

Zebulon Board of Commissioners
Minutes
March 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 Commissioner York.

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 Nikolas Moss and teacher Timothy Chartrand, both from Zebulon Elementary School.

SPECIAL RECOGNITION

East Wake Academy was recognized for their State Volleyball Championship.

PUBLIC COMMENT PERIOD

No comments were submitted.

CONSENT

A. Minutes

Commissioner Clark made a motion, second by Commissioner Loucks to approve the minutes of the January 20, 2021 work session. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Loucks to approve the minutes of the January 20, 2021 closed session. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Loucks to approve the minutes of the February 1, 2021 meeting. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Loucks to approve the minutes of the February 8, 2021 Joint Public Hearing. There was no discussion and the motion passed unanimously.

B. Finance

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

Commissioner Clark made a motion, second by Commissioner Loucks to approve the financial report as of February 15, 2021. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Loucks 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 Loucks to approve Ordinance 2021-54 – Appropriation of Insurance Proceeds. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Loucks to approve the quarterly reports for Police and Parks and Recreation. There was no discussion and the motion passed unanimously.

OLD BUSINESS

A. Finance

1. Non-Profit Funding Requests – FY 2021 Strategic Plan Grant Application

Bobby Fitts stated the non-profit funding application period was posted through the Town’s social media outlets beginning January 11, 2021. Nine applications were received by the February 8, 2021 deadline. Funding requests received this year were:

- Dew4Him Ministries, Inc.
- East Wake Education Foundation
- The Family Violence Prevention Center, Inc.; dba InterAct
- Miss Zebulon Organization
- Preservation Zebulon
- Share His Glory
- Shepherd’s Care Medical Clinic
- Zebulon United Methodist Church Food Pantry
- Go The Extra Mile

The March Board of Commissioners meeting offered applicants the opportunity to make brief presentations describing what their organization does and how they intended to use the grant.

A video submission from the Miss Zebulon Organization and Go the Extra Mile were shown. Bobby Fitts read written submissions from Preservation Zebulon and The Family Violence Prevention Center, Inc.; dba InterAct.

Roger Brantley spoke about Share His Glory.

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Shannon White spoke about the East Wake Education Foundation.

Shepards Care Medical Clinic was not present and did not submit a statement or video.

Dew4Him Ministries, Inc. was not present and did not submit a statement or video.

Bob Russo spoke about the Zebulon United Methodist Church Food Pantry.

Laura Johnson stated the Martin Luther King, Jr. breakfast received funding for the breakfast scheduled for 2021 but was canceled due to the pandemic. It was stated the awarded funds would be held to fund the 2022 breakfast.

Mayor Matheny explained he received a request for a late application from Progressive Teamworks Outreach. The Board was asked if they wanted to consider the late entry.

Commissioner York made a motion, second by Commissioner Moore to accept the entry from Progressive Teamworks Outreach.

Commissioner Loucks stated it was fair to accept the late application since this was the first year submitting online applications. There was no further discussion and the motion passed unanimously.

B. Planning

1. Sign Regulations – Ordinance 2021-55

Michael Clark explained staff was proposing a text amendment to UDO Sections 3.5.3.E, 3.5.4.E and 5.11.9 to allow ground signs in the DTP (Downtown Periphery) and DTC (Downtown Core) districts. This would amend the maximum height of ground signs and provide clarification to the type of measurement for maximum size of a ground sign.

A local business within the Downtown Core (DTC) zoning district submitted an inquiry to install a ground sign. Staff discovered one section of the UDO permitted these signs while another section prohibited them. The proposed amendments provided a correction and the proposed amendments established maximum heights for ground signs based on the district in which they were located and clarify the type of measurement pertaining to the maximum size of the proposed ground signs.

The table at section 5.11.9 added square feet to the maximum sign area being 36 sq. ft. The maximum height in the DTP and DTC would be three feet. This size allowed for signs to be closer to the front property line and prevented vision obstruction.

The Planning Board voted unanimously at the February 8, 2021 meeting to recommend approval of Ordinance 2021-55.

Commissioner Baxter asked what could be done if a sign at the allowable three feet height obstructed vision. Staff explained this would be a case-by-case situation and could be required to be modified if vision was obstructed.

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Commissioner Baxter made a motion, second by Commissioner York to approve Ordinance 2021-55. There was no discussion and the motion passed unanimously.

BOARD COMMENTS

Commissioner Loucks thanked the volunteers who participated in the clean sweep highway trash pick-up and reminded everyone to sign-up to receive their vaccination.

Commissioner Moore reminded everyone to get their vaccination.

Commissioner Clark wished Commissioners Baxter and York a Happy Birthday.

Commissioner Baxter stated the vaccine clinic in Zebulon distributed 115 vaccines and asked others to check-in with the elderly members of the community to assist them in signing up to receive the vaccine.

Commissioner York reminded citizens to practice social distance, wear your mask, and wash your hands.

MANAGER'S REPORT

A. Joe Moore gave some detail about the upcoming Joint Public Hearing scheduled for March 8, 2021. The meeting would include downtown building code requirements, rezoning clean-up, and a conditional zoning request.

B. Joe Moore gave some detail about the upcoming work session scheduled for March 17, 2021 at 6:00pm. The meeting would include the second amendment to the Raleigh Merger Agreement and a Comprehensive Plan Primer for the Land Use and Transportation Plan.

Bobby Fitts gave the following budget transfers:

Administration:

Moved \$3,000 to Professional Services - \$1,000 from Vehicle Maintenance and \$2,000 from Fuel Expense

Project & Property Management:

Moved \$1,250 from Professional Services to Cell Phones

Operations:

Moved \$2,000 to Vehicle Maintenance - \$1,000 from NC 811 Service and \$1,000 from Materials & Supplies (Streets);

Moved \$2,000 to Equipment Maintenance - \$1,000 from Travel & Training and \$1,000 from Contract Services (Streets)

Parks & Recreation:

Moved \$5,000 from Athletics to Grounds Maintenance

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Mayor Matheny stated the Board needed a motion to go into closed session as permitted by N.C. General Statute § 143-318.11(a)(5): "... to instruct the [Town] staff or negotiating agents concerning the position to be taken by or on behalf of the [Town] in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; ..."

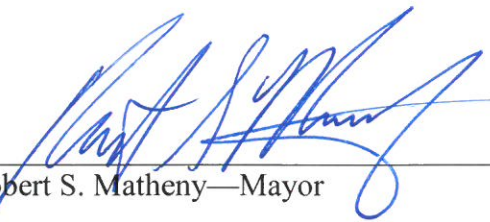
Commissioner Loucks made a motion, second by Commissioner Clark to go into closed session. There was no discussion and the motion passed unanimously.

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

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

Adopted this the 12th day of April 2021.




Robert S. Matheny—Mayor


Lisa M. Markland, CMC—Town Clerk