at 6:45 PM

1st Genia

2nd Dexter

Voted all in favor

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

Background

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

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

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

The Planning Director will continue the discussion on UDO application to open space and recreation spaces in addition to how updates to the UDO will provide the Advisory Board with opportunity to evaluate development requests through the lens of your Master Plan.

The Advisory Board will be asked to recommend action on presented changes at their October meeting.

Discussion

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

Attachments:

UDO- Recommended Text Changes

ARTICLE 2: PROCEDURES

2.2. Application Review Procedures

2.1.3. Steps in the Development Review Process

2.1.3. STEPS IN THE DEVELOPMENT REVIEW PROCESS

- A. The first step in the development review process is to determine the specific type(s) of development application to be submitted. Table 2.2, Application Review Procedures, describes all the application review procedures in this Ordinance and the review authorities who decide them.
- B. The second step is to find the relevant application procedure in Section 2.2, Application Review Procedures, and review that information to better understand the steps and the criteria used in the decision-making process.
- C. The third step is to review the application processing information in Section 2.3, Application Processing, to understand how the Town will process the application.
- D. Step four is to review the Procedures Manual for application forms, submittal requirements, application fees, and application review schedules.
- E. Applications that are not prepared, filed, and determined to be complete in accordance with this article and the Procedures Manual will not be processed by the Town.

2.1.4. FOR ADDITIONAL INFORMATION

Applicants who need additional information on how to file an application should schedule a pre-application conference with Town staff (see Section 2.3.2, Pre-application Conference) to better understand the review requirements and relevant procedural steps associated with their particular application.

2.2. APPLICATION REVIEW PROCEDURES

Table 2.2, Application Review Procedures, lists the development application procedures (in alphabetical order), identifies the section of this Ordinance where the information may be found, whether or not a pre-application conference is required or is optional, and the review authority(ies) who review and decide the application type.

TABLE 2.2: APPLICATION REVIEW PROCEDURES

Pre-application Conference: "M" = Mandatory "O" = Optional "." = not applicable
 Type of Action: "R" = Recommendation "D" = Decision "A" = Appeal
 Table symbols: | = Public Meeting < > = Legislative Public Hearing / \ = Quasi-Judicial Hearing
 [] = see Notes

REVIEW PROCEDURE	SECTION REFERENCE	PRE-APPLICATION CONFERENCE	REVIEW AUTHORITIES					
			PLANNING DIRECTOR [1]	TECHNICAL REVIEW COMMITTEE	<u>PARKS AND RECREATION ADVISORY BOARD</u>	PLANNING BOARD [2]	BOARD OF COMMISSIONERS	BOARD OF ADJUSTMENT
Administrative Adjustment	<u>2.2.1</u>	M	D	.		.	.	/A\
Annexation [<u>34</u>]	<u>2.2.2</u>	O	.	.		.	<D>	.
Appeal	<u>2.2.3</u>	O	/D\
Building Permit	<u>2.2.4</u>	O	[<u>45</u>]
Certificate of Occupancy	<u>2.2.5</u>	O	[<u>45</u>]
Conditional Rezoning [2]	<u>2.2.6</u>	M	.	[<u>67</u>]	<u>[R]</u>	R	D	.
Development Agreement	<u>2.2.7</u>	M	.	.		.	<D>	.
Exempt Subdivision [<u>56</u>]	<u>2.2.8</u>	O	D	.		.	.	/A\
Expedited Subdivision	<u>2.2.9</u>	M	D	.		.	.	/A\
Final Plat	<u>2.2.10</u>	O	D	.		.	.	/A\

ARTICLE 2: PROCEDURES

2.2. Application Review Procedures

2.1.4. For Additional Information

TABLE 2.2: APPLICATION REVIEW PROCEDURES

Pre-application Conference: "M" = Mandatory "O" = Optional "." = not applicable
 Type of Action: "R"=Recommendation "D"=Decision "A"=Appeal
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REVIEW PROCEDURE	SECTION REFERENCE	PRE-APPLICATION CONFERENCE	REVIEW AUTHORITIES					
			PLANNING DIRECTOR [1]	TECHNICAL REVIEW COMMITTEE	<u>PARKS AND RECREATION ADVISORY BOARD</u>	PLANNING BOARD [2]	BOARD OF COMMISSIONERS	BOARD OF ADJUSTMENT
Floodplain Development Permit	<u>2.2.11</u>	O	D	.		.	.	/A\
Interpretation	<u>2.2.12</u>	O	D	.		.	.	/A\
Planned Development [2]	<u>2.2.13</u>	M	.	[6]	<u> R </u>	R	D	.
Preliminary Plat	<u>2.2.14</u>	M	.	D		.	.	/A\
Reasonable Accommodation	<u>2.2.15</u>	M						/D\
Sign Permit	<u>2.2.16</u>	O	D	.		.	.	/A\
Site Plan	<u>2.2.17</u>	M	.	D		.	.	/A\
Special Use Permit	<u>2.2.18</u>	M	.	[6]		.	/D\	.
Temporary Use Permit	<u>2.2.19</u>	O	D	.		.	.	/A\
UDO Text Amendment [2]	<u>2.2.20</u>	M	.	.		R	D	.
Variance	<u>2.2.21</u>	M	/D\
Vested Rights Determination	<u>2.2.22</u>	M	.	.		.	<D>	.
Zoning Compliance Permit	<u>2.2.23</u>	O	D	.		.	.	/A\
Zoning Map Amendment [2] [3]	<u>2.2.24</u>	M	.	.		R	D	.

NOTES:

[1] The Planning Director may delegate review authority in accordance with Section 9.1.9, Delegation of Authority.

~~[2] Applications subject to a recommendation by the Planning Board shall first be heard by the Board of Commissioners and the Planning Board in a joint legislative public hearing noticed in accordance with Section 2.3.6, Public Notice. Following the joint public hearing, the application is considered by the Planning Board during a public meeting and then by the Board of Commissioners in a second public meeting. Applications shall be introduced at a public meeting to the Board of Commissioners before proceeding to the public meetings before the Parks and Recreation Advisory Board and the Planning Board for recommendation. The Board of Commissioners shall consider the recommendations following a legislative public hearing, noticed in accordance with the requirements of Section 2.3.6 Public Notice. Public meetings are not subject to public notification requirements in Section 2.3.6, Public Notice.~~

~~[3] Applications shall be introduced at a public meeting to the Board of Commissioners before proceeding to a public meeting before the Planning Board for recommendation. The Board of Commissioners shall consider the recommendation following a legislative public hearing, noticed in accordance with the requirements of Section 2.3.6 Public Notice. Public meetings are not subject to public notification requirements in Section 2.3.6, Public Notice.~~

[43] In the event land being annexed is also subject to another application (such as a zoning map amendment), the annexation shall be reviewed and decided prior to any subsequent application.

[45] Building permits and certificates of occupancy are issued in cooperation with the Wake County Building Inspector.

[56] The exempt subdivision review procedure is provided as a courtesy, and is not mandated.

[67] The TRC shall conduct a preliminary review of a site or concept plan attached to an application prior to consideration by the Board of Commissioners.

ARTICLE 2: PROCEDURES

2.2. Application Review Procedures

2.2.6. Conditional Rezoning

2.2.6. CONDITIONAL REZONING

A. PURPOSE AND INTENT

The purpose of this section is to provide a uniform means for amending the Official Zoning Map to establish a conditional zoning district. In cases where the standards of a general use zoning district are inadequate to ensure that development allowed by the district will conform to the Town's adopted plans or to appropriately address the impacts expected to be generated by development, a landowner may apply for a conditional rezoning. The conditional rezoning, if approved, establishes a parallel conditional zoning district that is equivalent to a corresponding general use zoning district, except as modified through additional conditions restrictions that the applicant and Town mutually agree are necessary to ensure conformance with adopted plans and to adequately address expected development impacts.

B. APPLICABILITY

This procedure sets out the requirements for amendments to the zoning district designation of land within the Town's planning jurisdiction as well as for land coming into the Town's planning jurisdiction via annexation in accordance with the standards in Section 160D-703 of the North Carolina General Statutes.

C. PROCEDURES DISTINGUISHED

Applications filed as a conditional rezoning application may not be converted to a map amendment application to establish a general use zoning district during the review process, and shall instead be withdrawn and resubmitted as a zoning map amendment application (see [Section 2.2.24, Zoning Map Amendment](#)).

D. APPLIED TO ENTIRE SITE

1. Applications for a conditional rezoning submitted after January 1, 2020 shall include all the land area within a recorded lot or site that is the subject of the application.
2. Conditional rezoning applications may not establish bifurcated zoning classifications where only a portion of a lot or site is subject to a particular conditional zoning district classification.

E. CONDITIONAL REZONING PROCEDURE

The conditional rezoning procedure is described in [Figure 2.2.6, Conditional Rezoning Procedure](#), as supplemented by [Section 2.3, Application Processing](#), and the Procedures Manual.

F. APPLICATION SUBMITTAL

1. Conditional rezoning applications may only be initiated by the landowner(s) of the land subject to the application, or their authorized agents.
2. All conditions of approval proposed by the applicant must be included with the conditional zoning application.
3. Conditional rezoning applications shall include a site plan or concept plan depicting the proposed development

**FIGURE 2.2.6:
CONDITIONAL REZONING
PROCEDURE**

Step	Action
1	Pre-application Conference See Section 2.3.2, Pre-application Conference
2	File Application See Section 2.3.3, Application Filing
3	Completeness Determination See Section 2.3.3.G, Determination of Application Completeness
4	TRC Review of Site or Concept Plan See Section 2.3.5, Staff Review and Action
5	Introduction to Board of Commissioners Public Hearing Scheduled See Section 2.3.7, Public Hearings and Meetings
6	Public Notice See Section 2.3.6, Public Notice
7	Joint Public Hearing by Planning Board & Board of Commissioners See Section 2.3.7, Public Hearings and Meetings
8Z	Review by Planning Board See Section 2.3.7, Public Hearings and Meetings
8	Review by the Parks and Recreation Board See Section 2.3.7, Public Hearings and Meetings
9	Review Public Hearing and Decision by Board of Commissioners See Section 2.3.7, Public Hearings and Meetings
10	Notification of Decision See Section 2.3.9, Notification of Decision

ARTICLE 2: PROCEDURES

2.2. Application Review Procedures

2.2.6. Conditional Rezoning

configuration that shall be reviewed by the TRC prior to ~~the joint public hearing~~ introduction to the Board of Commissioners.

4. The application shall include a transportation impact analysis for review, when required by Section 6.13, Transportation Impact Analysis.

G. INTRODUCTION TO THE BOARD OF COMMISSIONERS

The proposed request shall be presented by staff and the applicant to the Board of Commissioners for introductory purposes. The Board shall refer the matter to the Parks and Recreation Board and Planning Board for Recommendation and shall set the public hearing.

H. REVIEW BY THE PARKS AND RECREATION ADVISORY BOARD

1. The Parks and Recreation Advisory Board shall review the application and the information presented by the applicant, and shall make a recommendation on the conditional rezoning application in accordance with Section 2.2.6.L, Conditional Rezoning Review Standards as they pertain to the Parks and Recreation Master Plan, open space, land dedication for parks features, or similar recreation elements.
2. In making its recommendation, the Parks and Recreation Board shall prepare a written consistency statement including each of the following:
 - a. Whether the conditional rezoning application is recommended for approval, denial, or remanded to Town staff; and
 - b. The degree to which the conditional rezoning is or is not consistent with the Town's adopted policy guidance; and
 - c. The ways in which the conditional rezoning is or is not consistent with the Town's adopted policy guidance; and
 - d. Whether recommendation of the conditional rezoning amends or does not amend the Town's adopted policy guidance; and
 - e. If the adopted policy guidance is amended as part of the application approval, a description of the change in conditions to meet the development needs of the Town that were taken into account as part of the recommendation; and
 - f. An explanation of why the recommendation is reasonable; and
 - g. An explanation of why the recommendation is in the public interest.
3. During its review of a conditional rezoning application, the Parks and Recreation Advisory Board may suggest revisions to the proposed conditions (including the concept plan), consistent with the provisions of Section 2.2.6.M, Conditions of Approval. Only those revisions agreed to in writing by the applicant shall be incorporated into the application.

~~G. JOINT PUBLIC HEARING~~

~~Following provision of public notice for a public hearing in accordance with Section 2.3.6, Public Notice, the Planning Board and Board of Commissioners shall conduct a joint legislative public hearing on the conditional rezoning application.~~

H.I. REVIEW BY PLANNING BOARD

1. The Planning Board, ~~following the close of the joint public hearing,~~ shall review the application and the information presented ~~during the joint public hearing during a follow-up public meeting~~ by the applicant, and shall make a recommendation on the conditional rezoning application in accordance with Section 2.2.6.KL, Conditional Rezoning Review Standards.
2. In making its recommendation, the Planning Board shall prepare a written consistency statement including each of the following:
 - a. Whether the conditional rezoning application is recommended for approval, denial, or remanded to Town staff; and
 - b. The degree to which the conditional rezoning is or is not consistent with the Town's adopted policy guidance; and
 - c. The ways in which the conditional rezoning is or is not consistent with the Town's adopted policy guidance; and

ARTICLE 2: PROCEDURES

2.2. Application Review Procedures

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- d. Whether ~~approval~~recommendation of the conditional rezoning amends or does not amend the Town's adopted policy guidance; and
 - e. If the adopted policy guidance is amended as part of the application approval, a description of the change in conditions to meet the development needs of the Town that were taken into account as part of the ~~approval~~recommendation; and
 - f. An explanation of why the recommendation is reasonable; and
 - g. An explanation of why the recommendation is in the public interest.
 3. During its review of a conditional rezoning application, the Planning Board may suggest revisions to the proposed conditions (including the concept plan), consistent with the provisions of Section 2.2.6.LM, Conditions of Approval. Only those revisions agreed to in writing by the applicant shall be incorporated into the application.

~~J.~~J. **BOARD OF COMMISSIONERS PUBLIC HEARING, REVIEW, AND DECISION**

1. Following provision of public notice for a public hearing in accordance with Section 2.3.6, Public Notice, the Board of Commissioners shall conduct a legislative public hearing on the conditional rezoning application.
- ~~1.2.~~2. The Board of Commissioners, after concluding the public hearing and ~~the conclusion of the joint public hearing conducted with the Planning Board, and~~ receipt of a recommendation on the conditional rezoning application by the Planning Board and Parks and Recreation Advisory Board,⁷ shall decide the application ~~during a follow-up public meeting~~ in accordance with Section 2.2.6.KL, Conditional Rezoning Review Standards.
- ~~2.3.~~3. The decision shall be one of the following:
 - a. Adoption of the conditional rezoning application as proposed;
 - b. Adoption of a revised conditional rezoning application;
 - c. Denial of the conditional rezoning application; or
 - d. Remand of the conditional rezoning application to the Planning Board and/or the Parks and Recreation Advisory Board for further consideration.
- ~~3.4.~~4. In making its decision, the Board of Commissioners shall adopt a written consistency statement including each of the following:
 - a. Whether the conditional rezoning application is approved, denied, or remanded; and
 - b. The degree to which the conditional rezoning is or is not consistent with the Town's adopted policy guidance; and
 - c. The ways in which the conditional rezoning is or is not consistent with the Town's adopted policy guidance; and
 - d. Whether approval of the conditional rezoning amends or does not amend the Town's adopted policy guidance; and
 - e. If the adopted policy guidance is amended as part of the application approval, a description of the change in conditions to meet the development needs of the Town that were taken into account as part of the approval; and
 - f. An explanation of why the action taken by the Board of Commissioners is reasonable; and
 - g. An explanation of why the action taken by the Board of Commissioners is in the public interest.

~~J.K.~~J.K. **DESIGNATION ON OFFICIAL ZONING MAP**

The Planning Director shall make changes to the Official Zoning Map promptly after approval of a conditional rezoning application by the Board of Commissioners.

~~K.L.~~K.L. **CONDITIONAL REZONING REVIEW STANDARDS**

The advisability of an amendment to the Official Zoning Map is a matter committed to the legislative discretion of the Board of Commissioners and is not controlled by any one factor. In determining whether to adopt or deny a proposed conditional rezoning, the Board of Commissioners may weigh the relevance of and consider the following:

1. Whether the proposed conditional rezoning advances the public health, safety, or welfare;

ARTICLE 2: PROCEDURES

2.2. Application Review Procedures

2.2.6. Conditional Rezoning

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

L.M. CONDITIONS OF APPROVAL

1. Only conditions mutually agreed to by the owner(s) of the property that is the subject of a conditional zoning district designation and the Board of Commissioners may be approved as part of a conditional rezoning application establishing a conditional zoning district.
2. Conditions shall be limited to those that address conformance of development and use of the site with Town regulations and adopted plans and that address the impacts reasonably expected to be generated by the development or use of the site.
3. Conditions shall be in writing and may be supplemented with text or plans and maps.
4. Unless subject to an approved condition, all requirements of a corresponding general zoning district shall apply to a conditional zoning district.
5. No condition shall be made part of the application which:
 - a. Is less restrictive than any applicable overlay zoning district standard;
 - b. Specifies the ownership status, race, religion, or other characteristics of the occupants of housing units;
 - c. Establishes a minimum size of a dwelling unit;
 - d. Establishes a minimum value of buildings or improvements;
 - e. Excludes residents based upon race, religion, or income; or
 - f. Obligates the Town to perform in any manner relative to the approval of the conditional rezoning or development of the land.

M.N. EFFECT

1. Lands subject to an conditional rezoning shall be subject to all the standards, conditions, and plans approved as part of that application. These standards, plans, and approved conditions are perpetually binding on the land as an amendment to this Ordinance and the Official Zoning Map, and may only be changed in accordance with the procedures established in this Ordinance.
2. Development located outside the Town of Zebulon's corporate limits shall comply with all Town policies related to annexation and the extension of utilities.

