ZEBULON
NORTH CAROLINA

BOARD OF COMMISSIONERS
AGENDA
NOVEMBER 2, 2026
6:00 PM
AMENDED

1. **CALL TO ORDER**

2. **INVOCATION**

3. **PLEDGE OF ALLEGIANCE**

4. **ADVISORY STATEMENTS**

5. **APPROVAL OF AGENDA**

6. **PUBLIC COMMENT**

   All wishing to speak must sign up prior to 5:50pm. The comment period will be no longer than 15 minutes with speakers having three minutes each to speak. No speaker can speak on a public hearing item or any item that would need to be discussed under Closed Session. Speakers cannot give their minutes to another speaker. If you would like to submit comments to be read into the record at the meeting, please send comments, of 400 words or less, to tozclerk@townofzebulon.org by 12:00 p.m. the day of the meeting.

7. **RECOGNITIONS & PROCLAMATIONS**

   A. *Wakelon Elementary School*
      i. Dylan Nims – Student
      ii. Mrs. Kohler – Teacher

8. **PROCLAMATIONS**

   i. Operation Green Light for Veteran's

9. **PRESENTATIONS**

   i. Flock Cameras

   ii. Finance Briefing with update from Cherry Bekaert

10. **CONSENT AGENDA**

A. *Minutes*
   i. September 25, 2026, Board retreat
   ii. September 23, 2026, Closed session
   iii. October 5, 2026, Regular board meeting
   iv. October 5, 2026, Closed session
   v. October 13, 2026, Work session meeting
   vi. October 22, 2026, Special called meeting

B. *Administration*
   i. Town Manager Employment Contract

C. *Finance*
   i. Wake County Tax Report

   ii. Authorizing the Town Manager to extend the agreement with Cherry Bekaert Advisory LLC – Resolution 2027-22

D. *Parks & Recreation*
   i. Wake County Grant Authority authorizing the Town Manager to execute paperwork necessary to receive grant – Resolution 2027-20

   ii. State allocation authority authorizing the Town Manager to execute the paperwork necessary to receive grant – Resolution 2027-21

E. *Public Works*
   i. Barrington 4A Roadway and Storm drainage Acceptance Resolution 2027-18

   ii. Clifton Grove Phase 1 Roadway and Storm Drainage Resolution 2027-19

11. NEW BUSINESS

A. *Administration*
   i. Travel Policy Resolution 2027-23

   ii. Code of Ethic Policy

12. OTHER BUSINESS

13. ATTORNEY'S UPDATES

14. MANAGER'S REPORT

November Monthly Development Update

15. BOARD COMMENTS

16. CLOSED SESSION

A. Pursuant to NCGS 143-318.11(a)(6) Personnel – to discuss a personnel matter

17. ADJOURN

TOWN OF ZEBULON

CERTIFICATE

This Certificate is given to:

Dylan Nims

In recognition of your exceptional kindness, polite nature, and caring spirit. Your unwavering reliability, strong moral character, and selfless attitude in going out of your way to help everyone has earned the deepest respect of both your teachers and fellow students. You are a shining example of the very best of our youth and an outstanding young citizen.

November 2, 2026

_____

Jessica D. Harrison
Mayor

TOWN OF ZEBULON

CERTIFICATE

This Certificate is given to:

Mrs. Kohler

In official recognition of your status as an extraordinary educator whose dedication goes far beyond daily lesson plans. You masterfully create a classroom environment where learning is an exciting adventure, consistently inspiring your students to reach their fullest potential. Through your patient, nurturing, and encouraging spirit, you leave an indelible mark on the young minds entrusted to your care, bringing immense pride and distinction to the Town of Zebulon.

November 2, 2026

_____

Jessica D. Harrison
Mayor

ZEBULON
NORTH CAROLINA

PROCLAMATION
Recognizing Operation Green Light for Veterans

WHEREAS, the residents of the Town of Zebulon have deep value for the military service rendered by our local veterans, recognizing that their sacrifices have preserved the freedom and security we enjoy today; and

WHEREAS, the contributions and sacrifices of the men and women who served in the Armed Forces have been vital in maintaining the freedoms and way of life enjoyed by our citizens; and

WHEREAS, Zebulon seeks to honor these individuals who have paid the high price for freedom by placing themselves in harm's way for the good of all; and

WHEREAS, Veterans continue to serve our community in the American Legion, Veterans of Foreign Wars, religious groups, civil service, and by functioning as County Veteran Service Officers in 29 states to help fellow former service members access more than $52 billion in federal health, disability and compensation benefits each year; and

WHEREAS, the transition from military to civilian life presents unique and significant challenges for returning service members, including navigating career changes, accessing health care, and maintaining mental well-being; and

WHEREAS, the Town of Zebulon appreciates the sacrifices of our United States Military Personnel and believes specific recognition should be granted;

NOW THEREFORE, I Jessica D. Harrison, Mayor of the Town of Zebulon proclaims Operation Green Light as a way of recognizing and honoring those who served and made immeasurable sacrifices to preserve freedom for our citizens. I encourage its citizens to actively support and honor our veterans, by displaying a green light in a window of their place of business or residence from now through Veteran's Day.

PROCLAIMED this the 2nd day of November 2026.

_____
Jessica D. Harrison – Mayor

SEAL

ZEBULON
NORTH CAROLINA

Automated License Plate Reader Systems



ZEBULON
NORTH CAROLINA

What is an ALPR System?

- Cameras capture images of passing vehicles and visible license plates. They do not capture images of people or have facial recognition.
- Only authorized personnel can search records for legitimate investigative purposes.
- A camera can alert officers of a vehicle associated with missing persons or stolen vehicles.

Flock ALPR Does

- Take a point in time picture of a vehicle traveling on a public road
- Capture make, color, model, and license plate at the rear of a vehicle
- Support only criminal investigations
- Permanently keep a record of every search made by local law enforcement

Flock ALPR Doesn't

- Use facial recognition
- Allow for the search of people, pets, or clothing
- Connect to DMV systems or contain any information about the driver or the vehicle
- Generate automatic traffic enforcement tickets
- Track a vehicle continuously

Current Town-Owned Camera Inventory

All Town-owned cameras are located within Zebulon corporate limits

8	2	0
Town-owned Flock cameras	Town-owned Motorola cameras	Privately owned Flock cameras accessible to ZPD

Specific camera locations are not displayed in this public briefing.

Permissible Uses and Sharing

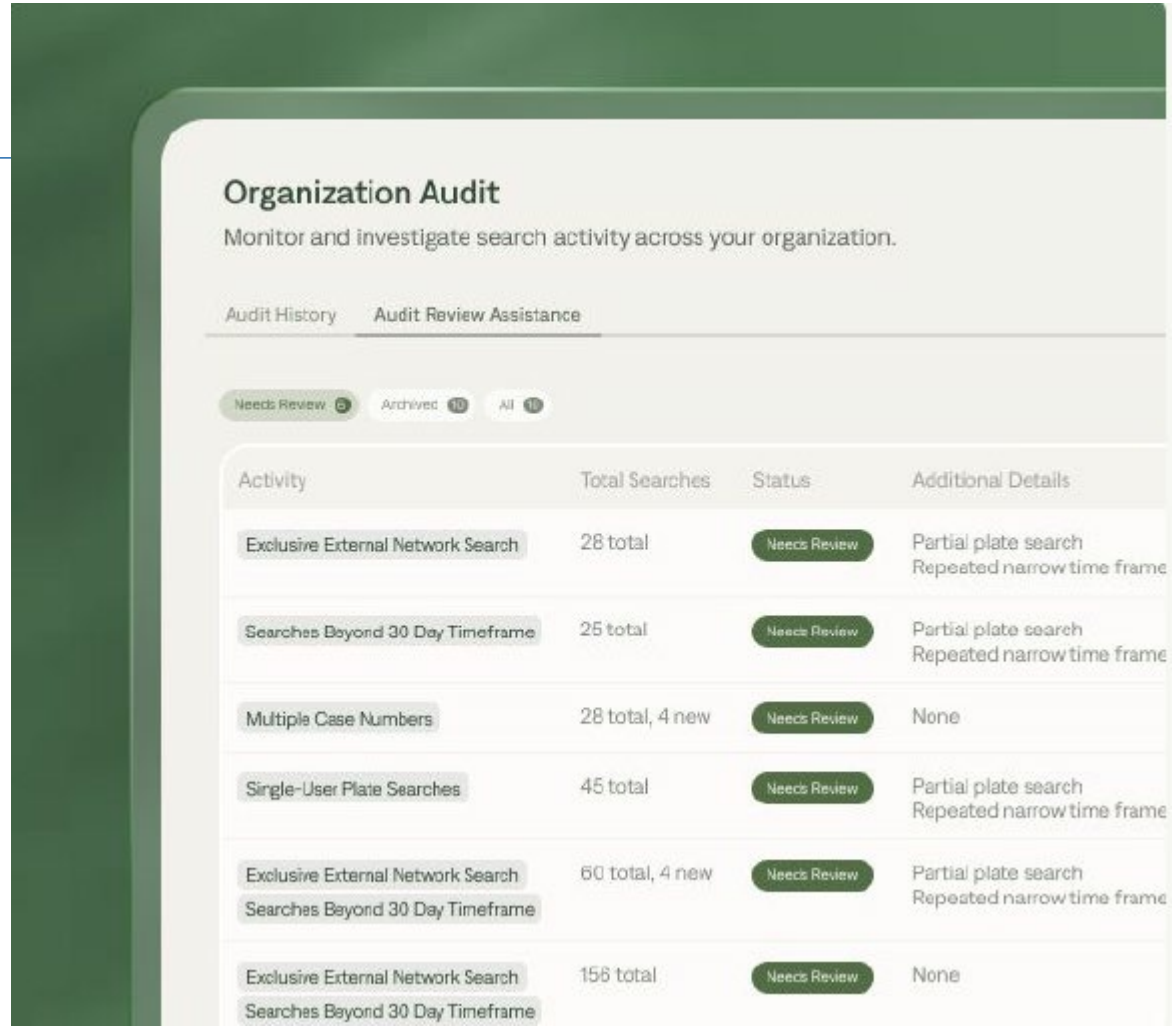
- Only full-time sworn personnel has access to the system.
- We self initiated moving to a retention of seven days and searches require a case number tied to an active investigation.
- Traffic infractions and immigration matters are excluded from permissible search categories.
- Current external sharing is limited to 199 NC local and state agencies; no federal or out-of-state sharing.
- Other agencies accessing our network are required to follow the same guidelines established for ZPD.

Governance and Security

- ZPD has written policy governing the use of ALPR systems.
- Data is treated like other criminal justice systems and is only used when there is a valid criminal justice reason for use.
- To ensure the highest standards, all user activity is audited weekly and subject to spot audits.
- North Carolina General Statute G.S. 14-454 makes it a crime to willfully access or introduce programs into computers, systems, or networks for fraud or without authorization.

Audits

- Flock now uses audit assistance to identify users conducting searches that could lead to misuse of the system.
- This doesn't mean that the activity isn't for a legitimate purpose, but it helps to ensure that if activity wasn't authorized, it would be caught quickly.
- Once the activity is flagged, the auditor compares the search to an active investigation to ensure the search is valid.
- There has been no identified misuse of the system.



Successes

Flock cameras are not just a tool for fighting crime; they also play an important role in locating missing persons and protecting vulnerable individuals.

- A missing juvenile was reported to have been picked up in a white Jeep.
- Using Flock cameras, officers quickly identified the vehicle and its registered owner.
- Officers contacted the owner and learned that his 16-year-old son was operating the Jeep.
- This information allowed officers to quickly locate the missing juvenile.

Key Takeaway: This case demonstrates how Flock technology helps officers quickly develop leads, reduce response times, and safely locate missing individuals.

The Impact of ALPR Cameras on Criminal Investigations

- ALPR systems have been used to solve 23 serious crimes and provided numerous investigative leads.
- Sex Offense, Bank Robbery, Assault, Home Invasion, Burglary, Armed Robbery, Strong Armed Robbery, Stolen Vehicles, Motor Vehicle B&E's, Shooting into an Occupied Dwelling, Larceny, Warrant Services, Identity Theft, and Missing Persons.

Transparency Portal

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Community Impact

Featured Success Stories

Recent Success Story

Data & Usage Summary

Camera Alert Activity
Camera alerts by source and topic over the last 30 days.

100 alerts

1.	NCIC - Protection Order	60
2.	NCIC - Missing Person	11
3.	NCIC - Stolen Plate	9
4.	NCIC - Stolen Vehicle	8
5.	NCIC - Warrants	6

Data Retention
The number of days data is retained.

7 days

Unique Vehicles Detected
Number of unique plate reads over the last 30 days.

179,777

Number of Searches
Total user search sessions over the last 30 days.

35

Hotlists Alerted On
National and statewide hotlist sources.

NCIC, NCMEC Amber Alert

Number of Hotlist Hits
Total hotlist hits over the last 30 days.

383

Policy & Trust

What's Detected

License Plates, Vehicles

What's Not Detected

Facial recognition, People, Gender, Race

Acceptable Use Policy

Data is used for valid criminal justice purposes only. Searches require a qualifying reason and a case number.

Prohibited Uses

The system may not be used to search for common traffic violations such as expired registration or speeding. Searches must involve a more serious qualifying criminal justice purpose.

Access Policy

Access is restricted to authorized Zebulon Police Department personnel. ZPD has selected the most restrictive sharing settings allowed. Out-of-state agencies and Federal agencies do not have access to ZPD's system.

Hotlist Policy

Hotlist alerts are investigative leads and require officer verification before action.

Public Search Audit
Download to view searches performed over the last 30 days.

Download CSV

A valuable tool for protecting our community

- Solving Crimes
- Locating Missing Persons
- Improving Efficiency
- Responsible Use and Governance

FY2027 First Quarter Financial Briefing

ZEBULON
NORTH CAROLINA

Board of Commissioners | July 1–September 30, 2026

- A review of cash flow, revenue trends, expenditure performance, and financial sustainability.
- First-quarter figures are preliminary and should be read in the context of revenue collection schedules.
- Three-year comparisons provide perspective on current performance.
- Quarterly reporting informs FY2028 budget decisions and long-term planning.

General Fund Cash Flow — Three-Year Trend

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NORTH CAROLINA

MCSJ General Fund cash-control account 10-101-1000 | preliminary book balances

Comparable period	FY2025	FY2026	FY2027
July 1 opening	$27,450,333	$23,296,863	$23,597,043
September 30	$25,028,449	$20,526,334	$19,700,941
First-quarter change	($2,421,884)	($2,770,529)	($3,896,102)
Percentage change	(8.8%)	(11.9%)	(16.5%)

- The General Fund cash-control balance declined in the first quarter in each of the last three years.
- FY2027 had a larger decrease; seasonal property-tax receipts and timing of payments are important context.
- Book balances do not by themselves indicate a bank overdraft, operating deficit, or fund balance drawdown.

How Town Cash Moves Throughout the Fiscal Year

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Typical seasonal cash cycle | illustrative, not a forecast of monthly balances

JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN

Q1 JUL–SEP

Early tax season; operating outflows often exceed collections

Q2 OCT–DEC

Property tax receipts typically build

Q3 JAN–MAR

Tax deadline and subsequent receipts support liquidity

Q4 APR–JUN

Collections moderate; operating and year-end obligations continue

Throughout the year

Payroll, public safety, utilities, contracts, and vendor payments continue monthly. Sales tax, vehicle taxes, and service receipts provide ongoing inflows; State distributions and capital transfers can shift monthly balances.

Board takeaway: liquidity planning must bridge uneven revenue timing and continuous obligations.

How to Interpret First-Quarter Results

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The fiscal year is 25% complete, but most revenue sources are not received evenly.

Revenue / spending source	Cadence and first-quarter interpretation
Property tax	Regular county distributions, concentrated during annual tax season
Sales and motor vehicle taxes	Monthly distributions; sales tax is received after underlying sales activity
Utility franchise taxes	Quarterly distribution following an earlier service period
Powell Bill and PEG	Scheduled/periodic State distributions; dedicated purposes
Personnel and routine operations	Generally recurring, but individual payments vary
Capital projects and debt	Project milestone and scheduled payment dates

- Compare the same distribution months across years; do not assume 25% of budget should have been received.

First Quarter Expenditure Performance

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General Fund net expenditure-control activity, July–September

Fiscal year	Q1 recorded activity
FY2025	$5,413,928
FY2026	$6,211,364
FY2027	$5,806,892

- FY2027 is about 6.5% below the comparable FY2026 period.
- Recorded activity equals about 20.7% of the FY2027 base budget.
- Capital timing, encumbrances and unpaid commitments prevent treating this as realized savings.

Healthcare Renewal — Emerging FY2027 Cost Pressure

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Medical coverage renews January 1, 2027 | Proposals under evaluation

Medical coverage option	Annualized cost	Annual increase	Illustrative Jan–June increase
Current arrangement	$1,218,534	—	—
BCBS fully insured renewal	$1,822,248	+$603,714 / 49.5%	+$301,857
Roundstone captive alternative	$1,657,826	+$439,292 / 36.1%	+$219,646

- The proposed fully insured BCBS renewal is approximately 49.5% above current annual medical premiums.
- An alternative captive arrangement offers a lower projected cost but has a different funding structure and claims risk.
- Because renewal occurs mid-fiscal-year, the FY2027 impact is concentrated in January–June.
- Final Town budget exposure depends on plan selection, employee contributions, enrollment, departmental allocations and budgeted provisions.

Property Tax — Seasonal Collections

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Annual FY2027 current-year property tax budget: approximately $16.38 million

Comparable Q1 identified collections	FY2025	FY2026	FY2027
July–September (preliminary)	$923,558	$1,087,638	$1,248,172

- Property taxes are received throughout the year, but collections are concentrated later in the tax season.
- Do not compare September 30 receipts to a straight-line 25% annual budget benchmark.
- This comparison uses identified source records and needs a consistent final gross/net reconciliation.

Investment Earnings — Three-Year Trend

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First quarter (July–September) | Historical totals are preliminary comparisons

Revenue / period	FY2025	FY2026	FY2027
July – September	$367,062	$325,600	$289,189

- Reported Q1 investment earnings declined 11.3% in FY2026 and 11.2% in FY2027.
- FY2027 NCCMT Government Portfolio earnings total $289,189 for July–September.
- Historical FY2025–FY2026 figures may include different investment accounts; confirm comparable scope before treating this as a portfolio-wide trend.

Sales and Motor Vehicle Taxes — Three-Year Trend

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Monthly distributions | FY2027 figures use only documented comparable months

Revenue / period	FY2025	FY2026	FY2027
Sales and use tax — July	$215,463	$231,536	$274,439
Motor vehicle property tax — July–August	$157,050	$182,343	$218,523

- Sales tax July distribution increased 18.5% from FY2026.
- Motor vehicle tax July–August distributions increased 19.8% from FY2026.
- Sales tax distributions lag the underlying sales period; these are not full-quarter totals.

Development and Permit Fees — What Do They Mean?

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NORTH CAROLINA

Monthly Wake County fee reports | July–September each fiscal year

FY2025	FY2026	FY2027
$76,628	$87,411	$82,678

- FY2027 is 5.4% below FY2026, but 7.9% above FY2025.
- Fee collections vary with permit type, project size, construction valuation and timing.
- A decrease in fees is not, by itself, evidence that residential or commercial development is slowing.
- Permit counts, certificates of occupancy and construction valuation provide stronger market indicators.

Service-Related Revenues

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Comparable periods vary according to confirmed distribution and remittance records.

Source and comparable period	FY2025	FY2026	FY2027
Wake County fire tax — July	$94,333	$100,833	$106,583
Refuse collections, net — July–August	Pending	$214,461	$248,558

- Fire tax July allocation increased 5.7% from FY2026.
- Refuse net collections increased 15.9% over the comparable FY2026 two-month period.
- The pace of collections should be evaluated alongside the costs of providing these services.

State Distributions and Restricted Revenues

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Quarterly or scheduled State remittances do not always align with the quarter reported.

Source	Documented FY2027 context
Utility franchise taxes	FY2027 annual budget $965,000; Sept. 15 distribution $259,885 includes prior service period
Powell Bill	September allocation $169,465; restricted for eligible street purposes
PEG channel support	FY2027 annual budget $85,000; Town budgets $85,000 for PEG support, and the identified supplemental State distribution must be passed through to the qualifying operator

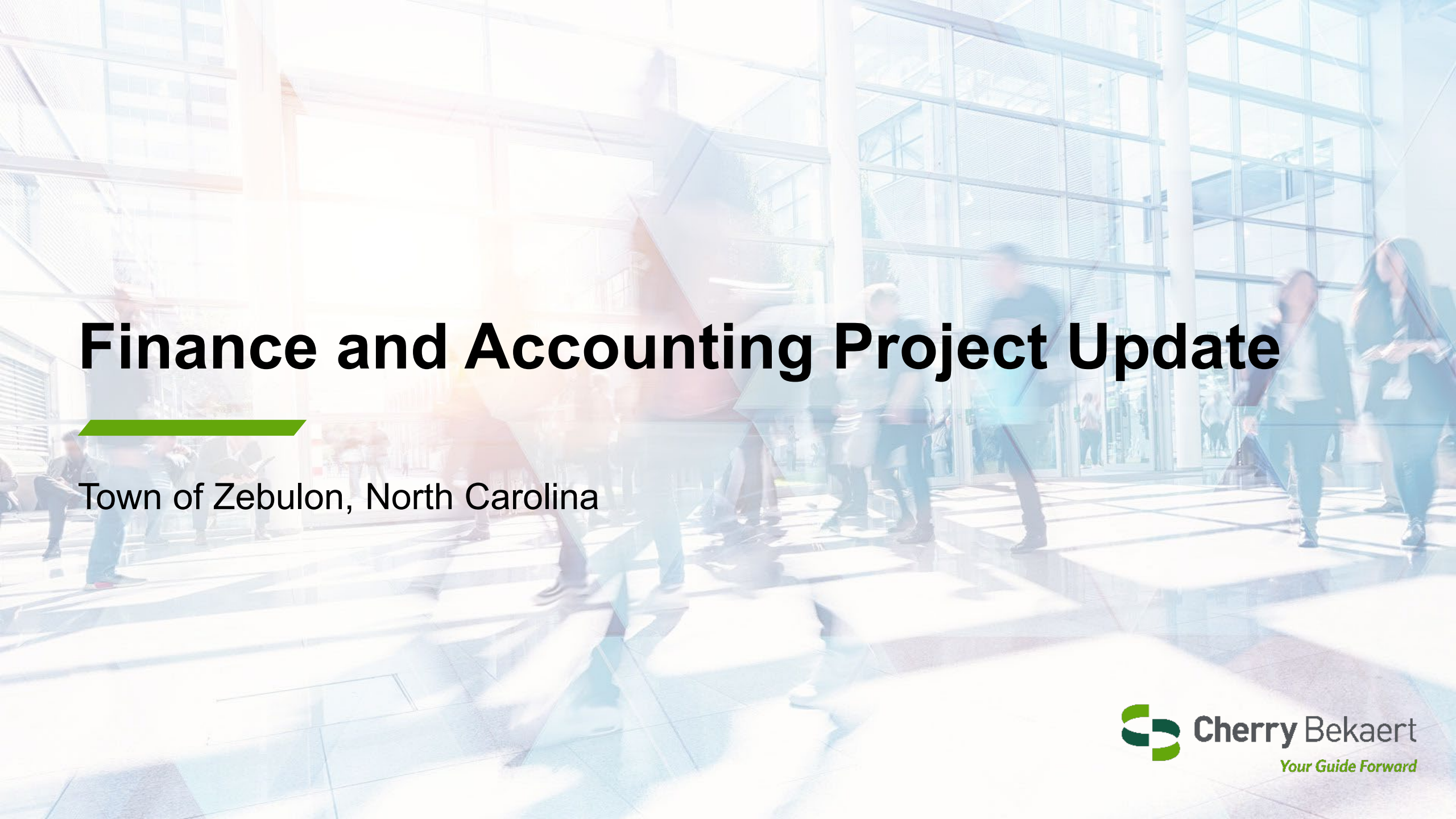
- Restricted revenues are not freely available to support unrelated General Fund spending.
- The quarter a payment relates to may differ from the deposit date or accounting recognition period.

First Quarter — Key Takeaways

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Preliminary financial information for Board oversight

- Expenditure-control activity is below FY2026, but this should not yet be characterized as permanent savings.
- Documented sales and motor vehicle tax receipts show growth over comparable distribution periods.
- Development fee collections are broadly in the recent three-year range; fees alone do not demonstrate a slowdown.
- Recurring financial sustainability remain key to interpreting results.



Finance and Accounting Project Update

Town of Zebulon, North Carolina

Cherry Bekaert

Your Guide Forward

Agenda

- Your Cherry Bekaert Team
- Cherry Bekaert's Role
- Project Timeline
- Project Progress
  - Stabilization of Finance Function
  - Vendor Payments and Employee Benefits
  - Process Documentation
- Next Steps

Your Cherry Bekaert Team



Danny Martinez

Engagement Partner



Michelle Brooks

Project Manager



Andrea DiGiammarino

Project Associate

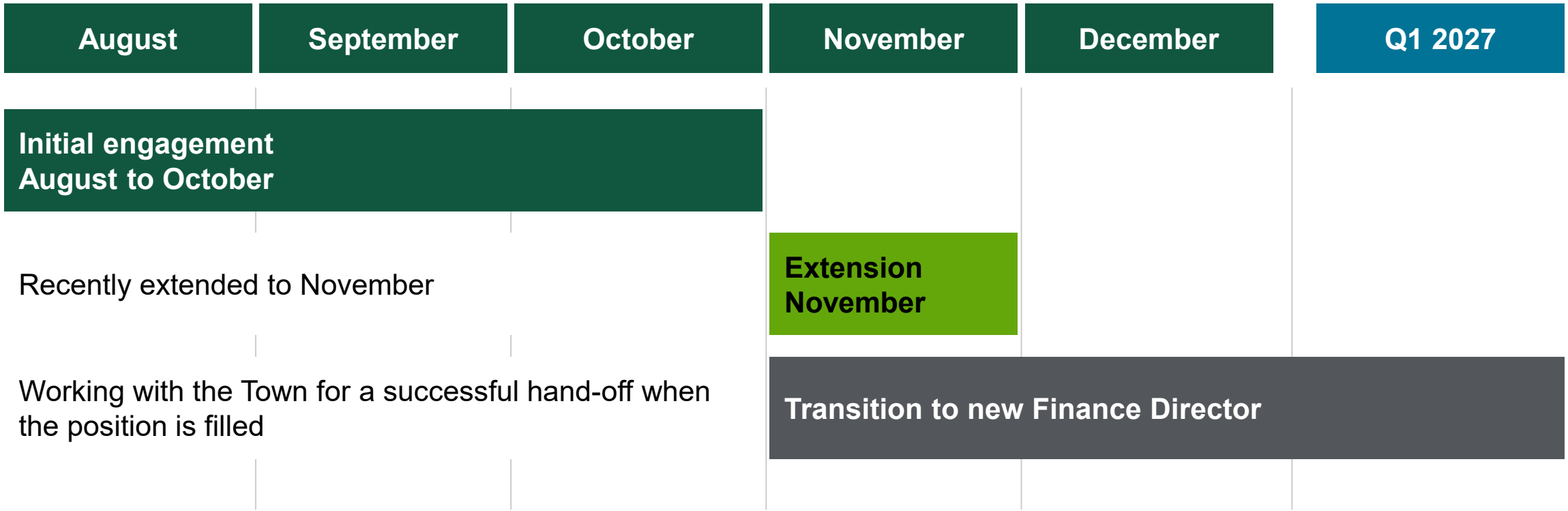
Cherry Bekaert's Role

- Cherry Bekaert was brought in to assist with stabilization and transition of finance and accounting operations after approximately 30 years of leadership by the Town's former Finance Director. The objectives include the following:
  - Maintaining financial operations
  - Addressing service delays
  - Strengthening internal controls
  - Documenting processes for continuity

Cherry Bekaert's Role (continued)

- To accomplish this, Cherry Bekaert provided on-site governmental accounting resources four to five days a week. Services provided include:
  - Monthly and year-end reconciliations
  - Preparation for year-end audit
  - Assistance with resolution of prior-year audit findings
  - Internal control evaluation and process improvement recommendations
  - Other finance and accounting assistance as directed by the Town Manager

Timeline: August to Q1 2027



We typically stay on after a Finance Director is hired to support the transition.

Project Progress to Date

1

Stabilization of Finance Function

On the ground, experienced support of ongoing operations of the Town.

2

Vendor Payments and Employee Benefits

Evaluated the current vendor payment process and status to catch up on delinquent payments and improve the weekly payment reconciliation process

3

Process Documentation

Processes and procedures are being documented and checklists are being developed as work is performed. Both will be used for future training

Stabilization of Finance Function

Assisted in the ongoing operations of the Town during the transition from the retired Finance Director to the hiring of a new Finance Director.

Overall

- Noted an overall lack of process and procedure documentation, reliance on institutional knowledge, and fragmented processes
- Certain organizational responsibilities were atypical compared to peer governmental organizationss

Accounts Payable

- Identified a process issue with the recently implemented electronic invoice process. Worked with Town IT to revise electronic invoice process controls to facilitate weekly reconciliation of accounts payable payments with supporting documentation
- Identified a gap in reconciliation of invoices for some vendor payments
- Identified challenges with contract-payment reviews

Payroll

- Provided ongoing support for payroll and payroll reporting
- Identified payroll process gaps due to the lack of documented payroll reconciliation

Stabilization of Finance Function (continued)

Debt

- Completed debt service payments

Audit Support

- Assisted the Town Manager with responses to audit requests

Bank and Account Reconciliations

- Inventoried accounts that need current reconciliations. July 2026 is complete and August and September 2026 are in progress

Vendor Payments and Employee Benefits

Evaluated the current vendor payment process and made delinquent payments.

Catching Up on Payments

- Identified and replaced previously issued checks that were returned by the bank due to tasks within accounts payable process not being performed appropriately
- Cleared a significant backlog of vendor invoices and continue to resolve newly identified invoices and work with departments to resolve questioned invoices

Improving the Payment Process

- Identified and gained access to the multiple out-of-system platforms where vendor and benefit payments were being completed
- Identified and corrected vendor payment information
- Began changing out-of-system payments to in-system payments so they are captured in system accounts payable reporting

Employee Benefits

- Completed known outstanding employee benefit payments and added them to the payroll checklist to ensure completeness going forward
- Finalizing updates to benefit changes submitted by employees to ensure they’re adequately reflected in each employee’s payroll

Process Documentation

Documented essential processes and developed checklists, including:

Purchasing and Payments

- Requisition and Purchase Order creation
- Check/Payment production process including electronic bank files

Accounts Payable

- Accounts Payable process documentation

Payroll and Benefits

- Payroll process documentation and checklist to ensure completeness
- Benefit payment process documentation for out-of-system processes

Additional processes and checklists are in progress

Next Steps

1

Ongoing Stabilization

Continue on-site stabilization assistance with various accounting and finance items, including audit support, while the Town fills the Finance Director role.

