



Planning Board Meeting

February 27, 2023

7:00 p.m.

AGENDA

A. Call to Order

1. Pledge of Allegiance
2. Invocation
3. Approval of January 23, 2023 Planning Board Meeting Minutes

B. Regular Agenda

1. TA 23-01 – LDO Round 4, Notification Letter Requirements – 2nd Presentation
2. TA 23-02 – LDO Round 4, Cluster Development (LDO Section 3.1.B.)
3. TA 23-03 – LDO Round 4, 'Vape and Tobacco Store' as a Principal Use (LDO Section 5.1.)

C. Communications

1. Planning Director's Report
 - a. Update on Previous Planning Board Recommendations
 - b. January Development Report
 - c. Training Needs
 - d. Other
2. Town Attorney's Report
3. Other Business
4. Adjournment



Planning Board Meeting
January 23, 2023 - 7:00 PM
502 Southtown Circle, Rolesville, NC 27571

MINUTES

PRESENT: Mike Moss, Chairman (elect) Donnie Lawrence, Board Member
Jim Schwartz, Board Member Steve Hill, Board Member
Derek Versteegen, Board Member Tisha Lowe, Board Member
Erin Catlett, Deputy Town Attorney Meredith Gruber, Planning Director
Michelle Medley, Commissioner/ Planning Board Liaison
Shelly Raby, Planning Board Clerk/Planner Jordan Prince, Development Specialist

ABSENT: Davion Cross, Board Member

A. CALL TO ORDER

Vice-Chairman 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

Vice-Chairperson Moss delivered the invocation.

A.3. Tisha Lowe was sworn in as a new Planning Board Member.

The board collectively welcomed her.

A.4. Election of Chair and Vice-Chair

Board Member Donnie Lawrence nominated Mike Moss as Chair and Davion Cross as Vice-Chair, the nominations were seconded by Board Member Steve Hill and carried by unanimous vote.

A.5. APPROVAL of December 19, 2022, Planning Board meeting minutes

Moved by Board Member Donnie Lawrence and Seconded by Board Member Jim Schwartz. The motion to approve the minutes of December 19, 2022, carried by unanimous vote with the noted correction to B.2.MA 21-10 - Tom's Creek Map Amendment (Rezoning)

a. The impact on Forestville and Burlington Mills Road- also add a request for a review of the possibility of adding a second entrance on Forestville Road.

b. The net ~~gross~~ number of the park and open space- (remove the word gross)

f. The possibility of conducting a flow and sedimentation report, both before and after add-in (for Tuckahoe wells)

B. REGULAR AGENDA

B.1. MA 22-07 - 503 S. Main Street Map Amendment (Rezoning)

Mr. Moss recused himself as he is the surveyor on record. Deputy Town Attorney Erin Catlett asked the Board if someone would act as Chairperson for this case. Mr. Schwartz nominated Mr. Lawrence and he agreed.

Ms. Gruber described the proposed Map Amendment application, and the possible uses in a Conditional Zoning District (CZ), noting the applicant and the engineer were in the audience to answer questions. Mr. Schwartz asked if a PreSchool would be a conditional prohibited use? Ms. Gruber noted that she thought Preschools are classified under Day Care in the LDO, but she will add the word PreSchool for clarity.

Mr. Keith Gettle Civil Engineer with Gettle Engineering addressed the Board noting the applicant held a second (2nd) neighborhood meeting with the residents of Wall Creek and has agreed to add two (2) additional exclusions and conditions bringing the total number of prohibited uses to fifteen (15).

- The first additional prohibited use was there would not be a Nightclub allowed, and the
- The second additional prohibited use was there would not be a Tattoo establishment allowed.

There were no public speakers.

Moved by Board Member Jim Schwartz and Seconded by Board Member Derek Versteegen. The motion to recommend approval of MA 22-07, with added conditions excluding Nightclubs and Tattoo (parlor) establishments was carried by a unanimous vote.

B.2. TA 23-01 LDO Round 4 Notification Letter Requirements

Ms. Gruber briefed the Planning Board on the Town Board's request for town staff to revisit the distance notification requirements and in addition, add the owners of property adjacent to any roadway improvements. Mr. Schwartz, Mr. Hill, and Mr. Versteegen would like to see the distance for both notifications increased to 500 feet. Mr. Versteegen questioned if the HOA should also be notified. Mr. Moss felt the increase from 200 to 300 feet was acceptable. Mr. Schwartz recommended an updated version of the text amendment including the above-mentioned return to be discussed at the next board meeting.

