

Zebulon Board of Commissioners
Minutes
February 3, 2020

Present: Robert S. Matheny, Beverly Clark, Annie Moore, Larry Loucks, Shannon Baxter, Glenn York, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Chris Ray-Public Works, Tim Hayworth-Police, Chris Perry-Fire, Sheila Long-Parks & Recreation, Bobby Fitts-Finance, Michael Clark-Planning, Eric Vernon-Town Attorney

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

PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Zebulon Elementary School student Zantavious Hinton.

APPROVAL OF AGENDA

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

SCHOOL RECOGNITION

Mayor Matheny recognized student Zantavious Hinton and teacher Christa Shirley, both from Zebulon Elementary School.

PUBLIC COMMENT PERIOD

Mary Beth Carpenter, Executive Director for Preservation Zebulon, thanked the Board for allowing the use of Town Hall for Preservation Day on February 8, 2020. Preservation Zebulon would be scanning old photos of Zebulon and doing 10 minute videos about memories of Zebulon. Rex Tippett's Farming Heritage film would be shown at the event.

Denise Nowell with the Zebulon Chamber of Commerce provided updates about what was going on in Zebulon. Zebulon was recognized in the Triangle Business Journal for the Sidney Creek residential development. The Chamber's Annual Meeting and Citizen of the Year recognition was scheduled for March 17. The deadline to nominate someone for Citizen of the Year was February 7. Business After Hours was scheduled for February 6 at Cricket Wireless.

CONSENT

A. Minutes

Commissioner Clark made a motion, second by Commissioner Moore to approve the minutes of the January 6, 2020 meeting. There was no discussion and the motion passed unanimously.

A. Finance

Commissioner Clark made a motion, second by Commissioner Moore to approve the tax report for November 2019. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Moore to approve the financial report as of January 17, 2020. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Moore to approve the quarterly reports for Fire, Planning, and Public Works. There was no discussion and the motion passed unanimously.

PRESENTATION

A. 2020 Census Update

Teresa Piner gave a brief update on the 2020 census and the events that had taken place leading up to this point and some of the upcoming plans.

Ms. Piner introduced Ken Wilkins, Partnership Specialist with the 2020 census.

Mr. Wilkins recognized Charles Pulley, former Chief Deputy at the Register of Deeds office who was from Zebulon.

It was explained the Atlanta Regional Office managed census operations in Alabama, Florida, Georgia, Louisiana, Mississippi, North Carolina, and South Carolina. The goal of the census was to count everyone once, only once, and in the right place. Some history of the census was given. The census was constitutionally mandated for reappointment of Congress and the results were used for redistricting at national, state, and local levels. Over \$675 billion/year was distributed to state and local governments using census numbers.

The goal was to reach an 80% participation rate for census 2020. The target populations were identified and how the census would be counting those populations. It was explained how the census data would be used. All information obtained for census purposes was completely confidential. An outreach plan is developed that is tailored to the unique characteristics of their community, then they work together to implement the plan. In March each home would receive a census postcard in the mail with a barcode to reply to the census questionnaire.

The census was still looking to hire about 5,600 more people in North Carolina and encouraged people interested to apply. Mr. Wilkins asked the Board to consider adopting a Resolution in support of the 2020 census.

Joe Moore stated a census resolution would go before the Board at their March meeting for their consideration.

Mayor Matheny asked how long the census process lasted. Mr. Wilkins explained the census results had to be delivered to the President by December 31, 2020.

OLD BUSINESS

A. Planning

1. SUP 2019-11 – 715 Shepard School Road

Michael Clark stated the quasi-judicial hearing was held at the January 7, 2020 meeting. Mr. Clark reminded the Board this matter was operating under the code of ordinances that was modified in

Board of Commissioners
Minutes
February 3, 2020

October allowing the Board of Commissioners to make a decision without the Planning Board making a recommendation.

The applicant, Mike Burros, was requesting to use the existing structure at 715 Shepard School Road as a rooming house. The current zoning was Downtown Periphery. The property had previously received a special use permit to operate as an adult care facility, however they were unable to meet one of the requirements to obtain the State licensure. By default, the use and activity fell under rooming house which was still classified as a special use permit.

The applicant agreed to bring the nonconforming site into current code compliance. Mr. Clark reviewed the background history of the property and stated that a special use permit was submitted for a rooming house in November 2019. The vicinity map, zoning data, site plan, and photos of the property and surrounding area were presented.

