

Zebulon Board of Commissioners
Minutes
September 12, 2022

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

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

PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner Loucks.

APPROVAL OF AGENDA

Commissioner Baxter requested to remove Resolution 2023-10 from consent.

Commissioner Miles requested to remove Resolution 2023-08, Resolution 2023-09 and Resolution 2023-11 from consent.

Mayor York moved the items to New Business under D.

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

PROCLAMATION

Mayor York read the Town of Zebulon Preparedness Month Proclamation.

PUBLIC HEARING

Mayor York opened the Public Hearing

A. Annexation – 0, 400 and 413 East Barbee Street

Michael Clark presented the voluntary annexation petition for three parcels at 0, 400 and 413 East Barbee Steet. The property was currently zoned as Downtown Periphery (DTP), located in the ETJ and contiguous to corporate boundaries. The public hearing notice requirements were explained.

Utilities were available for the parcels, but the owner could not connect to them until the properties were annexed into the corporate limits. Pictures of the parcels were shown.

The standards for annexation were reviewed. It was explained that annexation was not approval of a development and projects would still need to meet the UDO standards or seek conditional rezoning. The developer would also be responsible for infrastructure improvements. Staff recommended approval of the proposed annexation.

Commissioner Baxter asked if the annexation was approved, how it would affect taxation values. Michael Clark stated the property would be taxed if the annexation was approved.

Commissioner Miles asked who should sign the application. Lisa Markland explained the process of certifying sufficiency on an annexation request. Sherri Case from Meridan Properties Group, spoke about the purchase of 0 East Barbee Street and the paperwork showing ownership of the property.

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

Mayor York asked if anyone wished to speak in opposition.

Lisa Roose, from 207 East Barbee Street, spoke about her concerns of traffic, property taxes increasing, and peace being disturbed in the area by the proposed development.

Diane Bacon, from 143 East Barbee Steet, spoke about the deer in Town and construction would cause more issues.

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

Mayor York closed the public hearing.

PUBLIC COMMENT PERIOD

Scott Carpenter, with Preservation Zebulon, spoke about Zebulon's Historic District.

CONSENT

A. Minutes

Commissioner Harrison made a motion, second by Commissioner Baxter to approve the minutes of the August 9, 2022 regular meeting. There was no discussion and the motion passed unanimously.

Commissioner Harrison made a motion, second by Commissioner Baxter to approve the minutes of the August 18, 2022 work session. There was no discussion and the motion passed unanimously.

B. Finance

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

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

NEW BUSINESS

A. Administration

1. FY 23 Meeting Schedule

Joe Moore presented the FY 2023 meeting schedule. The mini retreats were added to the calendar and staff proposed work sessions beginning at 2:00pm.

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Commissioner Miles inquired about scheduling the meetings quarterly. Staff recommended establishing a regular meeting schedule for transparency and so citizens knew when the meetings would occur.

Commissioner Baxter stated 2:00pm was not feasible and was too early in the day.

Commissioners Clark, Harrison, Loucks and Miles stated beginning the work sessions at 2:00pm worked for them.

Commissioner Clark made a motion, second by Commissioner Harrison to adopt the FY 23 meeting schedule. There was no discussion and the motion passed with a vote 3 to 2 with Commissioners Clark, Harrison and Loucks voting in favor and Commissioners Miles and Baxter voting opposition.

B. Parks and Recreation

1. Christmas Parade – Resolution 2023-12 and Ordinance 2023-06

Commissioner Harrison asked to recuse herself from discussion and voting since she was an employee with the Zebulon Chamber of Commerce.

Commissioner Clark made a motion, second by Commissioner Miles to recuse Commissioner Harrison from discussion and voting. There was no discussion and the motion passed unanimously.

Sheila Long presented the request from the Zebulon Chamber of Commerce to hold a Christmas parade in the public right-of-way on Saturday, December 3, 2022.

The parade route would begin at the Zebulon Community Park and end at J&M Chevrolet.

There was no fee associated with street closures although there would be costs incurred by the Town in closing a street and overseeing an event. The Board could choose to waive the fees to cover the cost of Town staff. The departments estimated the following costs to support the parade:

- Public Works - \$3,200
- Police - \$2,000
- Parks and Recreation - \$700
- Fire Department - \$550

Option A would approve the street closure and waive no fees and Option C would approve the street closure and waive the fees.

The costs of the event were discussed. The budget ordinance would appropriate funds for overtime costs only, not equipment costs. Sheila confirmed that the equipment rentals included rental of barricades.

Commissioner Baxter asked about the anticipated revenue from the parade entries. John Saffold from the Zebulon Chamber of Commerce was not sure about the revenues since this was his first time doing the Christmas parade but did give a cost break down for the entries. The maximum number of participants was 75.

Commissioner Miles asked what was done with the Christmas parade in prior years. Sheila Long stated the Board did not have a policy but had supported the parade for many years.

Commissioner Loucks stated the parade was a great event for the community and had no issues funding it now but wanted to share the costs with the Chamber in the future.