N.O. AMENDMENT

Amendments to an approved conditional rezoning application may only be considered in accordance with the following:

1. MINOR CHANGES

- a.** Subsequent plans and permits for development within a conditional rezoning district may include minor changes. Minor changes are limited to changes that have no material effect on the character of the proposed development or changes that address technical considerations that could not reasonably be anticipated at the time of the conditional rezoning approval.
- b.** The following minor changes may be approved by the Planning Director, in consultation with other appropriate Town staff:
 - i.** Changes to the location of entrances or driveways, the rearrangement of internal streets, turn lanes, drives, or access restrictions;
 - ii.** Changes to the configuration of parking areas, but not the number of parking spaces;
 - iii.** Changes to the configuration or location of open space or placement of required amenities, provided the amount of open space (whether passive or active) is unchanged;
 - iv.** Changes to the configuration of landscape yards, including types of materials, provided minimum width and planting requirements are met;
 - v.** Changes to proposed building elevations or facades, including materials, provided that the change retains the same general architectural character and provided the development still complies with the applicable design requirements; and
 - vi.** Changes to the arrangement or location of buildings provided there is no increase in the number of buildings, size, or amount of impervious surface.

2. SIGNIFICANT CHANGES CONSIDERED AMENDMENTS

- a.** Changes that materially affect the basic character or configuration of the proposed development or that exceed the scope of a minor change are considered amendments. Amendments include, but are not limited to:
 - i.** Changes in use designations;
 - ii.** Density/intensity increases;
 - iii.** Decreases in open space;
 - iv.** Substantial changes in the location of streets (particularly if streets are to be deleted or access points to the development moved so traffic flows both inside and outside the development are affected); and
 - v.** Change in the location of any public easement.
- b.** Amendments shall be reviewed and considered in accordance with the procedures and standards established for the original approval of a conditional rezoning application.

O.P. APPEAL

- 1.** Any decision by the Board of Commissioners shall be subject to review by the Superior Court of Wake County.
- 2.** Petitions for review must be filed with the Clerk of Court within 30 days of the date the decision is filed in the office of the appropriate review authority and delivered by personal delivery, electronic mail, or first-class mail to the applicant, landowner, and to any person who has submitted a written request for a copy, prior to the date the decision becomes effective.

ARTICLE 2: PROCEDURES

2.2. Application Review Procedures

2.2.13. Planned Development

2.2.13. PLANNED DEVELOPMENT

A. PURPOSE AND INTENT

The purpose for this planned development procedure is to provide a uniform means for amending the Official Zoning Map to establish a Planned Development (PD) zoning district. The planned development district creates opportunities for master planned development that is developed under unified control in accordance with more flexible standards and procedures that are conducive to creating high quality, mixed-use, pedestrian-oriented development that makes efficient use of land while protecting natural resources. It is the intent of these standards to allow an applicant to propose a wide variety of allowable uses and the flexible application of some of the development standards in Article 5: Development Standards, in return for a higher quality of development with more amenities than might otherwise result from a strict application of the standards in this Ordinance.

B. APPLICABILITY

The standards in this section may be applied to any land except land in the Residential Watershed (R1) district.

C. PLANNED DEVELOPMENT PROCEDURE

The planned development procedure is described in Figure 2.2.13, Planned Development Procedure, as supplemented by Section 2.3, Application Processing, and the Procedures Manual.

D. APPLICATION

- The application shall include a master plan depicting the general configuration and relationship of the principal elements of the proposed development, including uses, general building types, density/intensity, resource protection, pedestrian and vehicular circulation, open space, public facilities, and phasing. The TRC shall review and comment on the master plan prior to the ~~joint~~ public hearing.
- The application shall also include a statement of terms and conditions document that identifies how the proposed development will meet or exceed the standards in Section 3.5.5, Planned Development (PD) District, how any required environmental mitigation will take place, and outline how public facilities will be provided to serve the planned development.
- To ensure unified control, the application shall also include a copy of the title to all land that is part of the proposed planned development zoning district classification.
- The application shall include a transportation impact analysis for review, when required by Section 6.13, Transportation Impact Analysis.

FIGURE 2.2.13 PLANNED DEVELOPMENT: PLANNED DEVELOPMENT PROCEDURE

Step	Action
1	Pre-application Conference See <u>Section 2.3.2, Pre-application Conference</u>
2	File Application See <u>Section 2.3.3, Application Filing</u>
3	Completeness Determination See <u>Section 2.3.3.G, Determination of Application Completeness</u>
4	TRC Review of Master Plan See <u>Section 2.3.5, Staff Review and Action</u>
5	Joint Introduction to Board of Commissioners Public Hearing Scheduled See <u>Section 2.3.7, Public Hearings and Meetings</u>
6	Public Notice See <u>Section 2.3.6, Public Notice</u>
7	Joint Public Hearing by Planning Board & Board of Commissioners See Section 2.3.7, Public Hearings and Meetings
8Z	Planning Board Review and Recommendation See <u>Section 2.3.7, Public Hearings and Meetings</u>
8	<u>Parks and Recreation Advisory Board Review and Recommendation</u> See <u>Section 2.3.7, Public Hearings and Meetings</u>
9	Board of Commissioners <u>Public Hearing</u> , Review, and Decision See <u>Section 2.3.7, Public Hearings and Meetings</u>
10	Notification of Decision See <u>Section 2.3.9, Notification of Decision</u>

ARTICLE 2: PROCEDURES

2.2. Application Review Procedures

2.2.13. Planned Development

E. INTRODUCTION TO THE BOARD OF COMMISSIONERS

The proposed request shall be presented by staff and the applicant to the Board of Commissioners for introductory purposes. The Board shall refer the matter to the Parks and Recreation Board and Planning Board for Recommendation and shall set the public hearing.

F. REVIEW BY PARKS AND RECREATION ADVISORY BOARD

1. The Parks and Recreation Advisory Board shall review the application and the information presented by the applicant and shall make a recommendation on the planned development application in accordance with Section 2.2.13.I, Planned Development Review Standards.
2. In making its recommendation, the Parks and Recreation Advisory Board shall prepare a written consistency statement including each of the following as the request relates to the Parks and Recreation Master Plan, open space, land dedication for parks, or similar recreation elements:
 - a. Whether the planned development application is recommended for approval, denial, or remanded to Town staff; and
 - b. The degree to which the planned development is or is not consistent with the Town's adopted policy guidance; and
 - c. The ways in which the planned development is or is not consistent with the Town's adopted policy guidance; and
 - d. Whether recommendation of the planned development amends or does not amend the Town's adopted policy guidance; and
 - e. If the adopted policy guidance is amended as part of the application approval, a description of the change in conditions to meet the development needs of the Town that were taken into account as part of the recommendation; and
 - f. An explanation of why the recommendation is reasonable; and
 - g. An explanation of why the recommendation is in the public interest.
3. During its review of a planned development application, the Parks and Recreation Advisory Board may suggest revisions to the master plan or terms and conditions statement, consistent with the provisions of Section 2.2.13.J, Conditions of Approval. Only those revisions agreed to in writing by the applicant shall be incorporated into the application.

~~E. JOINT PUBLIC HEARING~~

~~Following provision of public notice for a public hearing in accordance with Section 2.3.6, Public Notice, the Planning Board and Board of Commissioners shall conduct a joint legislative public hearing on the planned development application:~~

F.G. REVIEW BY PLANNING BOARD

1. The Planning Board, ~~following the close of the joint public hearing,~~ shall review the application and the information presented ~~during the joint public hearing during a follow-up public meeting, by the applicant~~ shall make a recommendation on the planned development application in accordance with Section 2.2.13.HI, Planned Development Review Standards.
2. In making its recommendation, the Planning Board shall prepare a written consistency statement including each of the following:
 - a. Whether the planned development application is recommended for approval, denial, or remanded to Town staff; and
 - b. The degree to which the planned development is or is not consistent with the Town's adopted policy guidance; and
 - c. The ways in which the planned development is or is not consistent with the Town's adopted policy guidance; and
 - d. Whether ~~approval~~ recomnedation of the planned development amends or does not amend the Town's adopted policy guidance; and

ARTICLE 2: PROCEDURES

2.2. Application Review Procedures

2.2.13. Planned Development

- e. If the adopted policy guidance is amended as part of the application approval, a description of the change in conditions to meet the development needs of the Town that were taken into account as part of the ~~approval~~recommendation; and
 - f. An explanation of why the recommendation is reasonable; and
 - g. An explanation of why the recommendation is in the public interest.
 3. During its review of a planned development application, the Planning Board may suggest revisions to the master plan or terms and conditions statement, consistent with the provisions of Section 2.2.13.J, Conditions of Approval. Only those revisions agreed to in writing by the applicant shall be incorporated into the application.

G.H. REVIEW AND DECISION BY BOARD OF COMMISSIONERS

1. Following provision of public notice for a public hearing in accordance with Section 2.3.6, Public Notice, the Planning Board and Board of Commissioners shall conduct a legislative public hearing on the planned development application.
- ~~1.2.~~ The Board of Commissioners, after the conclusion of the ~~joint~~-public hearing ~~conducted with the Planning Board,~~ and receipt of a recommendation on the planned development application by the Parks and Recreation Advisory Board and the Planning Board, shall decide the application during a follow-up public meeting in accordance with Section 2.2.13.H, Planned Development Review Standards.
- ~~2.3.~~ The decision shall be one of the following:
 - a. Approval of the planned development subject to the master plan and statement of terms and conditions in the application;
 - b. Approval of the planned development subject to additional or revised conditions related to the master plan or statement of terms and conditions;
 - c. Denial of the planned development; or
 - d. Remand of the planned development application back to the Planning Board and/or the Parks and Recreation Advisory Board for further consideration.
- ~~3.4.~~ In making its decision, the Board of Commissioners shall adopt a written statement including each of the following:
 - a. Whether the planned development application (and associated zoning map amendment) is approved, denied, or remanded; and
 - b. The degree to which the planned development application (and associated zoning map amendment) is or is not consistent with the Town's adopted policy guidance; and
 - c. The ways in which the planned development application (and associated zoning map amendment) is or is not consistent with the Town's adopted policy guidance; and
 - d. Whether approval of the planned development application also amends or does not amend the Town's adopted policy guidance; and
 - e. If the adopted policy guidance is amended as part of the application approval, a description of the change in conditions to meet the development needs of the Town that were taken into account as part of the approval; and
 - f. An explanation of why the action taken by the Board of Commissioners is reasonable; and
 - g. An explanation of why the action taken by the Board of Commissioners is in the public interest.

H.I. PLANNED DEVELOPMENT REVIEW STANDARDS

The advisability of amending the Official Zoning Map to establish a planned development district is a matter committed to the legislative discretion of the Board of Commissioners and is not controlled by any one factor. In determining whether to adopt or deny a planned development application, the Board of Commissioners may consider the standards in Section 2.2.24.J, and the standards for the district in Section 3.5.5, Planned Development (PD) District.

H.J. CONDITIONS OF APPROVAL

1. Only conditions mutually agreed to by the owner(s) of the property that is the subject of a planned development application and the Board of Commissioners may be approved as part of a planned development application establishing a planned development district.

ARTICLE 2: PROCEDURES

2.2. Application Review Procedures

2.2.13. Planned Development

2. Conditions shall be limited to those that address conformance of development and use of the site with Town regulations and adopted plans and that address the impacts reasonably expected to be generated by the development or use of the site.
3. Conditions shall be in writing and may be supplemented with text or plans and maps.
4. No condition shall be made part of the application which:
 - a. Specifies the ownership status, race, religion, or other characteristics of the occupants of housing units;
 - b. Establishes a minimum size of a dwelling unit;
 - c. Establishes a minimum value of buildings or improvements;
 - d. Excludes residents based upon race, religion, or income; or
 - e. Obligates the Town to perform in any manner relative to the approval of the planned development district or development of the land.

J.K. DESIGNATION ON THE OFFICIAL ZONING MAP

Designation of a PD zoning district on the Official Zoning Map shall note the ordinance number approving the PD zoning classification.

K.L. EFFECT

1. Lands rezoned to a PD district shall be subject to the approved master plan and the approved statement of terms and conditions.
2. The master plan and terms and conditions are binding on the land as an amendment to the Official Zoning Map.
3. The applicant may apply for and obtain subsequent development permits and approvals necessary to implement the master plan in accordance with the appropriate procedures and standards set forth in this Ordinance.
4. Any permits or approvals shall comply with the master plan and the statement of terms and conditions.
5. Only those portions of the development subject to an approved master plan and statement of terms and conditions shall be included in development activities.

L.M. AMENDMENT

1. MINOR CHANGES

- a. Subsequent plans and permits for development within a planned development district may include minor changes to the approved master plan map or statement of terms and conditions, provided the development continues to meet the minimum requirements of this Ordinance. Minor changes are limited to changes that have no material effect on the character of the planned development or changes that address technical considerations that could not reasonably be anticipated at the time of the planned development approval.
- b. The following minor changes may be approved by the Planning Director, in consultation with other appropriate own staff:
 - i. Changes to the location of entrances or driveways, the rearrangement of internal streets, turn lanes, drives, or access restrictions;
 - ii. Changes to the configuration of parking areas, but not the number of parking spaces;
 - iii. Changes to the configuration or location of open space or placement of required amenities, provided the amount of open space (whether passive or active) is unchanged;
 - iv. Changes to the configuration of landscape yards, including types of materials, provided minimum width and planting requirements are met;
 - v. Changes to the proposed building elevation or facade, including materials, provided that the change retains the same general architectural character and remains consistent with the design parameters established in the PD approval; and
 - vi. Changes to the arrangement or location of buildings provided there is no increase in the number of buildings, size, or amount of impervious surface.

2. SIGNIFICANT CHANGES CONSIDERED AMENDMENTS

ARTICLE 2: PROCEDURES

2.2. Application Review Procedures

2.2.13. Planned Development

- a. Changes that materially affect the basic concept of the planned development master plan map or basic parameters establishing the terms and conditions or that exceed the scope of a minor change are considered amendments. Amendments include, but are not limited to:
 - i. Changes in use designations;
 - ii. Density/intensity increases;
 - iii. Decreases in open space;
 - iv. Substantial changes in the location of streets (particularly if streets are to be deleted or access points to the development moved so traffic flows both inside and outside the development are affected); and
 - v. Change in the location of any public easement.
- b. Amendments shall be reviewed and considered in accordance with the procedures and standards established for the original approval of a planned development application.

M.N. EXPIRATION

1. If no application for approval of a preliminary plat or site plan for any part of the approved master plan is submitted within two years after approval of the planned development, the Town may initiate a zoning map amendment application to rezone the land back to its prior zoning classification or any other base zoning classification determined to be appropriate. Such time period shall not be extended with transfer of ownership.
2. Upon written request submitted at least 30 days before expiration of the two-year period provided in subsection (1) above, and upon a showing of good cause, the Planning Director may grant one extension not to exceed one year for the applicant to submit required development applications.

N.O. APPEAL

1. Appeal of a decision by the Board of Commissioners on a planned development shall be subject to review by the Superior Court of Wake County.
2. Petitions for review must be filed with the Clerk of Court within 30 days of the date the decision is filed in the office of the appropriate review authority and delivered by personal delivery, electronic mail, or first-class mail to the applicant, landowner, and to any person who has submitted a written request for a copy, prior to the date the decision becomes effective.

5.7. OPEN SPACE

5.7.1. HOW TO USE THESE STANDARDS

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

5.7.2. PURPOSE AND INTENT

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

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

5.7.3. APPLICABILITY

A. GENERALLY

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

B. CONSERVATION SUBDIVISIONS

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

C. EXEMPTIONS

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

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

E. FEATURES NOT CREDITED TOWARDS OPEN SPACE SET-ASIDE

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

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

5.7.6. OWNERSHIP OF OPEN SPACE SET-ASIDES

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

A. HOMEOWNERS' OR PROPERTY OWNERS' ASSOCIATION

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

B. NONPROFIT ORGANIZATION

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

C. DEDICATED TO TOWN OR OTHER PUBLIC AGENCY

In some cases, certain lands designated as open space set-asides, such as wildlife habitat or greenways, may be dedicated to the Town or other public agency during the development review process. The Board of Commissioners shall determine which lands and under what conditions open space set-asides may be dedicated to the Town or other public agency. [Lands dedicated to the Town of Open Space must conform to the standards, details, and recommendations set forth in the Comprehensive Parks and Recreation Master Plan.](#)

5.7.7. MAINTENANCE OF OPEN SPACE SET-ASIDES

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

ARTICLE 6: SUBDIVISIONS

6.3. Fee-in-Lieu

6.3.3. Amount

- b. All fees collected by the Town pursuant to this section shall be deposited in Town's revolving fund for purchase of recreation land, installation of vegetation, or installation of required infrastructure (whether streets, sidewalks, bikeways, or other infrastructure, as appropriate).
- c. Use of funds collected in accordance with this section shall only take place in the general vicinity of where funds are collected and may only be used for the purchase of in-kind lands or the same type of infrastructure in accordance with all applicable State and federal law.
- d. The Planning Director shall maintain records of the amounts collected, the timing, and the location, which shall be used by the Town as part of its capital facilities program.

6.3.3. AMOUNT

A. LAND

1. The fee-in-lieu shall be calculated based upon the total acreage of land required for dedication.
2. The land's assessed value (as determined by the Wake County Tax Assessor) following subdivision shall be used to arrive at the required payment-in-lieu amount.

B. INFRASTRUCTURE

1. The amount of fee-in-lieu shall be based on an estimate by a professional engineer licensed by the State of North Carolina.
2. The estimate shall include the cost of all materials and labor based on current unit prices.
3. Nothing shall prevent the Planning Director from acquiring an additional estimate for the same infrastructure from another professional engineer licensed by the State of North Carolina.
4. The Planning Director may select the estimate that will form the basis for the fee-in-lieu payment.

C. VEGETATION

In cases where a fee-in-lieu is proposed for the installation of vegetation, the fee amount shall be based upon the unit price of the vegetation along with all associated labor, transportation, and incidental costs such as ground cover, staking, and fertilizer, but not irrigation.

6.3.4. REVIEW STANDARDS FOR FEE-IN-LIEU

In determining whether to accept a request for payment of fee-in-lieu, the Planning Director may rely on any of the following review criteria.