2

Bank and Account Reconciliations

Bring bank and other account reconciliations current.

3

Continued Documentation of Procedures and Onboarding

Continue to document significant processes and onboard the incoming accountant.

Zebulon Board of Commissioners
Retreat
Wake County ABC Main Office
September 25, 2026

Mayor Harrison called the retreat to order and welcomed everyone.
Commissioner Davis made the motion to approve the agenda, the motion was seconded by Commissioner Baxter and accepted unanimously.

Director Finch gave the invocation.

Those present Mayor Jessica D. Harrison, Commissioner George Roa, Mayor Pro Temp Quintin Miles, Commissioner Amber Davis, Commissioner Kyle Adams, and Commissioner Shannon Baxter.

Staff present Town Manager Catherine Crosby, Interim Town Clerk Kim Worley, Director Heather Louise, Finch, Fire Chief Chris Perry, Director Monique Merryweather -Yarborough, Director Tonya Easterwood, Director Sheila Long, Director Matt Lower, Police Chief Anthony Puckett, Director Rich Fletcher, and Attorney Dan Harztog Jr.

BUDGETOPOLIS

Tracy Smith from the School of Government introduced herself and explained to the board how she was going to structure their time. She stated we are going to spend a little bit of time on modern budgeting practices, then we're going to talk a little bit about the different roles that are involved in the budgetary process, and how we get to balance the budget. Then we'll play the game.
After the discussions the board and directors were put in 3 different groups, and she gave directions for the game.

In closing Ms. Smith told the board this is something you live and breathe every day but hopefully this exercise has given you a new way to approach these concepts.

BOARD BUDGET SCHOOL

Understanding Zebulon's Five-Year Financial Outlook

Town Manager Crosby told the board the primary goals are planning for the FY 28 budget, to balance the budget, protect our reserves, no layoffs, and limit tax increases in the base plan. There are six priorities I am working on for this outlook project as we move forward with planning for the FY 28 budget year.

DRAFT

After questions from the board Town Manager Crosby stated in January, we will have a budget school like what we did today with employees, and then on February 18th, we'll have the annual board retreat. In March, we'll have our first budget work session. Then in March and April, we will have a community budget school. Our second budget work session will be April 15th, third, will be April 29th , and fourth will be May 13th . If we need a fifth it will be May 20th tentatively scheduled. Then June 7th , a public hearing to adopt the budget. If the board is not ready to move forward on June 7th , we have June 14th also scheduled tentatively.

Understanding Core Services

Town Manager Crosby told the board there are post it around the room and she would like for them to go around to each station and put what they think are the core services for the stations, and then the Directors will go around and put what they think are the core services. This will help everyone be in line with what the core services are and where to start working on the budget.

ADJOURN

Commissioner Davis made the motion to adjourn the meeting the motion was seconded by Commissioner Baxter and accepted unanimously.

Adopted on this 2nd day of November 2026

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Jessica D. Harrison – Mayor

_____

Kim Worley, MMC – Interim Town Clerk

DRAFT

Zebulon Board of Commissioners
Regular Board Meeting
October 5, 2026
6:00 P.M.

The Zebulon board of commissioners regular monthly meeting was called to order by Mayor Jessica D. Harrison.

Those present: Mayor Jessica D Harrison, Commissioner George Roa, Mayor Pro Temp Quentin Miles, Commissioner Amber Davis and Commissioner Shannon Baxter.
Absent Commissioner Kyle Adams.

Others present: Town Manager Catherine Crosby, Interim Town Clerk Kim Worley, Director Shelia Long, Director Matt Lower, Director Rick Fletcher, Chief Chris Perry, Chief Anthony Puckett, Planner Cate Farell, Planner Brooke Kongmany and attorney Dan Hartzog.

The board of commissioners led the pledge of allegiance and Commissioner Davis gave the invocation.

APPROVAL OF AGENDA

Commissioner Baxter made the motion to amend the agenda to remove from New Business the ethics policy. To remove from the consent agenda the Town Managers' employment agreement and put it under closed session. Mayor Pro Temp Miles seconded the motion and it passed unanimously.

Commissioner Baxter made the motion to amend the amended agenda and add Presentations after proclamations and to add Wake County EDC for a presentation.
The motion was seconded by Commissioner Roa and accepted unanimously.

PUBLIC COMMENTS

Reverend Pamela M. Pinkney stated she is here because she would like the town to work with her to make our city, our state, our nation hopeful, and bring some of this violence into subjection. I have an entity called Truth Speaks. She is seeking partners to work with her to get funding for victims of violence.

Aimee Joslin stated at the last meeting she had asked the board to listen to the voices of the citizens, and she feels like she still has not been heard. I bring this up to ask these questions. At what point was this board aware of the severity of the town's lack of financial oversight and overall budgetary issues? Had the LGC audit and following oversight not forced your hand? When and if ever was the board planning on telling citizens about these

DRAFT

issues? What board policies will be written or updated to ensure this situation is not repeated in the future? Finally, what personal accountability does this board have for our town's current state, whether by ignorance, negligence, or both, and what does that accountability look like as financial decisions are made moving forward?

Scott Carpenter stated at the last meeting that the board brought up the position of Mayor Pro Temp, and he asked why? The town has more pressing matters that need to be handled first.

Denise Loucks I'm here tonight as a board member for Preservation Zebulon to invite the board and the entire community to a free event to display the contents of a time capsule buried 50 years ago in celebration of the bicentennial. We will also bury a new time capsule to be unearthed in 2076. This is at noon on Saturday, October 24th, at PNC Bank on Randall Avenue.

Also, we wish to announce our Zebulon celebration on November 12th at Old Raleigh Distillery at six p.m. This ticketed event will feature the winners of our local preservation awards and an original film called "Answering the Call," honoring Zebulon's fire chief's Sidney and Chris Perry. Tickets can be secured through www.Preservationzeppelin.org.

SCHOOL RECOGNITION

Mayor Harrison recognized Zebulon Magnet Elementary teacher Ms. Marianna Brown and student Francis Chege.

PROCLAMATIONS

Commissioner Davis read the pregnancy and infant loss awareness month and pregnancy and infant loss Remembrance Day proclamation.

Commissioner Baxter read the breast cancer awareness month proclamation.

Mayor Harrison read the Fire Prevention Week 2026 proclamation.

PRESENTATION

Michael Haley from Wake County Economic Development presented an update on their core services and their partnership with the towns to make an environment in which wake county can grow and thrive.

CONSENT AGENDA

Commissioner Davis made the motion to approve the consent agenda. The motion was seconded by Commissioner Roa and approved unanimously.

DRAFT

NEW BUSINESS

Nine at West Judd – Ordinance 2027-06

Planner Farrell gave a presentation on ordinance 2027-06 Nine at West Judd. She stated the board will consider a planned development request for two lots off Judd Street. The property is currently inside the Town of Zebulon's corporate limits and is zoned Residential Neighborhood (R4). The request is to allow for the development of nine single-family attached units. She stated the planning board at their last meeting recommended approval of the planned development.

Planner Farell told the board staff recommend approval of Planned Development 2027-06, Nine at West Judd, as the proposal provides an appropriate infill development opportunity that is consistent with the Comprehensive Land Use Plan and Zebulon Housing Study. The development will increase housing variety by providing nine single-family attached units within the established town grid and support the Town's goals for housing diversity, quality residential development, and efficient growth.

Pam Porter of TMTLA Associates is here representing the owners of the property and gave a short presentation to the board.

After questions from the board Mayor Pro Temp made the motion to adopt ordinance 2027-06 for Nine at West Judd, finding that the standards of Section 2.2.25.J and Section 3.5.5 have been met and the request is consistent with the comprehensive land use plan, with the amendment to add shrubs around the retaining pond. The motion was seconded by Commissioner Baxter and accepted unanimously.

Rojas Zebulon 545 Barbee Street Annexation ordinance 2027-07

Planner Brooke Kongmany gave a presentation to the bord on the Rojas Zebulon 545 Barbee Street Annexation. This Annexation request is made by John Oglesby on behalf of Ralph and Onis Rojas. The portion of this property being annexed is currently inside the Town of Zebulon's ETJ and is zoned Heavy Commercial (HC).

Staff recommends approval of the proposed annexation, as the public benefits of annexation in this case outweigh the benefits of leaving the property unincorporated.

At this time Mayor Harrison opened the public hearing and asked if there was anyone wishing to speak for this project, or against the project.

There being no comments from the public and the public hearing was closed.

DRAFT

Commissioner Davis made the motion to adopt ordinance 2027-07 for the annexation of the cited portion of 0.31 acres of Wake County PIN 2705108929 into the Zebulon corporate boundaries finding that the standards of section 2.2.2.G are met. The motion was seconded by Commissioner Baxter and accepted unanimously.

OTHER BUSINESS

There was no other business to come before the board.

MANAGER'S REPORT

Director Lower presented to the board his presentation for the October monthly development update.

Town Manager Crosby presented to the board her presentation for the multiyear forecast update.

Town Manager Crosby told the board that October is also cybersecurity awareness month and Director Easterwood in IT and her team are doing a great job in keeping the town safe.

BOARD COMMENTS

Mayor Harrison asked where we were with the board receiving information about the flock camera's.

Chief Puckett stated he is working on a presentation for the board on the system we have and the concerns that the public have. He stated he feels like he will be able to present this information at the next work session or board meeting.

Town Manager Crosby stated we are getting questions concerning contracts with HOA's and the housing authority. She stated the town does not have any contracts with either of them concerning the flock cameras.

Chief Puckett stated his department does not have any MOUs with the HOA's or housing authorities for the flock cameras, he stated these groups own the camera's and it's their decision if they give us access to the information.

Mayor Harrison stated there is a lot of concern in our communities with off street parking.

Chief Puckett told the board that he has been working with Director Lower on these issues, already because they are receiving complaints also.

DRAFT

Commissioner Roa told the board that John Saffold from the Chamber of Commerce, and the talks that he's hosting here in town for our local businesses, have been really engaging. Also, the Zebulon Downtown Arts Council is hosting a jazz concert on Saturday, it's at the Old Raleigh Distillery.

Commissioner Roa stated the women's club is having a yard sale on Saturday, so everyone go out and support them.

Commissioner Baxter stated she wanted to give the police and fire department a huge appreciation for doing a great job. She received a call from a citizen that was having a terrible experience and this citizen told her the police and fire department treated them with care and compassion.
She also stated she is proud of all our department because they treat the residents with kindness.

Commissioner Baxter told the board Friday night is rock the block, and Saturday the Zebulon United Methodist Church is having their fall festival. Also, every voting begins on October 15th.

She stated October 17th is the Angel cancer walk and October 31st is my favorite holiday, Halloween, and urged all residents to be cognizant of all the little ones running around.

Commissioner Baxter stated Director Lower and Planner Gunderson have been doing an excellent job giving both myself and the mayor Campo updates on things like corridor studies and improvements, so that we can advocate for projects in all Eastern Wake County, but specifically for Zebulon. Also, the last Central Pines Regional Council of Government meeting was on digital divide across all of North Carolina.

Commissioner Baxter told the board she attended the Advanced Leadership Corps Ambassador Program in Chapel Hill. This year program was about strategies to help us navigate conflict, as well as drivers of change in North Carolina.

Commissioner Baxter stated in the last budget things were done by the formal town manager without the authority of the board and have since come to light with this board to handle and correct. Sometimes we ask the right questions and but don't get the appropriate answers. I feel very confident that under our new leadership and especially with all the changes we have already made we will continue to make in response to the LGC, we are absolutely headed in the right direction.

Commissioner Baxter stated she encourages citizens to find out if they are receiving the correct facts.

Commissioner Davis urges the ladies to get their mammograms on a regular basis.

DRAFT

She stated she had the opportunity to go to the grand opening of the Morse clinic here in Zebulon.

Also, I attended the We are Wake meeting it was a great opportunity to see what all the municipalities within Wake County are doing.

Mayor Pro Temp told the board he had a fellow veteran come to town, and he showed him around the town, and every spot we went the citizens were talking about the town. He was amazed at all the unity going on in town. I encourage everyone to work for the betterment of the town. We can do it with unity through community.

Mayor Harrison stated the coat drive has been extended through this Wednesday.

She told the board Commissioner Davis and herself met with the group Together for Carolina with the principals at the schools to see what the needs are in our area for the youth. The biggest need that came out was food. Together For Carolina and Zebulon Community Church had a food pantry, and I want to express my gratitude to them for hosting this event. There was a good turnout.

Mayor Harrison stated she wanted to share that we have received a grant for $450,000 for Gill Street Park. Director Long and Town Manager Crosby are working on the process and getting the money.

Mayor Harrison thanked Town Manager Crosby and the entire staff for their work with the community engagements. She stated all thing they have been doing are seeing an increase in communities getting involved.

CLOSED SESSION

Commissioner Davis made a motion to go into closed session pursuant to NCGS 143-318.11(a)(6) personnel matters. The motion was seconded by Commissioner Baxter and accepted unanimously.

Commissioner Baxter made the motion to come out of closed session. The motion was seconded by Commissioner Roa and accepted unanimously.

The result of closed session no action was taken.

There being no other business the meeting was adjourned.

DRAFT

Adopted this 2nd day of November 2026

_____
Jessica D. Harrison
Mayor

_____
Kim Worley, MMC
Interim Town Clerk

DRAFT

Zebulon Board of Commissioner
Special Called Meeting
Work Session
October 13, 2026
4:oo P.M.

Mayor Harrison called the special called meeting work session to order.

Those present: Mayor Jessica D Harrison, Commissioner George Roa, Mayor Pro Temp Quentin Miles, Commissioner Amber Davis, Commissioner Shannon Baxter and Commissioner Kyle Davis.

Staff present Town Manager Catherine Crosby, Interim Town Clerk Kim Worley, Director Shelia Long, Director Matt Lower, Director Tony Eastwood, Director Heather Louise Finch, Chief Chris Perry, Director Rick Fletcher, and Chief Anthony Puckett.

APPROVAL OF AGENDA

Commissioner Baxter made the motion to approve the agenda. The motion was seconded by Commissioner Davis and accepted unanimously.

PRESENTATIONS

Berry Dunn – Strategic Plan Workshop

Karen Richard gave her presentation and told the board in the workshop today we're going to go through the strategic planning overview to remind you of what we talked about before. I have received the data we've gathered from the community of what they would like to see for the future of the community.

She stated you all provide us with guidance on what you would like to see in your mission, vision, core values, and then the strategic focus areas.

Each board member listed what their vision, core value and strategic focus areas are for the town.

Ms. Richard told the board she would compile all the information together to present to the board at their December meeting.

ADJOURN

Mayor Harrison asked before we adjourned the meeting for a moment of silence for the person who passed away yesterday in a wreck on the highway 64 right here at the bridge.

DRAFT

Commissioner Baxter made the motion to adjourn the work session. The motion was seconded by Commissioner Davis and accepted unanimously.

Adopted on this 2nd day of November 2026

_____

Jessica D. Harrison
Mayor

_____

Kim Worley, MMC
Interim Town Clerk

DRAFT

Zebulon Board of Commissioners
Special Called Meeting
October 22, 2026
5:30 P.M.

Mayor Pro Tem Quentin Miles called the special meeting to order at 5:35 p.m.

Present were Mayor Pro Tem Quentin Miles and Commissioners George Roa, Shannon Baxter, Kyle Adams, and Amber Davis.

Mayor Jessica D. Harrison was absent due to illness.

Staff present were Interim Town Clerk Kim Worley, MMC; Director Heather Louise Finch; and Town Attorney Katie Wooten. Town Manager Catherine Cosby was absent due to illness.

APPROVAL OF AGENDA

Commissioner Davis moved to approve the agenda. Commissioner Baxter seconded the motion, which was approved unanimously.

PRESENTATION

UAL Board Training Session

Representatives attending in person from the North Carolina Department of State Treasurer's office were Denise Canada, Kendra Boyle, and Melonie Bryan. Teresa Smith and Ann Gentry attended virtually.

Ms. Bryan informed the Board that all five representatives are members of the Town's UAL coaching team and are available to assist the Board.

Ms. Bryan advised the Board that the training session would include a review of eight modules, all of which are available on the website.

Ms. Bryan reviewed each module and facilitated discussion by posing questions to the Board and responding to questions from Board members.

At the conclusion of the presentation, Ms. Bryan reiterated that the coaching team remains available to assist and invited Board members to contact the team with any questions.

ADJOURN

Commissioner Baxter moved to adjourn the meeting. Commissioner Adams seconded the motion, which was approved unanimously.

DRAFT

Adopted the 2nd day of November 2026

_____

Quentin Miles
Mayor Pro Tem

_____

Kim Worley, MMC
Interim Town Clerk

DRAFT

Docusign Envelope ID: 65B567B1-7FB9-8594-8119-443DA426EA93

Pre-Audit Certification

Vendor: _____ **Catherine Crosby** ____ _____

Contract Purpose: Employment Contract

FY 27 Amount: _____ _____

This instrument has been pre audited in the manner required by the Local Government Budget and Fiscal Control Act.

Signed by:
FEC3913805AC40A...

10/29/2026

_____ _____

Finance/ Deputy Officer Date

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This Employment Agreement is made and entered into this _____ day of November 2026, by and between the Town of Zebulon, a North Carolina municipal corporation, (hereinafter called" Employer") and Catherine H. Crosby, an individual resident of the Commonwealth of Virginia (herein after called "Employee"). Employee warrants and represents to Employer that she is an individual who has the education, training, and experience in local government management and who, as a member of the International City/County Management Association (ICMA), is subject to the ICMA Code of Ethics.

In consideration of these premises and the terms and conditions set out in this Agreement the parties agree and follows:

ARTICLE I

Section 1.01: Term

This Agreement will remain in full force and effect from November _____, 2026 until terminated by the Employer or Employee as provided in Article IV of this Agreement. Employee reported for work at the Employer premises on Monday February 16, 2026 (the "Start Date").

Section 1.02: Duties and Authority

A. Employer agrees to employ Employee as Town Manager. The Town Board of Commissioners (the "Board") is authorized by the Town of Zebulon Charter to appoint the Town Manager. The Town Manager serves at the pleasure of the Board. The Town Manager shall perform the functions and duties specified in (i) Section 160A-148 of the General Statues of North Carolina, (ii) the Town of Zebulon Charter, Sec. 5.2 and (iii) applicable sections of the Code of Ordinances of the Town of Zebulon, and to perform other duties and functions as assigned by Employer.

B. Employee shall be the Town Manager of the Employer and faithfully perform Employee's lawfully prescribed and assigned duties with the highest professional standards, diligence, skill, and expertise in compliance with all applicable, lawful governing body directives; state, local, and federal laws; and Employer policies, rules, and ordinances as they exist or may hereafter be amended.

C. Employee shall discharge the duties of Town Manager in a manner consistent with the policies of the governing body and the ordinances and charter of the Employer, which authority may be delegated by Employee to such other employees as Employee deems appropriate.

D. Subject to the Board's discretion, Employee shall attend in person all meetings of Employer's governing body, both public and closed.

E. Employer agrees to promptly communicate and provide Employee a reasonable opportunity to cure all substantive criticisms, complaints, and suggestions with respect to Employee's performance of services pursuant to this Agreement.

F. Employee shall carry out Employer's lawful policy directives, goals, and objectives, as communicated to Employee by Employer's governing body, while presenting information and recommendations that allow for fully informed policy decisions that both address immediate needs and anticipate future conditions.

G. As a condition of employment, Employee agrees to execute, on behalf of the Employer, the Manager Support Services Agreement substantially in the form attached hereto and incorporated herein as Exhibit A.

Section 1.03: Ethical Commitments

The Employer expects the Employee to adhere to the highest professional standards. The Employee's actions will always comply with those standards. The Employee agrees to follow the Code of Ethics of the International City/County Management Association (ICMA) and the ethics rules, regulations, and laws of the State of North Carolina. The ICMA Code of Ethics can be found on the ICMA website - www.icma.org. Consistent with the standards outlined in the Code, the Employee shall not endorse candidates, make financial contributions, sign or circulate petitions, or participate in fundraising activities for individuals seeking or holding elected office, nor seek or accept any personal enrichment or profit derived from confidential information or misuse of public time.

ARTICLE II: COMPENSATION AND BENEFITS

Section 2.01: Compensation

A. Base Salary: Employer agrees to pay Employee an annual base salary of Two Hundred Eighteen Thousand and 00/100 Dollars ($218,000.00), payable in installments on the same schedule that the other employees of the Employer are paid.

B. This annual base salary may be increased by Board each year, in an amount established by Board to provide a merit increase based upon satisfactory evaluation conducted under the provisions of Section 3.01, beginning on the first anniversary of the Start Date.

C. Following a satisfactory evaluation conducted under Section 3.01, the annual salary may be increased by an amount equal to five percent (5%) of the initial annual base salary, effective with the first regular pay period after August 16, 2026. The 5% increase to the base salary is retroactive to August 16, 2026. A third-party evaluator is not required for the initial six-month evaluation.

D. Employee is eligible for employment benefits offered to all other employees on the same terms and conditions as offered to all other employees in addition to the benefits

specifically set out in Section 2.02

Section 2.02: Health, Disability, and Life Insurance

A. The Employer agrees to provide and to pay the premiums for health, hospitalization, surgical, vision, dental, and comprehensive medical insurance for the Employee, at a minimum, equal to that which is provided to all other employees of the Town of Zebulon. If the Employer's insurance requires a waiting period before the Employee is eligible for coverage under Employer's plan, the Employer agrees to reimburse the Employee for the costs of COBRA insurance for the same, during the initial waiting period.

B. Except as otherwise provided in this Agreement, the Employee shall be entitled, at a minimum, to the highest level of benefits enjoyed by and/or available to other employees, department heads, or general employees of the Employer as provided by the Employer's policies, charter, ordinances, or personnel rules and regulations or other practices.

Section 2.03: Vacation and Sick Leave

Upon commencing employment, the Employee shall be credited with ten (10) days sick leave and twenty (20) days annual leave. The Employee shall then accrue sick and annual leave at the maximum rate provided for those employees with the highest seniority and shall be entitled to other leave as provided to other general full-time Town employees.

Section 2.04: Automobile

A. The Employer agrees to pay to the Employee, during the term of this Agreement and in addition to other salary and benefits herein provided, the sum of Seven Thousand Two Hundred and 00/100 Dollars ($7,200.00) per year payable in monthly installments of Six Hundred and 00/100 Dollars ($600.00), as a vehicle allowance to be used to purchase, lease, or own, operate, and maintain a vehicle.

B. The Employee shall be responsible for paying for liability, property damage, and comprehensive insurance coverage upon such vehicle and shall further be responsible for all expense's attendant to the purchase, operation, maintenance, repair, and regular replacement of said vehicle.

Section 2.05: Retirement

A. The Employer shall immediately, or at the first permissible opportunity, enroll the Employee into the applicable state or local government retirement system, or alternative as allowed by State Statute under the same terms and conditions as such benefits are made available to other Town employees.

B. In addition to the Employer's payment to the state or local retirement system (as applicable) referenced above, The Employer shall contribute on behalf of the

Employee to a 401K plan or similar supplemental retirement program under the same terms and conditions as such benefits are made available to other Town employees.

C. If Employer maintains a governmental 457(b) Deferred Compensation Plan, the Employee shall be eligible to participate under the same terms and conditions as other eligible employees. If the Employer does not maintain such a plan, Employer agrees to adopt or establish a governmental 457(b) plan within twelve (12) months from the Start Date to allow the Employee to make voluntary elective deferrals up to the maximum amount permitted by federal law.

Section 2.06: General Business Expenses

A. Subject to available budgeted funding, the Town agrees to pay for professional dues, subscriptions and tuition for public administration education of the Employee reasonably necessary for the Employee's continued professional participation, growth, and advancement and for the good of the Employer.

B. The Employer agrees to budget for travel and subsistence expenses of Employee for professional and official travel, meetings, and occasions to adequately continue the professional development of Employee and to pursue necessary official functions for the Employer.

C. The Employer shall reimburse the Employee for other job-related expenses incurred by the Employee, and not otherwise provided for in this Agreement, in accordance with Employer's policies and procedures applicable to other Town employees.

D. Recognizing the importance of constant communication and maximum productivity, Employer shall provide Employee, for business use, a cell phone, laptop computer, software, and/or tablet computer required for the Employee to perform their duties and to maintain communication with Employer's staff and officials, as well as other individuals who are doing business with Employer. Upon termination of Employee's employment, the equipment described herein shall remain the property of the Employer and at the discretion of the Employer any mobile phone number may be transferred to the Employee.

Section 2.07: Moving and Relocation Expenses

A. Employee agrees to establish residence within the corporate boundaries of Zebulon, NC, if required, within three (3) months after the Start Date, and thereafter to maintain a primary residence within the corporate boundaries of Zebulon, NC.

B. The Employer paid a lump sum payment of Thirteen Thousand and 00/100 Dollars ($13,000.00) to reimburse the Employee for relocation costs from her current residence to Zebulon, NC. If the employee separates from employment with Employer, either with cause or by voluntary resignation, on or before the first anniversary of the Start Date, Employee shall repay Employer the full Thirteen Thousand Dollars and 00/100 ($13,000.00) within thirty (30) days of the date of separation.

ARTICLE III: GENERAL WORK CONDITIONS

Section 3.01: Performance Evaluation

A. Employer shall annually review the performance of the Employee within ninety (90) days of each anniversary of the Start Date, subject to a process, form, criteria, and format for the evaluation that will be conducted by a third-party evaluator mutually agreed upon by the Employer and the Employee. Initial evaluation criteria shall be developed with the agreed-upon third party within one hundred and eighty (180) days of the Start Date.

B. Unless the Employee expressly requests otherwise in writing, the evaluation of the Employee shall at all times be conducted by the Board in executive session and shall be considered confidential to the extent permitted by law. Nothing herein shall prohibit the Employer or Employee from sharing the content of the Employee's evaluation with their respective legal counsel.

C. In the event the Employer deems the evaluation instrument, format, and/or procedure is to be modified by the Employer and such modifications would require new or different performance expectations, then the Employee shall be provided a reasonable period of time to demonstrate such expected performance before being evaluated.

Section 3.02: Hours of Work

It is recognized that the Employee must devote a great deal of time outside the normal office hours on business for the Employer, and to that end Employer intends that reasonable time off be permitted to Employee, such as is customary for exempt employees so long as the time off does not interfere with the normal conduct of the office of the Town Manager.

Section 3.03: Outside Activities

The employment provided for by this Agreement shall be the Employee's exclusive employment. Upon prior notice to and approval by the Board, the Employee may elect to accept limited teaching, consulting or other business opportunities with the understanding that such arrangements must neither constitute interference with nor a conflict of interest with their responsibilities under this Agreement.

ARTICLE IV: EMPLOYMENT SEPARATION

Section 4.01: Resignation

Employee may terminate this Agreement by providing a minimum of thirty (30) days' prior written notice of Employee's voluntary resignation subject to any applicable requirements set forth by state or local law. The Agreement terminates automatically upon Employee's death and is considered a resignation without eligibility for Separation Benefits.

Section 4.02: Termination

A. For the purpose of this Agreement, termination shall occur when:

1. A majority of the governing body votes to terminate the Employee in accordance with North Carolina General Statute 160A-75 at a properly posted and duly authorized public meeting. At the time of signing this Agreement, a majority is defined as three (3) of the five (5) members of the governing body.
2. If the Employer, citizens or legislature acts to amend any provisions of the Section 160A-148 of the General Statues of North Carolina and Code of Ordinances of the Town of Zebulon charter section or ordinance section of the Town of Zebulon code pertaining to the role, powers, duties, authority, or responsibilities of the Employee's position that substantially changes the form of government, the Employee shall have the right to declare that such amendments constitute termination.
3. If the Employer reduces the base salary, compensation or any other financial benefit of the Employee, unless it is applied in no greater percentage than the average reduction of all department heads, such action shall constitute a breach of this Agreement and will be regarded as a termination.
4. If the Employee resigns following an offer to accept resignation, whether formal or informal, by the Employer as representative of the majority of the governing body that the Employee resign, then the Employee may declare a termination as of the date of the suggestion.
5. A breach of contract, declared by either party, is not cured within thirty (30) days of written notice describing the conduct that constitutes a breach. Written notice of a breach of contract shall be provided in accordance with the provisions of Section 5.04.
6. In the event the Employee is terminated by the Employer during the six (6) months immediately following the seating and swearing-in of one or more new governing body members, and during such time that Employee is willing and able to perform her duties under this Agreement, then, Employer agrees to pay severance in accordance with Section 4.03 plus salary and benefits in accordance with Section 4.03 for any portion of the six months not worked.

Section 4.03: Severance

If the Employer terminates the Employee pursuant to Section 4.02 (and such termination

is not termination for Cause as defined herein) following such termination, then the Employer will provide Employee with the following payments and benefits (together the "Separation Benefits"): (i) payment equal to twelve (12) months then current annual base salary, (ii) The Employee shall be compensated for all vacation leave accrued as of the date of termination and (iii) if Employee timely elects continued health insurance coverage pursuant to COBRA, Employer will pay to such plan or reimburse Employee (at the Employer's election) an amount equal to the Employer's share of the insurance premiums (which shall be based on Employee's level of coverage immediately prior to termination) for six (6) months following termination, except that such payment or reimbursement shall cease when Employee is covered under the group health plan of a subsequent employer.. The Separation Benefits will be payable to Employee over time in accordance with the Employer's payroll practices and procedures beginning on the sixtieth (60th) day following the termination of Employee's employment, provided that the Town, in its sole discretion, may begin the payments earlier.

A. The Employer's obligation to provide Separation Benefits is conditioned upon execution and delivery of a Separation Agreement and Release Agreement. agreed to by Employer and Employee. The Employer's obligation to provide the Separation Benefits is conditioned upon Employee executing and returning a release of claims in a form acceptable to the Employer (the "Release") within the time specified therein, which Release is not revoked within any time period allowed for revocation under applicable law. The Employer will provide the Release to Employee within five days after the effective date of termination.