There were no public speakers.

Moved by Board Member Jim Schwartz and Seconded by Board Member Steve Hill. The motion for staff to rewrite TA 23-01 taking into consideration the distance discussed at the Town Board level, roadway notification requirements within a certain distance, utility improvements, HOA contact, and that all notification distances are the same until the February 27th Planning Board meeting was carried by unanimous vote.

C. COMMUNICATIONS

C.1. Planning Director's Report

Ms. Gruber gave an update on previous recommendations and polled the board about training. The board collectively agreed to come in early before the regularly scheduled meeting.

C.2. Town Attorney's Report

None currently.

C.3. Other Business

C.4. Adjournment

Board member Donnie Lawrence made a motion to Adjourn, seconded by Steve Hill, and the motion was carried by unanimous vote. The meeting adjourned at 7:47 p.m.

Mike Moss, Planning Board Chairman

Shelly Raby, Planning Board Clerk/Planner



Memo

To: Town of Rolesville Planning Board
From: Meredith Gruber, Planning Director
Date: February 27, 2023
Re: Land Development Ordinance (LDO) Amendments Round 4: TA 23-01, TA 23-02, and TA 23-03

Schedule

Following is the schedule of meetings for the LDO Technical Amendments Round 4:

- *Town Board Meeting – Feedback and Discussion, January 3, 2023*
- *Planning Board Meeting – Presentation and Discussion, January 23, 2023*
- **Planning Board Meeting – Presentation and Recommendation, February 27, 2023**
- *Town Board Meeting – Presentation, Legislative Hearing, and Decision, April 4, 2023*

Background

Development regulations are designed to foster the creation of vibrant neighborhoods and a strong business community, while preserving the community's character. Amendments are necessary to continue the effective administration of the LDO. Such amendments are brought forward for a legislative hearing and Town Board consideration for a variety of reasons; some amendments will result in updates to development regulations while others address technical details or procedures. The Planning Board and Town Board of Commissioners can expect to consider technical amendments to the LDO several times a year.

In December 2022, the Town Board of Commissioners directed staff to provide a summary of their last two discussions (February 2019 and December 2021) about notification distance. The topic of notification distance has resurfaced due to Rolesville residents and other nearby residents questioning why they were not notified about a rezoning case near property they own. The item was discussed at the January 3, 2023 Town Board meeting, and the result was to proceed with an LDO text amendment to increase notification distance from 200' to 300'. In addition, the notification boundary should include any proposed road improvements. The memo to the Town Board, *Mailed Notification Distance for Neighborhood Meetings and Public Hearings*, is included as an attachment. At the Planning Board meeting in January 2023, board members recommended staff increase the notification distance to 500' to match Wake Forest's procedures.

In addition to updating notification requirements, staff has been directed to add amendments to cluster development (lot size) and vape and tobacco stores (distance from schools) to Land Development Ordinance Round 4.

Proposed Land Development Ordinance Amendments Text

Following are the proposed LDO text amendments.

TA 23-01 Notification Letter Requirements – LDO Section 2 and Appendix A

2.2. Review Procedures

- B. **Notification Requirements.** All notification requirements will be followed in accordance with N.C. Gen. Stat. § 160D [unless additional requirements are otherwise noted in the Handbook.](#)

Appendix A, 2.3.D. Rezoning Neighborhood Meeting

1. The Neighborhood Meeting shall be held ~~at a municipal facility or~~ at a location within the Town's planning jurisdiction.
2. The owners of all property within ~~200~~[500](#) feet on all sides of the subject property (not to include street rights-of-way [of less than 100 feet in width](#)) shall be notified of the Neighborhood Meeting by first class mail. [In addition, the owners of property within 200 feet of any roadway improvements and/or utility improvements associated with an application shall be similarly notified. Homeowners' Associations shall also be notified if residential properties on a Neighborhood Meeting mailing list are included in such an Association.](#) Such notification shall be postmarked [not more than twenty five \(25\) days and](#) not fewer than ten (10) days prior to the date of the meeting.