~~A. PARK LAND~~

- ~~1. There is sufficient public park land in proximity to the proposed development based on a review of the Town's adopted policy guidance and information from Town staff;~~
- ~~2. Private common open space resources provided on the subject site will be available for public use and will mitigate park land needs created by the proposed development;~~
- ~~3. Collected funds could be utilized to further improve an existing park facility in a proximate location;~~
- ~~4. The topography or other natural conditions of the site do not provide adequate opportunities for on-site recreation and park areas;~~
- ~~5. The amount of park land to be dedicated is too small to provide adequate recreation and park opportunities or to be efficiently maintained;~~
- ~~6. The intended location of the park land is too far from existing recreation and park areas to be efficiently maintained; or~~
- ~~7. Adequate access is not available to the proposed park land.~~

~~B.A.~~ GREENWAY LAND

1. The conditions on the land make installation or operation of a greenway segment impossible or cost prohibitive for the Town;
2. The potential for the connection of a proposed greenway segment to the Town's greenway network is unlikely within the foreseeable future, in the opinion of Town staff; or
3. There are suitable alternatives to a greenway segment, such as a multi-purpose trail, in close proximity to the proposed site.

ARTICLE 6: SUBDIVISIONS

6.3. Fee-in-Lieu

6.3.4. Review Standards for Fee-In-Lieu

~~C.~~B. **STREETS**

1. The proposed street alignment creates an unacceptable environmental impact; or
2. The proposed street is impossible or impractical to build based on topography, slope, soil conditions, or development patterns on adjacent lands.

~~D.~~C. **SIDEWALKS**

1. The potential for the connection of a proposed sidewalk segment to the Town's sidewalk network is unlikely within the foreseeable future, in the opinion of Town staff; or
2. There are suitable alternatives to a sidewalk, such as a greenway, in close proximity to the proposed site.

~~E.~~D. **VEGETATION**

1. The proposed location of vegetation will not support healthy vegetation due to shading or topographic conditions
2. The site where vegetation is proposed is incapable of supporting additional vegetation due to the presence of existing vegetation, buildings, or impervious surfaces.

ARTICLE 6: SUBDIVISIONS

6.7. Reservation of Public Lands

6.7.1. Reservation of School Sites

6.7. RESERVATION OF PUBLIC LANDS

6.7.1. RESERVATION OF SCHOOL SITES

- A. If a proposed subdivision of 40 or more lots includes a school site that is designated in the Land Use Plan (in accordance with Section 153A-331 of the North Carolina General Statutes) or some other long range document adopted by the Board of Commissioners, the Town shall immediately notify the Wake County Board of Education.
- B. If the Board of Education determines the school site does not need to be reserved, it shall not be required as part of the subdivision.
- C. If the Board of Education determines the school site needs to be reserved to accommodate a new school, the subdivision shall not be approved without reservation of the school site. If the school site is reserved, the Board of Education must acquire the site within 18 months after the date the site is reserved, or the subdivider may treat the reservation as null and void as authorized by Section 153A-331 of the North Carolina General Statutes.

6.7.2. DEDICATION OF LAND FOR PUBLIC PARKS

Subdivisions of land for 30 or more single-family residential lots ~~shall be required~~ may pay a reduced Parks and Recreation Impact fee with the dedication of ~~to dedicate~~ a portion of land, ~~or pay a fee-in-lieu thereof;~~ for public parkland, in accordance with the standards of this section.

A. DEDICATION AMOUNT

- 1. Single-family residential subdivisions of 30 or more lots shall dedicate 1,000 square feet of land per residential lot to the Town for its use in developing public parkland.
- 2. No credit towards required parkland dedication is given for 404 wetlands or other lands mandated for preservation by federal or state requirements.
- 3. No more than 25 percent of the total dedication requirement may be met through dedication of water areas.

B. PROCEDURE FOR DEDICATION OR PAYMENT

- 1. The developer shall identify land proposed for dedication on the preliminary plat, or propose payment of ~~an in-lieu fee~~ the Parks and Recreation Impact Fee as part of the application for approval of a preliminary plat.
- ~~1.2.~~ 2. The Parks and Recreation Advisory Board shall review the proposed request in context of the Comprehensive Parks and Recreation Master Plan and make a recommendation to the Board of Commissioners.
- ~~2.3.~~ 3. The Board of Commissioners shall review the proposed application and recommendation ~~and to~~ determine if it complies with the standards in Section 6.7.2.C, Nature of Area to be Dedicated, ~~or Section 6.3, Fee-in-Lieu,~~ as appropriate. The decision to accept dedication of land ~~or payment-in-lieu~~ is up to the sole discretion of the Board of Commissioners.
- 4. Land shall be dedicated prior to recording the first final plat for the subdivision, or the ~~payment-in-lieu~~ full Parks and Recreation Impact Fee shall be paid prior to recording the lots associated with the first final plat for the subdivision. ~~for which the payment-in-lieu is paid.~~
- ~~3.5.~~ 5. The value of the reduction of Parks and Recreation Impact Fees shall be calculated based on the assessed value of the land proposed to be dedicated.

C. NATURE OF AREA TO BE DEDICATED

All lands proposed for dedication as recreation and park areas shall meet the following standards:

1. UNITY

The dedicated land shall be a single parcel of land, whether the subdivision is developed in phases or sections, except where it is determined by the BOC that multiple parcels would better serve Town residents.

2. USABILITY

ARTICLE 6: SUBDIVISIONS

6.7. Reservation of Public Lands

6.7.2. Dedication of Land for Public Parks

Public parkland must be flat, well-drained, usable land for a park, as determined by the BOC. In cases where dedication includes an area of water, public access to all portions of a water feature shall be provided and maintained, regardless of water feature's size.

3. SHAPE

The dedicated land shall be of a shape that supports gathering and recreation activities.

4. LOCATION

a. The dedicated parkland shall be located so it can reasonably serve the park needs of the residents of the subdivision and immediate area.

b. The BOC may require that the land dedicated be located on the periphery of the development in order to allow enlargement by combining the recreation and park area with adjacent development or park facilities, existing or planned.

b.c. The location of the land proposed for dedication shall conform to the locations recommended in the Comprehensive Parks and Recreation Master Plan.

5. ACCESS

a. All dwelling units in the subdivision and residents in the immediate area shall have access to and from the parkland provided by means of streets and public walkways or trails.

b. Rights-of-way for this access shall be shown on the preliminary and final plats.

~~**c.**~~ All dedicated lands shall have access by way of a street. Such access can be provided when the dedicated land is adjacent to existing or proposed public parkland with street access.

6. LAND DEDICATED FOR OTHER PURPOSES

a. The Board of Commissioners may consider the dedication of land of other governmental related purposes including but not limited to the following:

i. Police Substation

ii. Fire Station

iii. EMS Station

iv. Public School

v. Other Governmental Activity

ARTICLE 10: REVIEWING AGENCIES

10.8. Town Manager

10.8. TOWN MANAGER

The Town Manager shall have the following powers and duties:

10.8.1. POWERS AND DUTIES

A. POWERS AND DUTIES

The ~~Town Attorney~~Town Manager shall have the following other powers and duties:

1. Enforce this Ordinance in accordance with Article 8: Enforcement, and State law;
2. Advise applicants on the merits of proposed applications;
3. Facilitate coordinated implementation, enforcement, and periodic review of this Ordinance by keeping the Board of Commissioners informed of matters involving this Ordinance;
4. Hear appeals of development-related aspects not addressed in this Ordinance; and
5. Perform other duties as may be assigned by the Board of Commissioners in accordance with State law.

10.9. PARKS AND RECREATION ADVISORY BOARD

The Parks and Recreation Board is hereby established in accordance with Sections 31.62 – 31.64 of the Zebulon Code of Ordinances. The Parks and Recreation Advisory Board shall have the following powers and duties, composition, and rules of procedure under this Ordinance:

10.9.1. POWERS AND DUTIES

A. RECOMMENDATION AUTHORITY

To make recommendations to the Board of Commissioners on the following applications:

1. Comprehensive Parks and Recreation Plan Amendments;
2. Planned Developments; and
3. Conditional Zoning Map Amendments.

B. OTHER POWERS AND DUTIES

The Parks and Recreation Advisory Board shall have the following other powers and duties:

1. To make studies of the Town's Parks and Recreation Facilities;
2. To determine objectives to be sought in the recreation of the town;
3. To prepare and adopt plans for achieving these objectives;
4. To develop and recommend policies, ordinances, administrative procedures, and other means for carrying out plans that the Board of Commissioners may direct;
5. To advise the Board of Commissioners concerning the use and amendment of means for carrying out plans;
6. To exercise any functions in the administration and enforcement of various means for carrying out plans that the Board of Commissioners may direct;
7. To perform any other related duties that the Board of Commissioners may direct;
8. To conduct such public meetings as may be required to gather information necessary for the drafting, establishment, and maintenance of adopted or proposed plans and before recommending any such plans to the Board of Commissioners; and
9. To promote public interest in and an understanding of its recommendations, and to that end, publish and distribute copies of its recommendations and employ such other means of publicity and education as it may determine.

10.9.2. COMPOSITION

A. MEMBERSHIP

The Parks and Recreation Advisory Board shall consist of seven members.

B. RESIDENCE LOCATION AND APPOINTMENT

ARTICLE 10: REVIEWING AGENCIES

10.9. Parks and Recreation Advisory Board

1. Members shall be citizens and residents of the town and shall be appointed by the town of Zebulon Board of Commissioners;
2. Members of the Parks and Recreation Advisory Board shall hold no other official municipal government position except on a zoning board, zoning board of adjustment, Planning Board, or housing authority board.
3. A member may be removed by the Board which appointed the member for neglect of duty or malfeasance in office.
4. Upon request of the member proposed for removal, the Board of Commissioners may hold a hearing on the removal before it becomes effective.

C. MEMBER TERMS

1. Members of the Planning Board shall be appointed for terms of three years with terms expiring on June 30.
2. Members may continue to serve until their successors have been appointed.
3. There shall be no term limits for those serving on the Parks and Recreation Advisory Board

D. VACANCIES

Vacancies occurring for reasons other than expired terms shall be filled as they occur for the unexpired remainder of the term by the Board of Commissioners of the Town.

E. OFFICERS

1. The Parks and Recreation Board shall elect a Chairperson and may create and fill other offices as it may deem necessary.
2. The term of officers shall be one year or until successors shall have been elected and installed, with eligibility for re-election.

10.9.3. RULES OF PROCEDURE

A. GENERALLY

The Parks and Recreation Advisory Board shall adopt rules for the transaction of its business and shall keep a record of its members' attendance and its resolutions, discussions, findings and recommendations, which record shall be a public record.

B. COMPENSATION

Members of the Parks and Recreation Advisory Board shall receive no compensation for their services.

C. SCHEDULE

1. The Parks and Recreation Advisory Board shall establish a regular meeting time and place.
2. Unless there is no business to be conducted, the Parks and Recreation Advisory Board shall hold at least one meeting monthly.
3. The Parks and Recreation Advisory Board may elect to change and/or delete meeting dates, times and/or locations of its regular meetings.

D. OPEN MEETINGS

All meetings and hearings shall be open to the public.

E. OFFICIAL RECORD

1. The Parks and Recreation Advisory Board shall keep minutes of its proceedings showing the vote of each member upon each question and the absence or failure of any member to vote.
2. Unless otherwise provided by law, all records and minutes shall be public record.

F. QUORUM

1. No official business of the Parks and Recreation Advisory Board may be conducted without a quorum present.
2. A quorum shall consist of a majority of actual membership excluding vacant seats.

G. VOTING

ARTICLE 10: REVIEWING AGENCIES

10.9. Parks and Recreation Advisory Board

1. An affirmative vote of the majority of Parks and Recreation Advisory Board members constituting a quorum is required for all decisions.
2. The Chairperson shall vote as any other member.

H. ATTENDANCE

Faithful attendance at meetings of the Parks and Recreation Advisory Board is considered a prerequisite to continued membership, and the appointing authority may remove and replace any member continually delinquent in his duty to attend. Specifically, members of the Parks and Recreation Advisory Board may be removed by the Board of Commissioners at any time for:

1. Failure to attend three consecutive meetings; or
2. Failure to attend 70% or more of the meetings within any 12-month period;
3. For any other good cause related to performance of duties.

I. CONFLICT OF INTEREST

1. A member of the Parks and Recreation Advisory Board shall not vote, nor participate in any manner that would violate an affected person's constitutional rights to an impartial decision maker; including, but are not limited to:
 - a. A member having a fixed opinion prior to hearing the matter that is not susceptible to change;
 - b. Undisclosed ex-parte communication;
 - c. A close family, business, or other associational relationship with an affected person; or
 - d. Financial interest in the outcome of the matter.
2. If an objection is raised to a member's participation and that member does not recuse himself or herself, the remaining members shall by majority vote rule on the objection.

Topic: Little River Park Plan: Final Draft
From: Parks & Recreation Staff
Prepared by: Sheila Long, Parks & Recreation Director
Presented by: Sheila Long, Parks & Recreation Director

Background

With implementation of the Play Zebulon: Parks and Recreation Master Plan, staff has been working towards next steps in identified priority projects. Development of Little River Park was identified in the goals for the Natural Areas & Sustainability Subsystem of the adopted vision.

AECOM completed a final draft of a park specific site plan for Little River Park. This plan relied on collected information from the Play Zebulon community engagement and adopted vision. The plan completed a series of public engagement that included:

- Public Workshop at Spring Fest
- Virtual Workshop
- Town Led Pop Up Workshops and Stations
- Advisory Board Workshop.

Results of the park specific community engagement refined and expanded the site plan for Little River Park.

Discussion

The discussion before the Advisory Board is to recommend approval to the Board of Commissioners the Little River Park Plan.

Attachment:

- Little River Park Plan: Final Draft

Draft

TOWN OF ZEBULON Little River Park

Master Plan

ZEBULON
NORTH CAROLINA



Publish Date : _____ 2022

Town of Zebulon Parks and
Recreation Department
1003 N Arendell Ave
Zebulon, NC 27597

www.townofzebulon.org/





ACKNOWLEDGMENTS

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PROJECT PROCESS AND PURPOSE

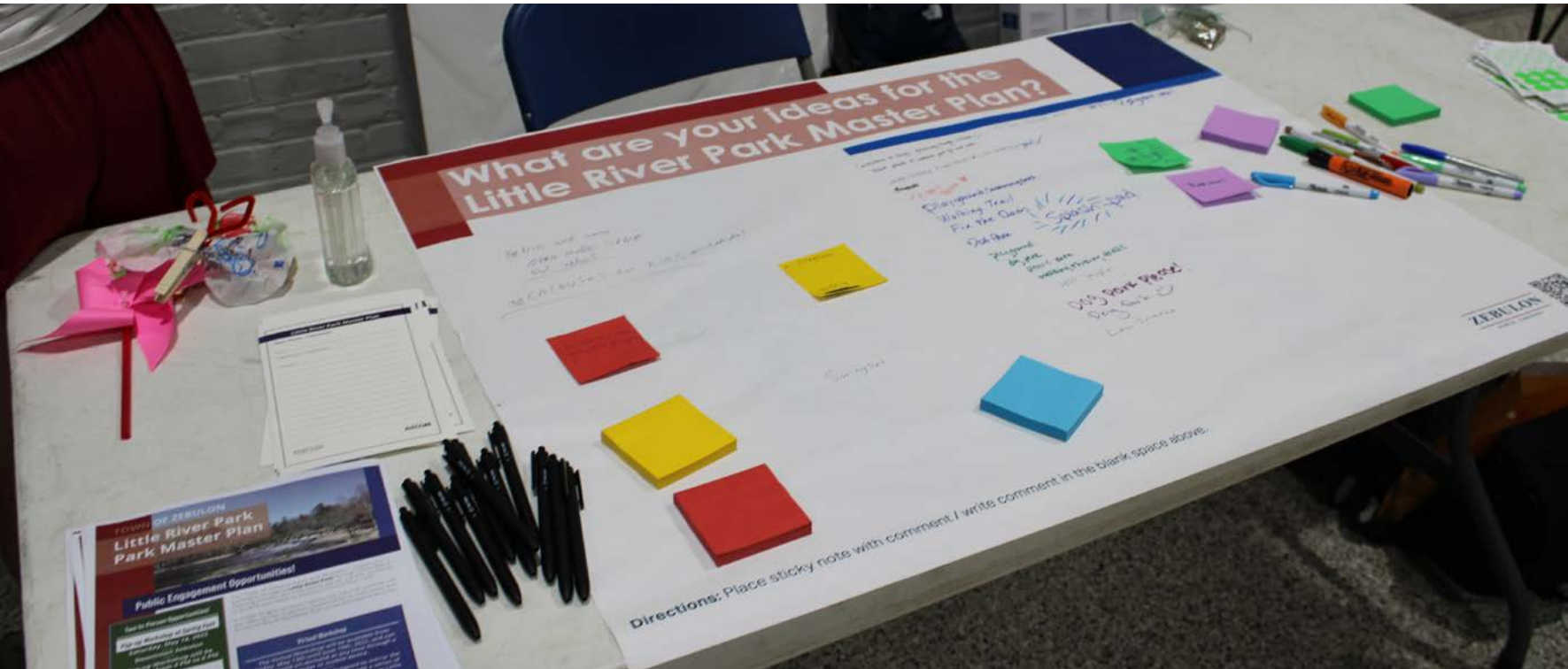


PROJECT PURPOSE

Little River Park is one of the most unique parks in the Zebulon Parks and Recreation System. Situated on both banks of the Little River, this park provides the best opportunity for water access and natural area experiences within a Zebulon Park. Due to this park's differentiating features, as well as its historical context, it is recognized by the public as an important community asset.

The purpose of this project is to develop a site-specific master plan for Little River Park based on recommendations from the 2021 Play Zebulon Parks and Recreation Master Plan. These recommendations are built upon previous planning efforts for this site, and help carry forward those ideas, as well as the overall Vision established during the Play Zebulon Process.

In order to ensure that the recommendations from this previous planning effort is carried forward, this master plan process is intended to guide the development of Little River Park through a systematic method of research, site analysis and stakeholder input. Because of this Park's importance to the community, this approach extends beyond the specific property lines of the park in an effort to develop a cohesive plan that connects the Park to the surrounding areas. Improvements to Little River Park are a result of the Town's diligence and commitment to its community's priorities, and this process will help ensure that this important asset continues to provide a quality nature-based recreation experience for future generations to come.