B. Employee is not eligible for any severance payments, if the Employee is terminated for cause. "For Cause" means (i) willful failure to abide by adopted Town policies, (ii) breach of this Agreement, (iii) indictment or conviction of a felony or crime involving moral turpitude or immoral conduct, (iv) and unlawful or dishonest act that involves personal gain arising out of Employee's performance of duties for the Town, or (v) Employee's continued refusal or failure to perform his duties hereunder, except to the extent caused by illness or disability.

C. The parties intend that this Agreement and the payments made hereunder will be exempt from, or comply with, the requirements of Section 409A of the Internal Revenue Code of 1986, as amended, the regulations and other guidance promulgated thereunder, and any state law of similar effect (collectively "Section 409A"), and this Agreement will be interpreted and applied to the greatest extent possible in a manner that is consistent with the requirements for avoiding taxes or penalties under Section 409A. Notwithstanding anything to the contrary set forth herein, any payments and benefits provided under this Section 11 that constitute "deferred compensation" within the meaning of Section 409A will not commence in connection with Employee's termination of employment unless and until Employee has also incurred a "separation from service" (as such term is defined in Treasury Regulation Section 1.409A-1(h)). The parties intend that each installment of the Separation Benefits provided for in this Agreement is a separate "payment" for purposes of Section 409A. For the avoidance of doubt, the parties intend that the Separation Benefits satisfy, to

the greatest extent possible, the exemptions from the application of Section 409A provided under Treasury Regulation Sections 1.409A-1(b)(4) and 1.409A-1(b)(9).

ARTICLE V: GENERAL COVENANTS

Section 5.01: Indemnification

To the maximum extent permitted by law, the Employer shall defend, save harmless, and indemnify the Employee from and against any costs, fines, judgments, fees, expenses, damages, suits, claims, demands, actions, or awards, including but not limited to Employee's reasonable attorney's fees incurred in such action and in enforcing this indemnification provision, incurred in connection with any tort, statutory, constitutional, professional liability, or other cause of action, or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as Town Manager, even if said claim is brought/filed following Employee's separation from employment or based upon Employee's own alleged negligence or misconduct, provided that at the time of the alleged act or omission, the Employee was then acting within the scope of his/her duties. Under these circumstances only, the Employer (and/or its insurer) must pay the amount of any settlement or judgment rendered thereon, and further, the Employer (and/or its insurer) may compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered thereon without recourse to the Employee.

In connection with those claims or suits involving the Employee in his/her professional capacity, the Employer must defend the Employee and/or must retain and pay for an attorney to represent the Employee (including all fees and costs) in connection with any such suit, claim, complaint, mediation, arbitration, or similar actions.

This Section survives the termination of this Agreement.

Section 5.02: Bonding

Employer shall bear the full cost of any bonds that Employee is required to obtain by any law or ordinance.

Section 5.03: General Provisions

A. **Integration.** This Agreement sets forth and establishes the entire understanding between the Employer and the Employee relating to the employment of the Employee by the Employer. Any prior discussions or representations by or between the Employer and Employee are merged into and rendered null and void by this Agreement. This Agreement may be amended only by an express written agreement signed by the Employer and Employee. Such amendments must be incorporated and made a part of this Agreement.

B. **Successors in Interest.** The provisions of this contract will be binding upon and will inure to the benefit of the parties, and their respective successors and approved assigns, if any.

C. **Effective Date.** This Agreement becomes effective on the date of the last party to

sign the Agreement and will continue until terminated.

D. **Severability.** The invalidity or partial invalidity of any portion of this Agreement will not affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the remaining provisions are deemed to be in full force and effect as if they have been executed by both Employer and Employee subsequent to the expungement or judicial modification of the invalid provision.

E. **Amendments.** This Agreement may not be amended except in writing signed by the Employer and Employee.

F. **Precedence.** In the event of any conflict between the terms, conditions, and provisions of this Agreement and the provisions of Employer's policies, or Employer's ordinance or Employer's rules and regulations, or any permissive state or federal law (collectively referred to as the "Law"), then, unless otherwise prohibited by law, the terms of the Law must take precedence over contrary provisions of this Agreement.

Section 5.04: Notices

All notices and requests pursuant to this Agreement must be sent as follows:

A. EMPLOYER: Town of Zebulon, 1003 N. Arendell Avenue, Zebulon, NC 27597

B. EMPLOYEE: 752 Shepard Rock Dr., Zebulon, NC 27597

Notice must be deemed given as of the date of personal service, Federal Express, certified mail or as the date of deposit of such written notice in the course of transmission in the United States Postal Service.

[*The remainder of this page intentionally left blank.*]

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

By: _____

Deputy Finance Officer

Date

THIS AGREEMENT has been executed as of the date first hereinabove written.

Town of Zebulon, North Carolina

By: _____
Name: Jessica Harrison, Mayor
Date: _____

Catherine H. Crosby

By: _____

Date: _____

WAKE COUNTY
NORTH CAROLINA

Board of Commissioners
P.O. Box 550 • Raleigh, NC 27602

TEL 919 856 6180
FAX 919 856 5699

DON MIAL, CHAIR
SAFIYAH JACKSON, VICE-CHAIR
VICKIE ADAMSON
SUSAN P. EVANS
CHERYL STALLINGS
SHINICA THOMAS
TARA WATERS

October 6, 2026

Mr. Jeremy Crawford, MBA
Town Clerk
Town of Zebulon
1003 North Arendell Avenue
Zebulon, North Carolina 27597

Dear Mr. Crawford:

The Wake County Board of Commissioners, in regular session on October 5, 2026, approved and accepted the enclosed tax report for the Town of Zebulon.

The attached adopted actions are submitted for your review; no local board action is required.

Sincerely,

Yvonne Gilyard
Clerk to the Board
Wake County Board of Commissioners

Enclosure(s)

WAKE COUNTY TAX ADMINISTRATION

08/01/2026 - 08/31/2026

Rebate Detail Report

ZEBULON

DATE 09/17/2026 TIME 3:11:29 PM

REBATE NUM	PROPERTY	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	YEAR FOR	BILLING TYPE	OWNER
BUSINESS ACCOUNTS											
975674	15,798.27	0.00	0.00	0.00	15,798.27	8/10/2026	0006156584	2026	2026	000000	GLAXOSMITHKLINE
SUBTOTALS FOR BUSINESS ACCOUNTS	**15,798.27**	**0.00**	**0.00**	**0.00**	**15,798.27**	**15,798.27**		**1 Properties Rebated**			
INDIVIDUAL PROPERTY ACCOUNTS											
977132	5.77	0.00	0.58	0.00	6.35	8/21/2026	0006596525	2025	2025	000000	KIRK, CHAD JUSTIN
977131	5.77	0.00	0.58	0.00	6.35	8/21/2026	0006596525	2024	2024	000000	KIRK, CHAD JUSTIN
976565	276.69	0.00	0.00	0.00	276.69	8/17/2026	0007088327	2026	2025	000000	PARKER, CURTIS ANDRE
975246	233.86	30.00	23.39	0.00	287.25	8/6/2026	0006989008	2025	2025	000000	ORLANZO HAULING LLC
SUBTOTALS FOR INDIVIDUAL PROPERTY ACCOUNTS	**522.09**	**30.00**	**24.55**	**0.00**	**576.64**	**576.64**		**4 Properties Rebated**			
INDIVIDUAL REAL ESTATE ACCOUNT											
977740	259.65	0.00	0.00	0.00	259.65	8/31/2026	0000509476	2026	2026	000000	WALDO, MICHAEL E SR
977155	639.39	0.00	0.00	0.00	639.39	8/27/2026	0000045924	2026	2026	000000	FERRELL, BILLY WAYNE
SUBTOTALS FOR INDIVIDUAL REAL ESTATE ACCOUNTS	**899.04**	**0.00**	**0.00**	**0.00**	**899.04**	**899.04**		**2 Properties Rebated**			
TOTAL REBATED FORZEBULON	**17,219.40**	**30.00**	**24.55**	**0.00**	**17,273.95**	**17,273.95**		**7 Properties Rebated for City**			
GRAND TOTAL	**120,427.58**	**620.00**	**645.12**	**0.00**	**121,692.70**	**121,692.70**		**187 Properties Rebated for all Cities**			

NTOWN OF ZEBULON, NORTH CAROLINA

RESOLUTION NO. 2027-22

A RESOLUTION AUTHORIZING THE TOWN MANAGER TO EXTEND THE AGREEMENT WITH CHERRY BEKAERT ADVISORY LLC

WHEREAS, on August 3, 2026, the Town of Zebulon Board of Commissioners approved an agreement with Cherry Bekaert Advisory LLC to provide professional financial and procurement advisory services; and

WHEREAS, the Town continues to address financial management challenges and implement improvements to accounting procedures, internal controls, procurement practices, and financial operations; and

WHEREAS, the Board of Commissioners recognizes the need for continued professional assistance to support these efforts and maintain continuity in the Town's financial stabilization activities; and

WHEREAS, the Board desires to authorize the Town Manager to extend the previously approved agreement to provide continued services.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF ZEBULON, NORTH CAROLINA, THAT:

Section 1. The Town Manager is hereby authorized to negotiate and execute an extension or amendment to the agreement with Cherry Bekaert Advisory LLC, as approved by the Board of Commissioners on August 3, 2026, in an additional amount not to exceed **Fifty Thousand Dollars ($50,000)**.

Section 2. The Town Manager is authorized to determine the scope, duration, and deliverables of the continued services, consistent with the purposes of the original agreement and the financial limitation established by this resolution.

Section 3. Expenditures authorized under this resolution shall be subject to the availability of appropriated funds and applicable preaudit requirements under North Carolina law.

Section 4. This resolution shall become effective immediately upon adoption.

ADOPTED this _____ day of _____, 2026.

_____
Jessica D. Harrison - Mayor

[SEAL]

_____
Kim Worley, MMC – Interim Town Clerk

Docusign Envelope ID: 1E3CFB0F-4B42-811C-835E-2B675CB1605C

Pre-Audit Certification

Vendor: _____ **Cherry Bekaert** ____ _____

Contract Purpose: Finance department assistance

FY 27 Amount: _____ not to exceed $50,000 _____

This instrument has been pre audited in the manner required by the Local Government Budget and Fiscal Control Act.

Signed by:
FEC3913805AC40A...

10/29/2026

_____ _____

Finance/ Deputy Officer Date

Docusign Envelope ID: 1E3CFB0F-4B42-811C-835E-2B675CB1605C

Cherry Bekaert
Your Guide Forward

October 29, 2026

VIA EMAIL:
ccrosby@townofzebulon.org

Catherine Crosby, Town Manager
Town of Zebulon
1003 N Arendell Ave
Zebulon, North Carolina 27597-2309

Dear Catherine,

This Addendum No. 2 to our original Engagement Letter dated August 5, 2026 ("Original Engagement Letter") between Cherry Bekaert Advisory LLC (the "Firm", "Cherry Bekaert", "CB", "Our" or "We") and the Town of Zebulon (hereafter referred to as the "Town", "You", or "Your") extends the term of the services and sets forth the fees we will charge for the extension. Such services will be subject to the same terms and conditions as set forth in our Original Engagement Letter.

SUMMARY OF SERVICES

We will provide governmental accounting, financial reporting, and operational assistance to the Town. Services may include assistance related to:

- Monthly and year-end reconciliations
- Preparation for the year-end audit
- Assistance with resolution of prior-year audit findings
- Internal control evaluation and process best-practice recommendations
- Other finance and accounting assistance as directed by the Town Manager

Other tasks as agreed upon by the Town and Cherry Bekaert may be added.

PROFESSIONAL FEE ESTIMATES

Our fees for the services described above are generally based on the time spent at our established hourly rates, adjusted for other appropriate factors, including the difficulty of the assignment, the experience of the personnel assigned, time limitations imposed, risks and responsibilities the work entails, and the value of our services.

Docusign Envelope ID: 1E3CFB0F-4B42-811C-835E-2B675CB1605C

Our hourly rates for these consulting services are reflected in the following table:

Experience Level	Rates
Partner and Principal	$295
Managing Director and Director	$275
Senior Manager	$260
Manager	$225
Senior Associate	$195
Associate	$175

Our estimated fees, based on the hours billed, will not exceed $50,000 for advisory support during the duration of this agreement. If we are approaching the maximum fee noted above, we will notify you in writing. Any additional fees and associated scope will be agreed to in writing prior to the commencement of work.

We will also bill you for reasonable out-of-pocket expenses incurred on your behalf and will include them as a separate line item on all invoices.

Our fees will be billed periodically as charges are incurred and are payable in 30 days upon presentation of invoice. A service charge will be added to past due accounts equal to 1.5% per month (18% annually) on the previous month's balance less payments received during the month, provided no such late fees will accrue with respect to any amounts that are the subject of a good faith dispute.

You agree to pay all costs of collection (including reasonable attorneys' fees) that we may incur in connection with the collection of unpaid invoices. If billings are past due in excess of 30 days, we will stop all work until your account is brought current or withdraw from the engagement.

The terms of this agreement expire December 31, 2026.

OTHER MATTERS

This Addendum, together with our Original Engagement Letter and Engagement Letter Terms and Conditions and any Exhibits, sets forth the entire understanding between the Town and Cherry Bekaert regarding the extension of services described and supersedes any previous proposals, correspondence, and understandings, whether written or oral.

If the foregoing is in accordance with your understanding, please sign a copy of this Addendum in the space provided and return it to us in paper form or by electronic transmission. The parties agree that this Addendum may be electronically signed and that the electronic signatures will be deemed to have the same force and effect as handwritten signatures. The terms, fees, and conditions listed herein will expire 60 days from the date of the Addendum if unsigned unless Cherry Bekaert, at its sole discretion, expressly agrees to waive the provisions of this paragraph. Please maintain a copy of this Addendum for your files.

Docusign Envelope ID: 1E3CFB0F-4B42-811C-835E-2B675CB1605C

We want to express our appreciation for this opportunity to be of service to you. If you have any questions or concerns regarding this Addendum, please do not hesitate to contact us.

Signed by:
Kim Worley
F08D90A086234B1...

Sincerely,

Signed by:
Dan Hartzog, Interim Town Attorn
D1FCDE83F2DA4A2...

Cherry Bekaert Advisory LLC

Cherry Bekaert Advisory LLC

TOWN OF ZEBULON, NORTH CAROLINA

Signed by:
Crosby
8DDD6E35DB9A4AA...

Catherine Crosby, Town Manager
Town of Zebulon, NC

AGREED AND ACCEPTED this the _____ day of _____, 2026.

PRE-AUDIT CERTIFICATE

This Agreement has been pre-audited pursuant to North Carolina General Statute §159-28 in the manner required by the Local Governmental Budget and Fiscal Control Act.

Signed by:
Chris Perry
FEC7B1B9B5AC40A...

Chris Perry, Interim Deputy Finance Officer — Date: 10/29/2026

Docusign Envelope ID: 65B567B1-7FB9-8594-8119-443DA426EA93

Pre-Audit Certification

Vendor: _____ **Catherine Crosby** ____ _____

Contract Purpose: Employment Contract

FY 27 Amount: _____ _____

This instrument has been pre audited in the manner required by the Local Government Budget and Fiscal Control Act.

Signed by:
FEC3913805AC40A...

10/29/2026

_____ _____

Finance/ Deputy Officer Date

ZEBULON
NORTH CAROLINA

STAFF REPORT
RESOLUTION 2027-20
WAKE COUNTY GRANT
NOVEMBER 2, 2026

Topic: **Resolution 2027-20: Wake County Grant**
Prepared by: Sheila Long, Parks & Recreation Director
Presented by: Sheila Long, Parks & Recreation Director
Approved by: Catherine Crosby, Town Manager

Executive Summary:
The Board of Commissioners will consider authorization of the Town Manager to execute necessary documents and agreements to receive the Wake County Grant awarded for the purpose of Zebulon Community Park Phase 1 Development.

Background:
The Town of Zebulon has received a Wake County grant in the amount of $2,159,000. The award followed an application for the purpose of Zebulon Community Park Phase 1 Development. Phase 1 Development is currently in design. Designs are expected to be complete in the Spring of 2027. The project will be ready to move to the construction phase at that time.

Fiscal Analysis:
The Wake County Grant award is $2,159,000. The Town allocated the required match in November of 2025. The Town continues to seek funding partners to build additional amenities and future phases. Funding partners are a critical strategy to help the Town reach its goal to construct all phases of Zebulon Community Park.

Policy Analysis:
The grant is an opportunity for the town to accomplish goals identified in the Town's

Strategic Plan Focus Areas.

- ***Focus area 2: Small Town Life*** – We will preserve and enhance our small-town feel by developing more activities and locations to gather with family and neighbors, making Zebulon a safe, connected, family friendly and walkable town.

- ***Focus area 3: Growing Smart*** – Our community is growing, and we will plan for the growth with appropriate staffing and service levels to address land use and traffic concerns; promote economic development and preserve the affordability of our community

Staff Recommendation
Staff recommends adoption of Resolution 2027-20 authorizing the Manager to execute necessary documents to access the Wake County Grant for Zebulon Community Park Phase 1 Development.

Attachment
Resolution 2027-20

RESOLUTION 2027-20
Wake County Grant Authority

WHEREAS; the Town's Strategic Plan prioritizes Small Town Life and Smart Growth to move the Town forward; and

WHEREAS; Development of Zebulon Community Park continues to be a priority for the Town of Zebulon; and

WHEREAS; Wake County has awarded $2,159,000 to the Town of Zebulon; and

WHEREAS; allocated funds may be used for the Zebulon Community Park Phase 1 project; and

WHEREAS; the Town has the institutional, managerial, and financial capacity to plan, manage, and complete the projects associated with the allocation; and

WHEREAS; the Town allocated the required match in November 2025.

NOW, THEREFORE; BE IT RESOLVED that the Town of Zebulon Board of Commissioners authorizes the Town Manager, or designee, to execute necessary documents and agreements to receive the Wake County grant for the purpose of Community Park development.

Adopted this the 2nd day of November 2026.

_____
Jessica D. Harrison – Mayor

SEAL

_____
Kim Worley, MMC – Interim Town Clerk

ZEBULON
NORTH CAROLINA

STAFF REPORT
RESOLUTION 2027-21
STATE ALLOCATION
NOVEMBER 2, 2026

Topic: **Resolution 2027-21: State Allocation**
Prepared by: Sheila Long, Parks & Recreation Director
Presented by: Sheila Long, Parks & Recreation Director
Approved by: Catherine Crosby, Town Manager

Executive Summary:
The Board of Commissioners will consider authorization of the Town Manager to execute necessary documents and agreements to receive the State allocation for the purpose of Gill Street Park Phase 1 Development.

Background:
The Town of Zebulon has received a State allocation in the amount of $450,000. The allocation followed advocacy from the State for support of the Gill Street Park Expansion project. Gill Street Park Phase 1 is currently in the design phase and expects to complete designs in the spring of 2027.

Fiscal Analysis:
The State allocation is a $450,000 grant that does not require a match. The state allocation will be paid out 25% quarterly. We have to spend funds you have already received before you can draw more funds. The Town can recoup expenses such as the cost of designs related to the project scope within Fiscal Year 2027. The Town has partially funded construction of Gill Street Phase 1. Funding partners is a critical strategy to help the Town reach its goal to construct Phase 1.

Policy Analysis:
The allocation is an opportunity for the town to accomplish goals identified in the Town's

Strategic Plan Focus Areas.
- ***Focus area 2: Small Town Life*** – We will preserve and enhance our small-town feel by developing more activities and locations to gather with family and neighbors, making Zebulon a safe, connected, family friendly and walkable town.

- ***Focus area 3: Growing Smart*** – Our community is growing, and we will plan for the growth with appropriate staffing and service levels to address land use and traffic concerns; promote economic development and preserve the affordability of our community

Staff Recommendation
Staff recommends adoption of Resolution 2027-21 authorizing the Manager to execute necessary documents to access the State allocation for Gill Street Park Phase 1 Development.

Attachment
Resolution 2027-21

RESOLUTION 2027-21
State Allocation Authority

WHEREAS; the Town's Strategic Plan prioritizes Small Town Life and Smart Growth to move the Town forward; and

WHEREAS; Development of the Gill Street Park Expansion continues to be a priority of the Town of Zebulon; and

WHEREAS; the State of North Carolina has allocated $450,000 to the Town of Zebulon; and

WHEREAS; allocated funds may be used for the Gill Street Park Expansion project; and

WHEREAS; the Town has the institutional, managerial, and financial capacity to plan, manage, and complete the projects associated with the allocation; and

WHEREAS; there is no match requirement to receive the allocation.

NOW, THEREFORE; BE IT RESOLVED that the Town of Zebulon Board of Commissioners authorizes the Town Manager, or designee, to execute necessary documents and agreements to receive the State allocation for the purpose of Gill Street Park Expansion development.

Adopted this the 2nd day of November 2026.

_____

Jessica D. Harrison – Mayor

SEAL

_____

Kim Worley, MMC – Interim Town Clerk

ZEBULON
NORTH CAROLINA

STAFF REPORT
RESOLUTION 2027-18
BARRINGTON 4A ROADWAY AND STORM DRAINAGE ACCEPTANCE

Topic: Resolution 2027-18– Barrington 4a Infrastructure Acceptance
Speaker: Roger Silvers, Construction Inspections/Facilities Manager
From: Sheila Long, Interim Public Works Director
Prepared by: Corbin Johnson, Construction Inspector
Approved by: Katie Crosby, Town Manager

Executive Summary:
The Board of Commissioners will consider accepting the roadway and storm-drainage infrastructure constructed in Barrington 4a for Town of Zebulon ownership and maintenance.

Background:
The Town of Zebulon follows a practice where the Board considers accepting ownership and maintenance of roadway and storm-drainage infrastructure installed in new subdivisions. In advance of this consideration, Staff determines whether the infrastructure complies with and meets the conditions of permits and Town standards.

DFC Barrington LLC. has completed construction of the roadway and stormwater infrastructure in Barrington 4a, which will include 91 new Single-Family homes. The plat has been recorded with the Wake County Registrar of Deeds. Staff and third-party inspectors/engineers have verified that the infrastructure meets or exceeds Town standards and City of Raleigh utility standards. All close-out documents, listed and confirmed in Attachment 1, are readily available upon request.

Discussion:
The Board must accept the dedication of streets, curbs, gutters, street signage, and storm drainage for ownership and maintenance, provided the infrastructure aligns with the Town's Uniform Development Ordinance (UDO) and current Town standards.

Policy Analysis:
The infrastructure was installed per Subdivision # 2148635 (GeoCivix) and complies with the latest version of the "Town of Zebulon Street & Storm Drainage Standards and Specifications." It also meets the requirements for the Town of Zebulon's Uniform Development Ordinances section 6.10.4 for dedication of roadways.

<u>Infrastructure Amount and Value</u>
Barrington 4a will dedicate eight (8) streets totaling 4,442 linear feet (~.84 miles), and 4,576 linear feet (~ .87 miles) of storm public storm drainage. The combined value of the added infrastructure is $1,117,708.95

The infrastructure will be added to the Town's capital assets (re. Annual Comprehensive Financial Report). Upon acceptance, the Town will own and maintain a total of 46.47miles of street and 36.26 miles of stormwater pipe.

Maintenance Cost

In addition to Staff's annual inspection and cleaning efforts, the Town of Zebulon annually contracts the cleaning of approximately 10% (4.65-miles) of the Town's stormwater system (FY27 budget: $20,000). This work is done to meet one component of the "Pollution Prevention and Good Housekeeping" objectives of the Town's permit (National Pollutant Discharge Elimination System # NCS000557) with the NC Department of Environmental Quality (the permit regulating how the Town operates its stormwater system). The acceptance of Barrington 4a increases the storm drainage network by less than 2.5%.

Streets are designed to have a useful life of 20 years; therefore, the Town needs to repave 5% annually, or approximately 2 miles of street currently budgeted at $440,000. The acceptance of Barrington 4a infrastructure increases the street network by less than 2%.

Revenue Streams

Maintenance costs for street paving are supported by the following dedicated revenues:

a) "Powell Bill" (gas tax) ~ $320,000 (FY 26 actual $316,168) (Zebulon's share of this revenue collected by the State has grown proportionally with increasing population and street mileage).
b) Vehicle Tag Fee ~ $260,000 (FY 26 actual $270,700) (this revenue will grow as new residents register their vehicles within the Town's limits).

There are no dedicated revenue sources to support stormwater maintenance (0.7¢ on the property tax rate is dedicated toward stormwater capital improvements). Staff are reviewing options for the Board to consider a stormwater fee.

Warranty and Insurance

The Town receives a one-year warranty on all the dedicated assets. Staff will conduct an 11-month warranty inspection prior to the final overlay to ensure any issues or failures are repaired prior to the final asphalt overlay by the developer.

The Town received the following bonds:

> Infrastructure Bond (#US012843) in the amount of $882,373.86 and Landscape bond (#US012844) in the amount of $70,683.10 from the
> (Dream Finders Homes LLC.) to ensure the final completion of outstanding items (e.g., final asphalt overlay, striping, signage, sidewalks, landscaping etc.).

The final completion of these items was intentionally delayed to minimize the damage that may occur as individual lots are constructed. The Site Improvement Performance Bond is automatically renewed or revised annually to reflect items completed. The Site Improvement Performance Bond remains active until all items have been completed. All inspection and development fees of $498,098.15 were collected from the developer.

Staff Recommendation:
Staff recommends approval of Resolution 2027-18 to accept Barrington 4a roadway and storm drainage infrastructure, warranty, and site improvements bond.

Attachments:

1. Checklist of Completed Items
2. Accepted Plat
3. Engineers Certification of Roadway Length
4. Engineers Certification – Water and Sewer
5. Developers Warranty and Guaranty – Streets and Stormwater

RESOLUTION 2026-18
ACCEPTING ROADWAY AND STORM DRAINAGE INFRASTRUCTURE FOR BARRINGTON 4A

WHEREAS, DFC Barrington LLC has completed construction of the roadway and stormwater infrastructure for the Barrington 4a subdivision, which includes 91 single family homes; and

WHEREAS, the Town of Zebulon Board of Commissioners considers accepting ownership and maintenance of roadways and storm drainage infrastructure installed in new subdivisions; and

WHEREAS, DFC Barrington LLC requests the Town of Zebulon assume ownership and maintenance of the roadways and storm drainage infrastructure within the public right-of-way or dedicated easements of Barrington 4a; and

WHEREAS, staff are tasked with confirming whether the infrastructure complies with and meets the conditions of permits and Town of Zebulon standards; and

WHEREAS, staff and third-party inspectors/engineers have verified that the infrastructure meets or exceeds the Town of Zebulon's standards and City of Raleigh Utility Standards; and

WHEREAS, staff confirmed the infrastructure was installed per and complies with the latest version of the Town of Zebulon's Street & Storm Drainage Standards and Specifications; and

WHEREAS, staff also confirmed the infrastructure meets the requirements for the Town of Zebulon's Uniform Development Ordinances section 6.10.4 for dedication of roadways; and

WHEREAS, the Board must accept the dedication of streets, curbs, gutters, street signage, and storm drainage for ownership and maintenance, provided the infrastructure aligns with the Town of Zebulon's Uniform Development Ordinance (UDO) and current Town standards.

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Town of Zebulon accepts the dedication of the roadway and storm drainage infrastructure for the Barrington 4a subdivision.