Appendix A, 2.3.F. Board of Commissioners Legislative Hearing

2. [The owners of all property within 500 feet on all sides of the subject property \(not to include street rights-of-way of less than 100 feet in width\) shall be notified of the Legislative Hearing by first class mail. In addition, the owners of property within 200 feet of any roadway improvements and/or utility improvements associated with an application shall be similarly notified. Homeowners' Associations shall also be notified if residential properties on a Legislative Hearing mailing list are included in such an Association. Such](#)

notification shall be postmarked not more than twenty five (25) days and not fewer than ten (10) days prior to the date of the meeting.

Appendix A, 1.9.B. Withdrawals (Clean-up item in Appendix A)

- B. If the LDA receives notice of the applicant's written withdrawal statement following public notice, ~~the applicant shall be precluded from re-filing the same or substantially same application for the subject property for a period of six (6) months.~~ Fees and costs will not be refunded, or credit applied to any subsequent applications.

TA 23-02 Cluster Development – LDO Section 3

Table 3.1.1. RL Development Standards

STANDARDS		RL REQUIREMENTS
Building Height		Max: 35'
Density		Max: 2 Dwelling Units Per Acre
Building Setbacks (Min)	Front	30' 20' (Cluster)
	Side	12' 5' 8' (Cluster)
	Rear	25' 20' (Cluster)
	Corner	17' 10' 12' (Cluster)
Lot	Width (Min)	100' 50' 65' (Cluster)
	Coverage	N/A
	Area (Min)	20,000 Square Feet (By-Right) 10,000 Square Feet (Cluster Development)

Table 3.1.2. RM Development Standards

STANDARDS		RM REQUIREMENTS
Building Height		Max: 35'
Density		Max: 3 Dwelling Units Per Net Acre (By-Right) Max: 5 Dwelling Units Per Acre (Cluster Development)
Building Setbacks (Min)	Front	30' 20' (Cluster)
	Side	12' 5' 8' (Cluster)
	Rear	25' 20' (Cluster)
	Corner	17' 10' 12' (Cluster)
Lot	Width (Min)	85' 40' 50' (Cluster)
	Coverage	N/A
	Area (Min)	15,000 Square Feet (By-Right) 5,000 7,500 Square Feet (Cluster Development)

TA 23-03 Vape and Tobacco Store – LDO Section 5

Table 5.1. Permitted Principal Use Table

	RL	RM	RH	MH	GC	CH	OP	GI	BT	TC	AC	NC	
COMMERCIAL USES													
Retail Sales and Services, Shopping Center	-	-	-	-	P	P	-	-	-	S	S	S	
Tattoo Establishment	-	-	-	-	P	P	-	P	-	-	-	-	
Vape and Tobacco Store	-	-	-	-	<u>P</u>	<u>P</u>	-	<u>P</u>	-	-	-	-	5.1.4.T.
Vehicle, Rental and Sales	-	-	-	-	P	P	-	-	-	-	-	-	
Vehicle, Minor Service	-	-	-	-	P	P	-	P	P	-	-	-	
Vehicle, Major Service	-	-	-	-	-	S	-	P	S	-	-	-	

T. [Vape and Tobacco Store](#)

- [Characteristics. Any establishment that is a retail outlet specializing in the selling of electronic cigarettes, electronic juice, and other vaping products.](#)
- [Vape and tobacco stores shall be located at least 1,000 feet from any public or private school.](#)
- [The establishment can be no closer than one-thousand \(1,000\) feet to another vape store.](#)