Little River Park Engagement Board

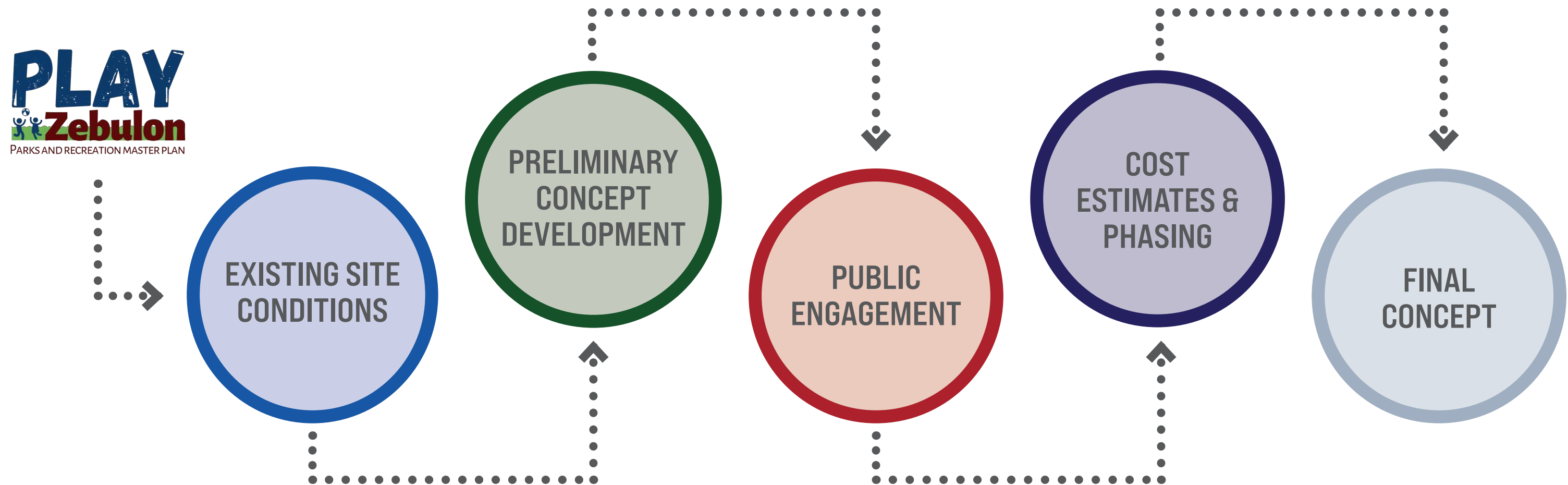
PROJECT PROCESS

The project process is a continuation of the efforts undertaken by the Town in the previous few years, particularly the public input and programming ideas that grew out of the Play Zebulon Parks and Recreation Master Plan. Considering the planning and assessments conducted by the Town at this site in recent years, initial tasks included a review of previous planning documents, site planimetric data and research studies. The project team also conducted a physical inventory of existing conditions of the Park and surrounding area. Research for potential programming also included the analysis of facility and program precedents that were consistent with stakeholder input.

The next step involved a synthesis of information to develop a preliminary concept for the Park and surrounding area. Elements in this concept improved circulation and access, the restoration of the river bed, and programming needs to activate the park. This concept, along with precedent images, were presented through a series of public engagement opportunities, in order to validate the concept and programming elements.

After receiving input from the public through a variety of in-person opportunities as well as virtual engagement, the project team updated the final concept to reflect input received from the community. The final step in the process is the preparation of a Final Park Master Plan, which included updated cost estimates and phasing for proposed improvements. This consolidated document was then presented to the Town Commission for final adoption.

PROJECT PROCESS DIAGRAM



SITE CONTEXT AND COMMUNITY CONNECTIONS



SITE CONTEXT

ADDRESS: 1800 W Gannon Ave, Zebulon, NC 27597

AREA: 23.09 ACRES

Site Context

Little River Park is a Town of Zebulon park located along W Gannon Ave/NC 97 on the western edge of the Town boundary. The park site is approximately three miles east of the Town center. The existing 23.09-acres of the park are primarily accessed from W. Gannon Ave and Water Plant Rd. Little River Park is one of Zebulon's oldest parks known for its natural flowing water and nature based recreation. Users come to the park to enjoy fishing, sandy beach, informal trails, passive recreation, and exploring old artifacts.

The existing park property surrounds residential parcels adjacent to Little River Park along Currin Perry Rd and north of Little River. These residential properties are separated by the River or share a large amount of wooded areas.

Park Connectivity

The Vision Chapter of the Play Zebulon Parks and Recreation Master plan highlighted the strategic location of Little River Park site and the role the park can play as a major anchor and trailhead in the larger Wake County greenway and trail system.

In addition to serving as the northern anchor for the corridor connecting to the Zebulon/Wendell open space, Little River Park also has the potential to serve as a major trailhead in a regional greenway system. Wake County currently has approximately 3,700 acres of land along the Little River that currently exists as the future Little River Reservoir. The large size and linear nature of this property presents the opportunity for a significant amount of greenway trails that provide connections to northeastern Wake County, and potentially towards Rolesville and on to Wake Forest.

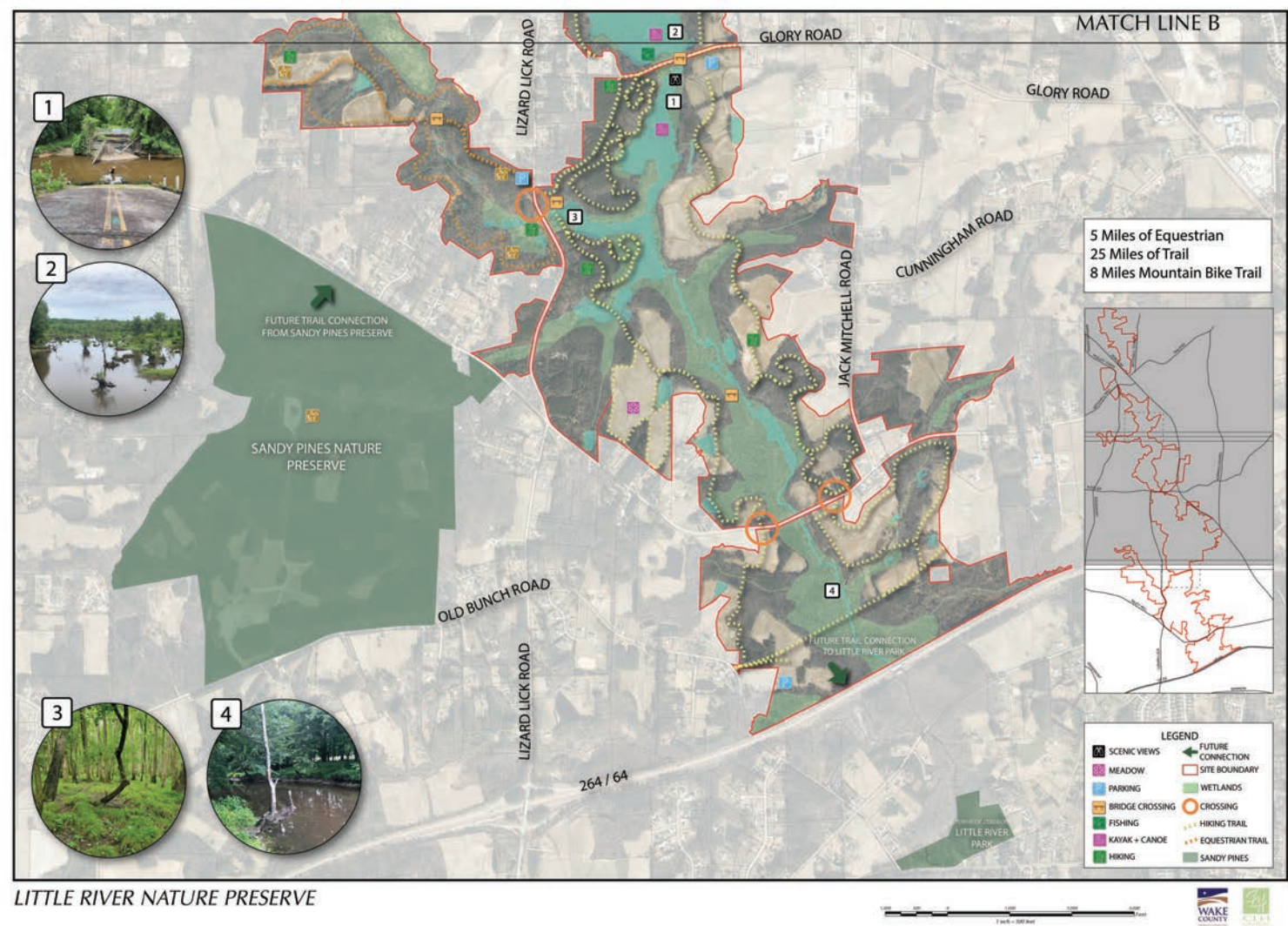
Wake County began the process of planning and developing concepts for the Little River Reservoir in the spring of 2022, with the goal of increasing access to these natural lands and improving connectivity to the surrounding municipalities. This effort represents a major step in the expansion of the regional greenway system in the eastern part of the County, providing the foundation for further expansion and connection to existing trails



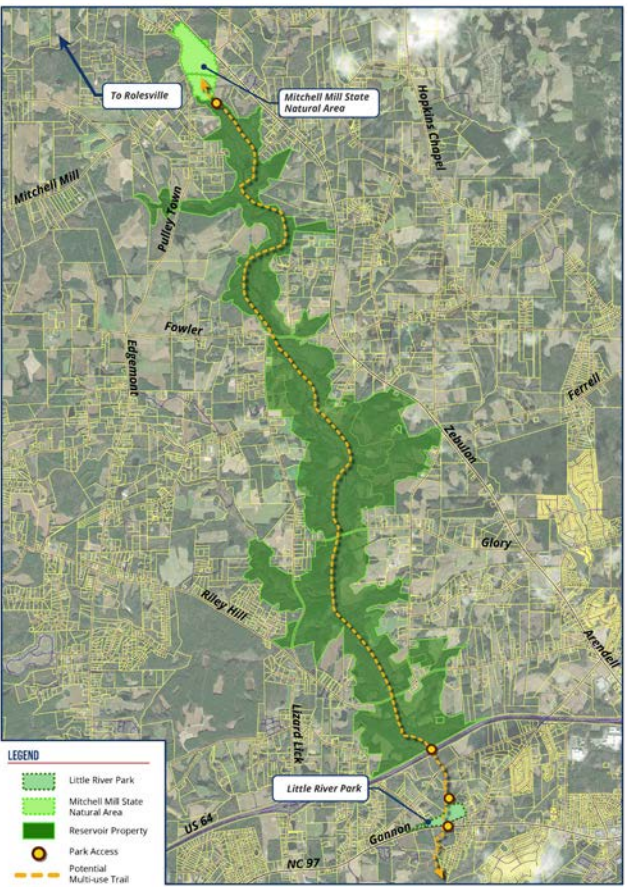
Little River Park Recreational Spaces

and greenways. Activating this area with activities such as walking and mountain bike trails will also touch 100+ acres of the Mitchell Mill State Natural Area near Rolesville.

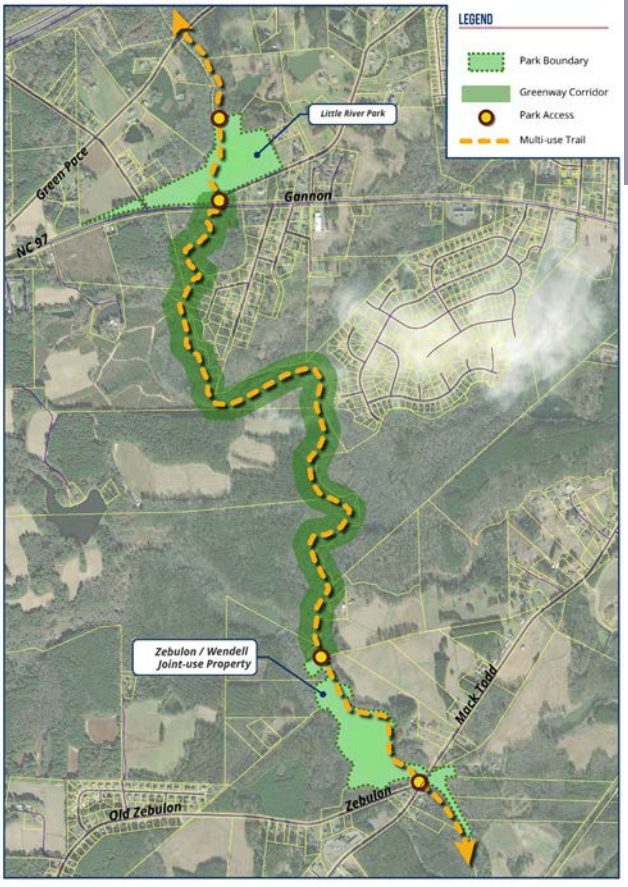
In addition to the connections to areas north of Little River Park, there are also opportunities to provide trail access to the south along the Little River. The Town jointly owns a 26.3-acre property with the town of Wendell approximately 1.5 miles south of Little River. Promoting a connection to this site will promote further regional connectivity in the area, and increase access to natural areas for park users.



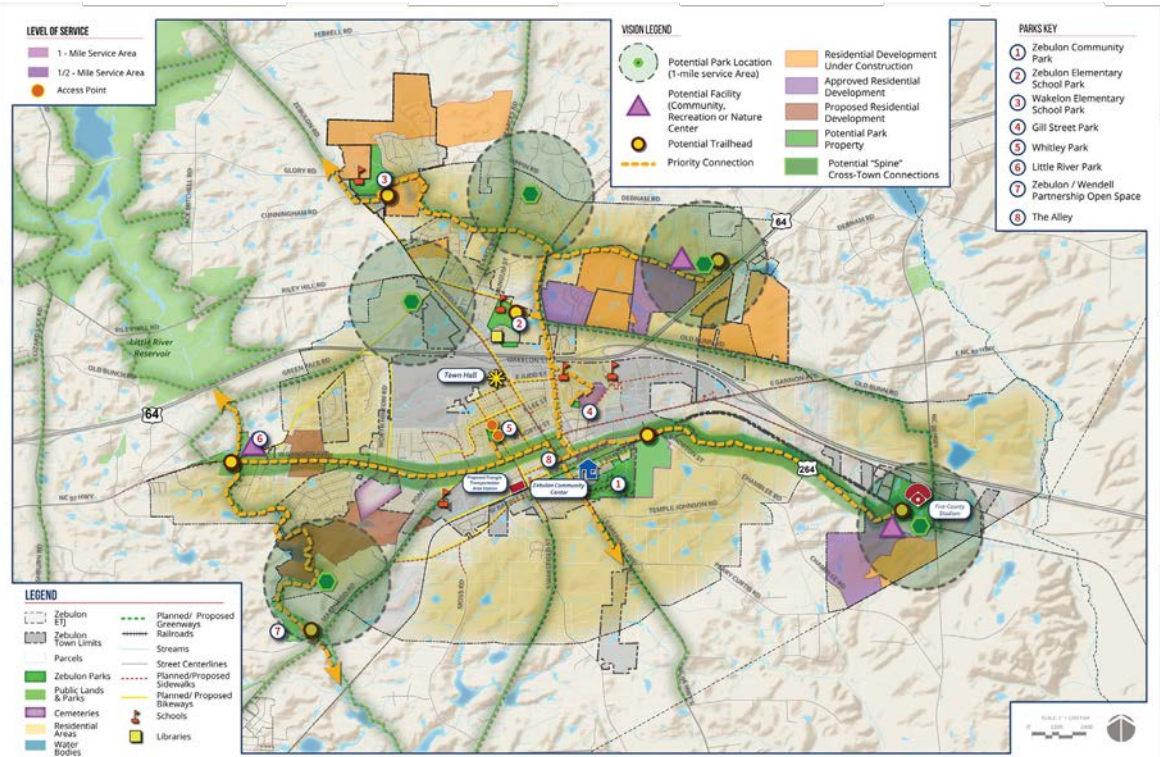
Little River Nature Preserve Concept



Potential Connection to Little River Park Reservoir



Potential Connection to Zebulon/Wendell Property



Comprehensive Vision Plan (Play Zebulon)

EXISTING SITE CONDITIONS



EXISTING CONDITIONS

Little River Park's unique history incorporates the remains of the historic Moore's Mill Complex which is located within the park site with the dam straddled across Little River. Little River divides the park site into two (2) sections - eastern and western, with limited pedestrian access from one side of the park site to the other.