Adopted the 2ND day of November 2026

_____

Jessica D. Harrison – Mayor

SEAL

_____

Kim Worley – Town Clerk

SITE DATA TABLE - MAJOR SUBDIVISION PLAT		
EXISTING SITE ADDRESS: 717 PARKS VILLAGE RD, ZEBULON, NC		
EXISTING ZONING:	R-13 SUD	PUD CD
AVERAGE LOT SIZE		8441 SF
MAXIMUM BUILDING HEIGHT	(UDO TABLE 2.2.5)	3 - STORIES
TOTAL NUMBER OF RESIDENTIAL LOTS		91
TOTAL NUMBER OF OPEN SPACE LOTS		5
PRINCIPLE BUILDING SETBACKS		
FRONT		20 FT
SIDE		5 FT
REAR		20 FT
CORNER		15 FT
TOWN OF ZEBULON CASE NUMBER		1149146
TOTAL LENGTH OF SIDEWALK		3,992 LF

ZONING CONDITIONS: R-13 SUD

1. ALL AREAS WERE COMPUTED BY COORDINATE CALCULATIONS.
2. ALL DISTANCES SHOWN IN THIS PLAT ARE HORIZONTAL GROUND DISTANCES UNLESS OTHERWISE NOTED.
3. THIS SURVEY IS SUBJECT TO THE FINDINGS OF A COMPLETE AND ACCURATE OPINION OF TITLE AND DOES NOT NECESSARILY SHOW ALL ENCUMBRANCES ON THE SUBJECT PROPERTY.
4. THIS PROPERTY IS SUBJECT TO ALL EASEMENTS, RESTRICTIONS, RIGHT-OF-WAY, UTILITIES OF RECORD, AND AGREEMENTS, IF ANY, AS THE SAME MAY APPEAR IN PUBLIC RECORDS, IN THE OFFICE OF THE REGISTER OF DEEDS, CLERK OF COURT, TOWN OR COUNTY TAX OFFICES OR WHICH MAY HAVE BEEN ACQUIRED BY PRESCRIPTIVE USE.
5. THIS MAP REPRESENTS A BOUNDARY SURVEY ONLY. OTHER PHYSICAL IMPROVEMENTS, UTILITIES, AND OTHER SURFACE OR SUB-SURFACE FEATURES MAY EXIST WHICH ARE NOT SHOWN HEREON.
6. FEMA DESIGNATED FLOOD HAZARD AREAS AFFECT THIS SITE AS SHOWN. FIRM # 3720270600K EFFECTIVE DATE 7/19/2022 TAKEN FROM FEMA WEBSITE.
7. THIS SURVEY WAS TIED TO NCGS GRID BY PRIEST CRAVEN AND ASSOCIATES.
8. THE RIGHT OF WAY ALONG US 264 HAS BEEN ESTABLISHED BY HOLDING EXISTING DOT R/W MONUMENTS. THE AREAS ALONG THE CURVED PORTION OF THE RIGHT OF WAY WERE SET BY OFFSETTING THE EXISTING DOT FENCE LINE 0.72', WHICH IS THE AVERAGE DISTANCE FROM THE FENCE TO THE EXISTING DOT R/W MONUMENTS. PRIEST CRAVEN & ASSOCIATES WAS UNABLE TO OBTAIN ANY RIGHT OF WAY INFORMATION FROM THE DIVISION OF RIGHT OF WAYS DISTRICT OFFICE IN DURHAM, NC.
9. THERE IS AN EXISTING FORCE MAIN ALONG THE INSIDE OF THE WESTERN RIGHT OF WAY OF PARKS VILLAGE ROAD. LOCATION NOT CONFIRMED BY THIS OFFICE.
10. THE TOWN OF ZEBULON WILL BE RESPONSIBLE FOR ALL STREET DRAINAGE WITHIN THE ROW AND DEDICATED TOWN OF ZEBULON PUBLIC EASEMENTS UNTIL THE STILLING BASIN. DRAINAGE BEYOND THE STILLING BASINS/DISSIPATER PAD WILL BE OWNED AND MAINTAINED BY THE HOMEOWNERS ASSOCIATION .
11. ALL OTHER STORM DRAINAGE EASEMENTS SHALL BE OWNED AND MAINTAINED BY THE HOA.
12. ALL LEVEL SPREADERS, DETENTION PIPES, BMP, SCM (WET OR DRY) WILL BE OWNED AND MAINTAINED BY THE HOMEOWNERS ASSOCIATION.
13. ALL STORMWATER SYSTEM DRAINAGE BEHIND LOTS IN SHOWN DRAINAGE EASEMENTS WILL BE OWNED AND MAINTAINED BY THE HOA FOR THE DEVELOPMENT.
14. PIPE SYSTEMS, BMP, DRAINAGE CHANNELS, OPEN SPACE, MAIL KIOSKS, RETAINING WALLS, PLAYGROUND AMENITIES AND CENTERS WITH ASSOCIATED PARKING AND SIDEWALKS LOCATED IN COMMON OPEN SPACES ARE THE RESPONSIBILITY OF THE HOA FOR MAINTENANCE AND REPLACEMENT.
15. LOCALIZED NCGS GRID COORDINATES AS SHOWN ON THIS PLAT WERE ESTABLISHED FROM NCGS "ARENDELL" NAD83 (2001). REFERENCED IN BM 2020 PAGE 1576.
16. "NEW 3' CITY OF RALEIGH UTILITY EASEMENT" ALONG ALL LOTS FOR WATER METERS, CLEANOUTS AND FIRE HYDRANTS THAT DO NOT FALL WITHIN THE RIGHT OF WAY SECTIONS DUE TO THE PRESENCE OF SIDEWALK AT THE RIGHT OF WAY BOUNDARY.
17. O&M MANUAL FOR SCM RECORDED IN DB 19708 , PG. 00456

PUBLIC DEDICATED STORMWATER	
STRUCTURE / PIPES	QUANTITY (LF)
15" RCP	1883
18" RCP	496
24" RCP	1086
30" RCP	741
36" RCP	268
CATCH BASINS	51

NEW PUBLIC STREETS (LF)	
SPELLBROOK ROAD	391
PUTNEY HILL ROAD	768
BARTOW PLACE	72
GREAT FEN WAY	625
COMBERTON COURT	362
BARRINGTON END AVE	1,247
LONGSTANTON AVE	551
BARRINGTON ROW AVE	406
TOTAL	4,442

AREA TABLE		
TOTAL AREA (RESIDENTIAL)	1,166,870 SF	26.79 AC
AREA IN PUBLIC STREET RIGHT-OF-WAY	219,141 SF	5.03 AC
AREA IN OPEN SPACE	179,627 SF	4.12 AC
TOTAL PERCENT OF OPEN SPACE	4.02 AC	15%
AREA IN RESIDENTIAL LOTS	768,102 SF	17.63 AC
LOTS PER ACRE		0.29 LOTS/ AC
AREA IN RESIDENTIAL LOTS	768,102 SF	17.63 AC
AREA IN RESIDENTIAL LOTS	7.99 AC	29.82%

CERTIFICATE OF OWNERSHIP AND DEDICATION

I(WE) HEREBY CERTIFY THAT I AM(WE ARE) THE OWNER(S) OF THE PROPERTY SHOWN AND DESCRIBED HEREON, WHICH WAS CONVEYED TO ME(US) BY DEED RECORDED IN BOOK 018542, PAGE_01854, AND THAT I(WE) HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH MY(OUR) CONSENT, ESTABLISH THE MINIMUM BUILDING LINES, AND DEDICATE ALL DRAINAGE WAYS AND OTHER OPEN SPACE TO PUBLIC OR PRIVATE USE AS NOTED. FURTHER I (WE) CERTIFY THAT THE LAND SHOWN HEREON IS WITHIN THE SUBDIVISION REGULATION JURISDICTION OF WAKE COUNTY.

FOR DFC BARRINGTON, LLC

DATE: OWNER:

CERTIFICATE OF APPROVAL OF THE DESIGN AND INSTALLATION OF STREETS AND OTHER REQUIRED IMPROVEMENTS

" I HEREBY CERTIFY THAT ALL STREETS AND OTHER REQUIRED IMPROVEMENTS HAVE BEEN INSTALLED IN AN ACCEPTABLE MANNER AND ACCORDING TO THE TOWN OF ZEBULON STANDARD SPECIFICATIONS AND DETAILS MANUAL OR THAT GUARANTEES OF THE INSTALLATION OF THE REQUIRED IMPROVEMENTS IN AN AMOUNT AND MANNER SATISFACTORY TO THE TOWN OF ZEBULON HAS BEEN RECEIVED.."

DATE TOWN OF ZEBULON PUBLIC WORKS DIRECTOR

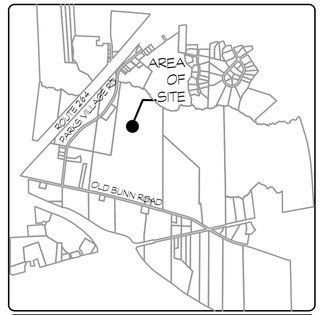
HATCH LEGEND

- DRAINAGE EASEMENTS - TOWN OF ZEBULON
  PU-DE = PUBLIC DRAINAGE EASEMENT
- DRAINAGE EASEMENTS - HOA
  PR-DE = PRIVATE DRAINAGE EASEMENT
- CITY OF RALEIGH SANITARY SEWER EASEMENT
- PRESERVED WOODED AREA
- STORMWATER CONTROL MEASURE
  HOA VARIABLE WIDTH DRAINAGE EASEMENT
- 10' HOA RETAINING WALL EASEMENT

OWNER

BARRINGTON 173 LLC
726 SECOND STREET
SUITE 24
ANNAPOLIS, MD 21403-3384

WAKE CO REFERENCES	
BOOK	PAGE
DB 18542	PG 18545
DB 16919	PG 678
DB 1744	PG 581
DB 16478	PG 1190
BM 2015	PG 49
BM 1992	PG 72



VICINITY MAP 1"=2000'

CERTIFICATE OF OWNERSHIP

"I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED, WHICH IS LOCATED IN THE SUBDIVISION JURISDICTION OF THE TOWN OF ZEBULON AND THAT I HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH MY FREE CONSENT, ESTABLISH MINIMUM BUILDING SETBACK LINES, MEET APPLICABLE LANDSCAPE, OPEN SPACE, BUFFER, AND OPEN SPACE STANDARDS AS REQUIRED IN THE TOWN OF ZEBULON UNIFIED DEVELOPMENT ORDINANCE, PLANT SUPPLEMENTARY OR REPLACEMENT TREES AS REQUIRED, AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS, AND OTHER SITES AND EASEMENTS, TO PUBLIC OR PRIVATE USES AS NOTED. FURTHERMORE, I HEREBY DEDICATE ALL SANITARY SEWER AND WATER LINES THAT ARE LOCATED IN PUBLIC UTILITY EASEMENTS OR RIGHTS-OF-WAY TO THE CITY OF RALEIGH, AND I HEREBY DEDICATE ALL STORM SEWER LINES THAT ARE LOCATED IN PUBLIC UTILITY EASEMENTS OR RIGHTS-OF-WAY TO THE TOWN OF ZEBULON."

OWNER DATE

NOTARY PUBLIC CERTIFICATION

, A NOTARY PUBLIC OF THE COUNTY OF ,
STATE OF NORTH CAROLINA HEREBY CERTIFY THAT PERSONALLY APPEARED BEFORE ME THIS DAY AND UNDER OATH ACKNOWLEDGED THAT THE ABOVE FORM WAS EXECUTED BY HIM/HER. WITNESS MY HAND AND SEAL THIS DAY OF .

NOTARY MY COMMISSION EXPIRES:

SEAL

CERTIFICATE OF APPROVAL FOR RECORDING

"I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE UNIFIED DEVELOPMENT ORDINANCE REGULATIONS FOR ZEBULON, NORTH CAROLINA, WITH THE EXCEPTION OF SUCH VARIANCES, IF ANY, AS ARE NOTED AND THAT THIS PLAT HAS BEEN APPROVED BY THE TOWN OF ZEBULON FOR RECORDING IN THE OFFICE OF THE REGISTER OF DEEDS OF WAKE COUNTY."

DATE SUBDIVISION ADMINISTRATOR

REVIEW OFFICER CERTIFICATE

I, , REVIEW OFFICER OF WAKE COUNTY, CERTIFY THAT THIS PLAT MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

REVIEW OFFICER DATE

APPROVAL EXPIRES IF NOT RECORDED ON OR BEFORE:

SURVEYORS CERTIFICATE
WAKE COUNTY NORTH CAROLINA

I, DANIEL J. BURUD, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION FROM REFERENCES LISTED ON THIS PLAT; THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY SHOWN AS DASHED LINES AS DRAWN FROM INFORMATION LISTED IN REFERENCES SHOWN ON THIS PLAT; THAT THE RATIO OF PRECISION BEFORE ANY ADJUSTMENTS AS CALCULATED IS GREATER THAN 1:10,000 ; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S.47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL

THIS DAY OF , 2026.

IN ACCORDANCE WITH G.S. 47-30 (f) (11) CLASSIFICATIONS, I CERTIFY:

A. THAT THE SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND; THAT THE PARCEL OF LAND IS LOCATED WITHIN THE PLANNING JURISDICTION OF: THE TOWN OF ZEBULON.

PRELIMINARY FOR REVIEW ONLY

PROFESSIONAL LAND SURVEYOR
N.C. REG. NO: L-3547

REVISIONS:
1-29-2026 COR SS ESM'T
4-30-2026 LOT ADDRESSES ADDED
6-8-2026 TOWN REVIEW
7-13-2026 TOWN REVIEW
.
SHEET 1 OF 4

BARRINGTON SUBDIVISION
PHASE 4A FINAL PLAT

COUNTY: WAKE | STATE: NORTH CAROLINA | TOWNSHIP: LITTLE RIVER
OWNER: BARRINGTON 173 LLC | GRID: NC FIPS 3200 (FT) | DATUM: NAD 83, NAVD 88
120 60 30 0 60 180 1"=60'

PRIEST, CRAVEN & ASSOCIATES, INC.
LAND USE CONSULTANTS PLANNERS / LANDSCAPE DESIGNERS / SURVEYORS / ENGINEERS
6404 FALLS OF NEUSE ROAD SUITE 201 RALEIGH NC 27615 . Phone 919 / 781-0300 . Fax 919 / 782-1288 . Email PCA@PriestCraven.com / Firm #: C-0488

SURVEYED BY: PCA	DRAWN BY : DJB	CHECK & CLOSURE BY:	DJB
DATE:	9-16-2025	DRAWING NO.	DRAWING NAME
COUNTY P.I.N.(S)	2716017244	2025-10	PH04A PLAT BASE COVER 7/13/2026 10:53 AM DJBURUD
DATA SOURCE:	GRID NORTH NAD 83		

LAND CLASS -VAC
DFC BARRINGTON LLC
D.B. 018542
PG. 01854
PIN: 2706918522

SEE INSET

N82° 57' 24"W 28.48'

20' TOZ PU-DE AND BCM ACCESS ESMT.

EX. 30' COR ESSWR ESMT DB 19656 PG 1860-1870

EX. 30' CITY OF RALEIGH SANITARY SEWER EASEMENT DEED BOOK 20129 PG 1310

LAND CLASS - VAC
BARRINGTON 173 LLC
D.B. 19903
PG. 659
PIN: 2716028260

LAND CLASS -VAC
DFC BARRINGTON LLC
D.B. 018542
PG. 01854
PIN: 2706918522

EXISTING CITY OF RALEIGH SEWER EASEMENT BOM 2020 1568

STORMWATER CONTROL MEASURE HOA VARIABLE WIDTH STORM DRAINAGE EASEMENT

LAND CLASS - VAC
BARRINGTON 173 LLC
D.B. 19903
PG. 659
PIN: 2716028260

LAND CLASS - AG
HENDRICKSON, C THOMAS
HENDRICKSON, JILL D.
D.B. 009528
PG. 01148
PIN: 2716215371

15' TYPE A PERIMETER BUFFER

OPEN SPACE
4001
75,061 SF
1.69 Ac

OPEN SPACE
4000
8,100 SF
0.19 Ac

OPEN SPACE
4002
80,501 SF
1.85 Ac

BARRINGTON END AVENUE
45' R/W

PUTNEY HILL ROAD
50' R/W 28' B-B

BARTOW PLACE
S81° 41' 07"E 71.84'

GREAT FEN WAY
45' R/W

SPELLBROOK ROAD
50' R/W 28' B-B

LONGSTANTON AVENUE
45' R/W

EXISTING SPELLBROOK ROAD 50' R/W 28' B-B

EXISTING PUTNEY HILL ROAD 50' R/W 28' B-B

EXISTING LONGSTANTON AVENUE 45' R/W

BARRINGTON SQUARE AVENUE 45' R/W

BARRINGTON SUBDIVISION PHASE 2B BOM 2023 PAGE 2123

BARRINGTON SUBDIVISION PHASES 2A,B,C AND F BOM 2023 PAGE 824

BARRINGTON SUBDIVISION PHASE 1 BOM 2020 PAGE 1568

BARRINGTON SUBDIVISION HOA VARIABLE WIDTH STORM DRAINAGE EASEMENT BOM 2020 PG 1568

PRIVATE CONSERVATION EASEMENT

NCGS MONUMENT 'ARENDELL' N=755642.24 E=2203171.76 NAD83 (2001)

NAD83 (2001) CONTROL CORNER IRON PIPE FOUND N=760124.0281 E=2204864.0285

N83°21'41"E 8460.03' GRID DISTANCE 8460.11' GROUND DISTANCE

REVISIONS:
1-29-2026 COR SS ESM'T
4-30-2026 LOT ADDRESSES ADDED
6-8-2026 TOWN REVIEW
7-13-2026 TOWN REVIEW

SHEET 2 OF 4

BARRINGTON SUBDIVISION
PHASE 4A FINAL PLAT

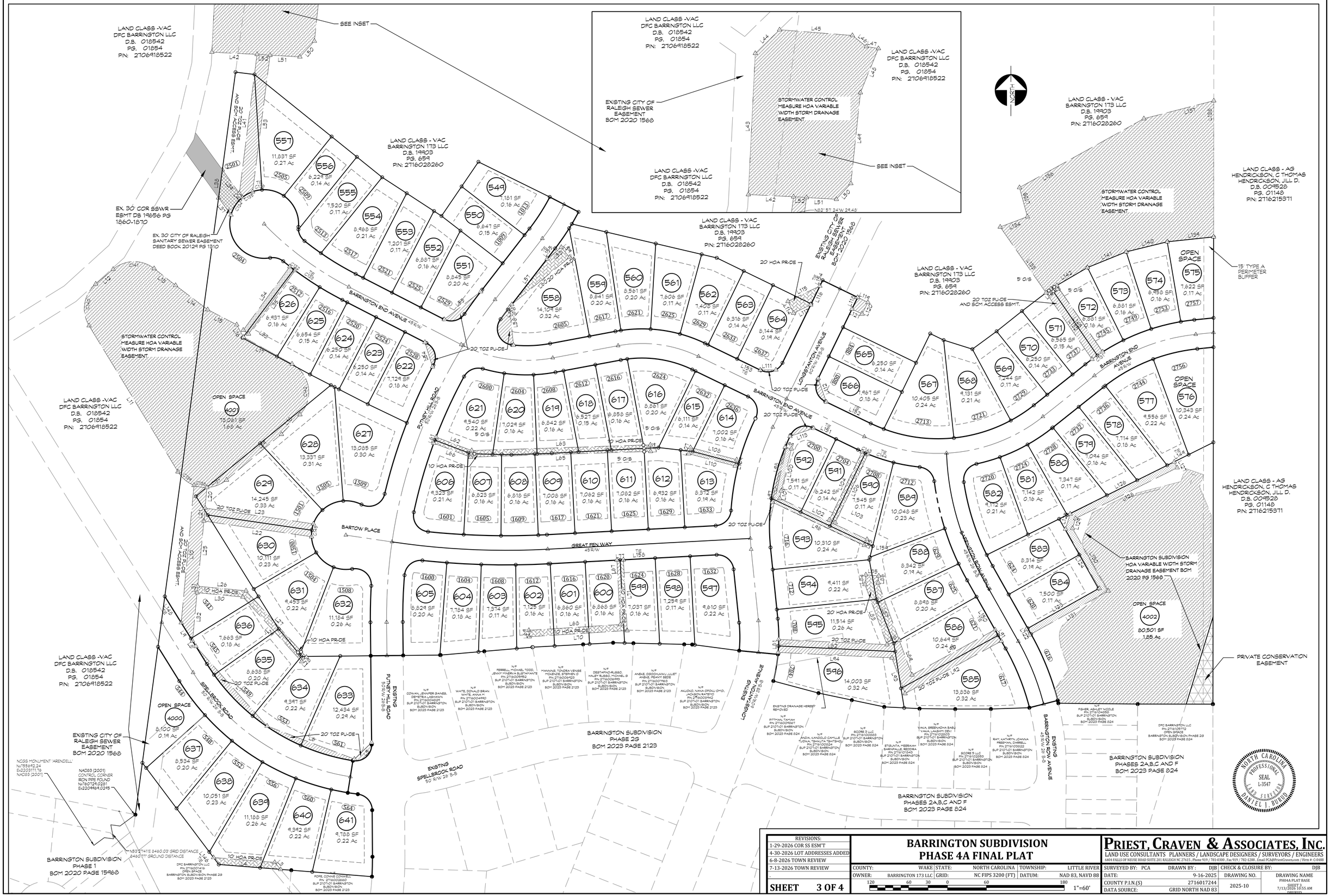
COUNTY:	WAKE	STATE:	NORTH CAROLINA	TOWNSHIP:	LITTLE RIVER
OWNER:	BARRINGTON 173 LLC	GRID:	NC FIPS 3200 (FT)	DATUM:	NAD 83, NAVD 88

120 60 30 0 60 180 1"=60'

PRIEST, CRAVEN & ASSOCIATES, INC.
LAND USE CONSULTANTS PLANNERS / LANDSCAPE DESIGNERS / SURVEYORS / ENGINEERS
6404 FALLS OF NEUSE ROAD SUITE 201 RALEIGH NC 27615 . Phone 919 / 781-0390 . Fax 919 / 782-1288 . Email PLAN@PriestCraven.com / Firm # C-0488

SURVEYED BY: PCA	DRAWN BY : DJB	CHECK & CLOSURE BY:	DJB
DATE:	9-16-2025	DRAWING NO.	DRAWING NAME PH04A PLAT BASE
COUNTY P.I.N.(S)	2716017244		2025-10
DATA SOURCE:	GRID NORTH NAD 83		SHEET 2 7/13/2026 10:54 AM DJB/BJH

NORTH CAROLINA PROFESSIONAL SEAL L-3547 LAND SURVEYOR DANIEL J. BURD



REVISIONS:
1-29-2026 COR SS ESM'T
4-30-2026 LOT ADDRESSES ADDED
6-8-2026 TOWN REVIEW
7-13-2026 TOWN REVIEW
.
SHEET 3 OF 4

BARRINGTON SUBDIVISION PHASE 4A FINAL PLAT

COUNTY:	WAKE	STATE:	NORTH CAROLINA	TOWNSHIP:	LITTLE RIVER
OWNER:	BARRINGTON 173 LLC	GRID:	NC FIPS 3200 (FT)	DATUM:	NAD 83, NAVD 88

120 60 30 0 60 180 1"=60'

PRIEST, CRAVEN & ASSOCIATES, INC.
LAND USE CONSULTANTS PLANNERS / LANDSCAPE DESIGNERS / SURVEYORS / ENGINEERS
6404 FALLS OF NEUSE ROAD SUITE 201 RALEIGH NC 27615 , Phone 919 / 781-0300 , Fax 919 / 782-1288 , Email PCA@PriestCraven.com / Firm #: C-0488

SURVEYED BY: PCA	DRAWN BY : DJB	CHECK & CLOSURE BY:	DJB
DATE: 9-16-2025	DRAWING NO.	DRAWING NAME	
COUNTY P.I.N.(S) 2716017244	2025-10	PH04A PLAT BASE	
DATA SOURCE: GRID NORTH NAD 83		SHEET 3 7/13/2026 10:55 AM DBURTON	

CURVE TABLE					
CURVE #	ARC LENGTH	RADIUS	DELTA	CHORD LENGTH	CHORD BEARING
C1	249.41	350.00	40.10	240.82	S56° 26' 21"E
C2	124.24	800.00	8.90	124.11	S03° 51' 51"W
C3	324.33	800.00	23.23	322.11	S16° 55' 44"W
C4	86.34	800.00	6.18	86.30	S34° 38' 05"W
C5	62.48	350.00	10.23	62.40	N32° 36' 46"E
C6	183.47	500.00	18.13	182.74	S53° 25' 52"E
C7	141.74	220.00	36.92	139.30	S62° 09' 15"E
C8	127.17	200.00	36.43	125.04	N82° 23' 45"W
C9	130.54	260.00	28.77	129.17	S76° 39' 47"E
C10	161.49	260.00	35.58	158.90	N69° 15' 37"E
C11	170.97	300.00	32.65	168.67	S67° 47' 38"W
C12	49.12	250.00	11.26	49.04	N00° 11' 52"W
C13	177.08	350.00	28.98	175.17	S11° 26' 35"W
C14	240.62	1200.00	11.49	240.22	S87° 18' 15"E
C15	104.56	400.00	14.98	104.26	N21° 53' 04"W
C16	180.83	400.00	25.90	179.29	S16° 25' 18"E
C17	65.81	375.00	10.05	65.72	S36° 55' 12"E
C18	57.38	375.00	8.77	57.32	S46° 14' 52"E
C19	57.38	375.00	8.77	57.32	S55° 05' 54"E
C20	57.38	375.00	8.77	57.32	S63° 51' 55"E
C21	57.38	375.00	8.77	57.32	S72° 37' 57"E
C22	26.00	375.00	3.97	26.00	S76° 00' 09"E
C23	15.62	375.00	2.39	15.62	S82° 10' 56"E
C24	36.22	25.00	83.02	33.14	N41° 51' 54"W
C26	14.95	325.00	2.52	14.95	S33° 34' 05"E
C27	87.43	325.00	15.41	87.16	S43° 06' 54"E
C28	87.20	325.00	15.37	86.94	S58° 30' 32"E
C29	83.42	325.00	14.71	83.20	S73° 35' 31"E
C30	43.46	25.00	99.58	38.18	N48° 12' 51"E
C31	56.35	825.00	3.91	56.34	S01° 22' 25"W
C32	49.24	25.00	103.74	38.34	N48° 33' 48"W
C33	28.10	53.00	31.46	28.13	S64° 43' 43"E
C34	35.76	53.00	38.66	35.08	S49° 40' 17"E
C35	35.76	53.00	38.66	35.08	S11° 00' 50"E
C36	35.76	53.00	38.66	35.08	S27° 38' 31"W

CURVE TABLE					
CURVE #	ARC LENGTH	RADIUS	DELTA	CHORD LENGTH	CHORD BEARING
C37	35.76	53.00	38.66	35.08	S66° 18' 03"W
C38	28.10	53.00	31.46	28.13	N78° 38' 31"W
C39	45.28	25.00	103.78	38.34	N65° 11' 34"E
C40	114.84	825.00	7.98	114.80	S11° 11' 14"W
C41	97.94	825.00	6.80	97.88	S24° 40' 45"W
C42	38.85	25.00	90.66	35.62	N11° 21' 31"W
C43	40.00	522.50	4.39	39.99	S60° 36' 15"E
C44	48.17	522.50	5.28	48.16	S65° 46' 11"E
C45	20.83	522.50	2.28	20.83	S51° 54' 10"E
C46	21.46	25.00	49.17	20.80	N75° 25' 49"W
C47	172.35	53.00	186.32	105.84	S06° 51' 11"E
C48	35.66	53.00	38.57	35.01	N74° 24' 22"W
C49	55.41	53.00	59.90	52.92	N25° 10' 03"W
C50	3.84	25.00	8.42	3.84	S00° 16' 27"W
C51	20.66	25.00	47.38	20.04	S27° 49' 44"E
C52	31.58	471.50	3.74	31.57	S53° 25' 02"E
C53	62.38	471.50	7.48	62.34	S54° 03' 16"E
C54	36.08	25.00	82.70	33.03	N75° 51' 11"E
C55	46.41	825.00	3.22	46.41	S36° 08' 54"W
C56	51.44	325.00	10.21	51.66	N32° 37' 11"E
C57	21.27	375.00	3.25	21.27	N29° 07' 08"E
C58	7.78	375.00	1.19	7.78	N31° 20' 11"E
C59	31.42	375.00	5.76	31.41	N34° 49' 47"E
C60	18.83	775.00	1.39	18.83	S37° 01' 51"W
C61	52.24	25.00	119.72	43.24	S23° 31' 35"E
C62	54.37	181.50	17.22	54.15	N88° 00' 01"E
C63	8.48	222.50	2.18	8.48	S80° 28' 48"W
C64	45.96	222.50	11.83	45.88	S87° 29' 23"W
C65	45.96	222.50	11.83	45.88	N80° 40' 32"W
C66	41.06	222.50	10.58	41.02	N64° 28' 04"W
C67	34.22	25.00	84.69	35.32	N70° 52' 38"E
C68	34.32	25.00	90.11	35.38	S18° 07' 22"E
C69	21.51	231.50	5.26	21.51	S66° 48' 40"E
C70	110.01	231.50	26.54	109.03	S82° 42' 48"E
C71	42.26	231.50	22.26	41.68	N72° 53' 11"E

CURVE TABLE					
CURVE #	ARC LENGTH	RADIUS	DELTA	CHORD LENGTH	CHORD BEARING
C72	42.88	231.50	10.29	42.80	N56° 36' 47"E
C73	12.91	322.50	2.29	12.91	S52° 36' 51"W
C74	36.47	322.50	6.48	36.45	S60° 33' 17"W
C75	46.44	322.50	8.25	46.40	S67° 55' 11"W
C76	46.87	322.50	8.35	46.83	S76° 13' 05"W
C77	20.98	322.50	3.73	20.98	S82° 15' 20"W
C78	84.87	271.50	14.43	84.84	S76° 54' 27"W
C79	84.82	271.50	17.51	84.49	S60° 56' 15"W
C80	3.46	271.50	0.71	3.46	S51° 46' 27"W
C81	45.38	282.50	9.20	45.33	N56° 04' 04"E
C82	46.41	282.50	9.51	46.35	N65° 25' 41"E
C83	37.72	282.50	7.65	37.69	N74° 00' 31"E
C84	37.67	25.00	86.34	34.21	S34° 40' 02"W
C85	118.15	371.50	17.93	117.67	S11° 28' 03"E
C86	14.36	371.50	2.14	14.36	S21° 54' 11"E
C87	114.80	422.50	15.57	114.45	N21° 35' 16"W
C88	98.67	371.50	14.93	98.38	N21° 53' 04"W
C89	28.73	422.50	3.90	28.72	S21° 25' 24"E
C90	58.38	422.50	7.92	58.34	S21° 31' 03"E
C91	75.03	422.50	10.17	74.93	S12° 28' 16"E
C92	33.58	25.00	76.95	31.11	N45° 51' 24"W
C93	41.07	282.50	8.33	41.03	S60° 10' 04"E
C94	45.93	282.50	9.32	45.88	S71° 20' 43"E
C95	12.37	282.50	2.51	12.36	S85° 28' 01"E
C96	34.22	25.00	84.69	35.32	S70° 52' 38"W
C97	101.30	320.00	18.14	100.88	S16° 51' 56"W
C98	76.09	320.00	13.62	75.91	S00° 59' 08"W
C99	42.03	280.00	8.60	41.98	N01° 31' 36"W
C101	43.23	220.00	11.26	43.16	N00° 11' 52"W
C102	38.06	25.00	87.22	34.49	N41° 26' 16"W
C103	50.52	1222.50	2.37	50.52	N88° 08' 07"E
C104	53.13	1222.50	2.49	53.13	S86° 26' 03"E
C105	53.13	1222.50	2.49	53.13	S86° 56' 43"E
C106	31.81	1222.50	1.77	31.81	S84° 48' 50"E
C107	38.84	25.00	91.32	35.76	S50° 24' 52"W

LINE TABLE		
LINE #	LENGTH	BEARING
L3	14.01	S38° 53' 25"E
L4	94.63	N85° 26' 50"W
L5	36.81	S46° 09' 18"W
L6	148.90	S84° 16' 25"E
L7	184.78	S41° 44' 22"E
L8	9.84	N31° 53' 34"W
L9	33.00	N31° 53' 34"W
L10	212.48	S05° 19' 15"W
L11	269.46	N31° 17' 30"W
L12	35.07	S49° 46' 17"W
L13	42.10	N51° 51' 46"W
L14	62.01	N52° 53' 55"W
L15	50.49	N62° 28' 21"W
L16	21.78	N28° 38' 49"W
L17	85.47	N61° 06' 20"W
L18	41.67	N43° 20' 24"E
L19	110.19	N50° 09' 44"E
L20	31.91	S05° 04' 58"W
L21	20.03	N05° 15' 22"E
L22	167.71	N81° 41' 22"W

LINE TABLE		
LINE #	LENGTH	BEARING
L23	168.77	S81° 41' 22"E
L25	101.06	S05° 24' 43"W
L26	74.82	S84° 35' 17"E
L27	138.48	S42° 16' 34"E
L28	10.00	S41° 43' 26"W
L29	134.62	N42° 16' 34"W
L30	70.45	N84° 35' 17"W
L31	10.00	N05° 24' 43"E
L32	74.76	S05° 24' 43"W
L33	10.00	N53° 47' 28"W
L34	121.37	N36° 12' 32"E
L35	121.37	S36° 12' 32"W
L37	32.68	N35° 54' 46"W
L38	43.51	N07° 40' 34"E
L39	52.67	N35° 54' 46"W
L40	8.02	N35° 54' 46"W
L41	215.94	N07° 15' 39"E
L42	84.71	N81° 11' 13"W
L43	218.02	N02° 48' 47"E
L44	52.25	N45° 47' 09"E