The six findings of fact needed to be met to approve the request. The six findings of fact were 1) will not materially endanger the public health or safety if located where proposed, 2) complies with all required standards, conditions, and specifications of this Ordinance including Article 4: Uses; 3) will not substantially injure the value of the abutting land, 4) will be in harmony with the area in which it is to be located, 5) is in general conformity with the Town's adopted policy guidance; and 6) includes a concept plan that accurately depicts the proposed use's configuration.

Staff found findings of fact 2, 5, and 6 were met. The remaining findings of fact needed to be presented by the applicant which testimony was provided at the January 7 meeting.

Mayor Matheny asked if the applicant did not meet findings of fact 1, 3, and 4. Michael Clark explained staff found findings of fact 2, 5, and 6 were met, but could not make a recommendation on findings of fact 1, 3, and 4.

Commissioner York made a motion, second by Commissioner Clark to approve SUP 2019-11 with conditions for the rooming house at 715 Shepard School Road as submitted, finding that all the findings of fact as required per Section 152.038 of the Code of Ordinances have been met.

Attorney Eric Vernon asked Michael Clark about the conditions listed in the staff report for the site plan approval and that the applicant agreed to the conditions. Mr. Vernon stated if Commissioner York wanted to include the conditions, they needed to be included his motion. Mr. Clark stated the conditions were minor enough where staff can work with the developer to bring the property to compliance.

Commissioner York amended his motion, which was seconded by Commissioner Clark to include the following conditions: 1) the property must be brought up to current code compliance, meaning the plans will go through the Town of Zebulon Technical Review Committee Process if the Special Use Permit is approved, 2) at no time may a vehicle be parked on an unimproved portion of the front yard.

There was no further discussion and the motion passed unanimously.

NEW BUSINESS

A. Public Works

Relay for Life East Wake Zebulon Municipal Complex Facility Use Application

Chris Ray presented a modification for the Relay for Life Application for use of the facility. In May 2019 the Board agreed to allow Relay for Life to use the Municipal Complex facility for three years. Chris Ray introduced Vickie Curtis from Relay for Life.

Vickie Curtis presented Mayor Matheny with an award for the Town of Zebulon being a presenting sponsor with Relay for Life for 10 years. Ms. Curtis presented the Town of Zebulon Public Works Department with an award for their dedication, support, and service to Relay for Life.

Ms. Curtis explained made changes to the event in hopes to attract more people this year. The event would feature a benefit concert with a battle of the bands. Whichever band raised the most money leading up to the event and during the event would be the winner. There would also be food trucks, the caregiver walk, survivor walk, and kids walk. There was a possibility of including a beer and wine garden.

Commissioner Baxter asked about the additional funds associated with the bands and alcohol sales. Ms. Curtis stated Relay for Life relied on donations. The only potential cost would be to pay for a sound person to set up and run the sound equipment. The estimated cost would be less than \$1,500.

Mayor Matheny asked if the modification was solely for the addition of the bands and beer and wine garden. The modification was to include the food trucks and beer and wine garden.

Commissioner Clark made a motion, second by Commissioner Moore to approve the amendment to the Relay for Life Facility Use Application. There was no discussion and the motion passed unanimously.

B. Administration

1. Ordinance 2020-40 – Sunday Early Alcohol Sales

Joe Moore explained Senate Bill 155 was signed into law in June 2017 which allowed the sale of alcoholic beverages before noon on Sunday subject to local government approval. A local business owner requested the Town allow for early alcohol sales. The Board discussed the request at the December 2019 work session and supported considering the ordinance at a future Board meeting.

Commissioner Loucks made a motion, second by Commissioner York to approve Ordinance 2020-40 – Sunday Early Alcohol Sales. There was no discussion and the motion passed unanimously.

BOARD COMMENTS

Commissioner Loucks stated people needed to stay aware of the coronavirus.

Commissioner York acknowledged the first responders who handled recent events in Town.

Board of Commissioners
Minutes
February 3, 2020

MANAGER'S REPORT

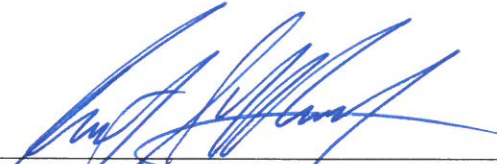
The next Joint Public Hearing was scheduled for Monday, February 10.

The Board's annual retreat was scheduled for February 20 and 21 at Rocky Mount Mills. Joe Moore reminded the Board and the management team to take the risk compass survey.

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

Adopted this the 2nd day of March 2020.




Robert S. Matheny—Mayor


Lisa M. Markland, CMC—Town Clerk