



Town of Zebulon

Planning Department

1003 N. Arendell Avenue, Zebulon, NC 27597
Phone: (919) 823-1810 Fax: (919) 887-2824
www.townofzebulon.org

INSTRUCTION PACKET AND AFFIDAVIT FOR NEIGHBORHOOD MEETINGS

GENERAL INFORMATION:

In accordance with Section 2.3.4 of the Unified Development Ordinance, the purpose of the neighborhood meeting is to inform landowners and occupants of nearby lands about a development application that is going to be reviewed under this Ordinance, and to provide the applicant an opportunity to hear comments and concerns about the development proposal prior to the public hearing process. The neighborhood meeting is proposed as a means of resolving potential conflicts and outstanding issues with nearby landowners, where possible, in a more informal context.

WHEN IS A NEIGHBORHOOD MEETING REQUIRED?

- Conditional Rezoning
- Planned Developments
- Site Plans in the Downtown Core or Downtown Periphery Zoning Districts
- Special Use Permits; or
- Zoning Map Amendments that establish a more dense or intense zoning district.

INSTRUCTIONS

Prior to submitting an application for the applications listed above the applicant must conduct at least one (1) Neighborhood Meeting. The applicant shall submit all forms included in this packet with the initial application submittal in accordance with Section 2.3.4 of the Town of Zebulon Unified Development Ordinance.

The Neighborhood Meeting must be held in accordance with the following rules:

- These groups and individuals must be invited to the meeting:
- The applicant is required to notify the Planning Department, all property owners within 300 feet of the subject property, and any neighborhood association that represents citizens in the area via first class mail a minimum of 10 days in advance of the neighborhood meeting, not including the day of mailing. The applicant shall use their own return address on the envelopes as the meeting is a private meeting between the applicant and the neighbors.

The applicant shall include with the meeting notice a vicinity map in addition to either the existing zoning map of the area or preliminary plans of the proposed development (see Handout requirements below).

- The meeting must be held within specific timeframes and meet certain requirements:
- The meeting must be held for a minimum of two (2) hours, Monday through Thursday, during the 5:00 p.m. - 9:00 p.m. time period. The meeting cannot be held on a Town recognized holiday (which coincide with the State of North Carolina recognized holidays).
- The meeting shall be held at a place that is generally accessible to neighbors that reside in close proximity to the land subject to the application.
- A sign-in sheet must be used in order to verify attendance. Ensure each attendee signs in. Please note if any person(s) refuses to sign in. Note if no one attended.



INFORMATION PACKET FOR NEIGHBORHOOD MEETINGS

HANDOUT REQUIREMENTS:

For any process requiring a legislative or quasi-judicial hearing, preliminary plans of the proposed development must be available at the meeting to help facilitate discussion. Neighbors may request emailed/mailed copies of the maps or plans from the applicant by checking the “send plans” box on the sign-in sheet; applicant shall provide reduced copies upon request.

Printed copies must equal the number of notices required to be sent.

Contact information for the applicant’s representative must be provided on the attached “Project Contact Information” form.

A copy of the handout must be included as part of the Neighborhood Meeting report.

The agenda of the meeting shall include:

Explanation of all processes the meeting is being held for (rezoning, subdivision, etc.).

Explanation of future meetings (additional neighborhood meetings, Planning Board, Board of Commissioners, etc.).

Explanation of development proposal – uses and conditions for rezonings, layout for subdivision and site plans, and builder/end user if known/public knowledge.

Questions or concerns by attendees, and responses by the applicant, if any, must be noted. Provide blank comment sheets or notecards for neighbors to submit written comments. The applicant shall also include any questions and concerns received via written correspondence (such as email) or phone call along with responses provided by the applicant.

The applicant shall be responsible for notifying any neighbors who check the “Send Plans & Updates” box on the sign-in sheet of any additional neighborhood meetings and the actual submittal date to the Town with a link to the Town of Zebulon’s Interactive Development Map.