LINE TABLE		
LINE #	LENGTH	BEARING
L45	112.63	S85° 30' 40"E
L46	27.35	S51° 15' 49"E
L47	19.03	S80° 51' 38"E
L48	73.52	S22° 09' 48"W
L49	140.83	S06° 01' 04"W
L50	33.12	S42° 27' 36"W
L51	46.14	N86° 36' 50"W
L52	20.05	N86° 36' 50"W
L53	212.33	S07° 15' 39"W
L54	39.40	N17° 16' 32"W
L55	70.68	N52° 34' 00"E
L56	58.65	S05° 56' 22"E
L57	89.03	N31° 43' 31"E
L58	28.03	N50° 42' 31"E
L59	20.00	S39° 17' 29"E
L60	114.79	S50° 42' 31"W
L61	10.00	S20° 35' 31"W
L62	58.74	S64° 24' 23"E
L63	275.55	N88° 11' 20"E
L64	10.00	N01° 48' 40"W

CURVE TABLE					
CURVE #	ARC LENGTH	RADIUS	DELTA	CHORD LENGTH	CHORD BEARING
C131	9.86	160.83	3.55	9.87	S56° 25' 45"W
C132	10.00	224.84	2.55	10.00	N53° 47' 28"W
C133	45.91	513.60	5.12	45.90	S55° 52' 16"E
C134	32.85	53.00	35.50	32.14	S33° 04' 08"W
C135	18.14	53.00	19.66	18.10	S60° 39' 02"W
C136	14.73	53.00	15.92	14.68	N78° 20' 41"E
C137	32.98	50.00	37.80	32.40	N69° 03' 52"E
C138	20.29	50.00	23.25	20.15	S80° 24' 22"E
C139	32.71	50.00	37.49	32.13	S50° 02' 07"E
C140	71.01	50.00	81.37	65.14	S04° 05' 17"W
C141	66.39	50.00	76.37	63.18	S66° 57' 15"W
C142	91.15	50.00	104.45	79.04	N03° 52' 56"W
C143	10.01	282.50	2.03	10.01	S66° 36' 31"E
C144	41.31	282.50	8.38	41.27	S71° 48' 51"E
C145	20.12	53.00	21.75	20.00	N06° 18' 51"E
C147	30.68	475.00	3.70	30.67	N01° 28' 34"E

CURVE TABLE					
CURVE #	ARC LENGTH	RADIUS	DELTA	CHORD LENGTH	CHORD BEARING
C108	72.23	775.00	5.34	72.20	S02° 05' 13"W
C109	41.95	25.00	96.14	37.20	S36° 02' 48"E
C110	115.40	775.00	8.57	115.29	S16° 18' 35"W
C111	107.98	775.00	7.98	107.90	S24° 35' 08"W
C112	39.84	25.00	77.55	31.31	S67° 21' 14"W
C113	33.80	242.50	7.99	33.77	S77° 51' 46"E
C114	45.38	242.50	10.73	45.33	S87° 13' 04"E
C115	33.98	242.50	8.03	33.96	N83° 24' 14"E
C116	10.05	177.50	3.25	10.05	S81° 00' 56"W
C117	102.78	177.50	33.18	101.35	N80° 48' 08"W
C118	39.32	25.00	90.11	35.38	N14° 07' 22"W
C119	147.55	380.00	22.25	146.63	S14° 48' 38"W
C120	147.55	380.00	22.25	146.63	S14° 48' 38"W
C121	36.33	25.00	83.26	33.22	N45° 14' 09"E
C122	13.33	1177.50	0.65	13.33	N87° 16' 39"E
C123	57.48	1177.50	2.80	57.48	N88° 59' 55"E
C124	57.48	1177.50	2.80	57.48	S88° 12' 18"E
C125	55.22	1177.50	2.69	55.21	S85° 27' 45"E
C126	4.36	422.50	0.59	4.36	N14° 08' 01"W
C127	41.78	280.00	8.55	41.74	N09° 42' 22"E
C128	12.99	280.00	2.66	12.99	N04° 08' 09"E
C129	3.45	220.00	0.90	3.45	S03° 14' 49"E
C130	16.91	350.00	2.76	16.91	S04° 28' 16"E

LINE TABLE		
LINE #	LENGTH	BEARING
L65	277.53	N88° 11' 20"E
L66	60.72	S69° 24' 23"E
L67	98.36	N03° 02' 55"W
L68	141.27	N86° 21' 25"E
L69	10.00	N03° 38' 35"W
L70	151.16	S86° 21' 25"W
L71	104.25	S03° 02' 55"E
L72	0.72	N25° 56' 04"E
L77	10.00	N86° 57' 05"E
L81	20.00	N02° 48' 19"E
L82	167.14	N87° 15' 42"W
L83	98.42	S20° 05' 47"E
L84	14.95	N05° 03' 40"E
L85	20.00	N84° 56' 20"W
L86	10.48	N05° 03' 40"E
L87	94.46	N20° 05' 47"W
L88	20.00	N69° 54' 13"E
L89	57.18	N20° 17' 01"W
L90	145.80	S61° 23' 38"W
L91	20.00	S28° 36' 22"E

LINE TABLE		
LINE #	LENGTH	BEARING
L92	168.91	S61° 23' 38"W
L93	58.66	N20° 21' 01"W
L94	175.60	N87° 15' 42"W
L95	10.00	S25° 09' 10"W
L96	158.47	N64° 50' 50"W
L97	20.13	N11° 25' 54"E
L98	66.98	N13° 32' 49"E
L99	10.00	S75° 12' 05"E
L100	66.87	S13° 32' 49"W
L101	12.00	S11° 25' 24"W
L102	148.62	S64° 50' 50"E
L103	10.00	N64° 22' 34"W
L104	116.80	N25° 37' 26"E
L106	116.98	N25° 37' 26"E
L107	10.00	N14° 49' 07"E
L108	73.84	S75° 10' 53"E
L109	10.00	S14° 49' 07"W
L110	73.84	N75° 10' 53"W
L111	24.15	N84° 16' 11"E
L112	38.42	S18° 07' 22"E

LINE TABLE		
LINE #	LENGTH	BEARING
L113	38.48	S71° 01' 25"W
L114	20.00	N25° 40' 32"W
L115	54.64	N84° 19' 28"E
L116	32.21	S25° 56' 04"W
L117	28.38	S64° 19' 28"W
L118	20.00	S25° 56' 04"W
L119	17.54	N64° 03' 56"W
L120	20.00	N25° 56' 04"E
L121	17.54	S64° 03' 56"E
L122	10.00	N24° 15' 54"W
L123	128.95	N60° 44' 06"E
L124	105.31	N29° 44' 17"W
L125	24.52	N17° 01' 58"E
L126	119.46	N83° 25' 38"E
L127	10.00	S26° 34' 22"E
L128	115.17	S83° 25' 38"W
L129	15.91	S17° 01' 58"W
L130	111.07	S28° 44' 17"E
L131	139.03	S60° 44' 06"W
L132	124.82	S34° 38' 34"E

LINE TABLE		
LINE #	LENGTH	BEARING
L133	123.66	S34° 52' 37"E
L134	44.86	S64° 12' 47"W
L135	46.52	S15° 12' 03"E
L136	219.30	S61° 00' 22"W
L137	111.19	S75° 38' 06"W
L138	209.93	N00° 04' 55"E
L139	71.87	N83° 54' 13"E
L140	65.12	N76° 19' 05"E
L141	84.39	N67° 55' 11"E
L142	54.76	N54° 40' 07"E
L143	10.83	S60° 08' 30"W
L144	9.47	S51° 20' 01"W
L145	124.46	N34° 37' 30"W
L146	10.79	N36° 55' 45"W
L148	47.82	N31° 53' 34"W
L149	24.76	N83° 03' 46"E
L150	58.26	N24° 30' 15"W
L151	38.41	S64° 10' 47"E
L152	76.03	S64° 10' 47"E
L153	39.48	N64° 10' 47"W

LINE TABLE		
LINE #	LENGTH	BEARING
L154	9.67	N25° 56' 04"E
L155	20.15	N37° 43' 37"E
L156	4.25	S37° 43' 37"W
L158	49.00	N86° 57' 05"E
L159	19.07	S84° 49' 40"E

NORTH CAROLINA PROFESSIONAL SEAL L-3547 LAND SURVEYOR DANIEL J. BURRIS

REVISIONS:
1-29-2026 COR SS ESM'T
4-30-2026 LOT ADDRESSES ADDED
6-8-2026 TOWN REVIEW
7-13-2026 TOWN REVIEW
.
SHEET 4 OF 4

BARRINGTON SUBDIVISION
PHASE 4A FINAL PLAT

COUNTY: WAKE | STATE: NORTH CAROLINA | TOWNSHIP: LITTLE RIVER
OWNER: BARRINGTON 173 LLC | GRID: NC FIPS 3200 (FT) | DATUM: NAD 83, NAVD 88
120 60 30 0 60 180 1"=60'

PRIEST, CRAVEN & ASSOCIATES, INC.
LAND USE CONSULTANTS PLANNERS / LANDSCAPE DESIGNERS / SURVEYORS / ENGINEERS
6401 FALLS OF NEUSE ROAD SUITE 201 RALEIGH NC 27615 , Phone 919 / 781-0300 , Fax 919 / 782-1288 , Email PCA@PriestCraven.com / Firm #: C-0468

SURVEYED BY: PCA | DRAWN BY : DJB | CHECK & CLOSURE BY: DJB
DATE: 9-16-2025 | DRAWING NO. 2025-10 | DRAWING NAME PH04A PLAT BASE
COUNTY P.I.N.(S) 2716017244
DATA SOURCE: GRID NORTH NAD 83
SHEET 1 7/13/2026 10:56 AM DBURRIS

Barrington Phase 4A

#	Description	Status	Notes
1	Engineer Certification of Roadway Lengths	Approved	
2	Engineer Certification of Dedicated Roadway and Stormwater Infrastructure	Approved	
3a	Engineering Estimate for Letter of Credit/Bond for Infrastructure	Approved	
3b	Engineering Estimate for Letter of Credit/Bond for Landscape	Approved	
3c	Engineering Estimate for Letter of Credit/Bond for Stormwater/SCM	Approved	
4	Bond or Letter of Credit	Approved	
5	Developer Warranty and Guaranty - Street and Stormwater	Approved	
6	Developer Warranty and Guaranty - Water and Sewer	Approved	
7	Third Party Engineering Reports for Sub-grade, Stone, and Asphalt (thickness and density) for Public Roadways and Greenways	Approved	
7a	Drainage install-trench compaction, pipe install, structure	Approved	
7b	Sub-grade, densities, proof roll documentation	Approved	
7c	ABC proof roll for Curb and Gutter documentation	Approved	
7d	Curb and gutter concrete, cylinder test reports	Approved	
7e	Roadway ABC, densities, and proof roll documentation	Approved	
7f	Base course Asphalt, densities and cores	Approved	
7g	Sidewalk Subgrade* densities if required	N/A	
7h	Sidewalk concrete	Approved	
7i	Final lift asphalt, densities and cores of entire pavement depth	N/A	final lift is being bonded
8	Engineering Certification - Water and Sewer	Approved	
9	Lien Waivers - Developer	Approved	
10	Lien Waiver - Contractors	Approved	
11a	Proof of Payment for Streetlights Fees	Approved	
11b	Invoice for Streetlight Fees	Approved	
12a	City of Raleigh Conditional Acceptance	Approved	
12b	City of Raleigh Recorded Deed of Easement	Approved	
13a	As-built Drawings -Stormwater (PDF, CAD, Paper)(Mylar for planning)	Approved	
13b	As-Built Drawings - Water/Sewer (PD, CA, Paper) Mylar for recording to Raleigh Water	Approved	
14	Completion of Punch List Items	Approved	
15	Payment of Construction Inspection and Planning Fees	Approved	
16	Planning Department	Approved	
16a	Accurate landscape list with cost, landscape plan-for bond	Approved	

16b	US Mail Kiosk-location defined, built or bonded	Approved	
16c	Open Space, sidewalk, greenway path built or bonded	Approved	
16d	Plat amenities, pool, clubhouse, etc. Built or bonded	Approved	


Missing
Resubmittal Required
Approved
N/A
Under Review
Partial Acceptance

PRIEST, CRAVEN, & ASSOCIATES, INC.

LAND USE CONSULTANTS

March 20, 2026

Chad Phelps
Capital Improvement Management Division
3324 Lake Woodard Drive
P.O. Box 590
Raleigh, NC 27602-0590

Re: Installed per Plans Statement Barrington Subdivision Phase 4 Section A for Public Water and Public Sanitary Sewer.

Mr. Phelps,

Engineer Certification Statement

I, Thomas F. Craven as a duly registered professional in the state of North Carolina, having been authorized to observe periodically, the construction of the project, Barrington Subdivision, Phase 4 Section A, hereby state that, to the best of my abilities, due care and diligence was used in the observation of the construction such that by my inspection of the constructed improvements and my review of the as built survey data hereby certify that the (1) public improvements, (2) private improvements and (3) public safety of the above referenced project as constructed are in compliance with the requirements of the improvements as prescribed in the approved construction drawings, approved design documents, and / or any approved modifications, except as noted as "strike throughs" on the "as built" drawings. Furthermore, I certify that the "strike through" exceptions do not adversely affect the required performance or public safety aspects of the improvements.

Name: Thomas F Craven Date: 3/20/26

Seal:



Thomas F. Craven, P.E. Registration Number 10956
Priest, Craven & Associates, Inc.

PRIEST, CRAVEN, & ASSOCIATES, INC.

LAND USE CONSULTANTS

May 5, 2026

Mr. Roger Silvers
Town of Zebulon Public Works Department
450 East Horton Street
Zebulon, NC 27597

Engineer's Final Certification of Roadway Lengths
Barrington Subdivision Phase 4A

I, Tomas F. Craven, as a duly registered Professional Engineer in the state of North Carolina, Certify that Barrington Subdivision Phase 4A includes a total of 4,442 linear feet of public streets according to the following breakdown per street.

No.	Street Name	Classification	Public	Length	Right of Way Width
1	Barrington End Avenue	Local Street	Yes	1,247LF	45'
2	Barrington Row Avenue	Local Street	Yes	406LF	45'
3	Bartow Place	Local Street	Yes	72LF	45'
4	Comberton Court	Local Street	Yes	362LF	45'
5	Great Fen Way	Local Street	Yes	625LF	45'
6	Longstanton Avenue	Collector	Yes	551LF	60'
7	Putney Hill Road	Local Street	Yes	768LF	50'
8	Spellbrook Road	Local Street	Yes	391LF	45'

This certification is issued based upon the approved construction drawings, construction staking and as built surveys provided by this office.

Thomas F. Craven, PE
Priest, Craven & Associates, Inc.



ZEBULON
NORTH CAROLINA

STAFF REPORT
RESOLUTION 2027-19
CLIFTON GROVE PHASE 1 ROADWAY AND STORM DRAINAGE ACCEPTANCE

Topic: Resolution 2027-19– Clifton Grove phase 1 Infrastructure Acceptance
Speaker: Roger Silvers, Construction Inspections/Facilities Manager
From: Sheila Long, Interim Public Works Director
Prepared by: Corbin Johnson, Construction Inspector
Approved by: Katie Crosby, Town Manager

Executive Summary:
The Board of Commissioners will consider accepting the roadway and storm-drainage infrastructure constructed in Clifton Grove phase1 for Town of Zebulon ownership and maintenance.

Background:
The Town of Zebulon follows a practice where the Board considers accepting ownership and maintenance of roadway and storm-drainage infrastructure installed in new subdivisions. In advance of this consideration, Staff determines whether the infrastructure complies with and meets the conditions of permits and Town standards.

D.R. Horton Inc. has completed construction of the roadway and stormwater infrastructure in Clifton Grove Phase1, which will include 68 new Single-Family homes. The plat has been recorded with the Wake County Registrar of Deeds. Staff and third-party inspectors/engineers have verified that the infrastructure meets or exceeds Town standards and City of Raleigh utility standards. All close-out documents, listed and confirmed in Attachment 1, are readily available upon request.

Discussion:
The Board must accept the dedication of streets, curbs, gutters, street signage, and storm drainage for ownership and maintenance, provided the infrastructure aligns with the Town's Uniform Development Ordinance (UDO) and current Town standards.

Policy Analysis:
The infrastructure was installed per Subdivision # 2116934 (GeoCivix) and complies with the latest version of the "Town of Zebulon Street & Storm Drainage Standards and Specifications." It also meets the requirements for the Town of Zebulon's Uniform Development Ordinances section 6.10.4 for dedication of roadways.

Infrastructure Amount and Value

Clifton Grove Phase1 will dedicate four (4) streets totaling 4,446 linear feet (~.84 miles), and 4,690 linear feet (~ .89 miles) of storm public storm drainage. The combined value of the added infrastructure is $1,676,039.06

The infrastructure will be added to the Town's capital assets (re. Annual Comprehensive Financial Report). Upon acceptance, the Town will own and maintain a total of 47.31miles of street and 37.15 miles of stormwater pipe.

Maintenance Cost

In addition to Staff's annual inspection and cleaning efforts, the Town of Zebulon annually contracts the cleaning of approximately 10% (4.65-miles) of the Town's stormwater system (FY27 budget: $20,000). This work is done to meet one component of the "Pollution Prevention and Good Housekeeping" objectives of the Town's permit (National Pollutant Discharge Elimination System # NCS000557) with the NC Department of Environmental Quality (the permit regulating how the Town operates its stormwater system). The acceptance of Clifton Grove phase 1 increases the storm drainage network by less than 2.5%

Streets are designed to have a useful life of 20 years; therefore, the Town needs to repave 5% annually, or approximately 2 miles of street currently budgeted at $440,000. The acceptance of Clifton Grove Phase1 infrastructure increases the street network by less than 2%

Revenue Streams

Maintenance costs for street paving are supported by the following dedicated revenues:

a) "Powell Bill" (gas tax) ~ $320,000 (FY 26 actual $316,168) (Zebulon's share of this revenue collected by the State has grown proportionally with increasing population and street mileage).
b) Vehicle Tag Fee ~ $260,000 (FY 26 actual $270,700) (this revenue will grow as new residents register their vehicles within the Town's limits).

There are no dedicated revenue sources to support stormwater maintenance (0.7¢ on the property tax rate is dedicated toward stormwater capital improvements). Staff are reviewing options for the Board to consider a stormwater fee.

Warranty and Insurance

The Town receives a one-year warranty on all the dedicated assets. Staff will conduct an 11-month warranty inspection prior to the final overlay to ensure any issues or failures are repaired prior to the final asphalt overlay by the developer.

The Town received the following bonds:

> Infrastructure Bond (#GM259721) in the amount of $512,552.39 and Landscape bond (#GM259722) in the amount of $72,796.25 and a SCM bond (#1001232619) in the amount of $180,000 from the (D.R. Horton Inc.) to ensure the final completion of outstanding items (e.g., final asphalt overlay, striping, signage, sidewalks, landscaping, and SCM pond conversion, etc.).

The final completion of these items was intentionally delayed to minimize the damage that may occur as individual lots are constructed. The Site Improvement Performance Bond is automatically renewed or revised annually to reflect items completed. The Site Improvement Performance Bond remains active until all items have been completed. All inspection and development fees of $387,382.70 were collected from the developer.

Staff Recommendation:
Staff recommends approval of Resolution 2027-19 to accept Clifton Grove Phase1 roadway and storm drainage infrastructure, warranty, and site improvements bond.

Attachments:

1. Checklist of Completed Items
2. Accepted Plat
3. Engineers Certification of Roadway Length
4. Engineers Certification – Water and Sewer
5. Developers Warranty and Guaranty – Streets and Stormwater

RESOLUTION 2027-19
ACCEPTING ROADWAY AND STORM DRAINAGE INFRASTRUCTURE FOR CLIFTON GROVE PHASE 1

WHEREAS, DR Horton Inc. has completed construction of the roadway and stormwater infrastructure for the Clifton Grove 1 subdivision, which includes 68 single family homes; and

WHEREAS, the Town of Zebulon Board of Commissioners considers accepting ownership and maintenance of roadways and storm drainage infrastructure installed in new subdivisions; and

WHEREAS, DR Horton Inc. requests the Town of Zebulon assume ownership and maintenance of the roadways and storm drainage infrastructure within the public right-of-way or dedicated easements of Clifton Grove 1; and

WHEREAS, staff are tasked with confirming whether the infrastructure complies with and meets the conditions of permits and Town of Zebulon standards; and

WHEREAS, staff and third-party inspectors/engineers have verified that the infrastructure meets or exceeds the Town of Zebulon's standards and City of Raleigh Utility Standards; and

WHEREAS, staff confirmed the infrastructure was installed per and complies with the latest version of the Town of Zebulon's Street & Storm Drainage Standards and Specifications; and

WHEREAS, staff also confirmed the infrastructure meets the requirements for the Town of Zebulon's Uniform Development Ordinances section 6.10.4 for dedication of roadways; and

WHEREAS, the Board must accept the dedication of streets, curbs, gutters, street signage, and storm drainage for ownership and maintenance, provided the infrastructure aligns with the Town of Zebulon's Uniform Development Ordinance (UDO) and current Town standards,

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Town of Zebulon accepts the dedication of the roadway and storm drainage infrastructure for the Clifton Grove 1 subdivision.

Adopted the 2nd of November 2026

_____

Jessica D. Harrison – Mayor

SEAL

_____

Kim Worley – Interim Town Clerk

06/10/2026

Town of Zebulon
1003 N. Arendell Avenue
Zebulon, NC 27597

Ref: 39510.06 – Clifton Grove

Re: Engineer Certification of Roadway Length

I, Charlie Townsend, P.E., certify to the best of my knowledge, information, and belief that the Roadway Lengths associated with Clifton Grove Phase 1 have been constructed in accordance with the approved site plans, entitled:

› "Clifton Grove", prepared by Wiliam G Daniel & Assoc., dated February 15, 2022, and last revised October 7, 2026;

This certification is based on periodic site observations, observations of post-construction conditions, review of as-built plans.

Please do not hesitate to call if you have any questions or if you need any additional information. I can be reached at 919-741-5567.

Sincerely,

VHB

Charlie Townsend, PE
Land Development Team Leader

D·R·HORTON®
America's Builder

June 11, 2026

City of Raleigh Public Utilities
Raleigh, NC 27603

To Whom it may concern,

In regards to the Subdivision known as Clifton Grove Phase 1 in Zebulon, NC, D.R. Horton Guarantees and Warrants Sewer, and Water infrastructure were installed per City of Raleigh requirements. This warranty will remain in effect for a period of 1 year from the acceptance of the work. DR Horton Inc hereby agrees to indemnify, defence and hold harmless to the City of Raleigh from and against all costs, loss, and damages, including attorney fee, arising from the failure of the work to confor to the City of Raleigh standards.

Water Main 4,940 LF of 8" DIP; Water Main 150 LF of 12" DIP

Public Sewer Main 3,780 LF of 8" PVC; 151 LF of 8" DIP

Robert C. Stuart
Assistant Vice President

G.S. § 10B-41 NOTARIAL CERTIFICATE FOR ACKNOWLEDGMENT

Durham County, North Carolina

I certify that the following person personally appeared before me this day, acknowledging to me that he signed the foregoing document:

Robert C Stuart 6/11/2026
Name(s) of principal(s) Date

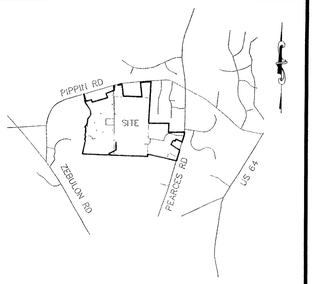
(Official Seal)

Janis Perez
Official Signature of Notary

Janis Perez
Notary Public Notary's printed or typed name

Janis Perez
NOTARY PUBLIC
Johnston County
North Carolina
My Commission Expires August 4, 2026

My commission expires: 8/4/26



VICINITY MAP
NOT TO SCALE

SURVEYOR'S CERTIFICATE

I, JAY B. TAYLOR, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN BOOK AND PAGE AS SHOWN); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN BOOK AND PAGE AS SHOWN; THAT THE RATIO OF PRECISION OR POSITIONAL ACCURACY AS CALCULATED IS 10,000+; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED.

I HEREBY CERTIFY THAT THIS PLAT IS OF THE FOLLOWING TYPE: G.S. 47-30 (F)(11)(A). THIS SURVEY CREATES SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.

WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL THIS DAY OF September 24, A.D. 2026.

JAY B. TAYLOR, PROFESSIONAL LAND SURVEYOR L-5472

NORTH CAROLINA PROFESSIONAL SEAL L-5472 LAND SURVEYOR JAY B. TAYLOR

Lot #	Maximum Impervious Allowed (sf)
170	3932
171	3300
172	3300
173	3300
174	3300
175	3300
176	3792
177	3978
178	4223
179	4223
180	4223
181	4223
182	4223
183	4223
184	3873
185	3300
186	3300
187	3300
188	3300
189	3300
190	3300
191	3308
192	3748
193	5586
194	3512
195	3487
196	4328
197	3328
198	3328
199	3328
200	3328
201	3328
202	3328
203	3443
204	4320
205	3831
206	3831
207	3831
208	3831
209	3831
210	3831
211	4342
212	3479
213	3479
214	4342
215	3636
216	3421
217	3421
218	3421
219	3421
220	3421
221	3421
222	4125
223	3835
224	3483
225	3483
226	3483
227	3483
228	3483
229	3483
230	3483
231	3401
232	3483
233	3483
234	3483
235	3483
236	3483
237	4539

CERTIFICATE OF OWNERSHIP

"I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED, WHICH IS LOCATED IN THE SUBDIVISION JURISDICTION OF THE TOWN OF ZEBULON AND THAT I HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH MY FREE CONSENT, ESTABLISH MINIMUM BUILDING SETBACK LINES, MEET APPLICABLE LANDSCAPE, OPEN SPACE, BUFFER, AND OPEN SPACE STANDARDS AS REAUIRED IN THE TOWN OF ZEBULON UNIFIED DEVELOPMENT ORDINANCE, PLANT SUPPLEMENTARY OR REPLACEMENT TREES AS REQUIRED, AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS, AND OTHER SITES AND EASEMENTS, TO PUBLIC OR PRIVATE USES AS NOTED. FURTHERMORE, I HEREBY DEDICATE ALL SANITARY SEWER AND WATER LINES THAT ARE LOCATED IN PUBLIC UTILITY EASEMENTS OR RIGHTS-OF-WAY TO THE CITY OF RALEIGH, AND I HEREBY DEDICATE ALL STORM SEWER LINES THAT ARE LOCATED IN PUBLIC UTILITY EASEMENTS OR RIGHTS-OF-WAY TO THE TOWN OF ZEBULON."

By: Robert C Stuart Assistant V.P. 9/23/26
OWNER D.R. Horton, Inc DATE

STATE OF North Carolina
COUNTY OF Durham
I, Janis Perez, A NOTARY PUBLIC OF THE COUNTY AND STATE AFORESAID, CERTIFY THAT V.P. Robert C Stuart, Assistant PERSONALLY APPEARED BEFORE ME THIS DAY AND ACKNOWLEDGED THE EXECUTION OF THE FOREGOING INSTRUMENT. WITNESS MY HAND AND OFFICIAL SEAL, THIS 23 DAY OF September 2026
Janis Perez
PRINTED NAME: Janis Perez, NOTARY PUBLIC
MY COMMISSION EXPIRES: 8/4/31

JANIS PEREZ NOTARY PUBLIC Johnston County North Carolina My Commission Expires August 4, 2031

REVIEW OFFICER CERTIFICATE

I, Catherine Farrell, REVIEW OFFICER OF WAKE COUNTY, CERTIFY THAT THIS PLAT MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.
Catherine Farrell 9/24/26
REVIEW OFFICER DATE

APPROVAL EXPIRES IF NOT RECORDED WITHIN 30 DAYS.

CERTIFICATE OF APPROVAL FOR RECORDING

"I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE UNIFIED DEVELOPMENT ORDINANCE REGULATIONS FOR ZEBULON, NORTH CAROLINA, WITH THE EXCEPTION OF SUCH VARIANCES, IF ANY, AS ARE NOTED AND THAT THIS PLAT HAS BEEN APPROVED BY THE TOWN OF ZEBULON FOR RECORDING IN THE OFFICE OF THE REGISTER OF DEEDS OF WAKE COUNTY."
9/28/26
SUBDIVISION ADMINISTRATOR DATE

CERTIFICATE OF APPROVAL OF THE DESIGN AND INSTALLATION OF STREETS AND OTHER REQUIRED IMPROVEMENTS.

