

**Zebulon Board of Commissioners**  
**Work Session**  
**Minutes**  
**January 19, 2023**

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

Mayor York called the meeting to order at 5:00pm.

**APPROVAL OF AGENDA**

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

Joe Moore spoke about the topics to be presented at the meeting.

**FY '23 QUARTERLY REPORT**

Jacqui Boykin provided a report on workload indicators, performance measures, service need projections and updates on select projects and programs.

David Gregory, the new Police Planner, was introduced.

Commissioner Miles inquired about the cameras at Weavers Pond. Jacqui Boykin stated the cameras belonged to Weavers Pond, but the Town had access to the cameras.

There was discussion about diversity in the department, incentives to attract applicants, the Town paying for BLET and requirements for installation of cameras in neighborhoods.

**BOARD OF ADJUSTMENT**

Michael Clark gave a presentation about the purpose of the Board of Adjustment and stated there had been issues filling and maintaining the Board.

There was discussion about how the Board of Adjustment's responsibilities could be delegated to the Planning Board. Mr. Clark stated the Board of Adjustment could not continue to operate without the required members. It was further explained that the Board of Adjustment had five members. The text amendment would expand the members to seven with two as ETJ representatives.

The Planning Board would make a recommendation at their February meeting and would come before the Board of Commissioners in March for their decision.

Commissioner Baxter asked why someone from ETJ should vote on matters inside the corporate limits. Mr. Clark explained the UDO applied to the corporate limits and the ETJ. Having two ETJ

members on the Board of Adjustment gave representation to the regulatory requirements within the ETJ.

Commissioner Miles stated he knew people who wanted to serve.

Commissioner Clark asked about the legal ramifications if the Board of Adjustment did not have regular meetings. Michael Clark stated there were statutory timelines for meetings and there could be ramifications if there was not a quorum for a decision to be made.

Commissioner Loucks wanted to hear thoughts from the Planning Board and stated it took the right people for the Board of Adjustment to function.

There was a question about the amount of meetings that had been held over the years. Michael Clark stated there had been one Board of Adjustment case within the last three year.

Commissioner Harrison stated people would not want to serve on a Board that only met one time in the last three years.

There was discussion about the comprehensive understanding of the legalities and the responsibility of serving on the Board of Adjustment, the possibility of Parks and Recreation Advisory Board members serving on the Board, age requirements for the Boards, the possibility of political students serving on the Board and recruitment of Board of Adjustment members.

#### **MAIN STREET PROGRAM: ORGANIZATION STRUCTURES**

Teresa Piner, the Downtown Associate Coordinator, gave an overview of the Main Street Program. On November 17, 2022 the Board of Commissioners chose to develop the NCMS Program using the hybrid public-private model. The next steps included selecting the non-profit status and the application to the NC Secretary of State. The tax-exempt categories were shown and staff spoke about the strengths and challenges of each option. To apply for tax-exempt status there would need to be articles of incorporation, bylaws and a board selection. Ms. Piner stated this would be an active and diverse group and spoke about the Board selection process. It was also stated that a budget would need to be established as well as additional financial resources such as grants, Municipal Service Districts and fundraising.

Maps of the Downtown Periphery, Downtown Core and Main Street boundary were shown and examples of the valuation, tax rate and revenue were detailed. Ms. Piner spoke about the steps to move forward including:

- Appointment of Board of Directors
- Adopt a 5-year strategic plan
- Adopt implementation of a work plan
- Draft Bylaws and Articles of Incorporation
- NC Main Street designation in July 2023

Commissioner Harrison asked about the requirements for the appointment of the Board of Directors. Ms. Piner stated there were no specific guidelines at this time.

There was discussion about funding. Commissioner Baxter wanted to see what the costs of the program would be for residents including the membership fees and salaries.

Mayor York stated there would be a five minute recess.

The meeting was called back into session at 6:25pm.

**SPECIAL EVENT STANDARDS: EVENT ASSESSMENT**

Sheila Long gave a review of holiday season events. Candy Cane Lane included nine civic partners, 22 downtown businesses, 17 vendors and 10 food trucks participated and spoke about the feedback that was received about the event. The total amount of staff hours were 735.5 hours. Staff stated some ways the event could be improved included making adjustments to the layout, purchasing a stage and tent, increased lighting on the outskirts of the event and ending the event at 8:00pm.

Jacqui Boykin gave a public safety perspective of Candy Cane Lane. Some items discussed included having sufficient lighting, early notification of road closures, adequate staff on duty and no outside alcohol use. Chief Boykin stated the event was safe for attendees.