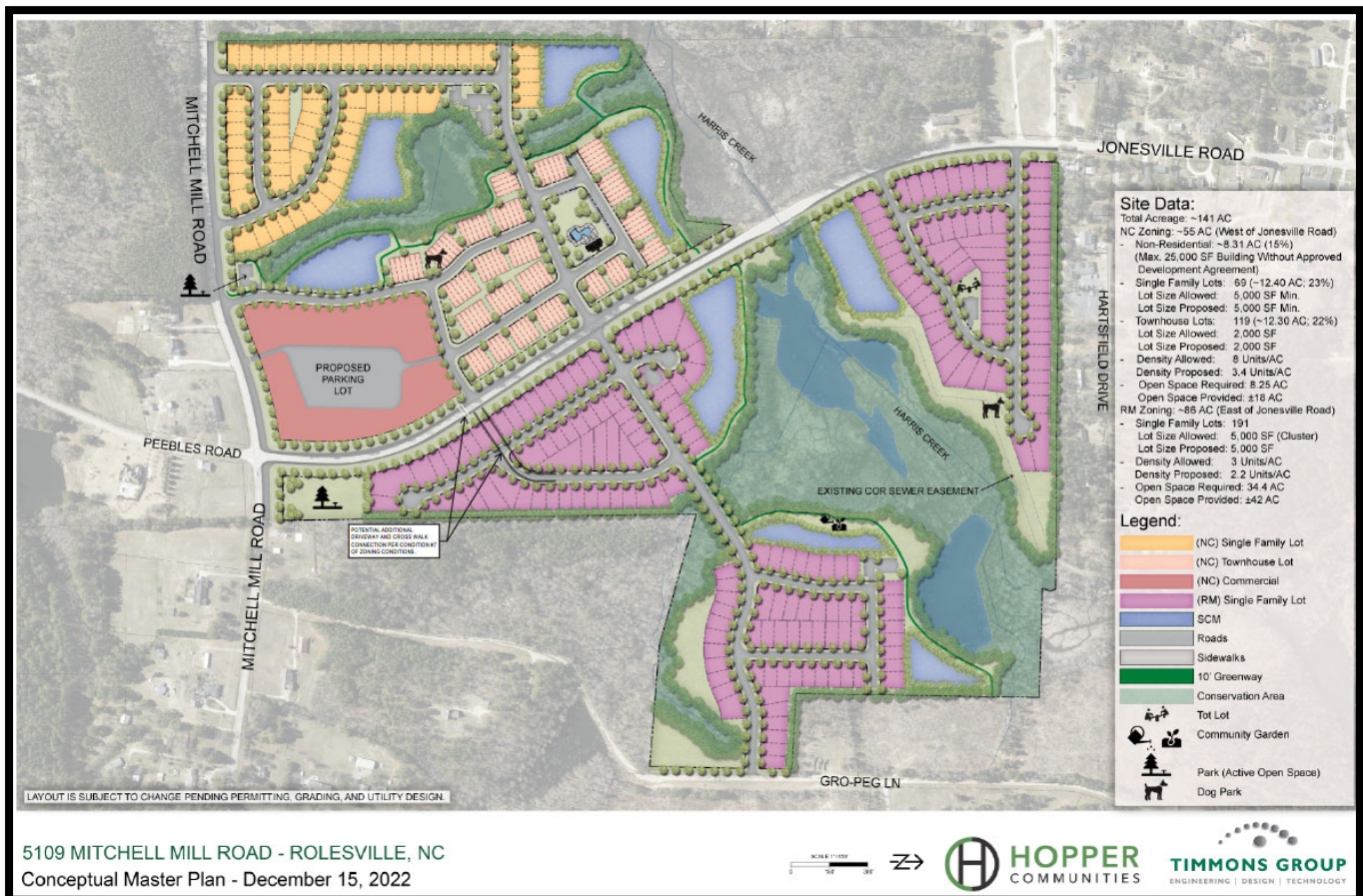
Staff Recommendation

Staff recommends approval of Land Development Ordinance Technical Amendments Round 4: TA 23-01, TA 23-02, and TA 23-03.

Proposed Motion

Motion to recommend (approval or denial) of Land Development Ordinance Technical Amendments Round 4: TA 23-01, TA 23-02, and TA 23-03.

JANUARY 2023 DEVELOPMENT REPORT



The rezoning request and annexation petition for 5109 Mitchell Mill Road was approved by the Town Board of Commissioners on January 17, 2023.

Please contact the Town of Rolesville Planning Department at 919-554-6517 or planning@rolesville.nc.gov for assistance or more information.

