

Zebulon Board of Commissioners
Minutes
February 1, 2021

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

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

PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Michael Clark.

APPROVAL OF AGENDA

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

SCHOOL RECOGNITION

Mayor Matheny recognized student Wilmer Herrera and teacher Rebecca Cone, both from Wakelon Elementary School.

PUBLIC COMMENT PERIOD

Stacie Paratore read comments from Season Atkinson, Dr. Crohan, and Scott Carpenter. The comments are attached to these minutes.

CONSENT

A. Minutes

Commissioner Clark made a motion, second by Commissioner Moore to approve the minutes of the September 23, 2019 Joint Public Hearing. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Moore to approve the minutes of the December 14, 2020 Joint Public Hearing. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Moore to approve the minutes of the January 4, 2021 meeting. There was no discussion and the motion passed unanimously.

B. Finance

Commissioner Clark made a motion, second by Commissioner Moore to approve the Wake County Tax Report – November 2020. 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 18, 2021. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Moore to approve Ordinance 2021-53 – Planning and Fire vehicles. There was no discussion and the motion passed unanimously.

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

OLD BUSINESS

1. Zebulon Historic District – Resolution 2021-06

Joe Moore explained an application was independently submitted by Preservation Zebulon, Inc. to place more than 320 properties located in downtown Zebulon comprising of approximately 160 acres onto the National Register of Historic Places. Joe Moore provided some background information about the National Register of Historic Places and the process for placing districts on the National Register of Historic Places. The map that Preservation Zebulon included in their application was shown. The district was mostly residential but included some commercial properties.

It was explained how Preservation Zebulon, Inc.’s meeting did not meet the requirements or intent of North Carolina’s Open Meeting Law. Staff requested Preservation Zebulon withhold submitting their nomination until the National Register Advisory Committee’s (NRAC) June 2021 meeting, so citizens were able to participate in a public meeting. Preservation Zebulon declined to hold their nomination, therefore it was scheduled to go before the NRAC at their February 11, 2021 meeting.

Staff was unable to prepare a fiscal or policy analysis since they were not included in the development of the nomination and did not have sufficient time to completely review but did provide a cursory overview. There was concern the expansive size of the proposed Zebulon Historic District could conflict with the Board’s 2030 Strategic Plan.

There was discussion about incentives in the downtown area such as the Façade Grant Program. Some buildings in the downtown district would be excluded from incentives in the Zebulon Historic District due to being outside the boundary. An example of a business on Vance Street was shown as an example.

Citizens and property owners wanting time to learn more information about the district could object to the nomination by submitting written and notarized statements to:

State Historic Preservation Office
Attention: National Register Coordinator
4617 Mail Service Center
Raleigh, NC 27601

Town Hall had notaries available to the public.

Staff recommended the Board request the National Register Advisory Committee table the nomination at least until their June 10, 2021 meeting. This would allow a more formal discussion among the district’s residents and citizens through a public meeting, time for Staff to evaluate the nomination, and thorough evaluation from the Wake County Historic Preservation Commission.

Commissioner Baxter asked if the historic designation occurred would it alter how the façade grants were distributed. Staff was unsure and needed more time to understand how it would impact the policy objectives. The policy and fiscal analysis would give more details about the district.

Commissioner Baxter stated she had not met with Preservation Zebulon about their plans and progress as stated in the document submitted with their January 4, 2021 letter.

Commissioner Clark made a motion, second by Commissioner Moore to approve Resolution 2021-06.

Mayor Matheny stated he would draft a cover letter to be sent with the Resolution to the State Historic Office.

There was no further discussion and the motion passed unanimously.

BOARD COMMENTS

Commissioner York congratulated Josh Hardin and Sheila Long for completing their Parks and Recreation certification.

Commissioner Baxter was excited about the prospect of having a Zebulon Historic District, but believed it was important to have a public meeting and for Staff to perform an analysis. Commissioner Baxter thanked citizens for their recent trash pick-up efforts, and thanked Commissioner Moore and volunteers for their help with the food distribution.

Commissioner Clark stated the Resolution that was adopted giving Staff more time to review details of the Historic District would be helpful for residents to become more informed.

Commissioner Loucks thanked Town Staff for their website and social media enhancements and encouraged citizens to practice social distance, wear your mask, and wash your hands.

Mayor Matheny wanted to ensure everyone had the opportunity to be informed about the Zebulon Historic District and Staff had time to evaluate all the details involved with the district.

MANAGER'S REPORT

1. Joe Moore gave some detail about the upcoming Joint Public Hearing.
2. Joe Moore requested the Board to cancel the retreat scheduled for February 18-19 due to COVID-19 restrictions. Once the retreat was rescheduled it would kick-off the new tasks of the 2030 Strategic Plan. Staff was setting up interviews with the Board to work on assembling new tasks to be identified in the Strategic Plan.

Commissioner Loucks made a motion, second by Commissioner York to amend the 2021 meeting schedule to delete the Retreat scheduled for February 18 and 19, 2021. There was no discussion and the motion passed unanimously.

3. Chris Perry recognized Commissioners Clark and Baxter for their participation in the control-burn training.

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Bobby Fitts gave the following budget transfers:

Project & Property Management:

Moved \$1,405 from Travel & Training - \$1,200 to Mowing Equipment Maintenance, \$100 to Uniforms and \$105 to Insurance & Bonds

Operations:

Moved \$2,000 from Travel & Training to Vehicle Maintenance;

Moved \$1,800 from Community Recycling Day to Equipment Maintenance

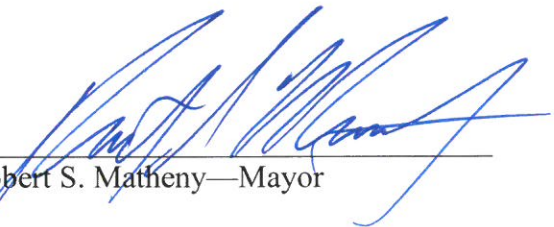
Parks & Recreation:

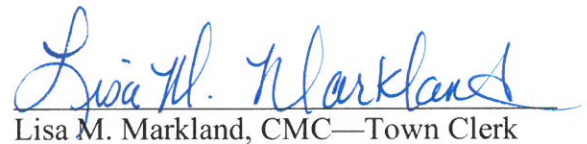
Moved \$5,000 from Part-time Salaries (Community Center) to Grounds Maintenance

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

Adopted this the 1st day of March 2021.




Robert S. Matheny—Mayor


Lisa M. Markland, CMC—Town Clerk