



**Town Board Meeting**  
July 1, 2025 – 6:30 PM  
502 Southtown Circle, Rolesville, NC 27571

## **Agenda**

1. Call to Order
2. Invocation led by Pastor Josh Stewart of Neuse Baptist Church
3. Pledge of Allegiance led by Mayor Currin
4. Proclamations:
  - 4.a. Parks & Recreation Month
  - 4.b. Patriotic Month
5. Consider Approval of the Agenda
6. Public Invited to be Heard

*Individuals wishing to speak during the Public Invited to be Heard proceedings are encouraged to be prepared and individuals will be limited to three (3) minutes. Written comments are welcome and should be given to the Town Clerk prior to the start of the meeting.*
7. Consider Approval of the Consent Agenda
  - 7.a. ANX-25-01 Call for Legislative Hearing for Board of Commissioners Meeting on August 5, 2025
  - 7.b. Resolution Authorizing Construction Manager at Risk
  - 7.c. Meeting Minutes of May 20, 2025, June 3, 2025, June 17, 2025
  - 7.d. Memorandum of Understanding Agreement with Rolesville Downtown Development Association (RDDA)
8. Town Board Liaison Reports
9. Communication from Town Staff
  - 9.a. Fire Unification Recognition – Eric Marsh, Town Manager
  - 9.b. Human Resources Update – Lily Richardson, Human Resources Analyst
  - 9.c. Finance Department - Amy Stevens, Finance Director
  - 9.d. Main Street Project Update – Medhat Baselious, Capital Project Manager
10. Old Business
  - 10.a. Habitat for Humanity Presentation - Patricia Burch, CEO & Jacquie Ayala, Director of Advocacy – Steven Pearson, Assistant Town Manager and Mical, McFarland, Economic & Development Director
11. New Business

11.a. New Business: Legislative Hearing for TA-25-04 - Michael Elabarger, Assistant Planning Director

11.b. Revision of the Tree Board By-Laws – Commissioner Paul Vilga

11.c. Recommendations of Applicants for the Tree Board and PARAB - Commissioner Paul Vilga

12. Communications

12.a. Town Attorney – Erin Catlett

12.b. Town Manager

13. Adjourn

The Town of Rolesville will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (919) 556-3506 by noon on Thursday prior to the meeting to make arrangements.



## Memorandum

**To:** Mayor and Town Board  
**CC:** Steven Pearson  
**From:** June Greene  
**Date:** July 1, 2025  
**Re:** Recognition of July as National Parks and Recreation Month

I respectfully request the Board of Commissioners formally recognize July as National Parks and Recreation Month. This national observance highlights the vital role parks and recreation plays in promoting health, wellness, community engagement, and environmental stewardship.

A resolution has been prepared for adoption to support this recognition and celebrate the contributions of our local parks, programs, and staff. We encourage residents to take part in park activities and events throughout the month.

Thank you for your continued support of Parks and Recreation in the Town of Rolesville.



## Proclamation of the Town of Rolesville

### Designation of July as Parks and Recreation Month

**WHEREAS**, parks and recreation is an integral part of communities throughout this country, including the Town of Rolesville; and

**WHEREAS**, parks and recreation promote health and wellness, improving the physical and mental health of people who live near parks; and

**WHEREAS**, parks and recreation promote time spent in nature, which positively impacts mental health by increasing cognitive performance and well-being, and alleviating illnesses such as depression, attention deficit disorders, and Alzheimer's; and

**WHEREAS**, parks and recreation encourage physical activities by providing space for popular sports, hiking trails, swimming pools and many other activities designed to promote active lifestyles; and

**WHEREAS**, parks and recreation is a leading provider of healthy meals, nutrition services, and education; and

**WHEREAS**, park and recreation programming and education activities, such as out-of-school time programming, youth sports, and environmental education, are critical to childhood development; and

**WHEREAS**, parks and recreation increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

**WHEREAS**, parks and recreation is fundamental to the environmental well-being of our community; and

**WHEREAS**, parks and recreation is essential and adaptable infrastructure that makes our communities resilient in the face of natural disasters and climate change; and

**WHEREAS**, our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

**WHEREAS**, the U.S. House of Representatives has designated July as Parks and Recreation Month; and

**WHEREAS**, the **Town of Rolesville** recognizes the benefits derived from parks and recreation resources;

**NOW, THEREFORE, BE IT RESOLVED** by the Rolesville Town Board of Commissioners that July is recognized as Park and Recreation Month in the Town of Rolesville.