I HEREBY CERTIFY THAT ALL STREETS AND OTHER REQUIRED IMPROVEMENTS HAVE BEEN INSTALLED IN AN ACCEPTABLE MANNER AND ACCORDING TO THE TOWN OF ZEBULON STANDARD SPECIFICATIONS AND DRAWN MANUAL OF STREET GUARANTEES OF THE INSTALLATION OF THE REQUIRED IMPROVEMENT MONEY AND MAINTENANCE SATISFACTORY TO THE TOWN OF ZEBULON HAS BEEN RECEIVED.
9/28/26
TOWN OF ZEBULON PUBLIC WORKS DIRECTOR DATE

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION CERTIFICATION. DIVISION OF HIGHWAYS
PROPOSED SUBDIVISION ROAD
CONSTRUCTION STANDARDS CERTIFICATION

APPROVED

NCDOT DISTRICT ENGINEER DATE

GENERAL NOTES

1. THIS IS A SURVEY OF AN EXISTING PARCEL(S) OF LAND. THIS IS A FINAL SUBDIVISION PLAT.
2. BEARINGS FOR THIS SURVEY ARE BASED ON XXXXXXXXX OF THE XXXXXXX COUNTY REGISTRY.
3. ALL DISTANCES ARE HORIZONTAL GROUND DISTANCES.
4. ZONING: R2
5. AREA BY COORDINATE GEOMETRY.
6. FLOOD NOTE: THIS PROPERTY IS PARTIALLY LOCATED IN A SPECIAL FLOOD HAZARD ZONE. IT IS LOCATED IN ZONE "X" AND "AE" AS DEFINED BY F.E.M.A F.I.R.M COMMUNITY PANELS #3720179600K AND #3720270600K DATED 07/19/2022.
7. REFERENCES: AS SHOWN
   PIN: 1796960562, 1796964306, 2706064049
8. UTILITY STATEMENT
   THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND EXISTING DRAWINGS. THE SURVEYOR MAKES NO GUARANTEE THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES.
9. THIS SURVEY PERFORMED AND MAP PREPARED WITHOUT BENEFIT OF A TITLE REPORT. THIS SURVEY SUBJECT TO ANY FACTS AND EASEMENTS WHICH MAY BE DISCLOSED BY A FULL AND ACCURATE TITLE SEARCH.
10. STORMWATER AGREEMENT AND MAINTENANCE AGREEMENT RECORDED IN DB 020192, PG 01915, AND DB 020202, PG 01917
11. CASE NUMBER: 1699773
12. DENSITY: 237 LOTS ON 118.50 ACRES = 2.0 DU/AC
13. O/S REQUIRED: 59.48 AC ON 119.06 ACRES (GROSS ACREAGE) = 50%
    O/S PROVIDED: 60.57 AC ON 119.06 ACRES (GROSS ACREAGE) = 51%
14. BUILT-UPON AREA: 20.07 ACRES (874132 SF) ON 118.50 ACRES = 16.93%
15. SETBACK REQUIREMENTS FOR SINGLE FAMILY UNITS:
    FRONT: 20'
    CORNER: 5'
    SIDE: 5'
    REAR: 5'

Item No.	Description	Quantity	Unit
Clifton Grove Ave			
1	Storm Pipe Length	1680	LF
2	Street Length	1956	LF
3	Sidewalk	3564	LF

Item No.	Description	Quantity	Unit
Daniel Field Drive			
1	Storm Pipe Length	323	LF
2	Street Length	614	LF
3	Sidewalk	560	LF

Item No.	Description	Quantity	Unit
Caplin View Lane			
1	Storm Pipe Length	351	LF
2	Street Length	580	LF
3	Sidewalk	530	LF

Item No.	Description	Quantity	Unit
Jillian Way			
1	Storm Pipe Length	1190	LF
2	Street Length	1296	LF
3	Sidewalk	1290	LF

Item No.	Description	Quantity	Unit
Pippin Rd (SR 2337)			
1	Storm Pipe Length	112	LF
2	Street Length (Widening)	1175	LF
3	Sidewalk	500	LF

Register of Deeds
Tammy L. Brunner
Wake County, NC
09/29/2026 10:42:22 AM
B: BM2026 P: 01687 Pages: 6
Recording Fee: $126.00

DOCUMENT # 2026109673

MCADAMS
The John R. McAdams Company, Inc.
2905 Meridian Parkway
Durham, NC 27713

phone 919. 361. 5000
fax 919. 361. 2269
license number: C-0293, C-187

www.mcadamsco.com

CLIENT

BRINLEY'S GRADING SERVICE, INC.
3611 CESSNA DRIVE
GARNER, NC 27529

OWNER

D.R. HORTON, INC.
7208 FALLS OF NEUSE ROAD
RALEIGH, NC 27615

CLIFTON GROVE
PHASE 1 SUBDIVISION PLAT
1015 PEARCES ROAD; 0 PIPPIN ROAD
LITTLE RIVER TOWNSHIP, WAKE COUNTY, NORTH CAROLINA

REVISIONS

NO. DATE

PLAN INFORMATION

PROJECT NO.	2021110225
FILENAME	2021110225-F7
SURVEYED BY	JBT
DRAWN BY	KMM
SCALE	NTS
DATE	04.02.2025

SHEET

1-6

X:\Projects\2021\110225\2-Cadd\Civil\Plan\2021102257.dwg, 9/23/2026 11:21:07 AM, Kate Morton

ADJOINING PROPERTY OWNERS

1. N/F
BALLESTEROS, MARIA ANGELICA
PIN: 1796876188
DB 17137, PG. 2423
ZONING:R2
LAND USE:RESIDENTIAL

2. N/F
ACEVEDO, YUDITH ELVIRA
PIN: 1796878158
DB 18956, PG. 1337
BM 1977, PG. 685
ZONING:R2
LAND USE:RESIDENTIAL

3. N/F
COONEY, SAMANTHA TOTH, MELISSA
PIN: 1796879241
DB 19131, PG. 1959
BM 1978, PG. 406
ZONING:R2
LAND USE:RESIDENTIAL

4. N/F
JUAREZ, BENITO JUAREZ, ANA ISABEL
PIN: 1796970244
DB 11291, PG. 2281
BM 1978, PG. 407
ZONING:R2
LAND USE:RESIDENTIAL

5. N/F
HERNANDEZ, RIGOBERTO DE LEON COLIN,
PATRICIA OCANAS
PIN:1796971245
DB 19258, PG. 2301
ZONING:R2
LAND USE:RESIDENTIAL

6. N/F
GONZALEZ-VIERA, CASSANDRA EDITH
SANCHEZ, DAVID FABIAN NIETO
PIN: 1796972340
DB 17879, PG. 0872
BM 2019, PG. 1863
ZONING:R2
LAND USE:RESIDENTIAL

7. N/F
MEJIA, JUAN D JR
PIN: 1796974413
DB 17848, PG. 195
BM 2019, PG. 1863
ZONING:R2
LAND USE:RESIDENTIAL

8. N/F
GREEN, VIVIAN B
PIN: 2706079605
DB 9606, PG. 2567
BM 2002, PG. 441
ZONING:R4
LAND USE:RESIDENTIAL

9. N/F
GUTIERREZ, ANGELICA GUTIERREZ,
ESMERALDA
PIN: 2706078594
DB 17142, PG. 1036
BM 2002, PG. 441
ZONING:R4
LAND USE:RESIDENTIAL

10. N/F
MARSHALL, JEFFREY A
PIN: 2706078494
DB 16145, PG. 461
BM 2002, PG. 441
ZONING:R4
LAND USE:RESIDENTIAL

11. N/F
DOMALESKI, GARY DOMALESKI, GAIL
PIN: 2706078383
DB 19017, PG. 2515
BM 2002, PG. 441
ZONING:R4
LAND USE:RESIDENTIAL

12. N/F
HALL, TIMOTHY A HALL, TWANDA A
PIN: 2706078251
DB 13321, PG. 1257
BM 2002, PG. 441
ZONING:R4
LAND USE:RESIDENTIAL

13. N/F
ZENIL, NAHUM FUENTES LINARES, REBECA
NATERAS
PIN: 2706078047
DB 17933, PG. 2194
BM 2002, PG. 441
ZONING:R4
LAND USE:RESIDENTIAL

14. N/F
STANLEY, KARI B
PIN: 2706068836
DB 15996, PG. 2729
ZONING:R4
LAND USE:RESIDENTIAL

15. N/F
HOWARD, MONIQUE M HOWARD,
CHRISTOPHER L
PIN: 2706068629
DB 19393, PG. 1331
BM 2002, PG. 441
ZONING:R4
LAND USE:RESIDENTIAL

16. N/F
ARMSTRONG, JASON R ARMSTRONG, ANGELA
S
PIN: 2706069427
DB 10964, PG. 1968
BM 2002, PG. 441
ZONING:R4
LAND USE:RESIDENTIAL

17. N/F
BUTLER ROAD ASSOC LLC
PIN:2706164478
DB 13264, PG. 2003
ZONING:R2
LAND USE:RESIDENTIAL

18. N/F
BATTLE, CAROLYN DANIELLE BATTLE,
HERBERT IAN
PIN: 2706165261
DB 19188, PG. 1628
BM 1998, PG. 871
ZONING:R2
LAND USE:RESIDENTIAL

19. N/F
REDDICK, RICHARD BRUCE REDDICK, CLINT
HARLAN
PIN: 2706156712
DB 17951, PG. 2566
BM 1999, PG. 1126
ZONING:R2
LAND USE:RESIDENTIAL

20. N/F
CREECH, MICHAEL C CREECH, KELLY A
PIN: 2706144934
DB 13292, PG. 2422
BM 1984, PG. 1183
ZONING:R2
LAND USE:RESIDENTIAL

21. N/F
WEAVERS POND HOMEOWNERS ASSOCIATION INC
PIN: 1796875750
DB 17194, PG. 426
BM 2007, PG. 1055
ZONING:R13 SUD
LAND USE:RESIDENTIAL

22. N/F
WEAVERS POND HOMEOWNERS ASSOCIATION INC
PIN: 1796971502
DB 17194, PG. 426
BM 2007, PG. 1056
ZONING:R13 SUD
LAND USE:RESIDENTIAL

23. N/F
WEAVERS POND HOMEOWNERS ASSOCIATION INC
PIN: 1796974945
DB 17194, PG. 426
BM 2007, PG. 1056
ZONING:R13 SUD
LAND USE:RESIDENTIAL

24. N/F
TAYLOR-HERNANDEZ, DOLORES M
PIN: 1796974780
DB 14283, PG. 2583
ZONING:R4
LAND USE:RESIDENTIAL

25. N/F
BRASWELL, ANGELIA S BRASWELL, RONALD KEITH
PIN: 1796975797
DB 14589, PG. 2272
ZONING:R4
LAND USE:RESIDENTIAL

26. N/F
BEDDINGFIELD, LARRY R
PIN: 1796976788
BM 1977, PG. 139
ZONING:R4
LAND USE:RESIDENTIAL

27. N/F
MILLS, JANICE MCCRAW HEIRS
PIN: 1796977881
ZONING:R4
LAND USE:RESIDENTIAL

28. N/F
PRUITT, DEREK C PRUITT, AMANDA M
PIN:1796979860
DB 10983, PG. 2468
BM 1995, PG. 1728
ZONING:R4
LAND USE:RESIDENTIAL

29. N/F
PERRY, LAURA ELIZABETH ELLIS, JUSTIN WADE
PIN:2706071749
DB 18413, PG. 1046
BM 1995, PG. 1728
ZONING:R4
LAND USE:RESIDENTIAL

30. N/F
ZEBULON UNITED METHODIST CHURCH TRUSTEES
PIN:2706072897
DB 10864, PG. 838
BM 1995, PG. 1728
ZONING:R4
LAND USE:RESIDENTIAL

31. N/F
RAY, MICHAEL K RAY, AMY G
PIN:2706074866
DB 7211, PG. 657
BM 1995, PG. 1728
ZONING:R4
LAND USE:RESIDENTIAL

32. N/F
WHEELER, LANCE J WHEELER, CECILY A
PIN: 2706076923
DB 17739, PG. 2490
BM 1995, PG. 1728
ZONING:R4
LAND USE:RESIDENTIAL

33. N/F
GLIEM, GEORGE R GLIEM, SUZANNE
PIN: 2706260032
DB 19824, PG. 217
BM 1996, PG. 1809
ZONING:R2
LAND USE:RESIDENTIAL

34. N/F
HEWITT, EMORY EUGENE III HEWITT, JENNIE
HARTMAN
PIN:2706159898
DB 19355, PG. 1763
BM 1996, PG. 809
ZONING:R2
LAND USE:RESIDENTIAL

35. N/F
HENDREN, JASON L HENDREN, AMY S
PIN: 2706159755
DB 11010, PG. 1880
BM 1996, PG. 809
ZONING:R2
LAND USE:RESIDENTIAL

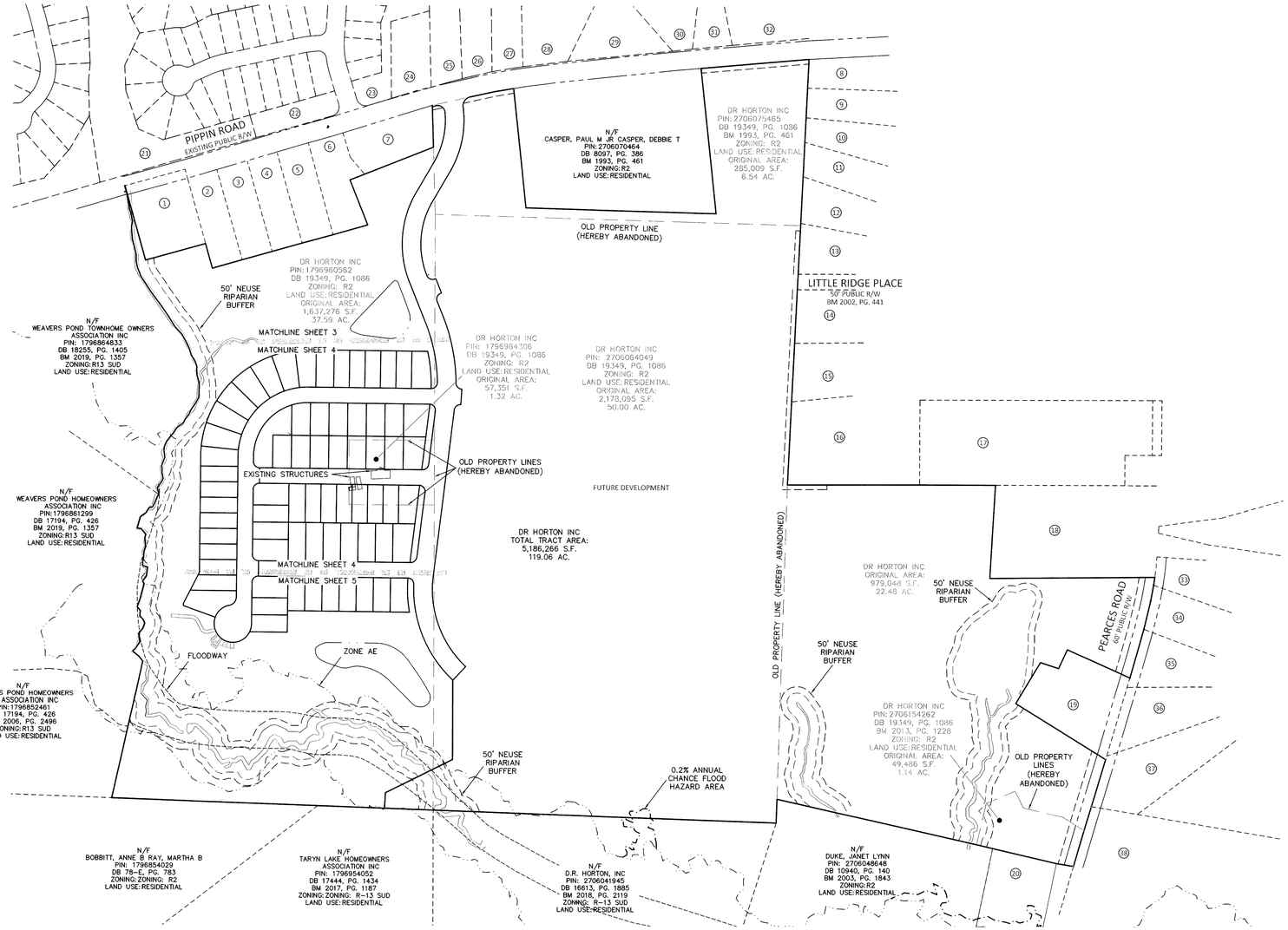
36. N/F
WATERS, JAMES F WATERS, DONNA D
PIN: 2706159621
DB 8809, PG. 1540
BM 1996, PG. 809
ZONING:R2
LAND USE:RESIDENTIAL

37. N/F
WIRTH, LARRY F WIRTH, SUSAN J
PIN: 2706159424
DB 8223, PG. 2227
BM 1996, PG. 809
ZONING:R2
LAND USE:RESIDENTIAL

38. N/F
TANT, ODELL C TANT, SARAH T
PIN:2706159145
DB 4704, PG. 367
BM 1990, PG. 475
ZONING:R2
LAND USE:RESIDENTIAL

GENERAL NOTES

1. FOR GENERAL NOTES SEE SHEET 1.



NC GRID NAD 83(2011)

SITE AREA TABLE - PHASE 1	
ORIGINAL SITE AREA	119.06 ACRES
LOT AREA (68 LOTS*)	10.41 ACRES
OPEN SPACE AREA (4 LOTS)	24.28 ACRES
RIGHT OF WAY AREA	5.65 ACRES
FUTURE DEVELOPMENT	78.72 ACRES
TOTAL	119.06 ACRES

*SINGLE-FAMILY DETACHED LOTS

LEGEND

○	EXISTING IRON PIPE	N/F	NOW OR FORMERLY
■	EXISTING CONCRETE MONUMENT	D.B.	DEED BOOK
△	EXISTING NAIL	B.M.	BOOK OF MAPS
●	IRON PIPE SET	PG.	PAGE
□	CONCRETE MONUMENT SET	S.F.	SQUARE FEET
▲	CALCULATED POINT	AC.	ACRES
XXXX	ADDRESS	SDT	SIGHT DISTANCE TRIANGLE
(#)	ADJOINING PROPERTY INFORMATION		

GRAPHIC SCALE
0 100 200 400
1 inch = 200 ft.

McADAMS
The John R. McAdams Company, Inc.
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license number: C-0293, C-187

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OWNER

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CLIFTON GROVE
PHASE 1 SUBDIVISION PLAT
1015 PEARCES ROAD; 0 PIPPIN ROAD
LITTLE RIVER TOWNSHIP, WAKE COUNTY, NORTH CAROLINA

NORTH CAROLINA PROFESSIONAL SEAL L-2572 LAND SURVEYOR JAMES B. TAYLOR
09/21/26

REVISIONS

NO. DATE

PLAN INFORMATION

PROJECT NO.	2021110225
FILENAME	2021110225-F7
SURVEYED BY	JBT
DRAWN BY	KMM
SCALE	1"=200'
DATE	04.02.2025

SHEET

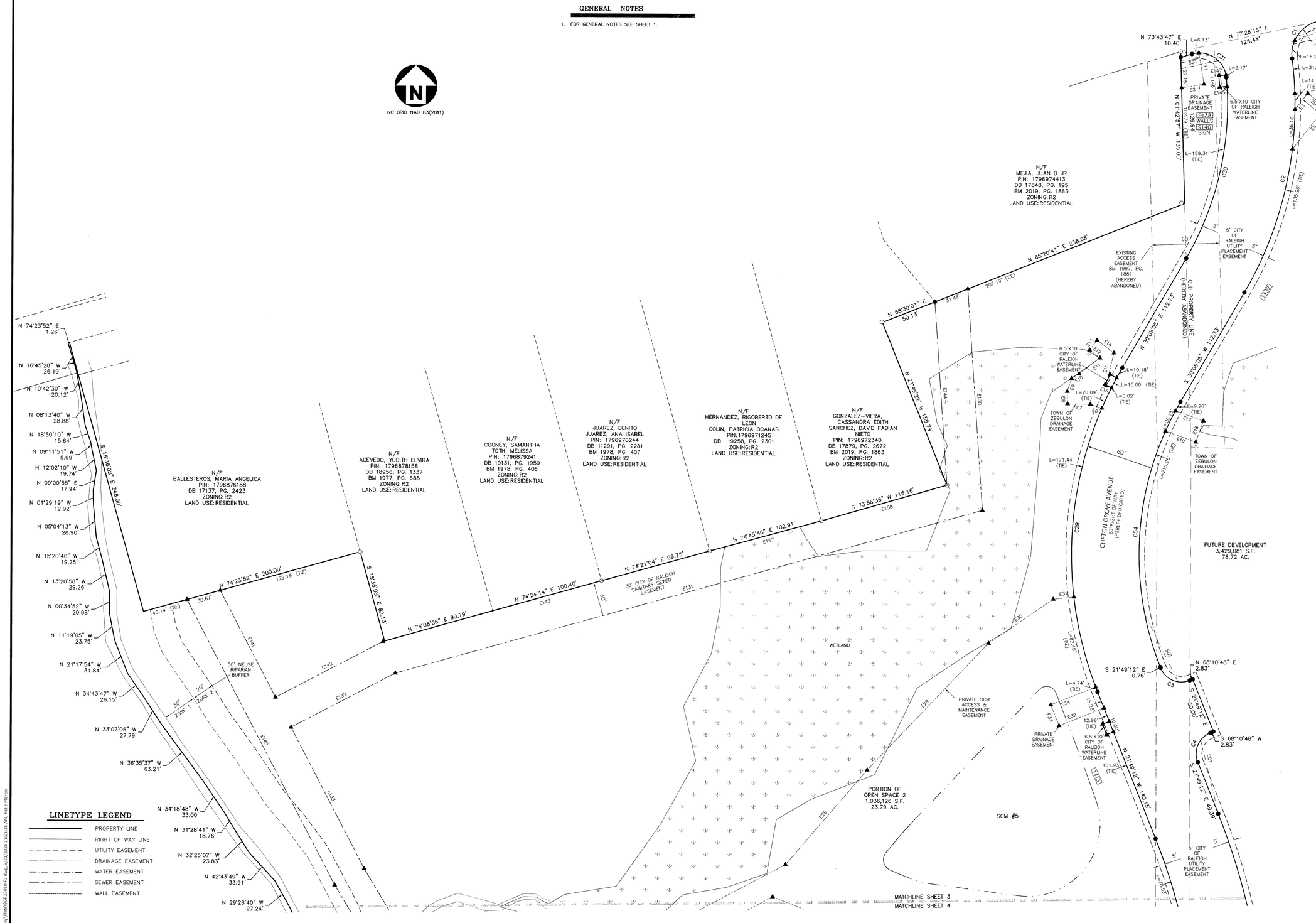
2-6

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GENERAL NOTES

1. FOR GENERAL NOTES SEE SHEET 1.

NC GRID NAD 83(2011)



LINETYPE LEGEND

- PROPERTY LINE
- RIGHT OF WAY LINE
- UTILITY EASEMENT
- DRAINAGE EASEMENT
- WATER EASEMENT
- SEWER EASEMENT
- WALL EASEMENT

LEGEND

○	EXISTING IRON PIPE	N/F	NOW OR FORMERLY
■	EXISTING CONCRETE MONUMENT	D.B.	DEED BOOK
△	EXISTING NAIL	B.M.	BOOK OF MAPS
●	IRON PIPE SET	PG.	PAGE
□	CONCRETE MONUMENT SET	S.F.	SQUARE FEET
▲	CALCULATED POINT	AC.	ACRES
XXXX	ADDRESS	SDT	SIGHT DISTANCE TRIANGLE

SETBACKS:
FRONT: 20'
CORNER/SIDE: /REAR: 5'

GRAPHIC SCALE
0 20 40 80
1 inch = 40 ft.

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OWNER

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RALEIGH, NC 27615

CLIFTON GROVE
PHASE 1 SUBDIVISION PLAT
1015 PEARCES ROAD; 0 PIPPIN ROAD
LITTLE RIVER TOWNSHIP, WAKE COUNTY, NORTH CAROLINA

NORTH CAROLINA PROFESSIONAL SEAL L-5472 LAND SURVEYOR JOSEPH B. TAYLOR
09/21/26

REVISIONS

NO.	DATE

PLAN INFORMATION

PROJECT NO.	2021110225
FILENAME	2021110225-F7
SURVEYED BY	JBT
DRAWN BY	KMM
SCALE	1"=40'
DATE	04.02.2025

SHEET

3-6

X:\Projects\BKR\BKR2200\00-Geomatics\Survey\Plats\BKR2200-F1.dwg, 9/21/2026 3:12:15 AM, Kate Martin

GENERAL NOTES

1. FOR GENERAL NOTES SEE SHEET 1.

LEGEND

○	EXISTING IRON PIPE	N/F	NOW OR FORMERLY
■	EXISTING CONCRETE MONUMENT	D.B.	DEED BOOK
△	EXISTING NAIL	B.M.	BOOK OF MAPS
●	IRON PIPE SET	PG.	PAGE
◘	CONCRETE MONUMENT SET	S.F.	SQUARE FEET
▲	CALCULATED POINT	AC.	ACRES
XXXX	ADDRESS	SDT	SIGHT DISTANCE TRIANGLE

NC GRID NAD 83(2011)

DETAIL 'A' 1"=20'

DETAIL 'B' 1"=20'

DETAIL 'C' 1"=20'

SETBACKS:
FRONT: 20'
CORNER/SIDE: /REAR: 5'

LINETYPE LEGEND

- PROPERTY LINE
- RIGHT OF WAY LINE
- UTILITY EASEMENT
- DRAINAGE EASEMENT
- WATER EASEMENT
- SEWER EASEMENT
- WALL EASEMENT

MATCHLINE SHEET 3
MATCHLINE SHEET 4

LOT 178 7,678 S.F. 0.18 AC. FFE=336.0
LOT 179 7,678 S.F. 0.18 AC. FFE=336.0
LOT 180 7,678 S.F. 0.18 AC.
LOT 181 7,678 S.F. 0.18 AC.
LOT 182 7,678 S.F. 0.18 AC.
LOT 183 7,678 S.F. 0.18 AC.
LOT 184 7,042 S.F. 0.16 AC.
LOT 185 6,000 S.F. 0.14 AC.
LOT 186 6,000 S.F. 0.14 AC.
LOT 187 6,000 S.F. 0.14 AC.
LOT 188 6,000 S.F. 0.14 AC.
LOT 189 6,000 S.F. 0.14 AC.
LOT 190 6,000 S.F. 0.14 AC.
LOT 191 6,014 S.F. 0.14 AC.
LOT 177 7,232 S.F. 0.17 AC. FFE=336.5
LOT 176 6,895 S.F. 0.16 AC. FFE=337.2
LOT 175 6,000 S.F. 0.14 AC. FFE=337.8
LOT 174 6,000 S.F. 0.14 AC. FFE=338.4
LOT 173 6,000 S.F. 0.14 AC. FFE=339.1
LOT 172 6,000 S.F. 0.14 AC. FFE=339.7
LOT 171 6,000 S.F. 0.14 AC.
LOT 170 7,149 S.F. 0.16 AC.
LOT 231 6,183 S.F. 0.14 AC.
LOT 232 6,333 S.F. 0.15 AC.
LOT 233 6,333 S.F. 0.15 AC.
LOT 234 6,333 S.F. 0.15 AC.
LOT 235 6,333 S.F. 0.15 AC.
LOT 236 6,333 S.F. 0.15 AC.
LOT 237 8,252 S.F. 0.19 AC.
LOT 230 6,333 S.F. 0.15 AC.
LOT 229 6,333 S.F. 0.15 AC.
LOT 228 6,333 S.F. 0.15 AC.
LOT 227 6,333 S.F. 0.15 AC.
LOT 226 6,333 S.F. 0.15 AC.
LOT 225 6,333 S.F. 0.15 AC.
LOT 224 6,333 S.F. 0.15 AC.
LOT 223 6,973 S.F. 0.16 AC.
LOT 214 7,894 S.F. 0.18 AC.
LOT 215 6,611 S.F. 0.15 AC.
LOT 216 6,219 S.F. 0.14 AC.
LOT 217 6,219 S.F. 0.14 AC.
LOT 218 6,219 S.F. 0.14 AC.
LOT 219 6,219 S.F. 0.14 AC.
LOT 220 6,219 S.F. 0.14 AC.
LOT 221 6,219 S.F. 0.14 AC.
LOT 222 7,500 S.F. 0.17 AC.
LOT 213 6,325 S.F. 0.15 AC.
LOT 212 6,325 S.F. 0.15 AC.
LOT 211 7,894 S.F. 0.18 AC.
LOT 210 6,966 S.F. 0.16 AC.
LOT 209 6,966 S.F. 0.16 AC.
LOT 208 6,966 S.F. 0.16 AC.
LOT 207 6,966 S.F. 0.16 AC.
LOT 206 6,966 S.F. 0.16 AC.
LOT 205 6,966 S.F. 0.16 AC.
LOT 204 7,855 S.F. 0.18 AC.
OPEN SPACE 8 12,770 S.F. 0.29 AC.
OPEN SPACE 7 4,073 S.F. 0.09 AC.
OPEN SPACE 6 4,831 S.F. 0.11 AC.
PORTION OF OPEN SPACE 2 1,036,126 S.F. 23.79 AC.
FUTURE DEVELOPMENT 3,429,081 S.F. 78.72 AC.

JILLIAN WAY — 50' RIGHT OF WAY (HEREBY DEDICATED)
DANIEL FIELD DRIVE — 50' RIGHT OF WAY (HEREBY DEDICATED)
COPLIN VIEW LANE — 50' RIGHT OF WAY (HEREBY DEDICATED)
CLIFTON GROVE AVENUE — 60' RIGHT OF WAY (HEREBY DEDICATED)

WETLAND
SCM ACCESS & MAINTENANCE EASEMENT
PRIVATE SCM ACCESS & MAINTENANCE EASEMENT
30' CITY OF RALEIGH SANITARY SEWER EASEMENT
PRIVATE DRAINAGE EASEMENT
PRIVATE RETAINING WALL EASEMENT
6.5'X10' CITY OF RALEIGH WATERLINE EASEMENT
5' CITY OF RALEIGH UTILITY PLACEMENT EASEMENT
VARIABLE WIDTH CITY OF RALEIGH WATERLINE EASEMENT
PRIVATE STORM EASEMENT
6'X10' CITY OF RALEIGH WATERLINE EASEMENT
EXISTING ACCESS EASEMENT BM 1997, PG: 1881 (HEREBY ABANDONED)
OLD PROPERTY LINE (HEREBY ABANDONED)
SEE DETAIL 'A'
SEE DETAIL 'B'
SEE DETAIL 'C'
EXISTING SEWER EASEMENT BM 2006, PG. 630
50' NEUSE RIPARIAN BUFFER
ZONE 1 30'
ZONE 2 20'

MATCHLINE SHEET 4
MATCHLINE SHEET 5

GRAPHIC SCALE
0 20 40 80
1 inch = 40 ft.