For accountability purposes, please submit the following with your application:

- A copy of the letter mailed to neighbors and neighborhood organizations (use attached invitation template);
- A list of those persons and neighborhood organizations invited to the meeting;
- A copy of the sign-in sheet (use attached sign-in sheet template);
- A summary of the meeting and a list of any changes made to the project as a result of the neighborhood comments (use attached meeting summary template);
- The affidavit, signed, dated, and notarized (use attached affidavit template); and
- One reduced copy of the maps and/or plans presented to the neighbors at the Neighborhood Meeting.



INFORMATION PACKET FOR NEIGHBORHOOD MEETINGS

NOTICE OF NEIGHBORHOOD MEETING

This document is a public record under the North Carolina Public Records Act and may be published on the Town's website or disclosed to third parties.

Dear Neighbor:

You are invited to a neighborhood meeting to review and discuss the development proposal at:

201 W. Judd Street, Zebulon, NC 27597

2705180148

(Address)

(Pin Numbers)

in accordance with the Town of Zebulon Neighborhood Meeting procedures. This meeting is intended to be a way for the applicant to discuss the project and review the proposed plans with adjacent neighbors and neighborhood organizations before the submittal of an application to the Town. This provides neighbors an opportunity to raise questions and discuss any concerns about the impacts of the project before it is officially submitted. Once an application has been submitted to the Town, it may be tracked using the Interactive Development Map located on the Town of Zebulon website at:

<https://www.townofzebulon.org/planning/interactive-development-map>

A Neighborhood Meeting is requested because this project will include:

- ☐ Conditional Rezoning
- ☒ Planned Unit Development
- ☐ Site Plan within the Downtown Core or Downtown Periphery Zoning Districts
- ☐ Zoning Map Amendment (results in more intensive uses or increased density)
- ☐ Special Use Permit (Quasi-Judicial Hearing)

*Quasi-Judicial Hearing: The Board of Commissioners cannot discuss the project prior to the public hearing.

The following is a description of the proposed (also see attached map(s) and/or plan sheet(s)):

Construction of the proposed Zebulon Fire & EMS Station which also includes landscaping, stormwater wetlands, parking lots, grading, utility installation, and all related improvements required to construct the Fire & EMS Station. This neighborhood meeting is required for permitting the building as previously presented, no major changes to the building exterior are proposed compared with past neighborhood meetings.

Estimated Submittal Date: April 28, 2025

MEETING INFORMATION:

Property Owner(s) Name(s) Town of Zebulon

Applicant(s) ADW Architects/CLH Design, P.A.

Contact Information (e-mail/phone) mesposito@adwarchitects.com 704-379-1919
yaalanubia@clhdesignnpa.com 919-443-4072

Meeting Address: Zebulon Town Hall, 1003 N Arendell Ave, Zebulon, NC 27597

Date of Meeting: Wednesday, April 23, 2025

Time of Meeting: 5-7pm

**Meetings shall occur between 5:00 p.m.-9:00 p.m. on a Monday through Thursday (excluding Town recognized holidays). If you have questions about the general process for this application, please contact the Planning Department at 919-823-1809. You may also find information about the Zebulon Planning Department and on-going planning efforts at <https://www.townofzebulon.org/services/planning>



INFORMATION PACKET FOR NEIGHBORHOOD MEETINGS

PROJECT CONTACT INFORMATION

This document is a public record under the North Carolina Public Records Act and may be published on the Town's website or disclosed to third parties.

Development Contacts:		
Project Name: Zebulon Public Safety Station		Zoning: O & I - Office & Institutional
Location: 201 W. Judd Street, Zebulon, NC 27597		
Property PIN(s): 2705180148		Acreage/Square Feet: 11.13 Acres
Property Owner: Town of Zebulon - Chris Perry - Fire Chief		
Address: 113 E. Vance Street		
City: Zebulon	State: NC	Zip: 27597
Phone: 919-823-1840		Email: cperry@townofzebulon.org
Developer: Town of Zebulon - Chris Perry - Fire Chief		
Address: 113 E. Vance Street		
City: Zebulon	State: NC	Zip: 27597
Phone: 919-823-1840	Fax:	Email: cperry@townofzebulon.org
Engineer: CLH Design, P.A. - Y'Hoshua Aal-Anubia, PLA		
Address: 400 Regency Forest Drive, STE 120		
City: Cary	State: NC	Zip: 27518
Phone: 919-443-4072	Fax:	Email: yaalanubia@clhdesignpa.com
Builder (if known): Monteith Construction Company - Drew Hardin		
Address: 122 Glenwood Avenue STE 300		
City: Raleigh	State: NC	Zip: 27603
Phone: 919-368-4601	Fax:	Email: dhardin@monteithco.com