RESIDENTIAL BUILDING PERMITS UPDATE

Subdivision	Total Buildable Lots	Total Permits Issued Per Development	Un-permitted Lots Remaining	Permits Issued in January	Permits Issued YTD
Carlton Pointe	301	301	0	1	1
Chandler's Ridge	96	95	1	0	0
Elizabeth Springs	100	67	33	0	0
Granite Crest Phase 3C	19	3	16	1	1
Perry Farms	113	108	5	1	1
Preserve at Jones Dairy South	122	65	57	0	0
Regency at Heritage PH3	27	9	18	1	1
TOTAL	778	648	130	4	4

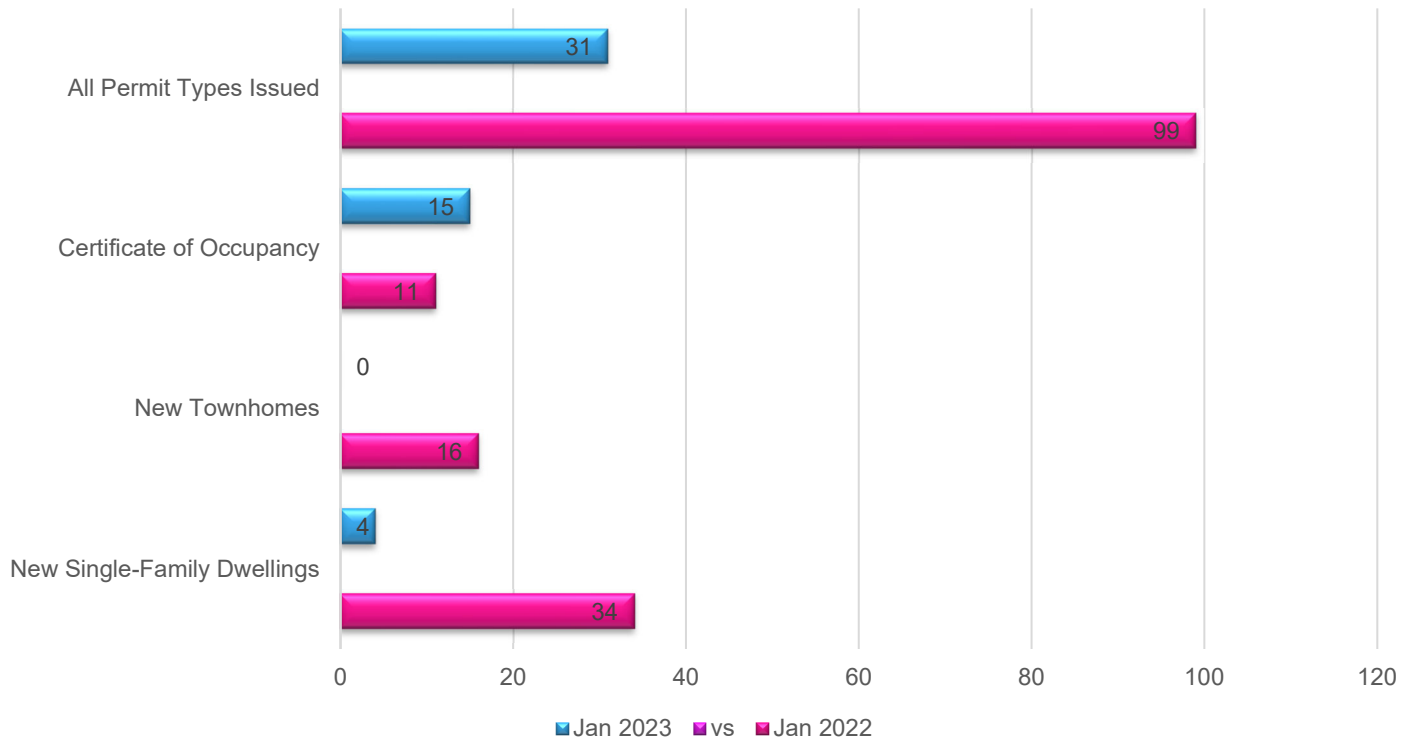
Elizabeth Springs Townhomes	54	54	0	0	0
A Master Teams Townhomes	47	10	37	0	0
Townes at Carlton Pointe	53	10	43	0	0
TOTAL	154	74	80	0	0