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CLIFTON GROVE
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1015 PEARCES ROAD; 0 PIPPIN ROAD
LITTLE RIVER TOWNSHIP, WAKE COUNTY, NORTH CAROLINA

NORTH CAROLINA PROFESSIONAL SEAL L-4472 LAND SURVEYOR JAMES T. BRADLEY
9/21/26

REVISIONS

NO.	DATE

PLAN INFORMATION

PROJECT NO.	2021110225
FILENAME	2021110225-F7
SURVEYED BY	JBT
DRAWN BY	KMM
SCALE	1"=40'
DATE	04.02.2025

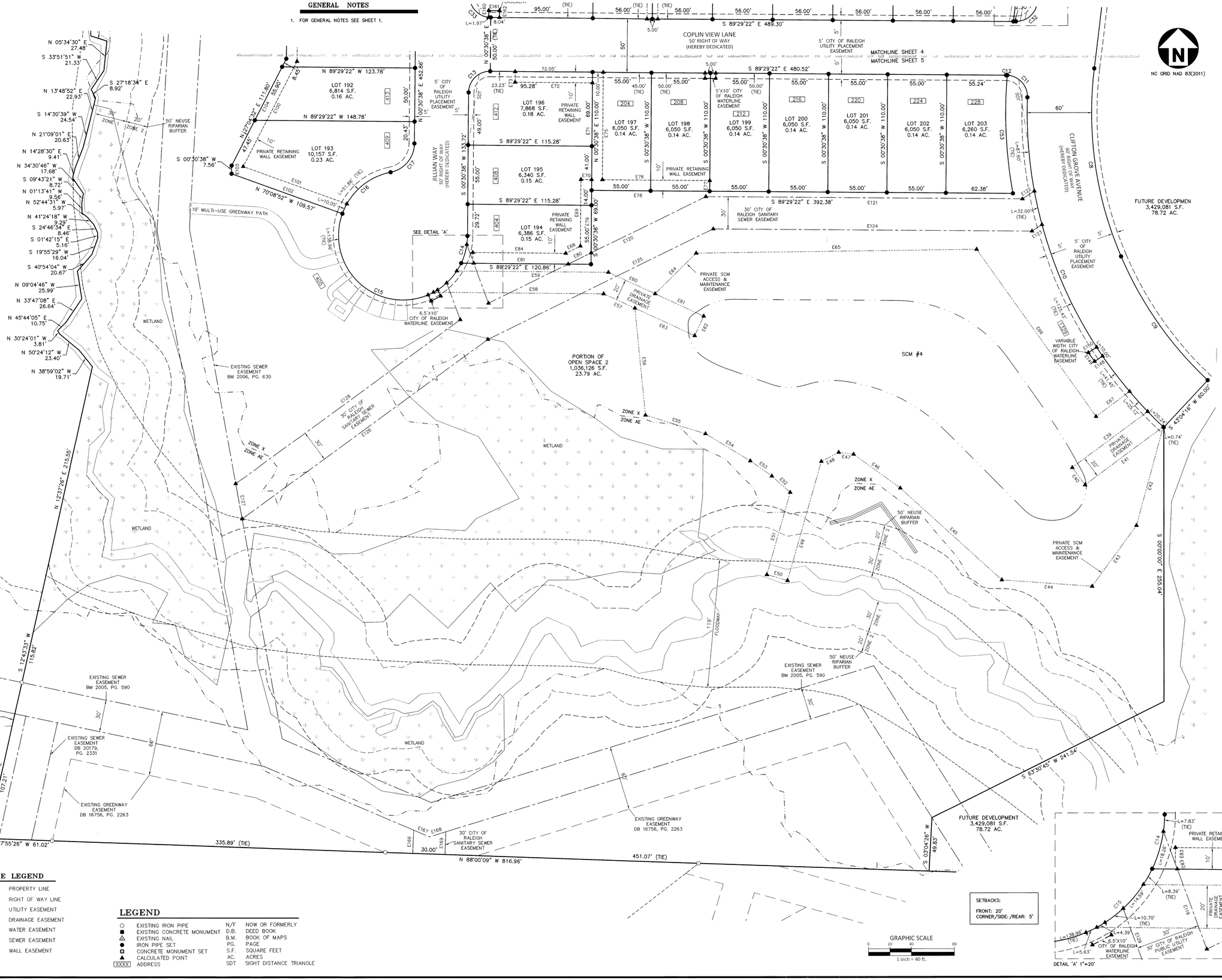
SHEET

4-6

X:\Projects\BSR\BSR2001\DGN\Geomatics\Survey Files\BSR2001G-F7.dwg, 9/21/2026 3:12:23 PM, Katie Martin

GENERAL NOTES

1. FOR GENERAL NOTES SEE SHEET 1.



LINETYPE LEGEND

- PROPERTY LINE
- RIGHT OF WAY LINE
- UTILITY EASEMENT
- DRAINAGE EASEMENT
- WATER EASEMENT
- SEWER EASEMENT
- WALL EASEMENT

LEGEND

○	EXISTING IRON PIPE	N/F	NOW OR FORMERLY
■	EXISTING CONCRETE MONUMENT	D.B.	DEED BOOK
△	EXISTING NAIL	B.M.	BOOK OF MAPS
●	IRON PIPE SET	PG.	PAGE
□	CONCRETE MONUMENT SET	S.F.	SQUARE FEET
▲	CALCULATED POINT	AC.	ACRES
XXXX	ADDRESS	SDT	SIGHT DISTANCE TRIANGLE

McADAMS
The John R. McAdams Company, Inc.
2905 Meridian Parkway
Durham, NC 27713

phone 919. 361. 5000
fax 919. 361. 2269
license number: C-0293, C-187

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BRINLEY'S GRADING SERVICE, INC.
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GARNER, NC 27529

OWNER

D.R. HORTON, INC.
7208 FALLS OF NEUSE ROAD
RALEIGH, NC 27615

CLIFTON GROVE
PHASE 1 SUBDIVISION PLAT
1015 PEARCES ROAD; 0 PIPPIN ROAD
LITTLE RIVER TOWNSHIP, WAKE COUNTY, NORTH CAROLINA

NORTH CAROLINA PROFESSIONAL LAND SURVEYOR SEAL L-5472 JOHN B. TAYLOR II
09/21/26

REVISIONS

NO.	DATE

PLAN INFORMATION

PROJECT NO.	2021110225
FILENAME	2021110225-F7
SURVEYED BY	JBT
DRAWN BY	KMM
SCALE	1"=40'
DATE	04.02.2025

SHEET

5-6

X:\Projects\BSR\BSR2520\02-Geomatics\Survey\Plats\BSR2520-F1.dwg, 9/21/2026 11:21:20 AM, Kate Martin

GENERAL NOTES

1. FOR GENERAL NOTES SEE SHEET 1.

LINE TABLE		
LINE	BEARING	DISTANCE
L1	N 38°59'02" W	19.71'
L2	N 50°24'12" W	23.40'
L3	N 30°24'01" W	3.81'
L4	N 45°44'05" E	10.75'
L5	N 33°47'08" E	26.64'
L6	N 09°04'46" W	25.99'
L7	N 40°54'04" E	20.67'
L8	N 19°55'29" E	16.04'
L9	N 01°42'15" W	5.16'
L10	N 24°46'34" W	8.46'
L11	N 41°24'18" W	9.29'
L12	N 52°44'31" W	5.97'
L13	N 01°13'41" W	9.56'
L14	N 09°43'21" E	8.72'
L15	N 34°30'46" W	17.68'
L16	N 14°28'30" E	9.41'
L17	N 21°09'01" E	20.63'
L18	N 14°30'39" E	24.54'
L19	N 13°48'52" E	22.93'
L20	N 27°18'34" W	8.92'
L21	N 33°51'51" E	21.33'
L22	N 05°34'30" E	27.48'
L23	N 72°29'22" W	15.79'
L24	N 00°30'42" E	12.35'
L25	N 09°55'28" E	13.91'
L26	N 05°23'37" E	23.38'
L27	N 17°10'13" E	14.74'
L28	N 05°25'59" W	25.58'
L29	N 12°26'31" E	13.66'
L30	N 41°47'48" W	21.79'
L31	N 81°46'39" W	13.54'
L32	N 16°37'57" E	26.88'
L33	N 14°09'46" E	11.32'
L34	N 63°17'33" E	22.07'
L35	N 34°14'54" E	20.63'
L36	N 85°59'34" E	7.63'
L37	N 49°34'48" E	4.92'
L38	N 23°29'40" E	44.49'
L39	N 27°40'08" E	0.62'
L40	N 15°21'19" W	19.51'
L41	N 36°53'28" E	22.34'
L42	N 26°41'42" E	12.19'
L43	N 10°39'05" W	20.83'
L44	N 03°51'44" E	9.69'
L45	N 08°09'51" W	11.86'
L46	N 21°20'34" E	28.89'
L47	N 08°13'38" W	22.55'
L48	N 04°50'41" E	11.01'
L49	N 22°54'37" E	18.79'
L50	N 37°31'01" E	27.11'
L51	N 41°36'52" E	9.80'
L52	N 31°55'19" E	18.89'
L53	N 54°09'28" E	26.49'
L54	N 23°14'09" E	10.90'
L55	N 37°02'35" E	23.07'
L56	N 22°08'05" E	9.31'
L57	N 29°59'54" E	11.54'
L58	N 35°37'59" E	16.98'
L59	N 29°26'31" E	25.06'
L60	N 11°23'53" W	1.24'
L61	N 01°07'33" E	15.93'
L62	N 01°38'35" E	20.63'
L63	N 08°03'40" W	14.39'
L64	N 15°22'52" W	21.06'
L65	N 02°14'55" W	18.04'
L66	N 02°22'48" E	8.83'
L67	N 18°56'14" W	18.67'
L68	N 33°02'11" W	21.22'
L69	N 18°09'29" W	23.08'
L70	N 24°36'03" W	22.95'
L71	N 29°26'40" W	27.24'
L72	N 42°43'49" W	33.91'
L73	N 32°25'07" W	23.83'
L74	N 31°28'41" W	18.76'
L75	N 34°18'48" W	33.00'
L76	N 36°35'37" W	63.21'
L77	N 33°07'06" W	27.79'
L78	N 34°43'47" W	26.15'
L79	N 21°17'54" W	31.84'
L80	N 11°19'05" W	23.75'
L81	N 00°34'52" W	20.68'
L82	N 13°20'58" W	29.26'
L83	N 15°20'46" W	19.25'
L84	N 05°04'13" W	28.90'
L85	N 01°29'19" W	12.92'
L86	N 09°00'55" E	17.94'
L87	N 12°02'10" W	19.74'
L88	N 09°11'51" W	5.99'
L89	N 18°50'10" W	15.64'
L90	N 08°13'40" W	28.88'
L91	N 10°42'30" W	20.12'
L92	N 16°45'28" W	26.19'
L93	N 74°23'52" E	1.26'
L94	S 15°36'08" E	30.00'
L95	N 74°08'06" E	99.79'
L96	N 74°24'14" E	100.40'
L97	N 74°21'04" E	99.75'
L98	N 74°45'46" E	102.91'
L99	N 73°56'36" E	116.16'

CURVE TABLE				
CURVE	RADIUS	ARC LENGTH	CHORD BEARING	CHORD LENGTH
C1	30.00'	44.42'	S 35°02'54" W	40.48'
C2	330.00'	215.76'	S 11°21'19" W	211.93'
C3	20.00'	31.42'	S 66°49'12" E	28.28'
C4	20.00'	31.42'	S 23°10'48" W	28.28'
C5	600.00'	221.44'	S 11°14'48" E	220.19'
C6	20.00'	30.14'	S 43°50'56" E	27.37'
C7	20.00'	29.99'	S 50°01'13" W	27.26'
C8	340.00'	178.89'	S 08°00'29" E	176.83'
C9	340.00'	141.52'	S 35°00'18" E	140.50'
C10	400.00'	342.58'	N 22°23'35" W	332.21'
C11	20.00'	30.94'	N 42°10'31" W	27.95'
C12	20.00'	1.05'	S 87°59'29" E	1.05'
C13	20.00'	31.42'	S 45°30'38" W	28.28'
C14	60.00'	26.09'	S 12°58'12" W	25.89'
C15	60.00'	182.66'	N 67°21'33" W	119.86'
C16	60.00'	61.91'	N 49°24'47" E	59.20'
C17	27.50'	37.66'	N 39°44'31" E	34.79'
C18	225.00'	20.73'	N 03°09'00" E	20.72'
C19	225.00'	50.51'	N 12°13'15" E	50.40'
C20	225.00'	50.51'	N 25°05'00" E	50.40'
C21	225.00'	50.51'	N 37°56'44" E	50.40'
C22	225.00'	50.51'	N 50°48'29" E	50.40'
C23	225.00'	50.51'	N 63°40'13" E	50.40'
C24	225.00'	50.51'	N 76°31'57" E	50.40'
C25	225.00'	29.64'	N 86°44'13" E	29.61'
C26	20.00'	0.13'	N 89°40'15" W	0.13'
C27	20.00'	31.80'	N 44°35'49" E	28.55'
C28	540.00'	196.66'	N 11°23'13" W	195.57'
C29	330.00'	298.95'	N 04°07'57" E	288.83'
C30	270.00'	167.15'	N 12°20'59" E	164.49'
C31	24.00'	42.26'	N 55°49'40" W	37.01'
C32	20.00'	29.13'	S 48°47'15" W	26.62'
C33	20.00'	31.42'	N 44°29'22" W	28.28'
C34	20.00'	31.42'	N 45°30'38" E	28.28'
C35	20.00'	2.29'	S 86°12'45" E	2.29'
C36	20.00'	31.42'	S 37°56'07" E	28.28'
C37	20.00'	29.13'	S 48°47'15" W	26.62'
C38	20.00'	31.42'	S 44°29'22" E	28.28'
C39	175.00'	220.34'	N 36°14'49" E	206.07'
C40	175.00'	54.55'	N 81°34'49" E	54.33'
C41	20.00'	2.29'	S 86°12'45" E	2.29'
C42	20.00'	6.63'	S 73°26'13" E	6.60'
C43	20.00'	24.78'	S 28°26'13" E	23.23'
C44	345.00'	31.79'	N 03°09'00" E	31.78'
C45	345.00'	77.45'	N 12°13'15" E	77.29'
C46	345.00'	77.45'	N 25°05'00" E	77.29'
C47	345.00'	77.45'	N 37°56'44" E	77.29'
C48	345.00'	77.45'	N 50°48'29" E	77.29'
C49	345.00'	77.45'	N 63°40'13" E	77.29'
C50	345.00'	77.45'	N 76°31'57" E	77.29'
C51	345.00'	45.44'	N 86°44'13" E	45.41'
C52	520.00'	120.92'	S 05°24'42" E	120.64'
C53	420.00'	110.46'	S 02°39'47" E	110.14'
C54	270.00'	244.59'	S 04°07'57" W	236.32'

EASEMENT CURVE TABLE				
CURVE	RADIUS	ARC LENGTH	CHORD BEARING	CHORD LENGTH
EC1	335.00'	34.16'	S 87°35'21" W	34.14'
EC2	335.00'	194.65'	S 53°40'18" W	191.92'
EC3	345.00'	29.36'	N 02°56'53" E	29.35'
EC4	345.00'	203.85'	N 53°43'11" E	200.90'
EC5	345.00'	37.19'	N 87°25'19" E	37.18'
EC6	335.00'	27.14'	S 02°49'52" W	27.13'

ESMT. LINE TABLE		
LINE	BEARING	DISTANCE
E1	S 09°45'16" E	27.98'
E2	S 80°14'44" W	20.24'
E3	N 38°13'58" E	18.39'
E4	S 51°46'02" E	20.00'
E5	S 38°13'58" W	47.29'
E6	N 70°22'34" W	10.89'
E7	N 89°09'41" W	20.22'
E8	N 01°41'13" W	11.10'
E9	N 18°33'07" E	12.02'
E10	N 56°53'53" E	7.91'
E11	N 52°52'40" E	23.24'
E12	N 52°51'57" W	11.61'
E13	N 37°08'03" E	11.00'
E14	S 52°51'57" E	18.77'
E15	S 13°14'48" W	30.10'
E16	S 70°22'34" E	5.10'
E17	S 70°22'06" E	26.49'
E18	S 19°37'54" W	20.00'
E19	N 70°22'06" W	28.72'
E20	S 81°14'27" W	169.67'
E21	N 89°29'22" W	74.82'
E22	N 68°51'45" W	130.71'
E23	S 62°02'16" W	122.04'
E24	N 87°20'39" W	216.41'
E25	N 02°39'21" E	20.00'
E26	S 87°20'39" E	210.93'
E27	N 62°02'16" E	140.02'
E28	N 40°41'43" E	111.05'
E29	N 43°36'37" E	156.06'
E30	N 55°39'40" E	69.48'
E31	N 83°19'21" E	18.50'
E32	S 68°10'48" W	42.91'
E33	N 21°49'12" W	20.00'
E34	N 68°10'48" E	42.94'
E35	S 00°22'20" W	125.78'
E36	S 00°22'20" W	70.25'
E37	N 50°48'29" E	107.77'
E38	N 81°11'31" E	45.61'
E39	S 53°25'50" W	87.52'
E40	S 36°34'10" E	20.00'
E41	N 53°25'50" E	90.62'
E42	S 15°12'21" W	95.12'
E43	S 36°07'10" W	70.01'
E44	N 85°57'02" W	84.29'
E45	N 47°50'01" W	127.54'
E46	N 54°02'48" W	53.66'
E47	N 82°47'32" W	14.05'
E48	S 62°25'27" W	18.25'
E49	S 15°53'48" W	115.05'
E50	N 74°07'03" W	20.00'
E51	N 15°52'57" E	79.49'
E52	N 48°21'57" W	22.86'
E53	N 54°46'14" W	24.50'
E54	N 58°34'32" W	48.83'
E55	N 72°47'11" W	58.55'
E56	N 05°35'49" W	100.04'
E57	N 65°13'34" W	31.98'
E58	N 89°29'22" W	158.45'
E59	S 89°29'22" E	141.22'
E60	S 65°13'34" E	47.87'
E61	S 65°13'34" E	49.75'
E62	S 24°46'26" W	20.00'
E63	N 65°13'34" W	61.34'
E64	N 45°17'13" E	53.78'
E65	N 89°19'43" E	261.19'
E66	S 35°31'49" E	191.10'
E67	N 53°25'50" E	38.90'
E68	N 63°53'26" E	15.22'
E69	N 00°30'38" E	62.18'
E70	S 89°29'22" E	10.00'
E71	N 00°30'38" E	90.00'
E72	N 89°29'22" W	72.04'
E73	N 00°30'38" E	10.00'
E75	S 00°30'38" W	100.00'
E76	S 89°29'22" E	100.00'
E77	S 00°30'38" W	10.00'
E78	N 89°29'22" W	110.00'
E79	S 00°30'38" W	58.35'
E80	S 63°53'26" W	23.76'
E81	N 89°29'22" W	87.93'
E82	N 20°12'36" W	2.67'
E83	N 00°30'38" E	7.50'
E84	S 89°29'22" E	86.51'
E85	S 82°56'07" E	10.00'
E86	S 07°03'53" W	69.55'
E87	N 89°29'22" W	406.29'
E88	N 00°30'38" E	114.39'
E92	S 00°30'38" W	114.39'
E93	S 89°29'22" E	387.37'
E94	N 07°03'53" E	60.63'
E95	N 89°29'22" W	126.98'
E96	S 62°02'16" W	42.98'
E97	N 87°20'39" W	43.79'
E98	S 21°05'20" W	183.97'
E99	S 00°30'38" W	377.23'
E100	S 27°04'32" W	110.00'

ESMT. LINE TABLE		
LINE	BEARING	DISTANCE
E101	S 70°08'52" E	102.47'
E102	N 70°08'52" W	109.57'
E103	N 00°30'38" E	7.56'
E104	N 27°04'32" E	111.80'
E105	N 00°30'38" E	374.87'
E106	N 21°05'20" E	186.75'
E107	S 87°20'39" E	43.01'
E108	N 62°02'16" E	42.23'
E109	S 89°29'22" E	128.80'
E110	S 68°51'45" E	28.39'
E111	S 89°29'22" E	74.82'
E112	N 80°46'34" E	59.14'
E113	S 89°29'22" E	41.71'
E114	S 00°30'38" W	10.00'
E115	N 89°29'22" W	40.86'
E116	S 80°46'34" W	59.14'
E117	N 89°29'22" W	77.49'
E118	N 68°51'45" W	28.39'
E119	S 20°12'36" E	58.29'
E120	N 63°53'26" E	225.52'
E121	S 89°29'22" E	294.86'
E122	N 56°57'26" E	13.19'
E123	S 56°57'26" W	11.11'
E124	N 89°29'22" W	296.81'
E125	S 63°53'26" W	233.74'
E126	S 53°52'13" W	283.52'
E127	N 10°14'42" W	33.35'
E128	N 53°52'13" E	258.96'
E129	N 20°12'36" W	36.49'
E130	S 03°57'20" E	197.37'
E131	S 74°18'36" W	541.85'
E132	S 62°22'17" W	104.57'
E133	S 27°37'43" E	141.37'
E134	S 31°07'02" E	149.82'
E135	S 21°05'20" W	301.15'
E136	N 14°34'50" E	12.74'
E137	N 58°32'46" W	29.03'
E138	N 21°05'20" E	268.57'
E139	N 31°07'02" W	136.04'
E140	N 27°37'43" W	285.60'
E141	S 27°37'43" E	106.92'
E142	N 62°22'17" E	107.70'
E143	N 74°18'36" E	301.52'
E144	N 03°57'20" W	163.39'
E145	S 85°13'00" W	6.50'
E146	N 04°47'00" W	10.00'
E147	N 85°13'00" E	6.41'
E148	S 56°19'41" W	8.87'
E149	N 35°40'58" W	10.01'
E150	N 56°19'41" E	9.22'
E151	S 89°02'46" W	5.89'
E152	N 00°57'14" W	10.00'
E153	N 89°02'46" E	6.50'
E154	N 82°56'07" W	5.86'
E155	N 07°03'53" E	10.00'
E156	S 82°56'07" E	6.50'
E157	N 74°45'46" E	102.91'
E158	N 73°56'36" E	116.16'
E160	N 00°30'38" E	6.40'
E161	S 89°29'22" E	10.00'
E162	S 00°30'38" W	6.50'
E163	S 00°30'38" W	5.00'
E164	N 89°29'22" W	10.00'
E165	N 00°30'38" E	5.00'
E166	N 01°59'51" E	21.68'
E167	S 66°56'53" E	16.07'
E168	N 72°52'22" E	15.88'
E169	S 01°59'51" W	21.10'
E170	N 00°28'59" E	105.30'
E171	S 89°31'01" E	167.42'
E172	S 00°34'45" W	10.27'
E173	N 89°25'15" W	157.41'
E174	S 00°28'59" W	95.29'
E175	N 19°53'57" W	105.69'
E176	N 70°06'03" E	10.00'
E177	S 19°53'57" E	105.69'
E178	N 58°28'36" W	105.43'
E179	N 31°31'24" E	10.00'
E180	S 58°28'36" E	105.43'
E181	N 89°33'27" W	105.46'
E182	N 00°26'33" E	10.00'
E183	S 89°33'27" E	105.47'
E184	N 89°33'27" W	105.75'
E185	N 00°26'33" E	10.00'
E186	S 89°33'27" E	105.76'
E187	N 12°00'42" E	26.43'
E188	S 77°59'18" E	10.00'
E189	S 12°00'42" W	24.24'
E190	N 57°20'18" E	10.18'
E191	N 09°39'39" E	26.06'
E192	S 80°20'21" E	10.00'
E193	S 09°39'39" W	24.02'
E194	N 00°30'40" E	114.00'
E195	S 89°29'20" E	10.00'
E196	S 00°30'40" W	114.00'
E197	N 00°46'31" E	10.47'
E198	S 89°29'42" E	322.38'
E199	S 00°44'54" W	10.50'
E200	N 89°29'25" W	322.38'
E201	S 00°30'38" W	124.41'
E202	N 89°29'22" W	10.00'
E203	N 00°30'38" E	114.39'
E204	N 89°28'40" W	86.20'
E205	N 00°30'38" E	10.00'
E206	S 62°56'05" E	6.47'
E207	N 27°03'55" E	10.00'
E208	S 62°56'05" E	6.53'

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3611 CESSNA DRIVE
GARNER, NC 27529

OWNER

D.R. HORTON, INC.
7208 FALLS OF NEUSE ROAD
RALEIGH, NC 27615

CLIFTON GROVE
PHASE 1 SUBDIVISION PLAT
1015 PEARCES ROAD; 0 PIPPIN ROAD
LITTLE RIVER TOWNSHIP, WAKE COUNTY, NORTH CAROLINA

NORTH CAROLINA PROFESSIONAL SEAL L-5412 LAND SURVEYOR JEFFREY B. TAYLOR 09/21/26

REVISIONS

NO.	DATE

PLAN INFORMATION

PROJECT NO.	2021110225
FILENAME	2021110225-F7
SURVEYED BY	JBT
DRAWN BY	KMM
SCALE	1"=40'
DATE	04.02.2025

SHEET

6-6

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Town of Zebulon
Travel and Expense Reimbursement Policy

Adopted by the Board of Commissioners: _____
Effective date: _____

1. Purpose and Scope

1.1 Purpose

The Town of Zebulon recognizes that employees and elected and appointed officials may travel for Town business, training, conferences, and other official duties. This policy sets consistent rules for approving travel, paying expenses, and reimbursing reasonable and necessary costs. Travel must serve a public purpose, be authorized, and use Town funds responsibly.

1.2 Scope

This policy applies to full-time, part-time, and temporary employees; the Town Manager and department directors; the Mayor and Board of Commissioners; and appointed board and committee members traveling on authorized Town business.

1.3 General Requirements

Travelers must obtain required approval before incurring expenses; choose reasonably priced travel arrangements; follow reimbursement limits; provide accurate documentation; avoid personal charges; and observe additional grant or funding restrictions. Unreasonable, unnecessary, personal, or prohibited expenses will not be reimbursed.

2. Travel Authorization

2.1 Prior Approval

Overnight and out-of-state travel must be documented and authorized before reservations are made or Town funds are spent. The Town Travel Request Form is the standard authorization record for all travelers, including elected officials. Routine local travel within regular job duties does not require separate approval unless directed by a supervisor. A requisition or purchase order is required only when the Town purchasing policy and the nature or amount of the purchase require one; authorization of travel alone does not automatically generate a purchase order.

2.2 Approval Authority

Employee travel is approved by the Department Director; Department Director travel by the Town Manager or designee; Town Manager travel by the Mayor; appointed board and committee member travel by the Town Manager or designee. The Mayor and each Commissioner have standing authorization for official travel within their individual annual allocations established through the budget process but must complete the Travel Request Form for documentation and financial review. The Town Clerk coordinates elected official travel and

forwards requests to the designated purchasing staff as needed. No traveler may independently approve payment of their own expenses.

2.3 Elected Official Allocations

The Board shall establish an individual annual travel allocation for the Mayor and each Commissioner through its annual budget process. The Mayor's allocation may differ from those of Commissioners. These allocations are administrative spending limits within applicable appropriations, not automatic payments or fixed personal allowances. Allocations may not be transferred among elected officials or carried forward. Travel beyond an individual's available allocation requires Board approval before additional obligations are incurred. Travel within an allocation remains subject to applicable purchasing, preaudit, disbursement, and reimbursement rules.

2.4 Travel Request Information

The Travel Request Form and attachments must identify the traveler, purpose, destination, dates, transportation choice, and estimated registration, lodging, meal and incidental costs, plus the funding account. Supporting documents shall include available conference details, rate or reservation estimates, and any cost comparison needed to justify travel arrangements. The designated purchasing staff shall enter a requisition in the Town's financial system only when required by the purchasing policy. Finance shall verify available funds and applicable preaudit controls before an obligation is incurred.

2.5 Changes and Reimbursement

Significant changes to travel dates, destination, or expected cost require advance approval when practical. Authorization to travel does not guarantee reimbursement for expenses that fail to meet this policy.

3. Allowable Travel Expenses

3.1 General

The Town shall pay or reimburse reasonable and necessary expenses for authorized business travel, subject to available funding and this policy.

3.2 Registration

Approved conference, training, professional meeting, and related registration fees are allowable. Travelers should use early-registration discounts when practical. Optional personal activities are excluded.

3.3 Transportation

Travelers shall choose transportation based on reasonable total Town cost, travel time, safety and business need. When driving and flying are both practical, compare mileage or vehicle expense, airfare, parking, ground transportation, lodging and compensable employee time as relevant. At the destination, compare rental vehicles with rideshare, taxis, shuttles or public transit based on expected trips, parking and rental-related costs. Document unusually

expensive choices on the Travel Request Form. Allowable expenses include personal vehicle mileage, economy airfare, justified rental cars, transit, rideshare, shuttles, parking and tolls. First- and business-class airfare require advance exception approval for a documented business or accessibility need.

3.4 Personal Vehicles

Authorized business mileage is reimbursed at the current IRS standard business mileage rate (official source: https://www.irs.gov/tax-professionals/standard-mileage-rates). Ordinary commuting is excluded. When travel starts or ends at home, reimbursement generally is the lesser of actual business miles or miles measured from the regular work location, subject to law or a documented exception. Personal vehicle fuel is not reimbursed separately.

3.5 Town Vehicles

Town vehicles should be used when practical and available. Authorized fuel, parking, and tolls are allowable. The Town vehicle and safety policies apply.

3.6 Lodging

Overnight lodging is allowable when justified for authorized Town business. The approving official shall consider distance, event start and end times, daily commuting cost, fatigue and safety, and operational needs; there is no automatic mileage threshold. Lodging generally shall not exceed the applicable GSA lodging rate before taxes. Travelers should seek government, conference or other discounts. A published conference hotel rate may exceed the GSA limit without separate policy-exception approval if reasonable, documented, connected to approved conference travel and within available funding. Other above-limit lodging requires advance approval where practical. An itemized lodging receipt is required.

3.7 Meals

Meal and incidental reimbursements shall follow Section 4.

3.8 Other Expenses

Reasonable parking, tolls, necessary baggage fees, local business transportation, and necessary business communication expenses may be paid or reimbursed with required documentation.

3.9 Personal Expenses

Alcohol, personal entertainment, guest expenses, personal upgrades, fines, and other nonbusiness costs are prohibited as detailed in Section 8.

3.10 Mixed Business and Personal Travel

Personal travel may be combined with Town travel only if the Town incurs no additional cost and related leave is approved. Town payment is limited to the documented cost of business travel alone.

4. Meals and Per Diem

4.1 Eligibility

Employees and officials on authorized travel requiring an overnight stay are eligible for meal and incidental expense (M&IE) reimbursement using the applicable GSA destination rate in effect during travel (official source: https://www.gsa.gov/travel/plan-book/per-diem-rates). Routine same-day meals are not reimbursable; separately authorized official business meals may be considered subject to applicable tax rules.

4.2 Rates and Partial Days

Meal eligibility on the departure and return days is based on actual travel times, not a percentage of the daily allowance. On the departure day,

- breakfast is eligible if travel begins before 7:00 a.m.;
- lunch if before 11:00 a.m.;
- and dinner if before 5:00 p.m.

On the return day,

- breakfast is eligible if travel ends after 9:00 a.m.;
- lunch if after 2:00 p.m.;
- and dinner if after 7:00 p.m.

Full intervening overnight-travel days qualify for breakfast, lunch, and dinner. Finance shall calculate eligible meals using the applicable GSA meal component amounts, deduct meals provided by the conference or paid by the Town, and apply the policy on special dietary needs. This is a Town meal-by-meal method rather than the federal 75% first/last-day M&IE rule; Finance shall evaluate the treatment of any incidental allowance and applicable accountable-plan tax limits. No duplicate meal or incidental reimbursement is permitted.