**Adopted this 1<sup>st</sup> day of July, 2025**

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Ronnie I. Currin, Mayor

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Christina Ynclan  
Town Clerk



# Proclamation of the Town of Rolesville

## Recognizing July as Patriotic Month

**WHEREAS**, the month of July holds deep historical significance for our nation, as it marks the anniversary of the signing of the Declaration of Independence on July 4, 1776, a defining moment in the pursuit of liberty and democracy; and

**WHEREAS**, this month provides an opportunity to reflect on the values of freedom, justice, and unity that form the foundation of the United States of America; and

**WHEREAS**, we honor the generations of Americans, military service members, veterans, first responders, public servants, and engaged citizens who have demonstrated extraordinary dedication to the ideals of our nation and the betterment of their communities; and

**WHEREAS**, Patriotic Month serves as a time for all residents to come together in celebration of our shared identity, to display the American flag, participate in civic events, and reflect on the responsibilities of citizenship; and

**WHEREAS**, fostering patriotism strengthens civic pride, encourages public service, and reminds us of the importance of unity in preserving the freedoms we cherish;

**NOW, THEREFORE**, I, Ronnie I. Currin, Mayor of Rolesville, do hereby proclaim the month of July as Patriotic Month in North Carolina, and commend its observance to all citizens.

**Adopted the 1<sup>st</sup> day of July 2025.**

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Ronnie I. Currin, Mayor

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Christina Ynclan  
Town Clerk

# Annexation Petition Application

Town of Rolesville Planning Department | PO Box 250 | Rolesville, NC 27571 | 919-554-6517 | [planning@rolesville.nc.gov](mailto:planning@rolesville.nc.gov)

Planning Department Home Page: [Official Town Webpage](#)

## Project Information:

Site Address: 6520 Fowler Road and 6521 Mitchell Mill Road	Project Name: Fowler Road Rezoning and Annexation
Existing Zoning District(s): R-30 Wake County	Proposed Zoning District(s): RH CZ
Total Site Area (in acres): 45.48	Zoning Overlays(s): None
Current Use(s): Single Family	Associated Case Number(s): REZ-24-04
Proposed Use(s): Single Family	

## Application Requirements

Application shall include the following documents by the submittal deadline to be considered complete and ready for review:

<input checked="" type="checkbox"/> Completed application.	<input checked="" type="checkbox"/> Authorization form(s) for plans with pending BOC action, Rezoning, and/or Annexation (if applicable).
<input checked="" type="checkbox"/> Note: You will be invoiced for the application fee during the completeness check or follow application review.	<input type="checkbox"/> Secretary of State webpage confirming the registered agent of the corporation or company (if applicable).
<input checked="" type="checkbox"/> A complete copy of the last deed of record for proof of ownership.	<input checked="" type="checkbox"/> An annexation boundary plat/map for recordation at the Wake County Register of Deeds Office (mylar plat) prepared by a professional land surveyor showing the boundaries of the area or property for annexation into the Town of Rolesville.
<input checked="" type="checkbox"/> Written copy of the metes and bounds (attached as a separate document).	<input type="checkbox"/> Submit digital Shapefile (GIS) of subject property

## Post-Approval Requirements

Applicant shall be responsible for Recording the Annexation Ordinance once signed by Town (Mayor/Clerk) within 30 days per G.S. 160A-29 and then provide copy of such to Planning Staff.

## Application Questionnaire

1. Is the area contiguous with the existing primary corporate limits? Satellite corporate limits is not primary.

☒ YES ☐ NO

*Note: If the land is contiguous to any existing corporate limits, the proposed annexation boundary will include all intervening rights-of-way for streets, easements, and other areas as stated in North Carolina General Statute §160A-31.*

2. NC General Statutes require petitioners of both contiguous and non-contiguous annexations to file a signed statement declaring whether vested rights have been established in accordance with G.S. 160D-108 and 108.1 for properties subject to the petition. Do you declare vested rights for the property subject to this petition?