INFORMATION PACKET FOR NEIGHBORHOOD MEETINGS

PROVIDING INPUT TO THE PLANNING BOARD OR BOARD OF COMMISSIONERS:

Each Board of Commissioners meeting agenda includes a Public Forum time when anyone is permitted to speak for three (3) minutes on any topic with the exception of items listed as Public Hearings for that meeting. The Board of Commissioners meets on the 1st Monday of each month at 7:00 p.m. and Joint Public Hearings are scheduled for the 2nd Monday of every Month. (except for holidays, see schedule of meetings at <https://www.townofzebulon.org/agendas-minutes>. You may also contact Board of Commissioners at <https://www.townofzebulon.org/government/board-commissioners>.

PRIVATE AGREEMENTS AND EASEMENT NEGOTIATION:

The Town of Zebulon cannot enforce private agreements between developers and neighbors and is not a party to the easement and right-of-way negotiation that occurs between developers and neighboring property owners for easements or rights-of-way that are necessary to build the project.

It is recommended that all private agreements be made in writing and that if a property owner feels it necessary, they should obtain private legal counsel in order to protect their interests in both private agreements and during easement negotiations. The only conditions that the Town of Zebulon can enforce are those conditions that are made a part of the conditional zoning of the property by agreement of the developer and the Town.

As an example, if a developer offers to build a fence for a neighbor to mitigate some impact, the Town can only enforce the construction of the fence if the fence becomes a condition of the rezoning. This would occur by the developer offering the condition as part of their conditional zoning application package or at the Joint Public Hearing on the conditional zoning and the Town accepting it as a condition. Private agreements regarding a fence being constructed will not be enforced by the Town.

To request that any agreement with a developer is made a part of the conditional zoning at the time of approval, you may ask at the public hearing if the agreement is included in the conditions. If it is not, you may request that the Board of Commissioners not approve the rezoning without the agreement being included in the conditions (note that it is up to Board of Commissioners whether to approve or deny the rezoning but they cannot impose conditions that the applicant does not agree to add). The developer's proposed conditions can be viewed any time after a rezoning is submitted on the Town of Zebulon Interactive Development Map which can be found at: <https://www.townofzebulon.org/planning/interactive-development-map>

DOCUMENTATION:

Neighbors to a requested new development and/or rezoning are strongly encouraged to fully document (such as through dated photographs) the condition of their property before any work is initiated for the new development. Stormwater controls installed on developed property are not designed to and will likely not remove 100% of the soil particles transported by stormwater runoff. As a result, creeks and ponds could become cloudy for a period of time after rain events.



INFORMATION PACKET FOR NEIGHBORHOOD MEETINGS

NEIGHBORHOOD MEETING SIGN-IN SHEET:

This document is a public record under the North Carolina Public Records Act and may be published on the Town's website or disclosed to third parties.

Project Name: Zebulon Fire/EMS Station

Meeting Address: Zebulon Town Hall, 1003 N. Arendell Avenue, Zebulon, NC 27597

Date of Meeting: Wednesday, April 23, 2025

Time of Meeting: 5-7 PM

Property Owner(s) Names: Town of Zebulon

Applicants: ADW Architects / CLH Design, P.A.

Please print your name below, state your address and/or affiliation with a neighborhood group, and provide your phone number and email address. Providing your name below does not represent support or opposition to the project; it is for documentation purposes only.

	Name/ Organization	Address	Phone#	E-mail
1	Julie Martin	117 W. McTier		
2	Milton Bryant			
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				

Attach Additional Sheets If Necessary.



