



Agenda
LDO Steering Committee
Thursday, March 18, 2021
12:00 PM

Item	Topic
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Join Zoom Meeting

<https://us02web.zoom.us/j/89843194816?pwd=THlOd0FHN1BMeTRPVGlkc0xSeWJzZz09>

Meeting ID: 898 4319 4816

Passcode: 117465

1. Call to order
2. Review the February 18, 2021, committee meeting minutes
3. Open discussion to review LDO draft
4. Next scheduled meeting date: Thursday, April 15, 2021
5. Adjournment

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Steering Committee Meeting Minutes

Date: Thursday, February 18, 2021

Time: 12:00 p.m.

In Attendance

Mayor Ronnie Currin
Town Commissioner Jacky Wilson
Planning Board Vice-Chair Mike Moss
Econ. Dev. Mgr. Mical McFarland
Planner II Julie Spriggs
Timothy Nau
Parks & Rec Advisory Board Derek Versteegen

Mayor Pro Tem Michelle Medley
Town Manager Kelly Arnold
Planning Board Member Davion Cross
Planning Director Danny Johnson
Andy Ammons
Kimley Horn Consultant James Ehrmann
Plan. Dev. Spc. Shelly Raby

Absent

Kimley Horn Consultant Kelly Klepper
Jeff Wohlhueter
Rolesville Chamber Member Brad Walker

Call to order

Town Manager Kelly Arnold welcomed everyone.

Meeting Minutes

The meeting minutes from January 21, 2021, and February 4, 2021, no corrections were heard.

Review of Sections

a. Section 1- Introduction

Ms. Spriggs offered a brief overview noting the use of the standard language used.

b. Section 4- Overlays

Ms. Spriggs reviewed NAVD 1988 is going away in a year and the current wording “mean sea level” is a technical, debatable term and because of this, staff suggested changing the wording to avoid a future text amendment. Planning Board Vice-Chair Mike Moss suggested using “NAVD 1988 or currently accepted”. The committee collectively agreed this suggestion was acceptable. Ms. Spriggs will bring this to the consultants.

Next Ms. Spriggs reviewed A final Finished Construction Elevation Certificate and opened the discussion if digital photos were acceptable or if we should require paper copies? Mr. Versteegan commented he thought we should require more than the two stated as necessary. Mr. Moss noted

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this section has a large amount of detail and asked if we could simply refer to what FEMA says rather than try to keep up with any changes that would require another change to our ordinance. Town Manager Mr. Arnold, Commissioner Wilson, and Mayor Currin collectively agreed with Mr. Moss. Ms. Spriggs will rework to shorten the section. Mr. Arnold questioned where this section came from and Ms. Spriggs replied a lot of this was pulled from our current ordinance in place. Planning Director Johnson asked the consultants to inquire with the state to ensure our wording meets the guidelines to stay in the program. Mr. Arnold asked if other communities adopt this section in a separate ordinance, and Mr. Johnson replied no. Mr. Arnold asked how much of the flood plain section pertains to our community? Mr. Johnson noted while we do not have much property in the flood plain, homeowners insurance does not cover flooding, and we need to stay in the program just in case. Mr. Arnold agreed. Mr. Nau suggested adding a note to the use table regarding the limitations in the overlay. Mr. Johnson noted overlays are not in the use table, and we should follow the requirements of the state.

Mr. Wilson questioned if a person looking at the tax records would be able to see the current “W” listed for the property noting its location in the watershed? Ms. Spriggs replied the person would need to contact the town to verify. Mr. Johnson noted the watershed designation would come after the decision is made for the LDO. We will follow-up with Wake County to make sure that this information is noted possibly as a tax listing label.

Mr. Moss questioned if we should reduce the minimum front setback from 50 feet to 30 feet as 50 is quite large under the residential uses table in the watershed overlay? Ms. Spriggs will look into it.

c. Section 7- Special Standards

Ms. Spriggs reviewed. No questions from the committee or comments.

d. Section 10- Nonconformities

Ms. Spriggs reviewed. No questions from the committee. Mr. Arnold pointed out this is one of the most important sections in the LDO as the town continues to grow. Mr. Cross agreed.

e. Section 11- Definitions

Ms. Spriggs reviewed and noted this section will be added to over the next several months. No questions or comments from the committee.

The Planning Board will attend a special joint work session next week with the Board of Commissioners on Friday, February 26, 2021, to review the LDO draft.

Mayor Pro Tem Medley requested a meeting with Ms. Spriggs and Mr. Johnson to review a few items.

Next Meeting: Thursday, March 18, 2021, 12:00 pm. – 2:00 pm.

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Memorandum

TO: LDO Steering Committee
FROM: Julie Spriggs, GISP, CFM, CZO, Planner II
DATE: March 12, 2021
RE: Item 3 Review of Sections

The working draft of the Land Development Ordinance (LDO) can be found online at <https://www.rolesvillenc.gov/planning/whats-new-plans-progress>.

The Board of Commissioners and Planning Board met jointly for a work session on February 26, 2021. The meeting was about 7 hours long and covered both the Community Transportation Plan (CTP) and the LDO. The joint board is currently working through the material as we have done, reading the sections over and submitting comments to staff and the consultants for further evaluation.

Some topics that were discussed:

- Renaming the mixed-use district categories for better clarity
- Review tiers for subdivision review
- Special use permits being approved by the Board of Adjustment or Planning Board
- Drive-thrus on the permitted table of uses due to COVID changes in types of services offered by businesses
- Protection for existing trees and adding fines for violations
- Sidewalk standards – meandering versus straight, one or both sides of the street
- Planned Unit Developments versus Mixed-Use – how to incentivize commercial
- Traffic Impact Analysis triggers clearly defined and process outlined
- Air BnB regulations
- How to address land-locked parcels with surrounding development currently

We will revisit these topics in an open discussion format to capture the committee's thoughts accurately to address these items in the LDO revision. If there is another topic you would like to revisit, please bring it to our attention during the meeting.

Our next step is to compile all the comments from the joint boards, the steering committee, developers, and citizens into a final draft to bring to a joint work session at

the end of April or the beginning of May. The boards will then direct staff if they are ready to commence the adoption process and place the final draft on the May Planning Board meeting agenda. Our goal is to have the public hearing in June, with adoption in June and the effective date of July 1, 2021, to comply with the state deadline.

As you may know, our Planning Director, Danny Johnson, will be retiring at the end of this month, with his last day on March 26, 2021. Danny has been in the planning profession for 38 years. He will be missed, and we wish him a very happy retirement! A very special thank you is deserved for his hard work with the Town!

Speaking of special thank yous, I want to express my appreciation for this committee again. As we wrap up on our time together, I want to recognize the amount of hard work and effort it has been for you to work through the nearly 500 pages of new code, bringing up points, counterpoints, and suggestions for making the draft better, more concise, and easier to read. Much has been asked of you, and you have responded outstandingly to the request. Thank you for making the new LDO a document the town can be proud to present for adoption!