ETJ/ Non-Sub					
TOTAL					0

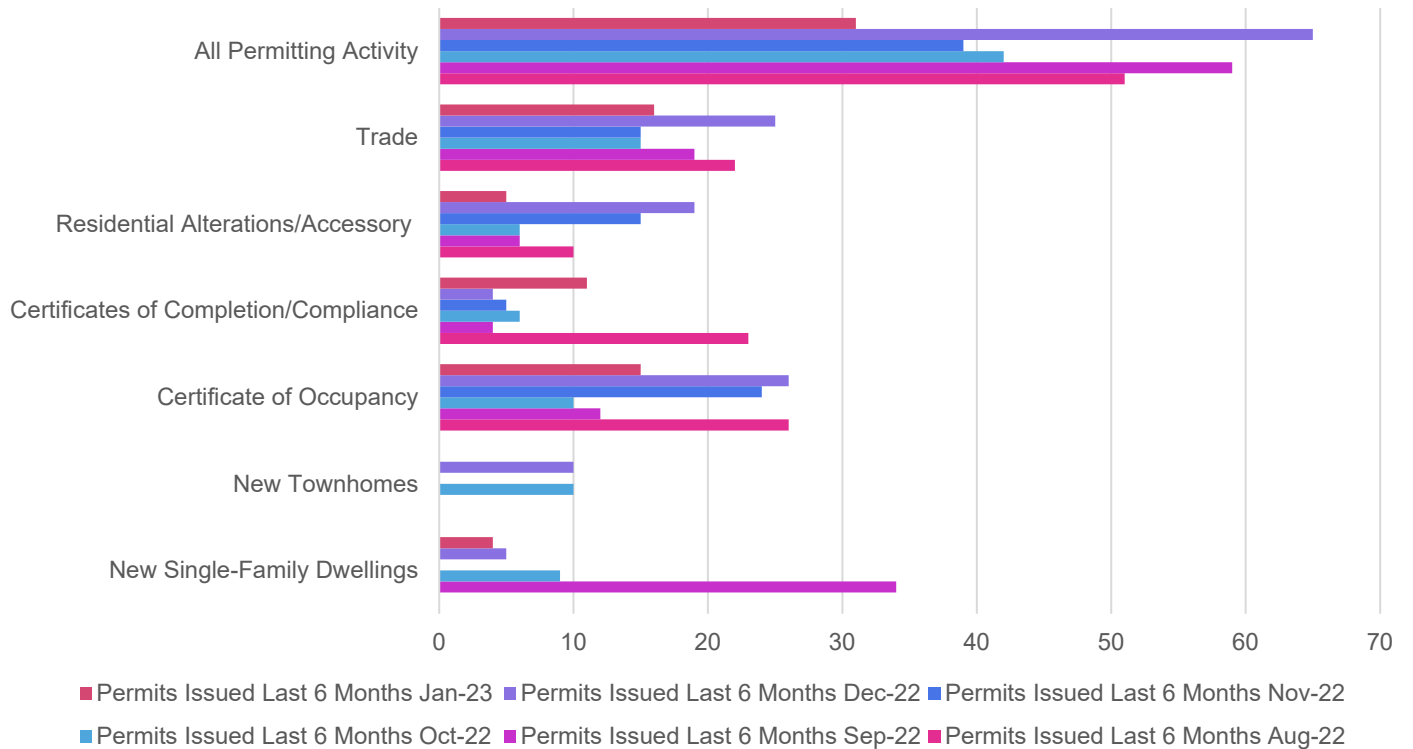
TOTAL Residential Permits Issued	932	722	210	4	4
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PERMITTING ACTIVITY COMPARISON

Permits Issued in 2023 Versus 2022



Permits Issued Last 6 Months



DEVELOPMENT PROJECTS SUMMARY

The projects listed below are under construction. For more information, please visit the Development Projects webpage on the Town of Rolesville's website. Click on "Development Projects" at www.rolesvllenc.gov.

Commercial/ Mixed-Use

- Cobblestone
- Carolina Legacy Volleyball
- Public Works Facility

Residential

- **A-Master Teams Townhomes** - 47 New Townhomes
- **Chandler's Ridge** - 90 New Single-Family Homes
- **Cobblestone** - 176 New Apartments
- **Elizabeth Springs** - 89 New Single-Family Homes & 98 New Townhomes
- **Granite Crest Phase 3** - 19 New Single-Family Homes
- **Kalas Falls** - 484 New Single-Family Homes & 108 New Townhomes
- **Perry Farms Phase 2** - 33 New Single-Family Homes
- **Preserve at Jones Dairy Road North** - 141 New Single-Family Homes & 65 New Townhomes
- **Preserve at Jones Dairy Road South** - 221 New Single-Family Homes
- **Regency at Heritage** - 27 New Single-Family Homes
- **The Point**- 483 New Single-Family Homes & 324 New Townhomes
- **The Townes at Carlton Pointe**- 53 New Townhomes