



Planning Board Meeting
October 24, 2023 - 7:00 PM
502 Southtown Circle, Rolesville, NC 27571

MINUTES

PRESENT: Mike Moss, Chair
Davion Cross, Vice-Chair
Steve Hill, Board Member
Jim Schwartz, Board Member
Erin Callett, Deputy Town Attorney
Donnie Lawrence, Board Member
Tisha Lowe, Board Member,
Derek Versteegen, Board Member
Michelle Medley, Commissioner/ Planning Board Liaison
Michele Raby, Planner I

ABSENT: Meredith Gruber, Planning Director, Mike Elabarger, Senior Planner

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 August 28, 2023, Planning Board meeting minutes.

Moved by Board Member Lawrence and Seconded by Board Member Lowe. The motion to approve the minutes of August 28, 2023, was carried by a unanimous (7-0) vote.

B. REGULAR AGENDA

- B.1. Town of Rolesville Appearance Commission- Input on the establishment of a Commission and possible duties.** Planner Michele Raby, with the assistance of Commissioner Medley, gave a brief overview of the background and the purpose of establishing an Appearance Committee. The Board collectively asked what the duties of the commission would be, what authority would they have, how often would they meet, what would they look at, and to whom would the Commission report? The Board noted they would like to see an additional committee created. The Board asked for more information before moving forward with a recommendation.

C. COMMUNICATIONS

C.1. Planning Director's Report

a. Update on Previous Planning Board Recommendations

The applicant for MA 22-08 Harris Creek Farms Subdivision located on Universal Drive informed staff they will hold another neighborhood meeting scheduled on October 24th, and then they wish to return to the Planning Board to share updates.

b. Averette, Young and Rolesville Road Corridor Study

Exult Engineering presented the Averette, Young and Rolesville Road Corridor Study to the Town Board at the October 17 Work Session. The Planning Board was asked to please watch the presentation on YouTube and email Planning staff with any questions or comments.

c. Communication of Planning Board Recommendations

Planning staff requested feedback to see if any Planning Board member would like to be nominated to either write a memo or attend the monthly Board of Commissioners meeting generally held on the first Tuesday of each month. The Board collectively asked how this is different than the liaison role? Ms. Raby explained this is common in surrounding municipalities to nominate a Planning Board member to attend the Board of Commissioners' meetings. This task would be in addition to, not replace the liaison role, and is intended to give the Planning Board an opportunity to include additional information as well as to answer any questions the Board of Commissioners may have. Mr. Versteegen expressed concern over one person writing a memo or speaking for the entire Planning Board, citing different points of view, and ensuring the information presented is fact based, not opinion.

C.2. Town Attorney's Report

Deputy Town Attorney Catlett spoke of the need for additional Board of Adjustment members. The current Board has 3 members; an additional 4 members are needed with a mix of ETJ and In-Town residents. Information can be found on the Town of Rolesville website under the Town Clerk's page.

C.3. Other Business

Mr. Versteegen asked the Planning Board to consider having the Town adopt a Historic District Ordinance. Surrounding municipalities have similar national study lists. Ms. Raby noted the Town is preparing to update the 2017 Comp Plan and this may be something to add to that update.

C.4. Adjournment

Board Member Lawrence made a motion to adjourn and Seconded by Board Member Versteegen. The motion was carried by unanimous (7-0) vote. The meeting was adjourned at 8:10 p.m.



Mike Moss, Planning Board Chairman



Michele Raby, Planning Board Clerk/Planner