INFORMATION PACKET FOR NEIGHBORHOOD MEETINGS

SUMMARY OF DISCUSSION FROM THE NEIGHBORHOOD MEETING

This document is a public record under the North Carolina Public Records Act and may be published on the Town's website or disclosed to third parties.

Project Name: Zebulon Public Safety Station

Meeting Address: Zebulon Town Hall, 1003 N Arendell Ave, Zebulon, NC 27597

Date of Meeting: Wednesday, April 23, 2025

Time of Meeting: 5-7pm

Property Owner(s) Names: Town of Zebulon

Applicants: ADW Architects/CLH Design, P.A.

Please summarize the questions/comments and your response from the Neighborhood Meeting in the spaces below (attach additional sheets, if necessary). Please state if/how the project has been modified in response to any concerns. The response should not be "Noted" or "No Response". There has to be documentation of what consideration the neighbor's concern was given and justification for why no change was deemed warranted.

Question/ Concern #1 See attached questions and responses

Applicant Response: _____

Question/ Concern #2 _____

Applicant Response: _____

Question/ Concern #3 _____

Applicant Response: _____

Question/ Concern #4 _____

Applicant Response: _____

Zebulon FS – Neighborhood Meeting Q & A

Q: What is the schedule?

A: The project is currently starting permit review, we anticipate starting construction early fall of this year.

Q: Will there be a new roundabout on the road?

A: The only street improvements associated with this project are the road widening at Judd street. We do not have any information about road improvements that the Town may be planning unrelated to the project, and we recommend reaching out to the Town planning department to confirm other planned road improvements.

Q: Will there be more traffic on West McIver?

A: We do not anticipate a large increase of traffic associated with the fire station.

Q: Will we lose all the trees in the back?

A: The vast majority of trees in the area near Bell street will not be impacted. The building and site are going to be in an area that is currently clear open field.

Q: Will we still have room for the farmers market?

A: The project is not located in the area where the farmers market is currently held, and we do not anticipate any impacts to the farmers market.

Q: Will this be the only fire station in town?

A: This will be the main fire station headquarters. The town is planning future smaller fire stations after this building is open.

Q: Will there be sirens when pulling out in the middle of the night?

A: (Chief Dupree) We try not to use sirens until getting to main roads unless there is a traffic/safety need.

Q: What is the construction timeline?

A: The construction duration is anticipated at 15 months.



INFORMATION PACKET FOR NEIGHBORHOOD MEETINGS

AFFIDAVIT OF CONDUCTING A NEIGHBORHOOD MEETING, SIGN-IN SHEET AND ISSUES/RESPONSES SUBMITTAL

This document is a public record under the North Carolina Public Records Act and may be published on the Town's website or disclosed to third parties.

I, Chris Perry (Zebulon Fire Chief), do hereby declare as follows:
Print Name

1. I have conducted a Neighborhood Meeting for the proposed Rezoning, Major Site Plan, Master Subdivision Plan, or Special Use Permit.
2. The meeting invitations were mailed to the Zebulon Planning Department, all property owners within 300 feet of the subject property and any neighborhood association that represents citizens in the area via first class mail a minimum of 10 days in advance of the Neighborhood Meeting.
3. The meeting was conducted at 1003 N Arendell Ave, Zebulon, NC 27597 (location/address) on April 23rd, 2025 (date) from 5pm (start time) to 7pm (end time).
4. I have included the mailing list, meeting invitation, sign-in sheet, issue/response summary, and zoning map/reduced plans with the application.
5. I have prepared these materials in good faith and to the best of my ability.

4/25/2025 By: Chris Perry
Date

STATE OF North Carolina
COUNTY OF Wake

Sworn and subscribed before me, Allyson R. Densmore, a Notary Public for the above State and County, on this the 25th day of April, 20 25.

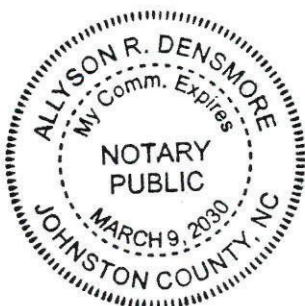
SEAL

Allyson R. Densmore

Notary Public

Allyson R. Densmore

Print Name



My Commission Expires:
March 9, 2030