The site displays high topographic variation with the site sloping towards the river on either bank. The FEMA map shown on the adjacent page categorizes a large portion of the park adjacent to the river as 1% Annual Chance Flood Hazard zone. Past rain and hurricane events have caused several sections of the site to be flooded and park property damaged. Any new development of the park would need to take the topography of the site and associated flooding issues into consideration. The table on the right highlights existing structures, amenities, and utilities at Little River Park



Little River Park

Acreage: 23.09 acres

Existing Structures & Amenities:

- Moore's Mill dam partially destroyed
- Moore's Mill building foundation
- Two (2) gravel parking lots on either side of the Little River
- Water plant
- Old power substation
- Site is divided by Little River
- Various benches, picnic tables and trash receptacle
- Open play/passive recreation space
- Informal walking trails

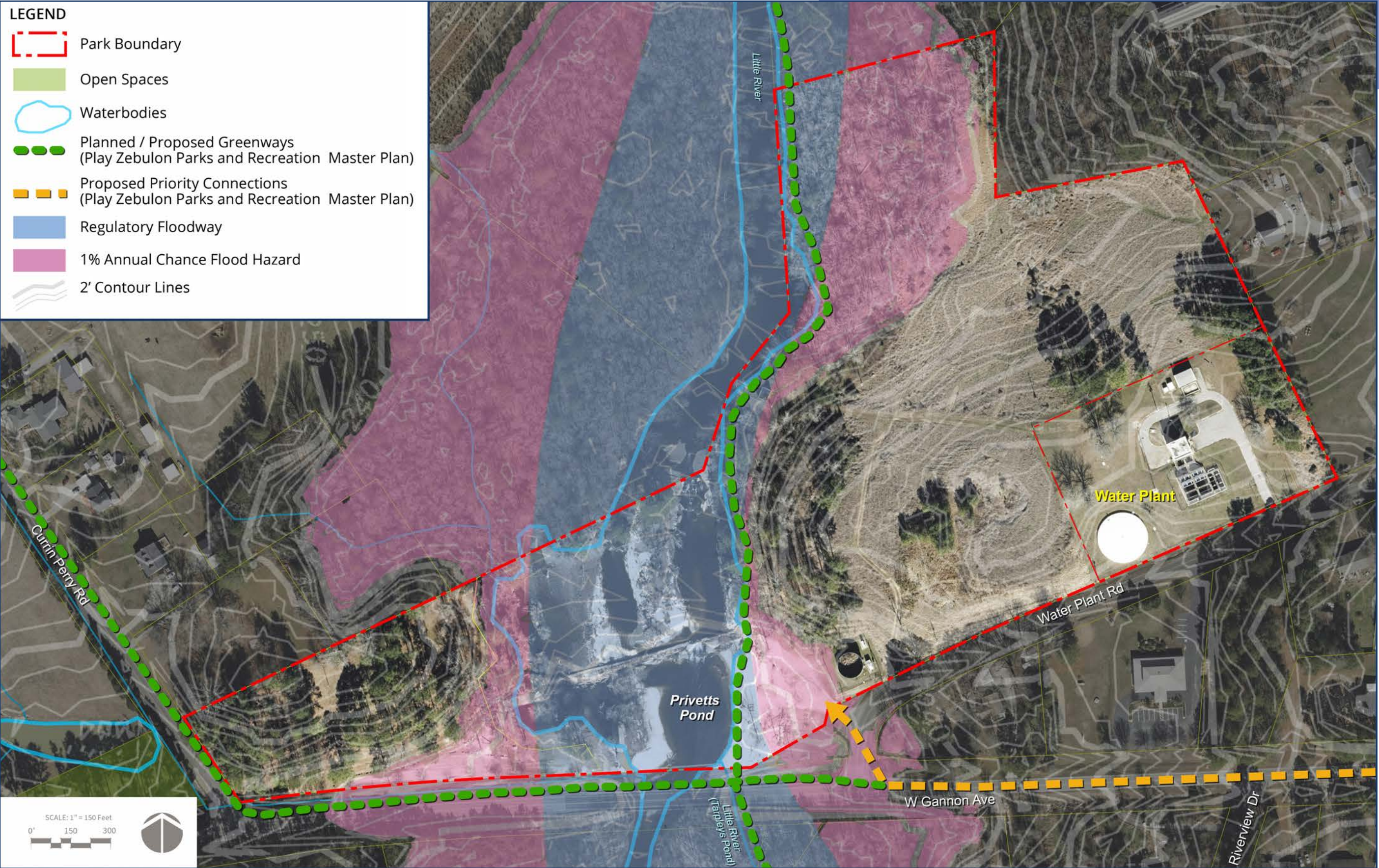
Existing Utilities:

- Fresh water access
- Sanitary sewer
- Overhead power lines



Flooding at Little River Park

EXISTING SITE CONDITIONS



SITE OBSERVATIONS

Little River Park is a nature-based park set between W Gannon Ave/ NC 97, Water Plant Rd, Currin Perry Rd which offers the Town residents reprieve from a more urban-context with flexible programmatic elements surrounding the site. Currently, there are two (2) entrances to the park that allow you to access either the east or west side. The undulating landform and thriving mature trees provide appealing views into the site from either side of the park. The site slopes considerably toward the river from both the eastern and western sides of the park property. The stream bank is eroded considerably because of steep slopes. There are no sidewalks along the periphery or within the park property. The following is a description of the project team's observations developed through a preliminary analysis of available data as well as multiple site visits to Little River Park. The project team reviewed current planning efforts as well as survey and topographical data. Results from these analyses can be found in the sections following site observations..

Eastern Side of Site

The eastern side of Little River Park is considerably larger, but also contains a significant amount of heavily wooded areas, and limited access. The gravel parking lot is accessed off of Water Plant Rd, and allows users to access the river or take a scenic walk along the river with dense vegetation along the bank. The trail along the river has various points of water access with flat rocks to picnic or interact with the flowing water. Further inland is an old pump station owned by the City of Raleigh with fencing to keep pedestrians out of the building. This facility is slated to be removed by the City of Raleigh. The most eastern side of the park has the highest topography. This area primarily consists of ground cover, shrubs, and mature canopies that surround the park boundaries. Due to the plant, kudzu, a sprawling invasive vine, this portion of the park is going through a management plan to maintain and eliminate the kudzu.

Much of the topography on the eastern side of the park has undulating landforms that slope towards Little River. To access this area, a grass road adjacent to the water plant along Water Plant Road leads to the top of the eastern portion of Little River Park to avoid the informal trail along the river.



East Bank of River



Informal Trail along River with Dense Vegetation



Pedestrian Access to Water



Existing Pump Station



Path Leading to Pump Station



Undulating Topography



Upland Area on the East Side of the Park



Service Road (unpaved)

Western Side of Site

On the western side of the park, the site displays high topographic variation with the site sloping towards the river. The larger of the two gravel parking lots is accessed from W Gannon Ave/NC 97 with most of the amenities placed on the west side of the Little River Park. Beach access is between the Moore’s Mill building foundation and the bridge along W Gannon Ave. Adjacent to the sandy beach there are signs of erosion from the destruction of the Moore’s Mill dam over multiple flooding events along with the steep topography along the western boundary of the park.

Although the topography on this side is more steep resulting in erosion and flood damages, the high point offers reprieve in the established pine stand and pastoral grasses. Park users can find limited amenities such as benches and picnic tables to use while others might decide to use the grass for a picnic or open space play.

Photos of Little River Park on the western side are shown below.



Typical Bench



Little River Under the W Gannon Ave/NC 97 Bridge



Daylighted Stormwater Channel



Sandy Beach



Upland Area on the Western Side of the Park



Moore’s Mill Building Foundation along River



Rocky Area on the Western Side of the Park



Park Bench and Picnic Table



Open Play/ Passive Recreation Space



Mature Pine Stand

PREVIOUS STUDIES & REPORTS

Located within the park site is the historic Moore's Mill complex, which includes the foundation of the mill building and the remnants of the dam. The dam runs roughly adjacent to NC 97 as it crosses the Little River. The foundation blocks for the mill building remain on site.

Architecture Survey

The 2019 City of Zebulon Historic Architecture Survey Report of Moore's Mill notes that the Mill was constructed during the heyday of gristmills in the United States, North Carolina, and Wake County. The date of construction for Moore's Mill is somewhat debatable. The mill is labeled "Moor's Mill" on the 1871 Map of Wake County. Locals would bring their corn and wheat to be ground at the mill for a fee or a portion of the cornmeal or flour.

Because much of the Moore's Mill complex has been destroyed or damaged, its historic architecture is difficult to discern. Based on an undated historic photographs, local resident accounts, and the remaining foundation blocks, it was likely a typical mid-nineteenth century mill of wood construction. Today, what remains of the former mill complex consists of the badly damaged dam with non-historic patchwork repairs and the foundation blocks of the mill building.

Archaeological Survey

In 2020, the Town of Zebulon conducted an Archaeological Survey at the Little River Park site. Results from this survey indicate presence of multicomponent historic artifact scatter associated with a mill dam complex. The site also contains an ephemeral precontact component of unknown cultural affiliation. The historic artifacts collected from the site are broadly diagnostic of the nineteenth and twentieth centuries and are consistent with material expected at a mill dam site.

The survey conducted consisted of both visual and subsurface examinations including shovel testing, visual inspections, metal detection, and auger testing. Although the artifacts collected from the survey area are considered significant at the local level there is, however, currently not enough information to determine research potential of the site. Due to none of the intact deposits being within the limits of new development no further testing of the site will be required.

The dam has been damaged and repaired many times over its history. A flood in 1919 destroyed dam power facilities. Based on graffiti found on stones that would have been under the waterline at the time, there was another flood in 1928. Hurricanes in 1996, 1999, and most recently Hurricane Matthew in October 2016, have caused extensive flood damage.



Western Portion of the Dam



Mill Dam Remnants



Support Structure Foundations and the Mill Wheel Holders



Dam Structure from the Eastern Side of the Park

Urban Forestry Plan

The Town of Zebulon contracted the North Carolina Forestry Service in 2019 to prepare a management plan for Little River Park. The plan provided information and management recommendations on various areas based on the existing park soils, trees, and ground cover. The Plan also provides detailed proposals on how to combat invasive species and how to establish a new desirable ground cover that will meet the needs of Little River Park. Since completion of the study, the Town is going through a process to eradicate significant amounts of Kudzu as recommended by the Forestry Service.

2017 Little River Park Visioning Study

In 2017 the Town conducted a public engagement initiative to gather public input on future development of Little River Park and the dam. Feedback during the visioning study found that there was a desire from some in the community to rebuild the dam. Overall, the visioning study found that there was a stronger desire from the community to activate the space for nature based recreation. Some of the key takeaways from this engagement were:

- Everyone within the community was excited about the future of Little River Park
- The community desires a nature-based park with opportunities to explore, walk, learn, and recreate
- Children’s play, fishing, and relaxing/sightseeing are among the most popular uses for the past, present and future
- Preferred future amenities would include walking/hiking/nature trails and greenways
- The community preferred future uses can be accommodated with either a pond or a river
- There was a strong sentiment to recognize the dam and its cultural significance to the Town and community

In 2018, following the visioning study, the Zebulon Town Commission voted not to pursue rebuilding the dam and rather use FEMA funding for an alternative project for stream bank revitalization. This project would restore the river to its original state before the existence of the dam and would remove all existing dam structures. The Town has since been in regular contact with FEMA; however, the project remains in an appeal process.



Moore’s Mill Dam Before Current Damage



Existing Condition of Moore’s Mill Dam



Combating Invasive Species to Establish New Groundcover



Remnants of Kudzu

PRELIMINARY CONCEPT DEVELOPMENT



PRELIMINARY PROGRAM ELEMENTS

During the public engagement segment of the Zebulon Parks and Recreation Master Plan project, Little River Park was the most discussed individual park throughout the engagement process. The park received significant feedback through specific, site-focused questions in the online survey, statistically valid survey, and in-person workshops. Many community members felt that the park was an important community asset with unique historic and environmental value. Much of the input was strongly in favor of directing resources to develop this park - enhancing the existing natural features while providing additional amenities.

The information obtained through prior engagement, research, site visits and conversations with Town staff provided the project team with a comprehensive understanding of the existing conditions in Little River Park, and established a basis for identifying preliminary program elements for the park. These elements include:

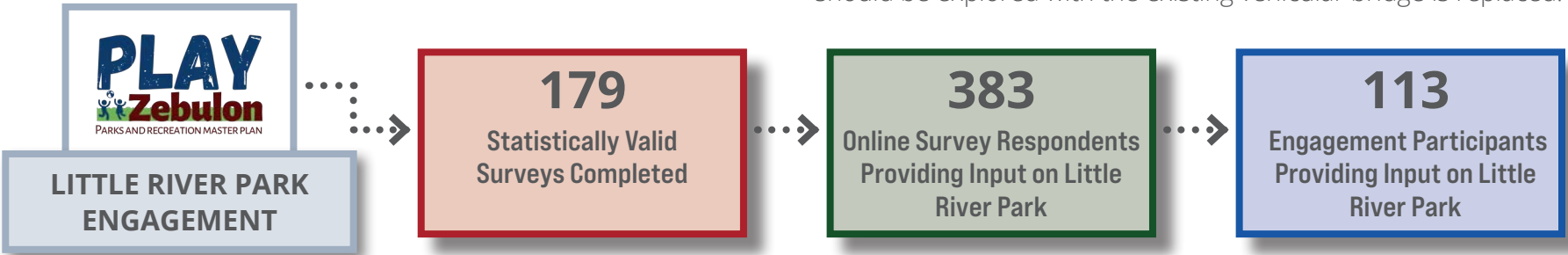
- Improve walking trails
- Enhance access to river
- Stormwater improvements
- ADA Accessibility
- Provide outdoor gathering space
- Enhance landscape features and plantings to accentuate existing topography and viewsheds
- Provide nature play elements
- Renovate or replace existing park facilities

PRELIMINARY CONCEPT PLAN

As part of the Master Plan Process, the project team developed a concept diagram to show potential improvements at Little River Park. This concept demonstrates the potential for nature-based opportunities, outdoor recreation and education that can be incorporated into the park site. The River remains the central focus with a majority of the dam removed and the riverbed restored to its natural state. This will allow for easier water access for park users, and create a safer environment for water-based recreation. A historic education exhibit has been added on the west bank, which could likely feature remains of the dam along with educational signage to honor its history. The area on the west side of the river remains largely passive - with additional amenities such as picnic shelters, shaded picnic areas and walking paths added throughout the area.

The east side of the site features improved parking with an ADA accessible paved pathway leading into the heart of the park. This paved pathway leads to a nature play area and outdoor classroom utilized for environmental education opportunities. These amenities would be set amidst large swathes of native plant meadows with meandering pathways cutting through the meadow and along its edges. Educational signage placed at strategic locations along the pathways would provide additional educational opportunities. Several picnic shelters have been located along the walking paths.

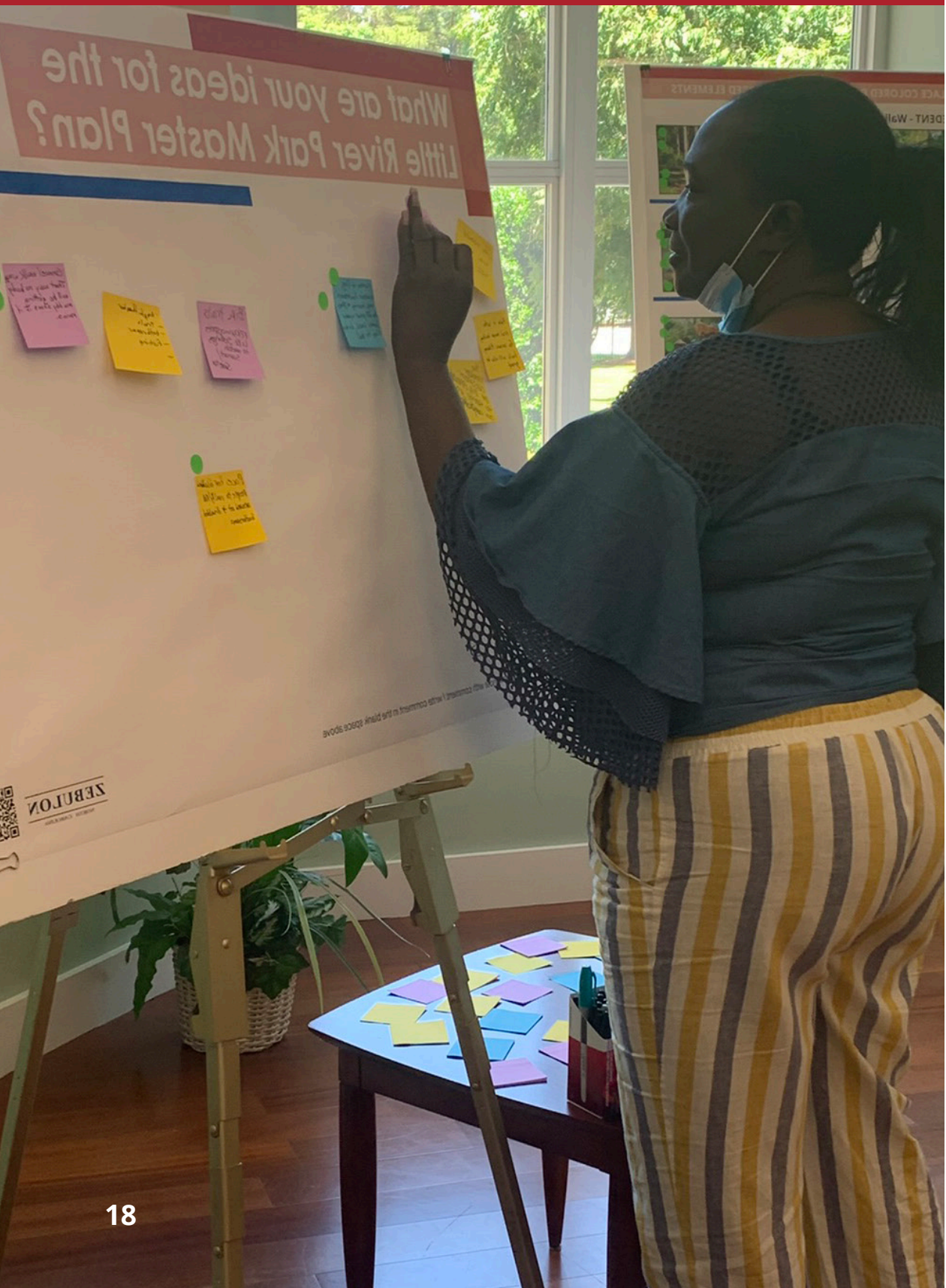
The long-term intent is to have this park connect on both the north and south sides to a regional recreation trail that links this area with the rest of Eastern Wake County. By keeping access to natural areas and education as the focal points of Little River Park, the Town can ensure that residents have an invaluable resource for years to come. It is also anticipated that a connection between the eastern and western portions of the park would eventually be needed, and exploring a connection along W Gannon Avenue should be explored with the existing vehicular bridge is replaced.



PRELIMINARY CONCEPT PLAN



PUBLIC ENGAGEMENT



PUBLIC ENGAGEMENT

Overview

Public engagement is the cornerstone of any successful planning effort, representing the qualitative side of the investigation and research upon which successful master plans are built. For the Little River Park Master Plan, a multi-faceted approach to public engagement was developed in order to obtain as much public input as possible. The primary goals of the plan's public participation were to raise awareness of the project, build support for the park enhancements, and obtain input from residents on ideas for park amenities and concepts.

