



**Planning Board Meeting**  
**February 26, 2024**  
**7:00 p.m.**

**AGENDA**

A. Call to Order

1. Pledge of Allegiance
2. Invocation
3. Approval of December 18, 2023 Planning Board Meeting Minutes

B. Regular Agenda

1. Welcome to 2024
  - a. Introductions of Board Members and Staff
  - b. Overview of Planning Board Responsibilities
2. Affordable Housing Plan Update
3. Upcoming Land Development Ordinance Text Amendments

C. Communications

1. Planning Director's Report
  - a. Previous Planning Board Recommendations
  - b. Other
2. Town Attorney's Report
3. Other Business
4. Adjournment



**Planning Board Meeting**  
**December 18, 2023 - 7:00 PM**  
**502 Southtown Circle, Rolesville, NC 27571**

**MINUTES**

**PRESENT:** Mike Moss, Chair  
Derek Versteegen, Board Member  
Dave Neill, Town Attorney  
Mike Elabarger, Senior Planner  
Donnie Lawrence, Board Member  
Jim Schwartz, Board Member  
Meredith Gruber, Planning Director  
Michele Raby, Planner II

**ABSENT:** Davion Cross, Vice-Chair, Tisha Lowe & Steve Hill, Board Members, April Sneed, Mayor Pro Tempore / Liaison

**A. CALL TO ORDER**

Chair Moss called the meeting to order at 7:00 p.m.

**A.1. PLEDGE OF ALLEGIANCE**

The Board collectively recited the Pledge of Allegiance.

**A.2. INVOCATION**

Chair Moss delivered the invocation.

**A.3. APPROVAL of October 23, 2023, Planning Board meeting minutes.**

**Moved by Board Member Lawrence and Seconded by Board Member Versteegen. The motion to approve the minutes of October 23, 2023, was carried with a unanimous vote, 4 voted aye, 0 voted nay (4 voted, 2 absent, 1 vacant).**

**B. REGULAR AGENDA**

**B.3. MA-22-08-Harris Creek Farms**

Mr. Elabarger described the proposed Map Amendment application from Wake County's R-30 Zoning District to the Town's Land Development Ordinance (LDO) zoning district of Residential Medium (RM) and Residential High (RH) as Conditional Zoning (CZ) Districts.

Mr. Steve George with CSC Group and Mr. Jeremy Keeney with Moris Richie Engineering reviewed the changes made since the last Planning Board meeting, noting the three (3) open space areas will have a gazebo, tot lot and dog park installed by the 70<sup>th</sup> building permit as well as an amenity center. The board collectively asked about whether Universal Drive will have fire/emergency access, be paved, and gated? Mr. George stated it will be paved to DOT standards, fire and emergency services will have access, it will be maintained by the HOA and no it will not be gated. The board asked about dedicated parking for the trail head, Mr. Keeney stated they would put up park signs dedicating public parking to help ensure the spaces would not be used by the townhome tenants.

There was (1) one letter provided by Mr. George in favor of the project written by Mr. Christopher Alston, 3741 Jonesville Road, Wake Forest, NC (WC)

There were (8) eight public speakers who spoke in opposition of the project:

- 1). Marie Jarvis, 3704 Gideon Drive, Wake Forest, NC (WC)- safety, traffic, well disruption- Mr. George stated he will have a well inspection of properties in the vicinity of the blasting as needed.
- 2). Darlene Jones, 3816 Jonesville Road, Wake Forest, NC (WC)- Greenway access and policing
- 3). Donald Hartsfield, 4712 Cousins Lane, Wake Forest, NC (WC)- Blasting, well disruption
- 4). Alicia Ruiz, 3857 Jonesville Road, NC (WC)-parking on Universal drive and racial segregation
- 5). Ervin Rogers, 5012 Mistletoe Drive, Wake Forest, NC (WC)- proper grading/drainage, adding ditches for water run-off.
- 6). Richard Dowdy, 4627 Running Deer Lane, Wake Forest, NC (Rolesville ETJ)- density, integrity of community, property taxes.

