

Parks & Recreation Advisory Board Meeting

The Zebulon Parks and Recreation Advisory Board will meet:

Monday, September 15th at 6:30 PM.

This meeting will begin at Zebulon Town Hall, 1003 N. Arendell Avenue.

Meeting Agenda

1. Call to Order

2. Approval of Agenda

3. Public Comment

Public comments are limited to 3 minutes. Anyone wishing to speak must sign up by 6:20 PM. Public comment may be limited to 15 minutes.

4. Consent Agenda

A. Minutes: August 18, 2025 (pages 2-3)

5. Old Business

A. Land Acquisition Update (pages 4)

The Advisory Board will receive an update regarding the land acquisition policy in response to discussion at the August meeting. No action by the Board is required.

B. Program Plan (pages 5)

Staff will present a draft program inventory for a Program Plan and will engage with the Advisory Board. Staff will return to the Advisory Board with the implementation plan in October.

6. New Business

A. Zebulon Community Park Master Plan

Staff will engage the Advisory Board with visual preference activities for Zebulon Community Park.

7. Open Discussion

8. Department Update

A. Parks Update

B. Recreation Update

C. Next Meeting: October 15th, 2025

- Program Plan: Implementation
- Grant Development
- FY 25 Review and Department Update

9. Adjournment

Parks and Recreation Advisory Board

Meeting Minutes

Monday, August 18th, 2025

6:00 PM

Location: Zebulon Town Hall, 1003 N. Arendell Avenue, Zebulon, NC

Advisory Board Members Present:

Brandon Wiggins, Quinton Crosson-Taylor, Marcus Bennett, Garrett Underhill, Wendi Watson

Staff Present:

Sheila Long, Nick Rummage

1. Call to Order:

Brandon called the meeting to order at 6:09 PM.

2. Approval of Agenda

Motion to approve the agenda with the addition of a discussion on start time to New Business made by Brandon. Seconded by Marcus, approved unanimously.

3. Public Comment

No members of the public registered to speak.

4. Consent Agenda

Minutes Approved: July 21, 2025

Motion by Marcus, seconded by Wendi ; approved unanimously.

5. Old Business

A. Land Acquisition Update

Sheila Long and the Advisory Board engaged in discussion recapping land acquisition survey data. Sheila provided an overview of the criteria evaluation tool. Topics of discussion and consideration included:

- Support for this framework and transparency of the process
- Add an affordability criteria that considers price per acre.
- Underrepresented populations could mean something different to different people. Perhaps this could be redefined OR we focus on prior project funding for this area. Open to ideas.
- Note useability by percent of the property that is useable.
- Community Park: Offer more points for parcels 25+ acres.

B. Program Plan

Sheila provided a brief overview of the discussion regarding the program plan in July. Sheila reviewed the drafted section for the staff inventory and partnerships. Partnerships should help meet the goals of the master plan, should be fair, and should meet goals of both organizations. Discussion included:

- Partnerships have to be a good fit and not compromise quality
- Routine evaluation processes

- Prioritize local/Eastern Wake service providers

C. Gill Street Park Master Plan

Sheila provided an update with the Advisory Board about the Gill Street Park Master Plan. The Advisory Board engaged in the visual preference boards by placing dots.

7. New Business

A. Action Plan

The Advisory Board adopted the Action Plan by unanimous vote following a motion by Quinton and a second by Garrett.

B. Start Time

Brandon asked for consideration to change the regular meeting start time to 6:30 PM. There was also discussion about the length of the meeting and being intentional with the time. Quinton made a motion to change the time to 6:30 PM and it was second by Wendi. The motion passed unanimously. There will be a time check at future meetings at the 90-minute mark. Some items may be pushed to another meeting if necessary.

8. Open Discussion

- Marcus offered feedback and requested status of the Winter Adult 3v3 program.
 - Sheila shared as we get ready to move forward with that program, J’Kyra will reach out to get his feedback.
- There was discussion about upcoming events.

9. Department Update

- A. Parks Update
- B. Recreation Update
- C. Next Meeting: September 15th, 2025

5. Adjournment

Motion to adjourn by Marcus seconded by Wendi; approved unanimously.