☐ YES ☒ NO

## Parcel Information

PIN Number	Real Estate ID Number	Deed Book Number	Page Number	Acreage To Be Annexed	Wake County Assessed Value
1768-60-2816	0037538	DB 1730	PG 526	36	\$841,283
1767-69-6199	0059680	DB 1386	PG 356	9.48	\$139,139

# Annexation Petition Application

Town of Rolesville Planning Department | PO Box 250 | Rolesville, NC 27571 | 919-554-6517 | [planning@rolesville.nc.gov](mailto:planning@rolesville.nc.gov)

Planning Department Home Page: [Official Town Webpage](#)

## Owner Signature(s)

We, the undersigned owners of the real properties contained in the metes and bounds description and plat/map attached hereto, respectfully request that the area described above be annexed and made part of the Town of Rolesville, North Carolina. By signing below, we acknowledge that all information is correct.

**If property owned by INDIVIDUALS** (NOTE: All legal owners must sign including both husband and wife)

Barbara J. Richards by Samuel Albert Richards ATF

Owner #1 – Barbara J. Richards

By Samuel Albert Richards, as her attorney in fact

10-30-24  
Date Signed

Barbara J. Richards by Amy R. Harrison ATF

Owner #2 – Barbara J. Richards

By Amy R. Harrison, as her attorney in fact

10-30-24  
Date Signed

Owner #3 – PRINT and Signature

Date Signed

Owner #4 – PRINT and Signature

Date Signed

**If property owned by a COMPANY OR CORPORATION** (NOTE: The company or corporation must be legally registered with the State of North Carolina – Office of the Secretary of State and provide proof)

Name of Corporation

Registered Agent Printed Name

Registered Agent Signature

Address, State, Zip of Registered Office:

## Notary Seal

STATE OF NORTH CAROLINA

COUNTY OF Wake

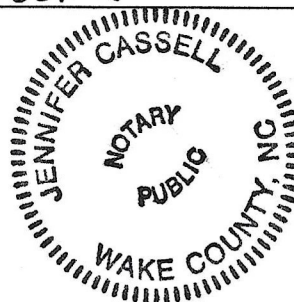
I, a Notary Public, do hereby certify that Samuel Albert Richards and Amy Richards Harrison personally appeared before me this day and acknowledged the due execution of the foregoing instrument. This the

30 day of October 2024

My commission expires 11 June 2025

Signature

Seal





## Memo

**To:** Mayor Currin and Town Board of Commissioners  
**From:** Michele Raby, Planner II and Meredith Gruber, Planning Director  
**Date:** June 25, 2025  
**Re:** ANX-25-01, 6520 Fowler Road and 6521 Mitchell Mill Road – Call for Legislative Hearing on August 5, 2025

### Background

The Town of Rolesville received a contiguous voluntary annexation petition for two parcels totaling 46.106 acres, located at 6520 Fowler Road and 6521 Mitchell Mill Road, with Wake County PINs 1768602816 and 1767696199, to be annexed into the Town of Rolesville's Town Limits. These two parcels comprise the subject property of the rezoning case, REZ-24-04.

The annexation petition was investigated by the Town Clerk as to its sufficiency of meeting G.S. 160A-31.

### Staff Recommendation

Staff recommends the Town Board of Commissioners schedule a legislative hearing on August 5, 2025 for ANX-25-01, an annexation petition received under G.S. 160A-31.

### Suggested Motion

Motion to schedule a legislative hearing on August 5, 2025, for ANX-25-01, an annexation petition received under G.S. 160A-31 for ANX 25-01.

### Attachments

1. ANX 25-01 Petition for Annexation and Attachments
2. ANX 25-01 Certificate of Sufficiency





# Memo

**To:** Eric L March  
**From:** Medhat Baselious  
**Date:** 6/25/2025  
**Re:** Authorizing Construction Management at Risk for Town Campus Project

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## **Background**

As we are moving forward with the Town Campus Project, it's essential to adopt a delivery method that ensures success in cost, schedule, and quality. It's my recommendation that the Town of Rolesville hire a Construction Manager at Risk (CMAR).

1-CMAR Brings the builder on board early.

2- Allowing input during design helps prevent costly changes later. This approach provides cost certainty through a Guaranteed Maximum Price (GMP), with the CMAR absorbing any overruns.

3- Enables pre-construction work to begin while design is still underway, accelerating project delivery, assumes more construction risk and reduces the Town's exposure.

4- Ensuring continuity and accountability throughout the project.

CMAR is a proven method used by municipalities across North Carolina for complex projects.

## **Recommended Action**

Approve the hiring of CMAR construction Management at Risk.

## **Attachment**

Resolution Authorizing Construction Management at Risk for Town Campus Project.