The first element of the public engagement involved a pop-up workshop at the annual Spring Fest event to introduce the public to the project, obtain preliminary ideas for design, gather community comments on form and function concepts. This also provides the opportunity to distribute project information and links to the virtual open house and an online engagement. The next opportunity was a series of Town-directed public meetings that included the Parks and Recreation Advisory Board to obtain additional input on the materials presented at the Spring Fest Workshop. In addition to these public meetings, the Town also hosted a Virtual Open House through an online platform to provide on-demand access for the general public. The following are summaries of findings for each method.

PUBLIC MEETINGS

POP-UP WORKSHOP AT SPRING FEST

Due to the timing of the Master Plan effort, the Town was provided a unique opportunity to engage a substantial portion of the community in a special event setting. On May 14, 2022, the Town of Zebulon hosted their annual Spring Fest to kick off the spring season. The event, which drew hundreds of people, featured local vendors and live performances. This special event and the large number of attendees provided an ideal setting to engage with members of the community who may not have otherwise participated in the public involvement process. The project team provided information that included an overview of the project process, the existing conditions of the park site, and preliminary concept of the park. Event attendees were able to walk through

the displays as they made their way around the exhibit area and view the presented material, as well as participate in a visual preference exercise.

The project team was available to answer questions and encourage participants to provide comments. Over 150 people visited the boards during the Spring Fest workshop.

Common themes below were gathered from comment boards:

- Connections to a larger greenway system through Zebulon
- Native plants and habitats for local birds
- Large outdoor amphitheater with seating
- Picnic areas
- Playground
- Dog park
- Address the damaged dam structure
- Restrooms



Pop-up Workshop at Spring Fest

TOWN-DIRECTED MEETINGS

In addition to the Spring Fest pop-up workshop, the Town held a series of meetings to boost community input on the Little River Park concept Master Plan. One of the public meetings was held directly before a Parks and Recreation Advisory Board Meeting in the Town Hall on May 16th, 2022 from 4:00 - 6:00 pm. Prior to the board meeting the public was invited to participate in an open house featuring similar materials that were presented at the first workshop. The Advisory Board also reviewed the materials and provided comments on the proposed improvements. The Town then left the materials in Town Hall the following week, and allowed visitors to view the materials and provide comments. The Town also held to additional pop-up meetings at the Zebulon Community Center on May 26th and June 7th, 2022. These meetings followed a similar format as the previous meeting.

Attendees at all meetings were encouraged to visit stations set up around the room to view existing conditions maps, site photos, a preliminary concept for Little River Park, and participate in the green dot preference exercise. Between the four in-person engagement opportunities it is estimated that approximately 40 additional community members participated or stopped. Most visitors expressed support for the park and its development. Comments below were gathered from comment boards and comment cards, and results from the Vision Preference Exercise can be found following the Virtual Engagement Summary.

The following is a summary of comments received during these Town-directed meetings:

- Publicly accessible pathways, restrooms, areas for play
- A multipurpose area for an outdoor classroom and amphitheater
- Incorporate more picnic areas
- Mountain bike trails
- Safer and more inviting for casual fishing; trails will also be great
- Build the outdoor classroom be big enough to serve as an amphitheater
- Human and dog water fountains along the trail to fill water bottles
- ADA spaces and facilities to increase access
- Bike trails. Relaxing spots like swings to watch sunset/ sunrise
- Amphitheater, trails, bathrooms, fishing
- Unpaved trails
- A picnic shelter that accommodates 30-40 people with parking

In addition to input from the public, the Parks and Recreation Advisory Board also provided comments and recommendations on the concept materials for Little River Park. The following is a summary of the Advisory Board input:

- Provide a mixture of play areas, seating and trails
- Addition of large and small pavilions throughout the park
- Paved walking trails through natural areas
- Opportunity for concessions during events
- Fishing piers along the river
- Outdoor classroom or amphitheater
- Incorporation of wildflower planing areas and shaded tree groves
- Educational and historic monument signage
- A variety of upgraded amenities with a focus on places to sit



Town-Directed Meeting at Town Hall



Town-Directed Meeting at Zebulon Community Center



Visual Preference Boards at Spring Fest

VIRTUAL OPEN HOUSE

Project Website

In order to provide on-demand access for all members of the public to the project materials, the Little River Park Master Plan utilized an online platform as a “one-stop-shop” for information about the plan. This platform was run through PublicInput.com and utilized the URL, www.publicinput.com/LittleRiverParkMP as the landing page for all online engagement. The platform served as the access point for project information and updates, as well as the Virtual Open House. The landing page also included information intended to help the public understand why their feedback is important, and how the results of this plan can impact the future of their parks and recreation services. Extensive outreach was conducted to encourage access to this platform, as well as provide input opportunities for those who may have difficulty attending in-person engagement workshops.

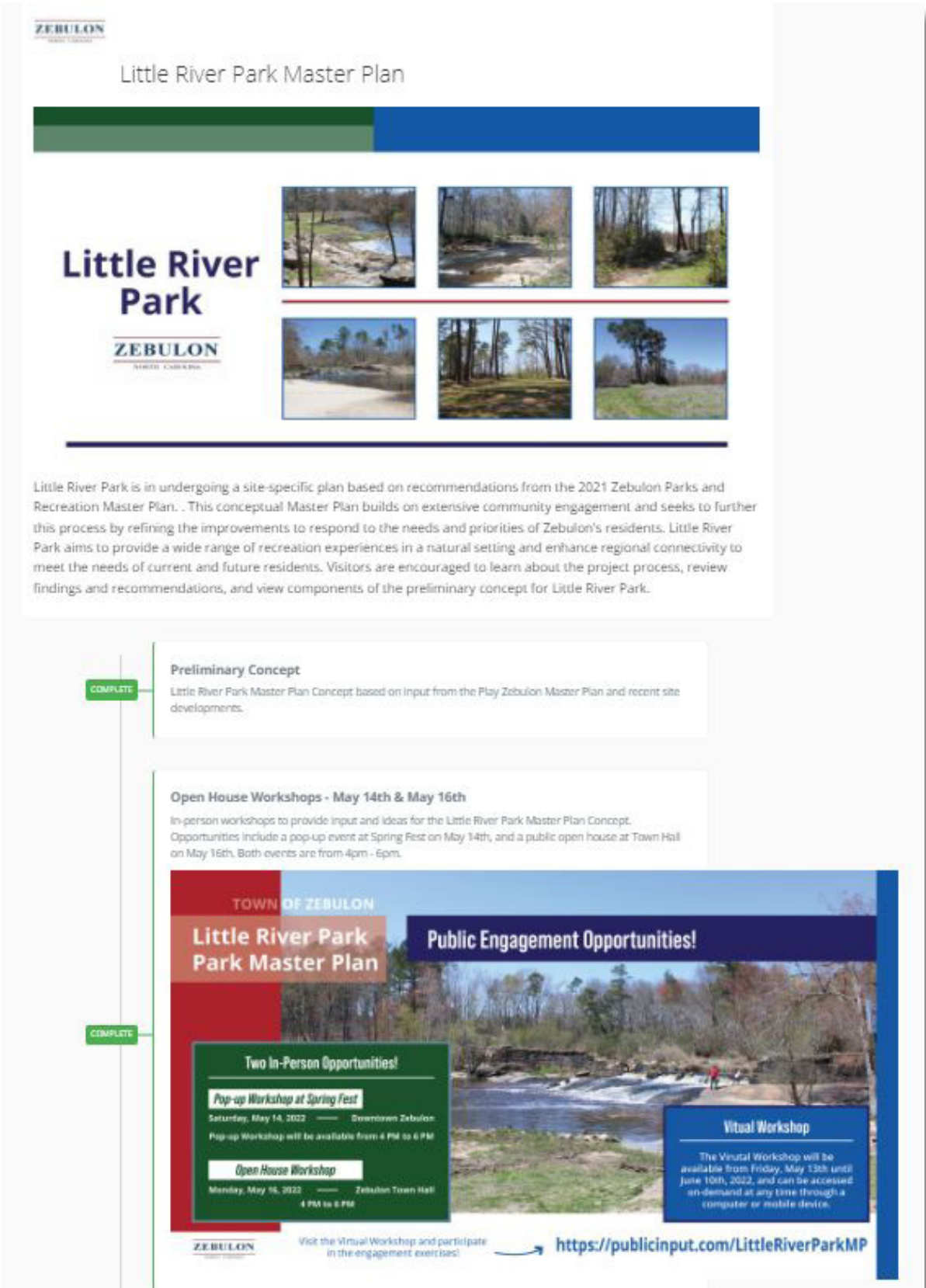
Virtual Open House

Feedback from Town of Zebulon Residents is integral to the Little River Master Planning process. Community members were invited to visit a Virtual Open House and provide feedback on the needs and priorities for parks and recreation facilities and services for the nature-based park. Once in the Virtual Open House, participants could view information boards, and participate in a series of engagement exercises to provide input. The Virtual Open House remained accessible at any time online from May 13th through June 30th, to provide an opportunity for the community to provide input about the Master Plan priorities.

Comments on the Little River Park Concept

The following is a summary of the comments provided on the preliminary Little River Park Concept Plan

- Water access, rock hopping and natural enjoyment
- Green space that doesn't look either too manicured nor too wild - balance between the two
- Please include lots of walking trails and water fountains and dog-friendly facilities
- Outdoor classroom and educational area
- Pedestrian bridge across the river
- Dog park
- Greenway connectivity
- Outdoor amphitheater for events
- Historic exhibits and hiking trails
- Canoe/kayak launch facilities
- Additional gathering/event shelters
- Facilities that support fishing and water access.



Project Website Landing Page



Little River Park Master Plan Virtual Open House

The Town of Zebulon Parks and Recreation Department would like to invite you to view a series of pages highlighting the Little River Park Master Plan.

Step 1 Project Background Existing Conditions **Preliminary Concept** Precedent Images

The preliminary concept plan for Little River Park builds on the ideas established through the 2021 Zebulon Parks and Recreation System Master Plan, as well as environmental and archeological studies conducted at the site. The concept plan seeks to create a more sustainable and resilient park site by restoring the river bed and improving water flow, as well as upgrading stormwater infrastructure along W Gannon Avenue. The concept plan also provides additional walking trails and the opportunity for future connectivity, enhanced passive open spaces, an outdoor education area, a nature-themed playground, improved vehicular access, and a historic exhibit highlighting the former mill and dam structures. Please view the concept below, and feel free to leave a comment with your thoughts or ideas for the proposed improvements.



Please provide any comments or ideas you have on the preliminary concept for Little River Park!

Closed for Comments

Continue

General Comments on the Little River Park Master Plan

Participants were also provided an additional opportunity to provide general comments about the project. The following is a summary of the general comments provided.

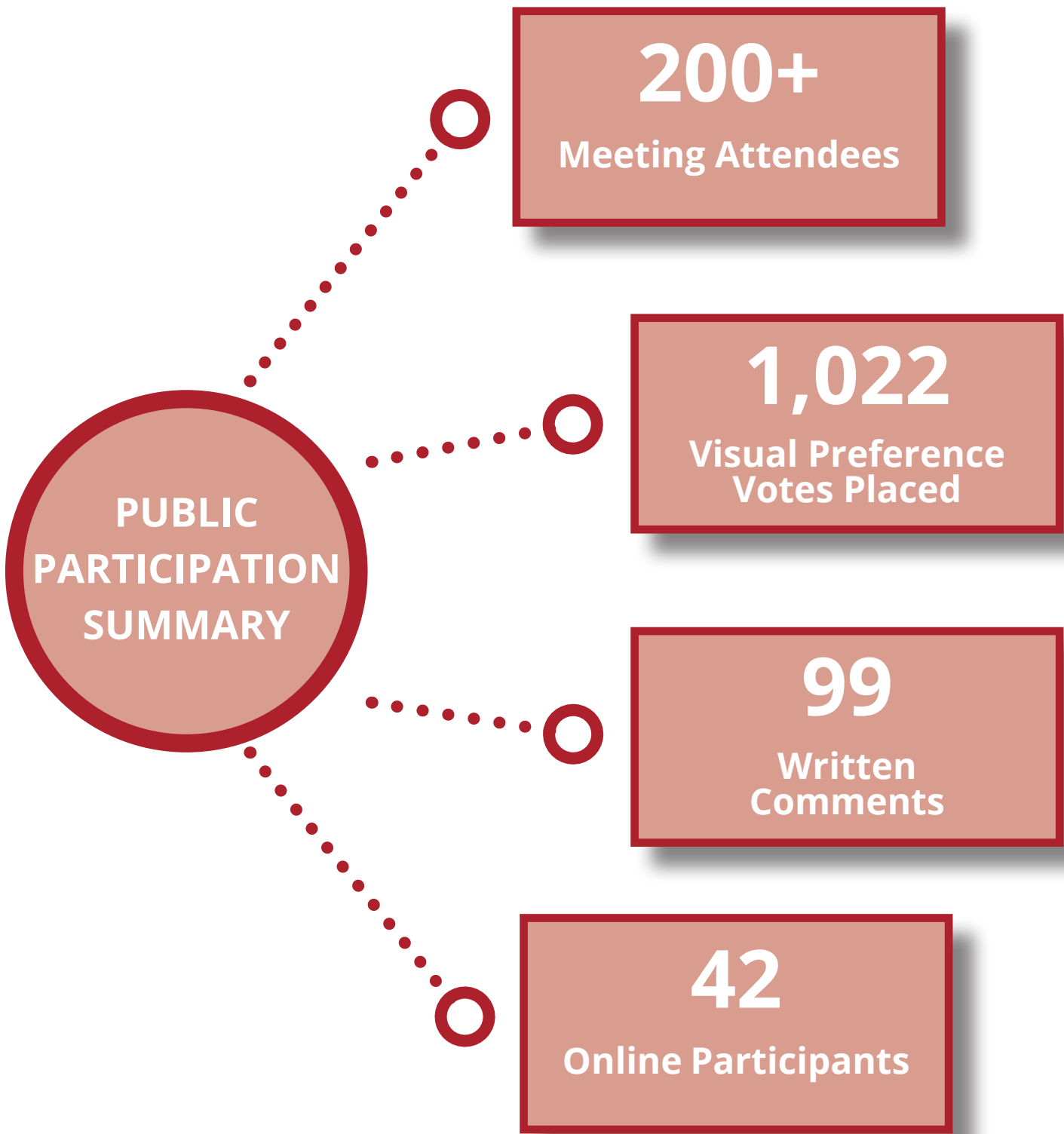
- Looking forward to seeing the plan move forward and enjoying the park
- Creating fun outdoor spaces for kids
- Bike trails
- Spread amenities throughout the park to activate more areas
- Outdoor workout and fitness equipment for adults
- Native plants that will help pollinators
- Maximizing the amount of trails and greenway, as well as connectivity for future greenways
- Asking the North Carolina Museum of Natural Sciences (NCMNS) for help with this project Outdoor classroom or amphitheater
- Providing adequate amenities while keeping the park as natural as possible
- Provide connections across the river for pedestrians
- Include a public restroom and place to get fresh water
- Provide a supporting environment for local fauna

Precedent Image Ranking Exercise

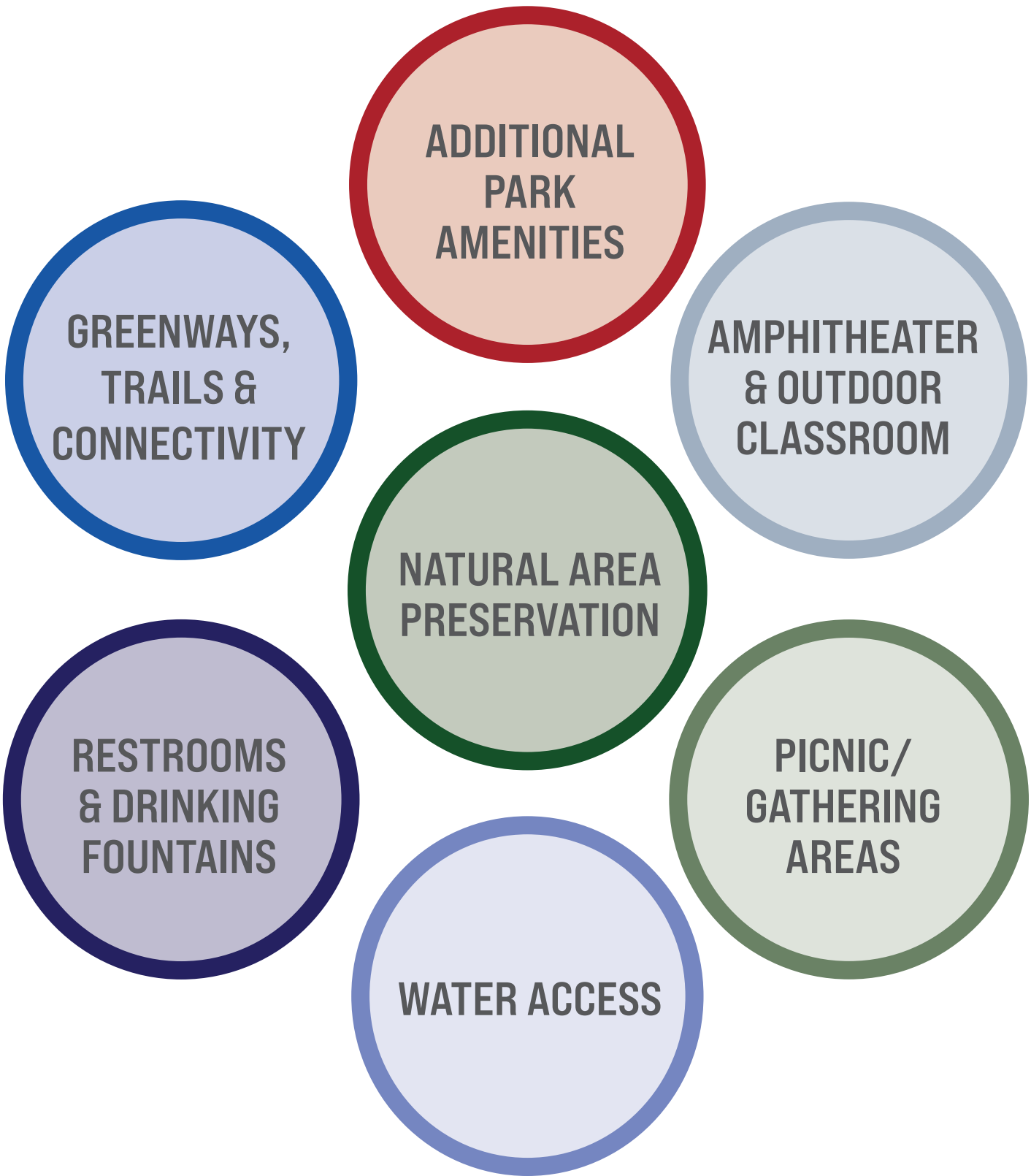
In addition to opportunities to provide open ended comments, participants in the Virtual Open House were also able to view the same series of precedent images included in the in-person meetings. In lieu of a green dot exercise, participants were asked to rank the images in each category. A summary of these results is included in the summary on the next page.