Commissioner Baxter made a motion, second by Commissioner Miles to approve Ordinance 2023-06 and Resolution 2023-12 B to waive the fees.

Commissioner Miles asked where the Christmas tree would be located. It was explained that tree was traditionally located downtown at Dallas Pearce Realty.

There was no further discussion and the motion passed unanimously.

C. Planning

1. Ordinance 2023-07 – Annexation – 0, 400 and 413 East Barbee Street
Michael Clark presented the voluntary annexation petition request from Meridian Properties, LLC for three parcels at 0, 400 and 413 East Barbee Street. The property was currently zoned as Downtown Periphery (DTP), located in the ETJ and contiguous to corporate boundaries.

Michael Clark stated the annexation was not an approval for a development. A developer would still need to meet all the requirements of the UDO. Staff recommended approval of the annexation of 0, 400 and 413 East Barbee Street.

Commissioner Miles asked if the landowners met with the citizens. Michael Clark stated the developer met with citizens, but the Town did not have an application in process for a development of the site.

Staff met with the developers for general concept plans, but a formal application had not been submitted.

Mayor York asked for the Town Attorney to explain annexation. Eric Vernon explained voluntary annexation.

Commissioner Miles made a motion, second by Commissioner Baxter to table Ordinance 2023-07 to the September 22, 2022 retreat.

Commissioner Miles stated there were further details he wanted the Board to discuss.

Commissioner Clark stated Meridian had met all the requirements and the approval was for the annexation only not for a particular development.

Staff clarified that the annexation was a first step in development of the property.

There was no further discussion and the motion passed with a vote 4 to 1 with Commissioners Miles, Baxter, Harrison and Loucks voting in favor and Commissioner Clark voting in opposition.

D. Public Works

1. Resolution 2023-08 – Sidney Creek Phase 1A Infrastructure Acceptance

Commissioner Miles inquired about the mail kiosks. Staff confirmed there would be mail kiosks.

Commissioner Miles asked why a lien waiver was used. Chris Ray stated staff wanted to ensure there were not any liens on materials.

Commissioner Loucks made a motion, second by Commissioner Baxter to approve Resolution 2023-08. There was no further discussion and the motion passed unanimously.

2. Resolution 2023-09 – Weavers Pond Phase 5 Infrastructure Acceptance

Commissioner Miles had a question from a citizen asking if the infrastructure had to be accepted by the Town before new phases could begin. Chris Ray stated they did and explained the infrastructure acceptance process.

Commissioner Loucks made a motion, second by Commissioner Baxter to approve Resolution 2023-09. There was no further discussion and the motion passed unanimously.

3. Resolution 2023-10 – 2022 Local Assistance For Stormwater Infrastructure Investment (LASII)

Commissioner Baxter asked about the cost to prepare the grant application. Chris Ray stated the cost was \$10,000. Staff worked with the consultant on the grading system on the probability of obtaining the grant and the Town scored in the mid-80s. The Town asked for 100% of funding but could receive less. The program allocated \$82 million for stormwater projects and the Town was asking for more than \$1.6 million. This was the first year for the grant to be awarded.

Commissioner Miles asked if the Town would be locked in for the \$1.6 million if the grant was not 100% funded. Chris Ray explained the possible options and stated any process would need to be accepted by the Board.

Commissioner Baxter made a motion, second by Commissioner Clark to approve Resolution 2023-10. There was no further discussion and the motion passed unanimously.

E. Parks and Recreation

1. Resolution 2023-11 – Street Closure: Holiday Event

Commissioner Miles stated his question about the tree location was already answered.

Commissioner Clark made a motion, second by Commissioner Miles to approve Resolution 2023-11. There was no further discussion and the motion passed unanimously.

BOARD COMMENTS

Commissioner Baxter thanked staff for their work at the Rock the Block event and wished Chris Perry a Happy Birthday.

Commissioner Miles thanked Sheila Long and staff for the Rock the Block event, the next one was scheduled October 14, the Coat Drive was September 29, Hispanic Heritage Month began September 15 and the Teen Talent show was scheduled for September 17.

Commissioner Clark enjoyed Rock the Block and looked forward to the next one.

Commissioner Harrison thanked Sheila Long and staff for the work at Rock the Block and sent condolences to the Wendell community for the loss of a Wendell Middle School student.

Commissioner Loucks thanked staff for their work at Rock the Block, thanked Zebulon Police Department for their quick response to a recent social media post.

Commissioner Miles thanked everyone who came out for the Barbee Street annexation.

Mayor York thanked everyone who came to the meeting, thanked staff for all their work at the Rock the Block concert series and commended the Zebulon Police Department on their handling of a recent matter.

MANAGERS COMMENTS

Joe Moore gave an overview of topics for the upcoming work session meeting on September 15. The next Joint Public Hearing was scheduled for September 19 and Board Mini Retreat was scheduled for September 22.

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

Adopted this the 3rd day of October 2022.


Glenn L. York—Mayor


Lisa M. Markland, CMC—Town Clerk