## **RESOLUTION APPROVING CONSTRUCTION MANAGEMENT AT RISK CONSTRUCTION DELIVERY METHOD**

**WHEREAS**, the Town of Rolesville is engaged in a long-range building program; and

**WHEREAS**, the Board has compared the advantages and disadvantages of using the Construction Management at Risk method for the below projects in lieu of the delivery methods identified in G.S. 143-128(a1) (1) through G. S. 143- 128(a1) (3); and

**WHEREAS**, the Board finds the Construction Management at Risk method allows for selection of the most qualified contractor for the project; and

**WHEREAS**, Construction Management at Risk provides an opportunity for involvement of the contractor during the design process for the purpose of providing the architect with feedback on constructability and other design issues; and

**WHEREAS**, Construction Management at Risk requires the Construction Manager to use prequalified subcontractors; and

**WHEREAS**, Construction Management at Risk allows for transparency of the overall bidding and construction process, including the costs incurred by the Construction Manager; and

**WHEREAS**, Construction Management at Risk has been shown to achieve significant MBE participation during the construction process; and

**WHEREAS**, Construction Management at Risk method has resulted in the consistent completion of projects on schedule; and

**WHEREAS**, the Board of Commissioners has concluded the Construction Management at Risk method is in the overall best interest of the projects below compared to the use of one of the delivery methods in G.S. 143-128(a1) (1) through G.S. 143-128(a1) (3):

Town Campus Site Development  
Police Station  
Main Fire Station

**NOW THEREFORE BE IT RESOLVED**, that the Town of Rolesville selects the above projects for the Construction Management at Risk construction delivery method in accordance with G.S. 143-128.1.

Adopted this 1<sup>st</sup> day of July 2025

\_\_\_\_\_  
Ronnie I. Currin  
Town of Rolesville Mayor

Attest: \_\_\_\_\_  
Christina Ynclan  
Town Clerk



## Board of Commissioners

### Work Session

**May 20, 2025**

### MINUTES

**PRESENT:** Mayor Ronnie Currin  
Commissioner Dan Alston  
Commissioner Michael Paul  
Town Manager Eric Marsh  
Town Attorney Dave Neill

Mayor Pro Tem April Sneed  
Commissioner Lenwood Long  
Commissioner Paul Vilga  
Town Clerk Christina Ynclan

#### Call to Order

Mayor Ronnie Currin called the Rolesville Board of Commissioner's work session to order on May 20, 2025, at 6:33 p.m. He thanked everyone in attendance for coming out and briefly outlined the agenda items for the evening.

#### Consideration of Agenda

**The agenda was approved without opposition.**

CAMPO Wake Transit Plan Update – Ben Howell, Presenter

Ben Howell, Wake Transit Program Manager for CAMPO, presented an update on the Wake Transit Plan. He provided an overview of the plan, its history, and the proposed 10-year investment strategy.

Howell explained that the Wake Transit Plan is a revenue stream for public transportation investment, approved by voters in 2016. The plan is updated every four years, with the current update focusing on priorities for the next 10 years. He highlighted that revenues have remained strong, with nearly \$750 million raised through 2023 and an expected \$700 million to \$1 billion over the next 10 years.

The presentation covered two phases of public engagement. Phase one focused on choices, trade-offs, and priorities, while phase two addressed three main questions: postponing commuter rail to invest in regional rail, developing Bus Rapid Transit (BRT) between Raleigh and Durham, and whether to serve more people or more places first.

Key points from public feedback included:

- 76% agreed with focusing on regional rail instead of commuter rail
- 70% supported connecting Raleigh and Durham with BRT
- There was a nearly even split between serving more people first (49%) and serving more places first (51%)

Howell presented the draft 10-year investment strategy, which includes:

- Investing in the regional network (rail-ready projects, BRT network expansion)
- Serving more people (expanding frequent bus service)
- Serving more places (increasing hours and days of existing regional bus routes, adding new routes)

The total proposed investment is approximately \$3.3 billion over 10 years.

Mayor Ronnie Currin asked about the decision to remove commuter rail from the plan. Howell explained that the cost had increased significantly, and federal funding was unlikely to cover 50% as initially assumed. The decision was made to invest in existing and planned rail services instead.

Commissioner Dan Alston inquired about the possibility of connecting Rolesville directly to Raleigh using transit. Howell responded that the current plan proposes a connection from Rolesville to Wake Forest, which would then provide a connection to Raleigh. He noted that this decision was based on ridership data, demand, and funding constraints.

The board expressed appreciation for the update and stayed informed about the plan.