ENGAGEMENT SUMMARY

Forming the foundation of qualitative research, the public involvement effort of the Little River Park Master Plan process provides a snapshot of residents', stakeholders', and Town Officials' views of needs and priorities for Little River Park.



TOP THEMES ACROSS ENGAGEMENT METHODS



Visual Preference Results

The following is a summary of the results of the exercise by category. Images of the boards with the totals from the green dot exercises and Virtual Open House rankings can be found on the following page.

Walking Trails

- The image receiving the most dots was a raised boardwalk. The image of the paved asphalt trail also received a significant amount of votes, and was the highest ranked option in the Virtual Open House.
- **Outdoor Classroom/ Gathering Area**
 - The image receiving the most dots was amphitheater seating with a covered stage/ gathering space. This was also the highest ranked option in the Virtual Open House.
- **Nature-Based Play**
 - The image receiving the most amount of dots by Town participants is the large playground with a multi-story tower and slides. The second most liked image was a natural rock play area, which also received the highest ranking from the Virtual Open House.
- **Water Access**
 - The image receiving the most amount of attention by Town residents is the access to water via a linear boardwalk along the water. This was also the highest ranked option in the Open House.
- **Open Green Spaces**
 - The two images receiving the most votes were the grove of trees with a manicured ground cover as well as, the image of the natural planted area for pollinators. The grove of trees received the highest ranking.
- **Pavilions**
 - The image that received by far the most votes was the cathedral style pavilion. However, the angular roof shelter with natural wood was the highest ranking option in the Virtual Open House.
- **Historic/ Educational Exhibit**
 - The option receiving the most votes was the educational signage that informs park users about the flora/ fauna and local habitat. The other two images that received a significant amount of votes were the signs that alluded to environmental/ historical information about the local site. The highest ranking image from the Virtual Open House was a sign depicting the history of the site.
- **Park Amenities**
 - The two images receiving the most public votes were images showing wayfinding and directional signage for parks and trails. The other images that received a significant amount of public input were benches and picnic tables, with picnic tables ranking the highest in the Virtual Open House.

Little River Park Master Plan Virtual Open House

The Town of Zebulon Parks and Recreation Department would like to invite you to view a series of pages highlighting the Little River Park Master Plan.

Step 1

Project Background

Existing Conditions

Preliminary Concept

Precedent Images

Precedent Images

1. Rank the park element images you think would be most appropriate at Little River Park for **Walking Trails**

PRECEDENT - Walking Trail

1

2

3

Image 1

Image 2

Image 3

Closed to responses

2. Rank the park element images you think would be most appropriate at Little River Park for an **Outdoor Classroom/ Gathering Area**

PRECEDENT - Outdoor Classroom / Gathering Area

1

2

3

Image 1

Image 2










Image 3













Closed to responses

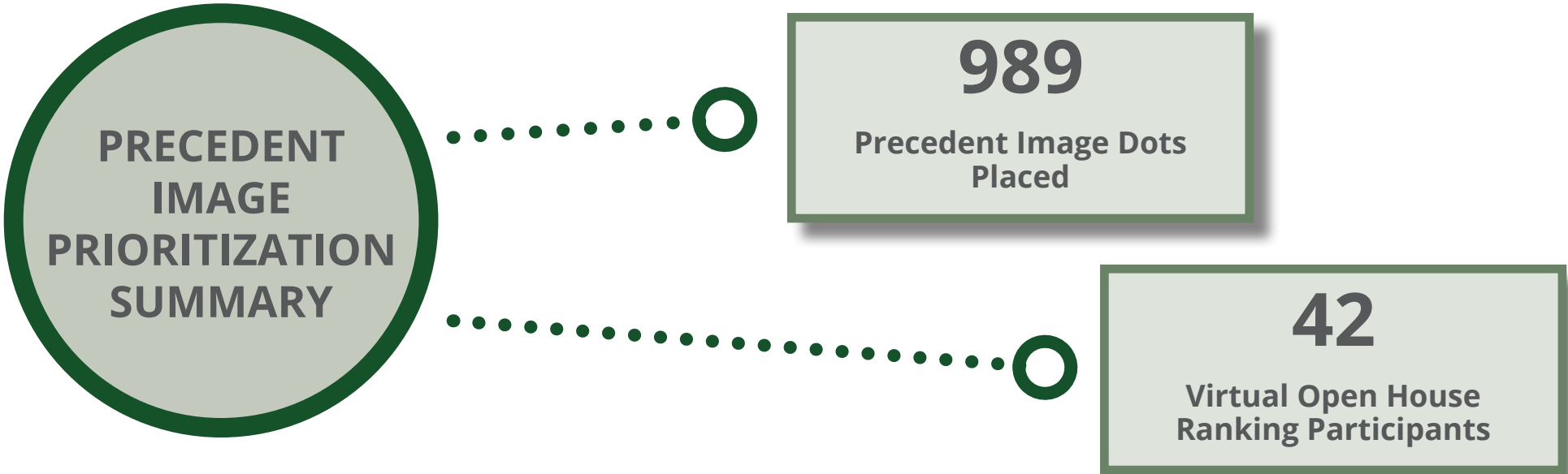
Virtual Open House Precedent Image Ranking

23

Little River Park Precedent Image Results			
Program Element (Total Votes)	Image 1	Image 2	Image 3
Walking Trails (118)			
Green Dot Votes	62	17	39
Virtual Open House Ranking	2	3	1
Outdoor Classroom / Gathering Area (91)			
Green Dot Votes	45	19	27
Virtual Open House Ranking	1	3	2
Nature-based Playground (120)			
Green Dot Votes	47	19	55
Virtual Open House Ranking	1	2	3

Little River Park Precedent Image Results			
Program Element (Total Votes)	Image 1	Image 2	Image 3
Water Access (153)			
Green Dot Votes	71	39	43
Virtual Open House Ranking	1	2	3
Open Green Spaces (98)			
Green Dot Votes	23	32	43
Virtual Open House Ranking	2	3	1
Pavilions (116)			
Green Dot Votes	21	24	71
Virtual Open House Ranking	1	3	2

Little River Park Precedent Image Results						
Program Element (Total Votes)	Image 1	Image 2	Image 3	Image 4	Image 5	Image 6
Historic/Educational Exhibit (119)						
Green Dot Votes	33	18	21	14	11	22
Virtual Open House Ranking	4	5	1	2	6	3
Park Amenities (174)						
Green Dot Votes	27	16	31	17	38	42
Virtual Open House Ranking	1	5	3	6	2	4



FINAL CONCEPT



FINAL CONCEPT

Once the Public Engagement was completed, the project team summarized all written comments, the results from the precedent image exercises, and any notes taken during conversations with stakeholders and public participants. Input received was analyzed to determine the alignment of the public's needs and priorities with the ideas presented in the preliminary concept. The input received through the multiple avenues of engagement validated the design elements presented in the preliminary concept, provided direction for additional improvements to be included, and helped to visualize the intent of the design elements through the precedent image exercises.

The final concept contains the following programmatic and design elements for Little River Park:

- Improved and expanded walking trail network with a mix of paved and unpaved trails
- Upgraded amenities throughout the park
- ADA accessible pathways to key amenities
- Riverbed restoration and bank stabilization
- Historic exhibit with dam remnant on west bank
- Enhanced beach area and access to river on east bank

- Passive recreation areas on west side of the park with shaded picnic areas
- Improved unpaved parking areas
- Stormwater improvements
- Paved parking in the interior of the east side of the park with new access road
- Elevated platforms with fishing areas and outdoor education exhibits
- Open greenspaces on the east side of the park
- Meadow loop trail with native pollinator plantings
- Amphitheater and outdoor education area with restroom
- Nature-based play area
- Connections to future trail systems on north and south sides of the park
- Future connections to paved paths on W Gannon Avenue
- Future pedestrian bridge over the river on W Gannon Avenue



Little River Park Exhibit During Play Zebulon Community Meeting

FINAL CONCEPT PLAN



COST ESTIMATE & PHASING



INTRODUCTION

The next step in the master planning process is to establish clear implementation strategies and priorities for the advancement of the community-driven concept for Little River Park. This involves developing an estimate of probable cost for the proposed improvements at Little River Park, and then aligning community priorities with available funding to establish an achievable phasing plan.

ESTIMATE OF PROBABLE COST

Cost Considerations

The estimate of probable cost associated with the Little River Park Master Plan is based on current market trends, similar projects, and project-specific research conducted by the project team. The project team utilized all of its available resources and technical expertise to provide order-of-magnitude cost estimates that are for planning purposes only.

The concept for Little River Park may be modified over time in response to actual costs, future Town objectives, and available funding sources. Additionally, it is recommended that proposed improvements undergo a detailed feasibility and cost analysis prior to physical implementation.

Cost Estimates

The table on the following page details the overall estimate of probable cost for Little River Park, including direct construction costs, indirect costs associated with construction, contingency, design, permitting, and construction administration/construction management.

Little River Park Master Plan				
Order of Magnitude Estimate of Probable Capital Improvement Costs (2022)				
	Unit	Quantity	Unit Cost	Subtotal
Little River Park Improvements				
Site Work				
Site Survey (Within limits of work)	Allowance	1	\$30,000	\$30,000
Site Clearing	Acre	7.5	\$6,500	\$48,750
Site Grading and Balancing	Acre	5	\$20,000	\$100,000
Erosion Control (Fences, Diversions, Waddles and Skimmer Basins)	Allowance	1	\$170,000	\$170,000
Dam Removal	Allowance	1	\$500,000	\$500,000
Stream Restoration & Bank Stabilization	Allowance	1	\$500,000	\$500,000
Subtotal:				\$1,348,750
Utilities				
Sanitary Service Supply	Allowance	1	\$25,000	\$25,000
Water Service Supply	Allowance	1	\$30,000	\$30,000
Electrical Service Supply	Allowance	1	\$30,000	\$30,000
Stormwater Treatment Areas	Allowance	1	\$100,000	\$100,000
Subtotal:				\$185,000
Building and Structures				
Restroom	SF	500	\$200	\$100,000
Large Pavilion (20'x20' typical)	Each	2	\$35,000	\$70,000
Small Pavilion (12'x12' typical)	Each	4	\$18,000	\$72,000
Large Fishing Pier	SF	2500	\$40	\$100,000
Small Fishing Pier	SF	800	\$40	\$32,000
Subtotal:				\$374,000
Hardscape				
Paved Parking and Entrance Road (Asphalt Pavement, Base, Parking Bumpers, Topsoil, Mulch, Signs, Striping)	SY	1950	\$85	\$165,750
Unpaved Parking and Entrance Roads (Parking Bumpers, Gravel Repair Topsoil, Mulch, Signs)	SY	1800	\$20	\$36,000
Paved Trail (8' Wide, Asphalt Surface, Base, Topsoil)	SY	2300	\$46	\$105,800
Unpaved Trail (8' Wide, Compacted Gravel Surface, Base, Topsoil)	SY	4500	\$20	\$90,000
Concrete Pads	SF	3200	\$8	\$25,600
Subtotal:				\$423,150

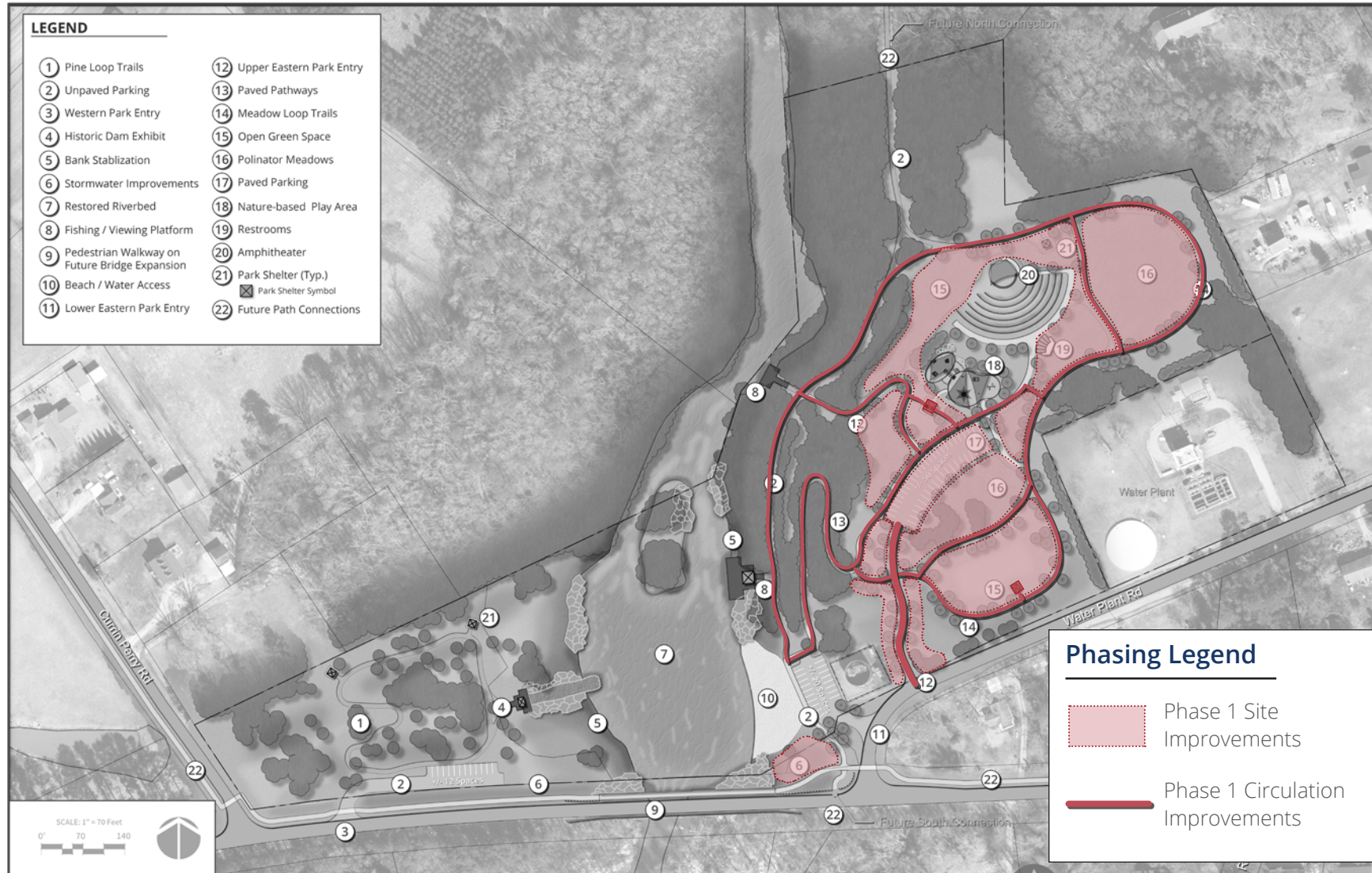
Landscape				
New Trees	Each	150	\$175	\$26,250
Pollinator Meadows	Acre	2.25	\$2,000	\$4,500
Additional Landscape Allowance	Allowance	1	\$15,000	\$15,000
Subtotal:				\$45,750
Park Elements				
Nature-Based Play Area (7,000 SF, Play Equipment, Surfacing, Shade, Curb)	Allowance	1	\$200,000	\$200,000
Historic Exhibit (Including Deck & Pavilion)	Allowance	1	\$65,000	\$65,000
Signage Allowance (Educational Signage, Wayfinding)	Allowance	1	\$35,000	\$35,000
Amphitheater Phase 1 (Stage, Shade, Seating for Rows 1-3)	Allowance	1	\$150,000	\$150,000
Amphitheater Phase 2 Seating, Stage Upgrades, Seating for Rows 5-7, Paved Path Connections)	Allowance	1	\$150,000	\$150,000
Amenity Upgrade Allowance (Benches, Picnic Tables, Trash Receptacles, Water Fountains)	Allowance	1	\$100,000	\$100,000
Subtotal:				\$700,000
Total Direct Costs				\$3,076,650
Mobilization and General Conditions		10.0%		\$307,665
Bonds, Insurance and Overhead		5.0%		\$153,833
Contractor Fees and Expenses		10.0%		\$307,665
Contingency		25.0%		\$769,163
Total Construction Costs				\$4,614,975
Design, Permitting, and CA/CM Fees		10.0%		\$461,498
Total Cost for Little River Park Improvements				\$5,076,473

PHASING

After the completion of the cost estimates, the project team met with Town staff to discuss the implementation and phasing strategies for Little River Park. Discussions with Town Staff resulted in the development of three phases for the implementation of the Little River Park Master Plan, with each phase seeking to provide meaningful improvements while laying the foundation and building momentum for future phases.

The phases are intended to utilize current and future funding and be implemented as this funding becomes available. Phase 1 will be initiated upon completion of this Master Plan Study, and provide infrastructure improvements that activate new areas of the park for a wide variety of users, expand programmable areas of the park, and help set the stage for further improvements. The phasing plan starts by activating the east side of the park and providing additional recreation amenities and experiences, and then improving the west side of the park and the river area in later phases. This approach is intended to attract more users to the park and generate momentum for future improvements that require additional funding. These three phases, along with their associated cost estimates, can be found on the following pages.