4.3 Provided Meals

Travelers must disclose conference or Town-provided meals. Applicable meal allowances are deducted. Snacks and light refreshments are not treated as meals. Complimentary hotel breakfasts do not reduce the allowance. If a supplied meal cannot reasonably accommodate a documented medical or religious dietary need, the meal allowance may be retained under applicable procedures.

4.4 Receipts and Documentation

Individual meal receipts are not required for standard per diem. Travelers must report dates, destination, purpose, and meals provided or paid by others. Finance shall determine the applicable rate.

4.5 Incidental Expenses and Card Use

The GSA M&IE rate includes customary incidental tips; those costs are not separately reimbursable. Alcohol is not reimbursable. Personal meals covered by per diem shall not be charged to Town purchasing cards. A Town-paid meal must be accounted for to prevent duplicate reimbursement.

4.6 Special Dietary Needs

Travelers with medical, religious, or other dietary restrictions should seek reasonable meals within GSA per diem. When suitable meals cannot reasonably be obtained within that allowance, additional necessary and reasonable actual costs may be independently approved. Such requests require itemized receipts and shall be reviewed to prevent duplication and address applicable tax treatment. Dietary preferences may be considered individually but do not automatically create a higher allowance. Medical or religious accommodation information shall be handled confidentially through the appropriate administrative process.

5. Travel Advances and Town Purchasing Cards

5.1 Direct Payment

The Town should directly pay authorized registration, lodging, airfare and major transportation costs whenever practical to minimize traveler out-of-pocket expenses. The approved Travel Request Form documents business authorization; purchasing card, direct payment, requisition and purchase order requirements are determined separately under the Town purchasing policy.

5.2 Purchasing Cards

Town cards may be used for authorized registration, lodging, airfare, transportation, parking and similar costs, but not personal charges, alcohol, or personal meals subject to per diem. Documentation and independent review are required.

5.3 Limited Advances

Travel advances may be approved when direct payment is impractical and a substantial personal financial burden or unusual circumstance exists. Requests must precede travel, describe the business purpose, and be limited to estimated allowable costs. Additional advances shall not be issued when prior advances remain unresolved except through an approved exception.

5.4 Reconciliation

Standard meal per diem is paid through reimbursement after travel rather than automatically in advance. A limited advance may be approved under Section 5.3. Within 10 business days after return, travelers shall submit documentation, identify provided meals, and return unused advances. Finance shall reconcile direct payments, cards, advances and reimbursements, offsetting any advance against the final amount payable.

5.5 Unauthorized Charges

Unauthorized or personal charges must be promptly repaid. Repeated or intentional violations may lead to card restrictions, discipline, or other lawful action. No traveler may approve their own payment.

6. Expense Documentation and Reimbursement

6.1 General

Reimbursement requests must be accurate, complete, supported, and related to authorized business. Travelers may not claim costs already paid by the Town or another funding source.

6.2 Supporting Documents

Provide traveler name and department or position; travel dates, destination and purpose; completed Travel Request Form; applicable purchasing reference; conference agenda; itemized lodging and other required receipts; eligible mileage records; provided meals; Town direct payments; and support for transportation decisions as needed. Standard GSA meal per diem does not require individual receipts.

6.3 Deadline

Submit reimbursement claims within 10 business days after travel. Later requests require an explanation and must satisfy accounting and tax rules.

6.4 Missing Receipts

When a required receipt is unavailable, provide a written explanation stating date, vendor, amount, and business purpose. Finance may request further evidence or deny inadequately documented claims.

6.5 Mileage Records

Mileage claims must state travel date, origin, destination, business purpose, eligible miles, and current IRS rate. Ordinary commuting is excluded.

6.6 Administrative Review

Supervisors or department directors review employee claims; the Town Manager or designee reviews Department Director claims; the Mayor or independent authorized reviewer reviews Town Manager claims. For elected officials the Town Clerk checks completeness and Finance reviews compliance without imposing a new trip-by-trip approval requirement. The Town Manager or designee reviews appointed member claims.

6.7 Finance Review

Finance verifies business authorization, budget availability, applicable limits, support, account coding, and absence of duplicate payment. The Finance Officer or other legally authorized official shall approve or disapprove disbursements under G.S. 159-28.

6.8 Electronic Records and Corrections

Approved electronic submission and records may be used, subject to retention requirements. Finance may return inaccurate requests for correction. Duplicate or excess payments must be repaid promptly.

6.9 Grant-Funded Travel

Travel paid by grants shall also comply with grant terms. More restrictive requirements control.

7. Travel Time and Employee Compensation

7.1 General

Compensable travel and training time shall be determined under the Fair Labor Standards Act (FLSA), applicable law, and Town personnel policies. Employees shall accurately record all compensable hours. Travel should be scheduled to minimize unnecessary overtime.

7.2 Ordinary Commute and Workday Travel

Normal travel between home and the regular worksite generally is not paid work time. Required travel between worksites, meetings, training sites, or assignments during the workday is compensable.

7.3 Same-Day Special Assignments

Travel to another city for a special one-day assignment may be compensable after permissible commuting and bona fide meal-period exclusions are applied.

7.4 Overnight Travel

Travel during regular working hours, including corresponding hours on nonwork days, generally is compensable. Passenger travel outside those hours without working generally is not. Required driving and work performed while traveling shall be counted as required by law. Special rules may apply when an employee voluntarily drives instead of using offered transportation.

7.5 Conferences and Training

Required or otherwise compensable conference, meeting, and training attendance is work time. Voluntary activity is excluded only when applicable FLSA tests are met. Optional social and sightseeing activities ordinarily are not work time.

7.6 Nonexempt and Exempt Employees

Nonexempt employees must record compensable time in the Town timekeeping system. Overtime and compensatory time are governed by applicable law and personnel policies; lack of advance overtime authorization does not eliminate payment obligations. Exempt employees are generally not eligible for overtime for travel, subject to applicable salary-basis and Town rules.

7.7 Public Safety and Alternative Schedules

Travel involving shifts, extended schedules, or qualifying public safety work periods shall be evaluated under applicable FLSA provisions. HR and Payroll shall provide guidance.

7.8 Timekeeping Review

Employees shall report hours accurately; supervisors shall review records; HR and Payroll shall resolve questions when practical before processing.

8. Nonreimbursable Expenses

8.1 General

Personal, excessive, unnecessary, or unauthorized costs unrelated to official Town business shall not be paid or reimbursed.

8.2 Excluded Expenses

Excluded expenses include alcohol; personal entertainment, recreation and sightseeing; movies, games, and streaming; family and guest costs; shopping, clothing, and toiletries; minibars and personal room service beyond meal allowances; spa and recreation fees; personal insurance and optional upgrades; premium airfare without approved exception; citations, fines, and penalties; personal vehicle repairs or insurance; ordinary commuting; costs already paid through per diem or direct payment; and donations without an authorized public purpose.

8.3 Personal Travel and Guests

Personal additions to business travel are the traveler's responsibility. Shared hotel rooms are reimbursable only up to eligible single-occupancy cost. Travelers may personally fund upgrades.

8.4 Unreasonable Costs and Accommodations

Finance may deny unreasonable or inadequately documented charges. Reasonable disability, medical, or other legally protected accommodations may be approved under applicable Town procedures with confidential information handled separately.

8.5 Improper Charges

Travelers must promptly repay unauthorized charges, subject to applicable law and procedures.

9. Travel Cancellations and Changes

9.1 General

Travelers must seek to avoid cancellation charges and notify supervisors or designated coordinators promptly when plans change.

9.2 Town Business Cancellations

The Town shall pay reasonable documented cancellation costs when travel changes are required by operational emergencies, staffing needs, canceled assignments, or other official Town business.

9.3 Illness and Uncontrollable Events

The Town may pay reasonable documented fees resulting from illness, injury, family emergencies, weather, transportation disruptions, conference cancellation, or other circumstances beyond the traveler's control. Routine Finance records shall not include confidential medical details.

9.4 Personal Cancellations

Costs arising from personal preferences or avoidable failure to cancel timely generally are the traveler's responsibility. Each case shall be reviewed individually; liability is not automatic merely because a reservation was nonrefundable.

9.5 Refunds and Credits

Travelers and staff shall seek available refunds or credits. Refunds and credits bought with Town funds belong to the Town and may be used only for authorized business, subject to provider restrictions. Finance shall track unused credits.

9.6 Changes, Documentation and Review

Cost-increasing changes require advance approval where practical. Document original booking, reason for change, charges, refunds or credits, and applicable approval. Finance shall review charges and evaluate avoidable costs under lawful Town procedures.

10. Financial Controls and Oversight

10.1 General

Travel expenditures must comply with this policy, the adopted budget, Town financial procedures, and the Local Government Budget and Fiscal Control Act.

10.2 Separation of Duties

Travel authorization, purchasing, review, and payment shall be appropriately separated. No individual may independently approve their own charges. When staffing limits separation, the Town Manager and Finance Officer shall implement documented independent compensating review.

10.3 Requisition and Authorization

Overnight and out-of-state travel, including elected official travel, must be documented on the Travel Request Form before booking. A Board member's approved individual allocation provides standing business authorization but does not waive documentation, budget, purchasing, preaudit or disbursement controls. The form shall be routed to the appropriate reviewer and designated purchasing staff. A financial-system requisition or purchase order shall be generated only when the Town purchasing policy requires one. Routine local travel follows applicable department procedures.

10.4 Budget Verification and Preaudit

Finance shall verify available appropriations before obligations are incurred. Written contracts, agreements and purchase orders subject to G.S. 159-28 must receive legally required preaudit certification. A Travel Request Form or electronic workflow approval alone does not replace any statutory certification required on the instrument that creates the obligation.

10.5 Payments

Finance shall check authorization, public purpose, availability of funds, rates, receipts, account coding, prior payment, and advances before payment. The Finance Officer or legally authorized official retains statutory disbursement approval authority.

10.6 Purchasing Cards

Card transactions and direct vendor payments shall be supported by travel documentation and independently reviewed. A cardholder shall not approve their own charges.

10.7 Board and Department Monitoring

Finance shall maintain separate spending records for each elected official against the annual allocation. The Clerk coordinates Board travel and records. Department Directors monitor departmental travel. No Board allocation transfers are permitted.

10.8 Encumbrances and Duplicate Prevention

Finance shall reconcile travel invoices, card transactions, reimbursements, advances, vendor credits and related purchase orders. When an obligation has been established through a PO, subsequent payments must reference and liquidate it. Staff shall not create duplicate POs for travel costs already obligated.

10.9 Retention and Oversight

Maintain documents under applicable North Carolina retention schedules for review and audit. Finance shall periodically review compliance and report significant issues to the Town Manager, or to an appropriate independent authority for matters involving the Town Manager.

11. Exceptions and Enforcement

11.1 General

Exceptions may be approved for unusual circumstances serving a legitimate public purpose, subject to law, policy limits, and documented independent review. Exceptions may not avoid budget, preaudit, grant, or disbursement requirements.

11.2 Requests

Requests should be made in advance where practical and state the affected rule, reason, additional estimated cost, and support. Emergencies should be reported as soon as practical.

11.3 Approval Authority

Employee exceptions are reviewed by the Department Director; Department Director exceptions by the Town Manager; Town Manager exceptions by the Mayor; Mayor exceptions by the Mayor Pro Tem; Commissioner exceptions by the Mayor; and appointed member exceptions by the Town Manager or designee. A disinterested alternate reviewer shall be designated when an approving official is unavailable or conflicted. No person may approve an exception for their own expenses.

11.4 Elected Officials and Special Hotel Rates

Elected official exceptions may not increase an individual annual travel allocation without Board approval. All elected officials remain subject to the same expense reimbursement standards as employees. Published conference hotel rates meeting Section 3.6 require no separate Section 11 exception.

11.5 Improper Costs and Review

Finance shall refer potentially improper expenses for review. The traveler may explain or document the circumstances before a final decision. Consider administrative mistakes, emergencies, procedural failures, and intentional or repeated violations separately.

11.6 Repayment and Corrective Action

Improper personal charges, duplicate payments, and unauthorized expenses must be repaid as required by law. Payroll deductions require lawful authorization. Responses may include training, denial, repayment, card restriction, lawful employee discipline, or investigation. Elected and appointed official matters use applicable governing-body and legal procedures rather than employee discipline.

11.7 Suspected Fraud

Suspected fraudulent claims or falsified documentation shall be reported to appropriate officials. Matters involving the Town Manager go to the Mayor and Town Attorney; elected-official matters go to the Town Attorney and appropriate independent authority.

11.8 Records and Limits

Document exceptions and decisions with appropriate financial records; segregate confidential records where required. No exception can authorize unlawful expenses, insufficiently appropriated costs, or avoidance of legally required financial controls.

12. Policy Administration and Implementation

12.1 Town Manager

The Town Manager is responsible for overall implementation and may adopt procedures consistent with this policy and law.

12.2 Finance

Finance maintains reimbursement processes, rates, appropriation checks, supporting records, card and advance reconciliation, individual Board allocation reports, and training. The Finance Officer retains statutory fiscal responsibilities.

12.3 Human Resources

HR advises on FLSA travel time, employee accommodations, overtime, timekeeping, training, and employee disciplinary processes.

12.4 Department Directors

Directors authorize eligible employee travel, verify business purpose, monitor budget, check claims, and address documentation or compliance issues.

12.5 Town Clerk

The Clerk coordinates Board registrations, itineraries, reservations, requisitions, documentation, refunds, and credits. Finance independently determines reimbursement compliance and payment authorization.

12.6 Travelers

Travelers must comply with the policy, obtain authorization, manage costs responsibly, keep documentation, meet deadlines, and correct payment errors.

12.7 Procedures and Forms

The Town Manager, Finance and HR may maintain implementation guidance for the Travel Request Form, the Town's designated financial system, requisitions when required, reimbursements, mileage, advances, purchasing cards and exception requests without changing substantive policy.

12.8 Training and Review

The Town shall communicate the policy to employees and officials. The Town Manager, Finance Director, and HR Director shall review it at least every two years and after significant legal or operational changes. Material changes shall be submitted to the Board. Automatic IRS and GSA rate adjustments do not require amendment.

12.9 Other Policies and Effective Date

Apply this policy consistently with Town personnel, purchasing, financial, and vehicle policies, and applicable law; legal conflicts are referred to the Town Manager and Town Attorney. The policy takes effect on the Board-established effective date. Pre-effective-date obligations ordinarily follow the rules in effect when incurred, unless lawful Board direction provides otherwise.

12.10 Adoption

This policy shall be submitted to the Board of Commissioners for adoption. The Town Manager shall implement the policy after adoption.

Related Legal References

N.C.G.S. 160A-64 (elected-official actual expense reimbursement); N.C.G.S. 159-28 (obligations, preaudit, and disbursements); Fair Labor Standards Act and U.S. Department of Labor travel-time guidance; current IRS business mileage guidance; applicable GSA travel-rate schedules; North Carolina local-government records retention schedules.

Travel Request | Instructions & Documentation

Town of Zebulon | Employees, elected officials, and appointed officials

1. Before travel: form and supporting documentation

- Complete the two-page Travel Request Form before booking overnight or out-of-state travel. Elected officials also complete the form; the Town Clerk coordinates their requests. Routine local travel follows department procedures.
- Provide traveler name, category (Employee / Elected Official / Appointed Official), destination, departure and return dates/times, official purpose, estimated total cost, funding account, and (for elected officials) available individual travel allocation.
- Attach the conference agenda, training notice, or event invitation showing the dates, location, purpose, registration costs, and any meals furnished.
- Attach cost evidence: registration rate; hotel quote or conference rate; airfare, personal mileage/route, rental car, rideshare or other transportation estimates; and anticipated parking, tolls, and meal amounts. Compare reasonable total transportation costs where alternatives exist.
- Explain why overnight lodging is needed when not apparent from the agenda (distance, start/end times, costs, safety, or operational needs). Note requested exceptions; send confidential accommodation details to HR, not Finance.

2. Authorization and purchasing

- Obtain the travel authorization required by policy. Elected officials have standing business authorization within their individual annual allocations, subject to funding and compliance review.
- The approved Travel Request Form documents authorization. A requisition or purchase order is needed only when Town purchasing procedures require one; follow the approved purchasing method for amounts under $2,000 as well. Reference any existing obligation to prevent a duplicate PO.
- Finance verifies available funds and completes applicable financial reviews. Where law requires preaudit certification on a written obligation, a signature on this travel form or system approval alone does not replace certification on that instrument.

3. Meals: eligibility based on actual departure and return times

- For approved overnight travel: on the departure day,
  - breakfast applies if travel begins before 7:00 AM;
  - lunch before 11:00 AM;
  - dinner before 5:00 PM.
- On the return day,
  - breakfast applies if travel ends after 9:00 AM;
  - lunch after 2:00 PM;
  - dinner after 7:00 PM.
- Full intervening travel days qualify for breakfast, lunch, and dinner. List travel dates/times and any conference-provided or Town-paid meals on the form; those meals are deducted.
- Standard meal per diem is reimbursed after travel; itemized meal receipts are not required. Limited advances and documented dietary exceptions follow the policy. No meals covered by per diem may be charged to a Town card.

4. After travel: reconcile within 10 business days

- Submit the reimbursement/reconciliation record with itemized hotel receipts; other required receipts for airfare, transport, registration, parking and tolls; mileage detail (date, route, purpose and miles); provided-meal disclosures; and reference to any Town-paid charges, card payments or PO.
- Report refunds, canceled bookings, travel credits, duplicate payments and advances. Return unused advances within 10 business days. For a missing receipt, provide the written explanation required by policy.

- Final check: official purpose, agenda and estimates, authorization, proper payment route, eligible meals, and no duplicate reimbursement. Finance verifies final payment. Reference: Travel Policy, Sections 2–6 and 9–12; GSA rates: gsa.gov/travel/plan-book/per-diem-rates; IRS mileage: irs.gov/tax-professionals/standard-mileage-rates.

TOWN OF ZEBULON | TRAVEL REQUEST FORM

1. Traveler and Trip Information

Traveler name: _____	**Department / position: _____**	**Fiscal year: _____**
Traveler category: ☐ Employee ☐ Elected Official ☐ Appointed Official	Destination (city/state): _____	
Event / conference: _____	Departure date/time: _____	Return date/time: _____

Official Town business purpose: _____

_____

Travel method: ☐ Town vehicle ☐ Personal vehicle ☐ Air ☐ Rail ☐ Other: _____

2. Estimated Costs and Supporting Documentation

Expense / calculation	**Estimate**	**Documentation / method**
Registration / training	$_____	☐ Event registration or rate attached
Lodging: _____ nights × $_____ /night + taxes	$_____	☐ GSA rate ☐ Published conference rate ☐ Other explanation
Airfare / rail / intercity transport	$_____	☐ Fare or quote attached
Personal mileage: _____ miles × IRS rate	$_____	☐ Route / mileage basis attached
Rental car: _____ days × $_____ incl. fees	$_____	☐ Quote; justify vs. other local transportation
Rideshare / taxi / shuttle / public transit	$_____	☐ Estimated trips / fares
Parking, tolls, baggage, other eligible	$_____	☐ Estimate or explanation
Meals and incidentals (from page 2)	$_____	☐ GSA calculation on page 2
TOTAL ESTIMATED TOWN COST	$_____	

Personal travel added to Town trip (not payable by Town), if applicable: _____

Travel choice / overnight justification, if needed (total cost, event times, safety, alternatives): _____

_____

3. Meals and Incidental Expense Estimate (GSA Per Diem)

GSA destination / meal rates: Breakfast $_____ Lunch $_____ Dinner $_____ | Departure and return eligibility is based on travel times.

Travel date / day	Eligible meal(s): B / L / D	Meals provided: B / L / D	Eligible meal total
_____	☐ B ☐ L ☐ D	☐ B ☐ L ☐ D	$_____
_____	☐ B ☐ L ☐ D	☐ B ☐ L ☐ D	$_____
_____	☐ B ☐ L ☐ D	☐ B ☐ L ☐ D	$_____
_____	☐ B ☐ L ☐ D	☐ B ☐ L ☐ D	$_____
TOTAL ESTIMATED MEALS			$_____

Departure: breakfast before 7 AM; lunch before 11 AM; dinner before 5 PM. Return: breakfast after 9 AM; lunch after 2 PM; dinner after 7 PM. Full intervening days qualify for all meals. Mark provided meals; Finance calculates final eligible amounts and tax treatment. Standard reimbursement follows travel.

4. Funding and Routing

Fund / department / account: _____	**Available budget: $_____**
Board member allocation remaining (Finance): $_____	Financial system / requisition / PO reference if applicable: _____

Required attachments: ☐ Agenda / event details ☐ Registration cost ☐ Lodging rate ☐ Transport estimate / comparison if needed

Exceptions or special circumstances (omit confidential medical details): _____

5. Certifications and Approvals

Traveler: I certify the trip is for Town business, estimates are accurate to my knowledge, and I will submit required support within 10 business days after return.

Traveler signature: _____ Date: _____

Appropriate travel authorization (employee/supervisor, as applicable): _____ Date: _____

Town Clerk coordination (elected officials): _____ Date: _____

Finance budget / policy verification: _____ Date: _____

Purchasing method (designated staff): ☐ Card/direct payment ☐ Requisition / PO required ☐ Reimbursement ☐ Other: _____

6. Statutory Preaudit Certification (when applicable)

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Finance Officer / Board-authorized Deputy Finance Officer: _____ Date: _____

Note: This form supports financial review. When G.S. 159-28 requires preaudit certification on a contract, agreement or purchase order, that instrument must also be properly certified.

TOWN OF ZEBULON, NORTH CAROLINA

RESOLUTION NO. 2027-23

A RESOLUTION ADOPTING THE TOWN OF ZEBULON TRAVEL AND EXPENSE REIMBURSEMENT POLICY AS THE OFFICIAL POLICY OF THE TOWN

WHEREAS, the Town of Zebulon recognizes that official travel for training, professional development, meetings, and other municipal business supports the effective delivery of public services; and

WHEREAS, the Board of Commissioners desires a uniform policy governing authorization, allowable expenses, documentation, reimbursement, and financial oversight for Town employees and elected and appointed officials; and

WHEREAS, North Carolina General Statutes Section 160A-64 provides for reimbursement of elected officials for actual expenses incurred in the course of official duties, subject to the statutory limitations; and

WHEREAS, the Board desires to maintain sound internal controls and compliance with the North Carolina Local Government Budget and Fiscal Control Act;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Zebulon, North Carolina, that:

Section 1. Adoption. The Town of Zebulon Travel and Expense Reimbursement Policy, attached to this resolution as Exhibit A and incorporated herein by reference, is hereby adopted as the official Town policy governing authorized travel and related expenditures.

Section 2. Applicability. The policy applies to Town employees, the Town Manager, the Mayor and Board of Commissioners, and appointed board and committee members when traveling on authorized Town business, as provided in the policy.

Section 3. Elected Official Travel Allocations. Individual annual travel allocations for the Mayor and each Commissioner shall be established through the annual budget process and administered as spending limits for eligible actual expenses. The Mayor's allocation may differ from those of Commissioners. These allocations are not fixed personal allowances and are subject to the policy and applicable law.

Section 4. Administration. The Town Manager is authorized to implement and administer the policy, including issuing and updating forms and procedures consistent with its substantive requirements. The Finance Officer retains all statutory preaudit and disbursement responsibilities. Substantive amendments to the policy shall be submitted to the Board for approval.

Section 5. Effective Date. This resolution and the attached policy shall take effect on _____, 20____. Travel obligations incurred before the effective date shall be addressed under the transition provision in the adopted policy.

ADOPTED this _____ day of _____, 20____.

_____
Jessica D. Harrison
Mayor

_____
Kim Worley, MMC
Interim Town Clerk

Code of Ethics for the Board of Commissioners of
The Town of Zebulon, North Carolina

PREAMBLE

WHEREAS, the Constitution of North Carolina, Article I, Section 35, reminds us that a "frequent recurrence to fundamental principles is absolutely necessary to preserve the blessings of liberty;"

WHEREAS, a spirit of honesty and forthrightness is reflected in North Carolina's state motto, *Esse quam videri,* "To be rather than to seem;"

WHEREAS, Section 160A-86 of the North Carolina General Statutes requires local governing boards to adopt a code of ethics;

WHEREAS, as public officials we are charged with upholding the trust of the citizens of this town, and with obeying the law: and

WHEREAS, the Town of Zebulon is dedicated to serving its citizens openly and ethically;

NOW THEREFORE, in recognition of our blessings and obligations as citizens of the State of North Carolina and as public officials representing the citizens of the Town of Zebulon (the "Town") and acting pursuant to the requirements of Section 160A-86 of the North Carolina General Statutes, we the Board of Commissioners of the Town of Zebulon do hereby adopt the following General Principles and Code of Ethics to guide the board in its lawful decision- making.

GENERAL PRINCIPLES UNDERLYING THE CODE OF ETHICS

- The stability and proper operation of democratic representative government depend upon public confidence in the integrity of the government and upon responsible exercise of the trust conferred by the people upon their elected officials.

- Governmental decisions and policy must be made and implemented through proper channels and processes of the governmental structure.

- Board members must be able to act in a manner that maintains their integrity and independence yet is responsive to the interests and needs of those they represent.

- Board members must always remain aware that at various times they play different roles:

    - As advocates, who strive to advance the legitimate needs of their citizens;

    - As legislators, who balance the public interest and private rights in considering and enacting ordinances, orders, and resolutions; and

- As decision-makers, who arrive at fair and impartial quasi-judicial and administrative determinations

- Board members must know how to distinguish among these roles, to determine when each role is appropriate, and to act accordingly.

- Board members must be aware of their obligation to conform their behavior to standards of ethical conduct that warrant the trust of their constituents. Each official must find within his or her own conscience the touchstone by which to determine what conduct is appropriate.

CODE OF ETHICS

The purpose of this Code of Ethics is to establish guidelines for ethical standards of conduct for the Board of Commissioners of the Town of Zebulon and to help determine what conduct is appropriate in particular cases. It should not be considered a substitute for the law or for a board member's best judgment.

Section 1. Board members should obey all laws applicable to their official actions as members of the board. Board members should be guided by the spirit as well as the letter of the law in whatever they do.

At the same time, board members should feel free to assert policy positions and opinions without fear of reprisal from fellow board members. or citizens. To declare that a board member is behaving unethically because one disagrees with that board member on a question of policy (and not because of the board member's behavior) is unfair, dishonest, irresponsible, and itself unethical.

Section 2. Board members should act with integrity and independence from improper influence as they exercise the duties of their offices. Characteristics and behaviors consistent with this standard include the following:

- Adhering firmly to a code of sound values;

- Behaving consistently and with respect toward everyone with whom they interact;

- Exhibiting trustworthiness;

- Living as if they are on duty as elected officials regardless of where they are or what they are doing;

- Using their best independent judgment to pursue the common good as they see it, presenting their opinions to all in a reasonable, forthright, consistent manner;

- Remaining incorruptible, self-governing, and unaffected by improper influence while at the same time being able to consider the opinions and ideas of others;

- Disclosing contacts and information about issues that they receive outside of public meetings and refraining from seeking or receiving information about quasi-judicial matters outside of the quasi-judicial proceedings themselves;

- Treating other board members and the public with respect and honoring the opinions of others even when the board members disagree with those opinions;

- Not reaching conclusions on issues until all sides have been heard;

- Showing respect for their offices and not behaving in ways that reflect badly on those offices;

- Recognizing that they are part of a larger group and acting accordingly; and

- Recognizing that individual board members are **not** generally allowed to act on behalf of the board but may only do so if the board specifically authorizes it, and that the board must take official action as a body.

Section 3. (a) Board members should avoid impropriety in the exercise of their official duties. Their official actions should be above reproach. Although opinions may vary about what behavior is inappropriate, this board will consider impropriety in terms of whether a reasonable person who is aware of all the relevant facts and circumstances surrounding the board member's action would conclude that the action was inappropriate

(b) No board member shall grant any special consideration, treatment or advantage to any citizen or entity beyond that which is available to every other citizen or entity.

(c) If a board member believes that his or her actions, while legal and ethical, may be misunderstood, the member should seek the advice of the board's attorney and should consider publicly disclosing the facts of the situation and the steps taken to resolve it (such as consulting with the attorney).

Section 4. (a) Board members should faithfully perform the duties of their offices. They should act as the especially responsible citizens whom others can trust and respect. They should set a good example for others in the community, keeping in mind that trust and respect must continually be earned.

(b) board members should faithfully attend and prepare for meetings. They should carefully analyze all credible information properly submitted to them, mindful of the need **no**t engage in communications outside the meeting in quasi-judicial matters. They should demand full accountability from those over whom the board has authority

(c) Board members should be willing to bear their fair share of the board's workload. To the extent appropriate, they should be willing to put the board's interests ahead of their own.

Section 5. (a) Board members should conduct the affairs of the board in an open and public manner. They should comply with all applicable laws governing open meetings and public records, recognizing that doing so is an important way to be worthy of the public's trust. They should remember when they meet that they are conducting the public's business. They should also remember that local government records belong to the public and not to board members or their employees.

(b) In order to ensure strict compliance with the laws concerning openness, board members should make clear that an environment of transparency and candor is to be always maintained in the governmental unit. They should take deliberate steps to make certain that any closed sessions held by the board are lawfully conducted and that such sessions do not stray from the purposes for which they are called.

Adopted ____day of _____, 2026

_____
Jessica D. Harrison
Mayor

_____
Kim Worley
Interim Town Clerk

Planning
ZEBULON
NORTH CAROLINA

Development Update – October 2026

To: Katy Crosby, Town Manager
From: Matt Lower, Planning Director
Date: November 2, 2026
Re: October Development and Planning Update

Development Activity

Est. population as of 10/26: ***14,572***

Activity	**July**	**August**	**Sept**	**Oct**
Residential Permits Applied	19	19	2	19
Commercial Permits Applied	6	5	8	4
Residential Certificates of Occupancy	15	42	20	41
Commercial CO/Project Closeouts	6	3	1	5

Key Updates

- **Developments**
  - **Sheetz:** Started demolition process for
  - **Wawa:** Submitted construction drawings.
  - **Major Subdivisions Resubmitted:** Pearces Road, Faison Tract, and Zebulon South resubmitted their applications for review

- **Long-range planning**
  - **Strategic Plan:** Started conducting employee engagement sessions.
  - **Small Area Plans:** Kickoff meeting for the small area plan was held Oct 26.

- **No Joint Public Hearing or Planning Board in November**