**Moved by Board Member Schwartz and Seconded by Board Member Lawrence. The motion to recommend APPROVAL of MA-22-08 Harris Creek Farms Rezoning Map Amendment carried with a 3-1 vote (3 ayes-1 naves-2 absent being Board Members Hill and Lowe and 1 vacant seat).**

**B.2 REZ-23-02-Woodlief Assemblage**

Ms. Gruber described the proposed Map Amendment application from Wake County's R-30 Zoning District to the Town's Land Development Ordinance (LDO) zoning district of Residential Medium (RM) and Residential High (RH) as Conditional Zoning (CZ) Districts.

Mr. Mark Frederick, Parker Poe represented the applicant and presented the project along with the existing and proposed conditions. The board collectively asked about traffic and safety on Rolesville Road, Fowler Road and a turn lane onto Catlett Farms. Matt Peach with Stantec noted these were included in the Averette, Young and Rolesville Road Corridor Study. The board asked if the applicant would fill in the gaps along Rolesville Road and the response was they would provide improvements on road frontage owned by the applicants. Affordable housing, radio tower placement and buffer types were discussed.

**Moved by Board Member Lawrence and Seconded by Board Member Schwartz. The motion to recommend APPROVAL of REZ-23-02 Woodlief Assemblage Rezoning Map Amendment carried with a 4-0 vote (4 ayes-0 nays-2 absent being Board Members Hill and Lowe and 1 vacant seat).**

**B.1. REZ-23-06- 4124 Burlington Mills Road**

Mr. Elabarger described the proposed Map Amendment application to rezone the 3.48-acre property from the current Residential Low Density (RL) District to the General Industrial Conditional Zoning (GI-CZ) District. The request includes a set of Conditions of Approval, which contain one (1) condition that limits the ultimate use of the property to either a Public Safety Facility or a Warehouse use. The property is currently in the Town's Extraterritorial Jurisdiction (ETJ) and the Applicant does not intend to voluntarily annex the property into Town limits.

**\*Note Board Member Lawrence recused himself from this case due to his position to avoid any appearance of misconduct. Chair Moss also noted he was the surveyor of record but has not received monetary compensation since 2016.**

Mr. Frank Pearce, Secretary/Treasurer, and Chief Donnie Lawrence, Rolesville Rural Fire Department answered questions of the board regarding storage usage, noting the warehouse will not be used for mechanics. The warehouse building is intended to store vehicles only.

**Moved by Board Member Versteegen and Seconded by Board Member Schwartz. The motion to recommend APPROVAL of REZ-23-06, 4124 Burlington Mills Road Rezoning Map Amendment with the noted condition of public safety vehicle warehouse carried with a 3-0 vote (3 ayes-0 nays-2 absent being Board Members Hill and Lowe, 1 vacant seat and 1 recusal being Board Member Lawrence).**

**C. COMMUNICATIONS**

**C.1. Planning Director's Report**

**a. Request from Vice-Chair Cross to resign.**

**b. Commissioner Sneed will join the Planning Board as the Board of Commissioners Liaison.**

**c. Appearance Commission update**

Ms. Gruber discussed with the Board of Commissioners holding a joint work session in the new year.

**d. Planning Staff update**

Development Support Specialist Prince has resigned, and the position will be posted as soon as possible.

**e. Development Report**

Staff will redesign the report and post bi-annually. Board Member Schwartz requested a map of current development.

**C.2. Town Attorney's Report**

Town Attorney Neill noted staff are working on standardized zoning conditions.

**C.3. Other Business**

Mr. Versteegen voiced his opinion on why he voted for each project tonight.

**C.4. Adjournment**

**Board Member Versteegen made a motion to adjourn and Seconded by Board Member Lawrence. The motion was carried by unanimous (4-0, 2 absent being Board Members Hill and Lowe, 1 vacant seat) vote. The meeting was adjourned at 10:06 p.m.**

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Mike Moss, Planning Board Chairman

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Michele Raby, Planning Board Clerk/Planner II