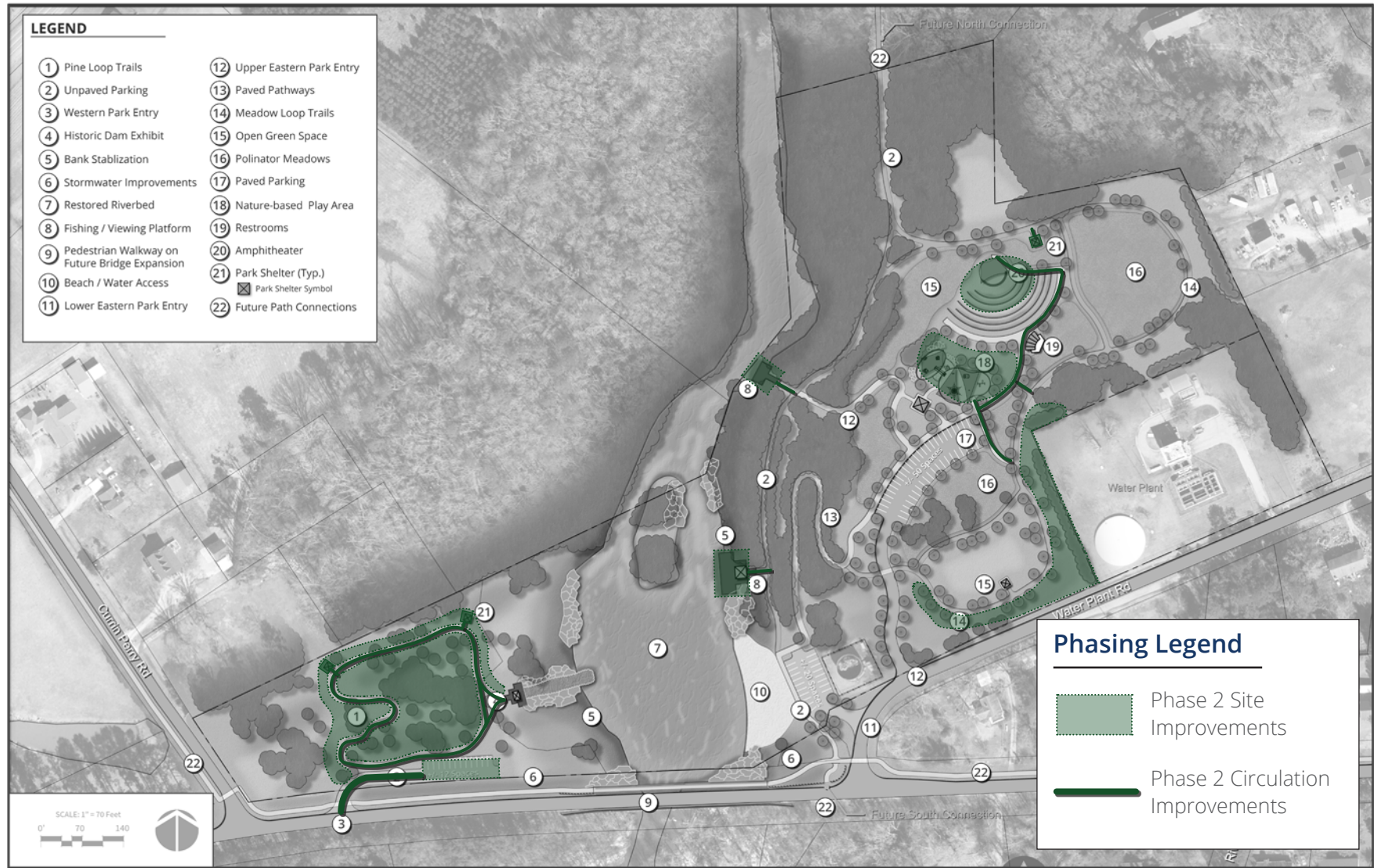


Phase 1- \$1,054,895

Phase 1 includes site work and infrastructure upgrades that focus on expanding access to the east side of the park for both pedestrians and vehicles, providing both paved and unpaved trails, and establishing the open spaces and pollinator meadows on the east side of the park. Phase 1 also includes additional landscaping improvements, site amenities and signage.

PHASE 1

Little River Park Master Plan - Phasing				
Order of Magnitude Estimate of Probable Capital Improvement Costs (2022)				
Little River Park Improvements Phase 1				
	Unit	Quantity	Unit Cost	Subtotal
Site Work				
Site Survey (Within limits of work)	Allowance	1	\$30,000	\$30,000
Site Clearing	Acre	4.5	\$6,500	\$29,250
Site Grading and Balancing	Acre	3.5	\$20,000	\$70,000
Erosion Control (Fences, Diversions, Waddles and Skimmer Basins)	Allowance	1	\$100,000	\$80,000
Subtotal:				\$209,250
Utilities				
Stormwater Treatment Areas	Allowance	1	\$25,000	\$25,000
Subtotal:				\$25,000
Building and Structures				
Large Pavilion (20'x20' typical)	Each	1	\$35,000	\$35,000
Small Pavilion (12'x12' typical)	Each	1	\$18,000	\$18,000
Subtotal:				\$53,000
Hardscape				
Paved Parking and Entrance Road (Asphalt Pavement, Base, Parking Bumpers, Topsoil, Mulch, Signs, Striping)	SY	1950	\$85	\$165,750
Paved Trail (8' Wide, Asphalt Surface, Base, Topsoil)	SY	1900	\$46	\$87,400
Unpaved Trail (8' Wide, Compacted Gravel Surface, Base, Topsoil)	SY	2400	\$20	\$48,000
Concrete Pads	SF	960	\$8	\$7,680
Subtotal:				\$308,830
Landscape				
New Trees	Each	50	\$175	\$8,750
Pollinator Meadows	Acre	2.25	\$2,000	\$4,500
Additional Landscape Allowance	Allowance	1	\$5,000	\$5,000
Subtotal:				\$18,250
Park Elements				
Signage Allowance (Educational Signage, Wayfinding)	Allowance	1	\$25,000	\$25,000
Subtotal:				\$25,000
Total Direct Costs				\$639,330
Mobilization and General Conditions		10.0%		\$63,933
Bonds, Insurance and Overhead		5.0%		\$31,967
Contractor Fees and Expenses		10.0%		\$63,933
Contingency		25.0%		\$159,833
Total Construction Costs				\$958,995
Design, Permitting, and CA/CM Fees		10.0%		\$95,900
Total Cost for Little River Park Phase 1 Improvements				\$1,054,895



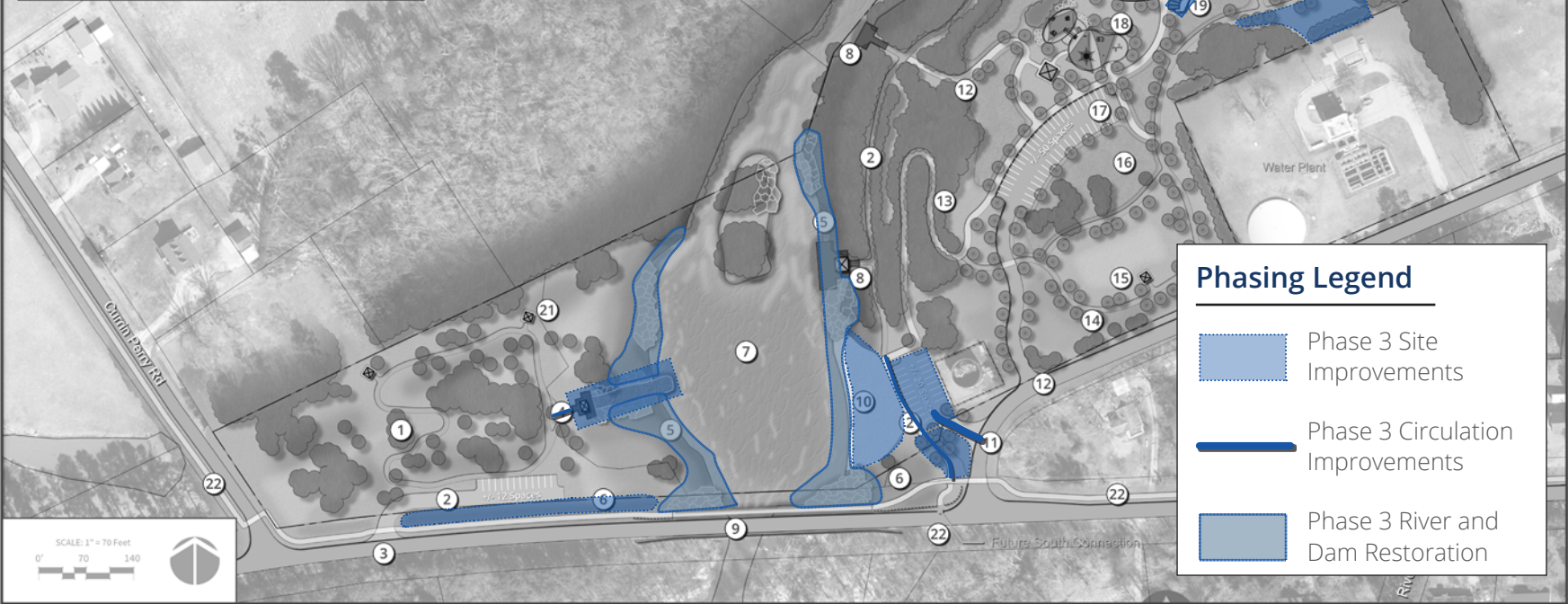
Phase 2- \$1,400,735

Phase 2 includes the remaining site work on both the east and west sides of the park, as well as electrical utilities for the amphitheater area. Phase 2 furthers the activation of the park by providing the first phase of the amphitheater development, park utilities, the nature-based play area, fishing platforms, and additional trails and park amenities on both sides of the park.

PHASE 2

Little River Park Improvements Phase 2	Unit	Quantity	Unit Cost	Subtotal
Site Work				
<i>Site Clearing</i>	Acre	3	\$6,500	\$19,500
<i>Site Grading and Balancing</i>	Acre	1.5	\$20,000	\$30,000
<i>Erosion Control (Fences, Diversions, Waddles and Skimmer Basins)</i>	Allowance	1	\$90,000	\$90,000

LEGEND	
① Pine Loop Trails	⑫ Upper Eastern Park Entry
② Unpaved Parking	⑬ Paved Pathways
③ Western Park Entry	⑭ Meadow Loop Trails
④ Historic Dam Exhibit	⑮ Open Green Space
⑤ Bank Stabilization	⑯ Pollinator Meadows
⑥ Stormwater Improvements	⑰ Paved Parking
⑦ Restored Riverbed	⑱ Nature-based Play Area
⑧ Fishing / Viewing Platform	⑲ Restrooms
⑨ Pedestrian Walkway on Future Bridge Expansion	⑳ Amphitheater
⑩ Beach / Water Access	㉑ Park Shelter (Typ.)
⑪ Lower Eastern Park Entry	㉒ Future Path Connections
	㉓ Park Shelter Symbol



Phasing Legend

- Phase 3 Site Improvements
- Phase 3 Circulation Improvements
- Phase 3 River and Dam Restoration

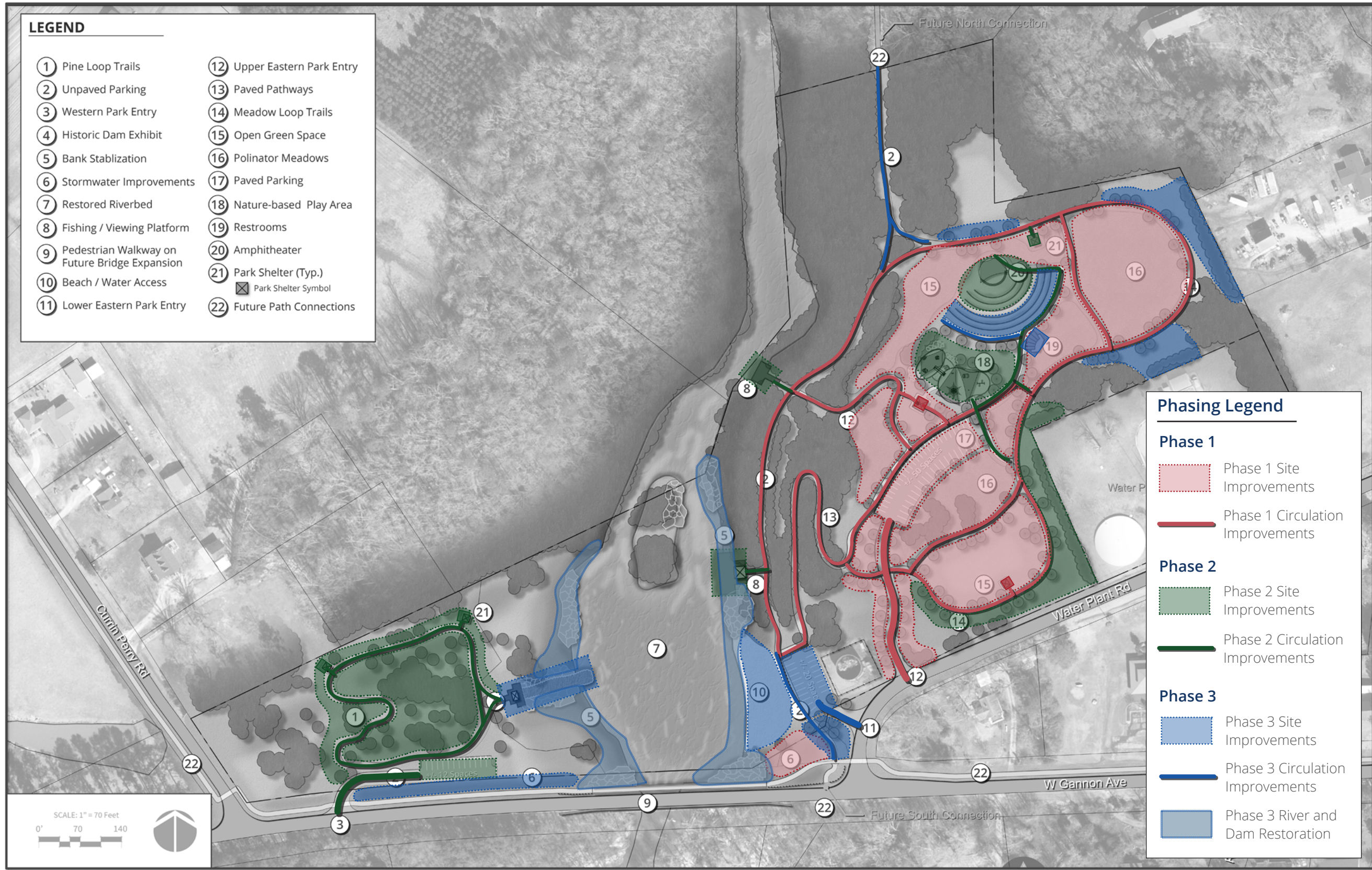
Phase 3- \$2,620,844

Phase 3 completes the vision for Little River Park by increasing the size of the amphitheater, building a restroom building, and adding associated landscaping and hardscape in this area. This phase encompasses all work associated with the Little River restoration, including dam removal, bank stabilization, and the historic exhibit. Phase 3 also includes additional trails, landscaping, signage and amenity upgrades throughout the park.

PHASE 3

Little River Park Improvements Phase 3	Unit	Quantity	Unit Cost	Subtotal
Site Work				
Dam Removal	Allowance	1	\$500,000	\$500,000
Stream Restoration & Bank Stabilization	Allowance	1	\$500,000	\$500,000
Subtotal:				\$1,000,000
Utilities				
Sanitary Service Supply	Allowance	1	\$25,000	\$25,000
Water Service Supply	Allowance	1	\$30,000	\$30,000
Stormwater Treatment Areas	Allowance	1	\$50,000	\$50,000
Subtotal:				\$105,000
Building and Structures				
Restroom	SF	500	\$200	\$100,000
Large Pavilion (20'x20' typical)	Each	1	\$35,000	\$35,000
Subtotal:				\$135,000
Hardscape				
Unpaved Parking and Entrance Roads (Parking Bumpers, Gravel Repair Topsoil, Mulch, Signs)	SY	800	\$20	\$16,000
Paved Trail (8' Wide, Asphalt Surface, Base, Topsoil)	SY	400	\$46	\$18,400
Unpaved Trail (8' Wide, Compacted Gravel Surface, Base, Topsoil)	SY	1000	\$20	\$20,000
Concrete Pads	SF	1280	\$8	\$10,240
Subtotal:				\$64,640
Landscape				
New Trees	Each	50	\$175	\$8,750
Additional Landscape Allowance	Allowance	1	\$5,000	\$5,000
Subtotal:				\$13,750
Park Elements				
Historic Exhibit (Including Deck & Pavilion)	Allowance	1	\$65,000	\$65,000
Signage Allowance (Educational Signage, Wayfinding)	Allowance	1	\$5,000	\$5,000
Amphitheater Phase 2 Seating, Stage Upgrades, Seating for Rows 5-7, Paved Path Connections)	Allowance	1	\$150,000	\$150,000
Amenity Upgrade Allowance (Benches, Picnic Tables, Trash Receptacles, Water Fountains)	Allowance	1	\$50,000	\$50,000
Subtotal:				\$270,000
Total Direct Costs				\$1,588,390
Mobilization and General Conditions		10.0%		\$158,839
Bonds, Insurance and Overhead		5.0%		\$79,420
Contractor Fees and Expenses		10.0%		\$158,839
Contingency		25.0%		\$397,098
Total Construction Costs				\$2,382,585
Design, Permitting, and CA/CM Fees		10.0%		\$238,259
Total Cost for Little River Park Phase 3 Improvements				\$2,620,844

COMPREHENSIVE PHASING PLAN



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

Background

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

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

The Advisory Board requested additional information regarding the possibility of extended suspension in warranted situations such as repeat offenders. Staff consulted with the Town Attorney and their recommendation is to adopt the Suspension Policy as initially adopted to avoid risk of violating someone's due process rights and to refer to appropriate law enforcement as necessary.

Discussion

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

Attachment:

- Draft Suspension Ordinance

Draft: Suspension Ordinance

Section 31.xx is added as follows:

"§ 31.xx. Definition.

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

"§ 31.xx. Suspension of use of parks.

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

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

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

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

1. A child under eighteen (18) years of age shall not be instructed to leave any parks or recreation program until after a parent or guardian is contacted.

2. Any person may participate in a public meeting of the Town of Zebulon being conducted at any parks.

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

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

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