Land Acquisition Policy

Updated Criteria



ZEBULON PARKS AND RECREATION PARKLAND ACQUISITION POLICY

Section 5. Community Park Evaluation Table

Evaluator Name: _____

Evaluation Date: _____

Facility Intent: _____

Evaluated Parcel Address: _____

Number	Criteria	Metric	Observation	Points
1	Is the parcel of sufficient size for the intended facility features?	Parcel is 15-25 acres: 8 Points Parcel is >25 acres: 10 Points Otherwise: 0 Points		
2	Does the parcel have significant existing development on site that must be related or removed?	Parcel Improved Value is < \$30k: 8 Points Otherwise: 0 Points		
3	Is the parcel in close proximity to new residential development?	Parcel is within 0.5 miles of lot constructed in 2022+: 4 Points Otherwise: 0 Points		
4	Is the parcel in close proximity to major roadway corridors?	Parcel is within 1,000 feet of primary corridors/roadways: 3 Points Otherwise: 0 Points		
5	Is the parcel served by, or in close proximity to, a water main?	Parcel is within 1,000 feet of water line: 3 Points Otherwise: 0 Points		
6	Is the parcel served by, or in close proximity to, a sewer main?	Parcel is within 1,000 feet of sewer main: 3 Points Otherwise: 0 Points		
7	Is the parcel intersected by floodway constraints?	Center of Parcel is within the Floodway: 0 Points Otherwise: 3 Points		
8	Is the parcel close to existing parks and recreation amenities?	Parcel is within 0.5 miles of an existing park: 0 Points Otherwise: 3 Points		
9	Is the parcel owned by Zebulon or a trusted community partner?	Parcel Owned by Zebulon: 3 Points Parcel Owned by Trusted Partner: 1 Point Otherwise: 0 Points		
10	Is the parcel within a "Potential Park Location" identified on Map 2.9 of the Play Zebulon Parks & Recreation Master Plan?	Parcel is within 1-mile Potential Park Location Area: 2 Points Otherwise: 0 Points		
11	Is the parcel served by, or in close proximity to sidewalk?	Parcel is within 200 feet of sidewalk: 2 Points Otherwise: 0 Points		
12	Is the parcel served by, or in close proximity to bike lanes?	Parcel is within 200 feet of bike lane: 2 Points Otherwise: 0 Points		
13	Is the parcel served by, or in close proximity to existing or proposed greenway infrastructure?	Parcel is within 1,000 feet of existing or proposed greenway: 2 Points Otherwise: 0 Points		
14	Is the parcel within an area that has experienced low Parks & Recreation investments in the past? (Examples include Area Median Income [AMI] or census tract demographic populations)	Staff to provide reasoning and points (up to 2) based on findings. (For example, parcel's census tract is <80% AMI: 1 Point)		

Features on the Parcel: _____

Do Features Constrain Park Development? _____

Is the Parcel Viable for Park Development? _____

Additional Considerations: _____

Total Points (Max 50): _____

Tax Value: _____

Parcel Acreage: _____

Tax Value/Acre: _____

Program Plan

BACKGROUND

At the July Meeting, the Advisory Board received information regarding:

- Parks and Recreation Master Plan Recommendations
- Programming Philosophy Objectives:
- Program Classification System
- Framework for the Program Plan

At the August meeting, the Advisory Board engaged in discussion about the framework, staff inventory and partnerships. The next focus area for program plan is the program inventory.

Inventory of Programs

At the September meeting, staff will review how current programs fit within the matrix below. A program inventory does not consider just Zebulon Parks and Recreation Programs, but it also considers private initiated recreation programs.

Staff is looking for input from the Advisory Board regarding private implemented recreation programs. For example: Aggie Football, Bearcat Football, Creative Cup Art Camps, Boy Scouts

Program Category	Infant	Preschool	Youth	Teen	Adult	Senior	Family	Intergenerational
Youth Sports								
Youth Programs								
Special Events								
Fitness/Wellness								
Seniors								
Self-Directed								
Cultural Arts								
Adult Sports								
Environmental Educ.								
Teens								
Aquatics								
Special Needs								
General Interest								
Social Services								
Education								