Chris Perry gave a perspective of the event from the Fire Department and spoke about how the department provided service to the event as well as external service while the event was taking place.

Sheila Long spoke about the Christmas parade including safety changes, rain impacts, logistical support and downtown concerns. The total staff hours for the parade were 494 hours.

Jacqui Boykin gave a public safety perspective of the parade. There were 32 Zebulon officers and an additional 10 outside officers working the event. Chief Boykin spoke about the challenges of finding mutual aid during the holiday season, road closures of Arendell Avenue and Gannon Avenue and the ability to maintain public safety.

Chris Perry also spoke about the impacts of Arendell Avenue and Gannon Avenue being closed for the parade.

Commissioner Baxter asked about the total police staff hours. Jacqui Boykin confirmed the 174 hours included Town officers as well as outside agencies.

Commissioner Miles asked about other options for the parade route. Jacqui Boykin stated there were not any good options for a parade route with Hwy 96 and Hwy 97 both being DOT maintained roadways and being major arteries in Town.

Commissioner Miles asked if the Fire Department reached out to the Hopkins Fire Department for assistance. Chris Perry stated the Fire Department did contact both Hopkins and Wendell Fire Departments for their assistance during the parade.

Commissioner Clark asked if the parade could be made smaller or have an alternate route. Jacqui Boykin explained the parade was larger this year and there were no options that allowed the front end of the parade to be out of the way before the back end of the parade caught up. Sheila Long spoke about safety for the community and those who lived along the parade route being impacted.

Commissioner Harrison asked if it was possible to have the Christmas parade and Candy Cane Lane on the same day. Sheila Long stated staff explored the idea, but there was not enough capacity to support two major events at one time.

Commissioner Baxter asked where a stage and tent would be stored if they were purchased. Sheila Long stated there would be a request in the budget to purchase a trailer to store the stage and tent.

Commissioner Miles asked about hiring a security company for the parade. Jacqui Boykin stated there were security companies that could be a resource for the parade or future events.

There was discussion about decreasing the size of the parade and limiting the amount of car entries in the parade.

Sheila Long continued the event policy discussion asking for their concerns with a parade closing both Arendell Avenue and Gannon Avenue at the same time. There was consensus to add additional policy standards that were specific to parades and to add time requirements for the roads to be closed.

Commissioner Loucks suggested having high school bands play music and to have food trucks and vendors to keep people downtown after the parade.

Sheila Long asked the Board if they wanted to adjust language of allowance of alcohol on Town property for the event policy follow-up. The policy allowed beer and wine sales but did not allow liquor sales during Town events.

Commissioners Loucks, Clark, Miles and Baxter were agreeable with liquor being sold at events. Commissioner Harrison stated she wanted to only allow the sale of beer and wine at events. Staff would add language to the policy to make alcohol use clearer.

Sheila Long asked if there were other items to add to the event policy. Commissioner Miles stated he would email Ms. Long to set up a time to meet to discuss the questions and comments he had.

Mayor York stated there would be a five minute recess.

The meeting was called back into session at 7:36pm.

#### **JOINT PUBLIC HEARING SCHEDULE**

Michael Clark stated the applicant for the Wall Purdy Tract requested another postponement. Staff recommended canceling the January 23, 2023 Joint Public Hearing and renotification when a new Joint Public Hearing was scheduled.

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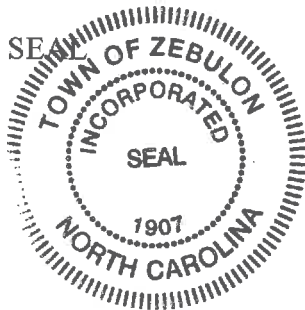
Commissioner Baxter made a motion, second by Commissioner Clark to cancel the January 23, 2023 Joint Public Hearing.

Commissioner Miles asked if the Wall Purdy applicants would be required to hold another community meeting. Michael Clark stated another community meeting would not be required. It was also asked if the applicant was required to follow the new notification guidelines. Staff explained that since the application was submitted before the change, the Board could not require the applicant to follow the new guidelines and would be held to the 150' notification guidelines.

There was no further discussion and the motion passed unanimously.

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

Adopted this the 16<sup>th</sup> day of February 2023.



*Glenn L. York*  
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Glenn L. York—Mayor

*Lisa M. Markland*  
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Lisa M. Markland, CMC—Town Clerk