#### [FY25-26 Proposed Budget Presentation – Eric Marsh, Town Manager](#)

Town Manager Eric Marsh presented the proposed budget for FY25-26. He began by thanking department heads and highlighting some key accomplishments from the past year across various departments.

The total proposed budget for FY25-26 is \$21,670,840, representing a 24% increase from the previous year. Eric Marsh explained that this increase is primarily due to the unification of fire services. Without fire unification, budget growth would be 6.4%.

Key points from the budget presentation included:

- The property tax rate will remain at 40 cents per \$100 of valuation
- Motor vehicle fees will remain at \$30 per vehicle
- Solid waste fees will remain at \$25 per month
- The schedule of fees will be updated, particularly for planning and development services

Eric Marsh outlined three budget priorities:

- Investing in current personnel and building organizational capacity
- Focusing on essential services and strategic expansion
- Creating a foundation for long-term planning

The proposed budget includes a minimum 4.3% salary increase for all staff, with an average increase of 6.5%. Merit increases of up to 2% are also included, with an additional 1% for staff who exceed expectations.

New positions proposed in the budget include:

- Administrative support specialists in administration and planning departments
- A stormwater program manager
- An engineering inspector

The budget also accounts for the addition of 15 positions from the fire department unification.

Commissioners asked questions about staffing needs in various departments, including economic development and IT. Eric Marsh acknowledged these needs and explained how the proposed administrative support positions would help address some of the current challenges.

The board discussed the capital improvement program, including projects such as the town campus, police station, and main fire station. Eric Marsh explained that these large capital projects would be handled through separate capital project ordinances later in the year.

Mayor Ronnie Currin and the commissioners expressed appreciation for the thorough budget presentation and the work done by the finance team to keep the town in a good financial position.

#### [Main Street Project Update - Eric Marsh, Town Manager](#)

Town Manager Eric Marsh provided an update on the Main Street project. He explained that following concerns expressed by business owners at a previous meeting, several discussions were held with stakeholders to revisit decisions about the project, particularly regarding the closure of the intersection.

The decision was made to continue with the current plan of keeping a temporary Main Street open path. The anticipated completion date for opening the intersection has been moved from early mid-October to early September, due to good weather and expedited work.

Eric Marsh noted that Fred Smith Company, the contractor for the project, was not present at the meeting despite being requested to attend. This absence led to expressions of frustration from the board members about the contractor's commitment to the project and communication.

Key points of discussion included:

- Concerns about the lack of visible progress on the project
- Questions about the contractor's work schedule and commitment
- Issues with DOT approvals and their impact on the project timeline
- The need for a detailed project schedule from the contractor

Josh Douthit, Project Manager from RK&K Company provided some additional updates on the project, including plans for work on Williams Street and the west side of Main Street once DOT approvals are received.

The board expressed their dissatisfaction with the contractor's performance and communication, emphasizing the need for a clear schedule and better progress on the project.

[Closed Session Pursuant to N.C.G.S. 143-318.11 \(a\)\(6\) Personnel](#)

**Commissioner Paul Vilga moved to enter closed session pursuant to NCGS 143-318.11(a)(6) for a personnel matter. The motion was seconded by Commissioner Lenwood Long and approved unanimously.**

**The board entered a closed session to discuss personnel matters at 9:25 p.m.**

[Adjourn](#)

Upon returning from the closed session without opposition, Mayor Ronnie Currin reminded everyone about the Publix ribbon-cutting ceremony scheduled for the next morning at 6:45 AM.

Town Clerk Christina Ynclan announced that the 2025 military banners would be on display along Granite Falls Boulevard starting Thursday afternoon through Veterans Day.

Commissioner Lenwood Long raised a question about the Chamber of Commerce budget. Town Manager Eric Marsh provided an update on recent discussions with the Chamber regarding funding and the memorandum of understanding. He explained that the proposed budget includes \$10,000 for the Chamber, with \$5,000 each allocated to the Launch Rolesville and Youth Leadership Rolesville programs.

**The meeting was adjourned without opposition at 10:25 p.m.**

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Ronnie I Currin, Mayor

Attest:

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Christina Ynclan, Town Clerk



**Town Board Regular Meeting**  
June 3, 2025 – 6:30 PM  
502 Southtown Circle, Rolesville, NC 27571

## **MINUTES**

**PRESENT:** Mayor Ronnie Currin  
Commissioner Lenwood Long  
Commissioner Michael Paul  
Town Manager Eric Marsh  
Town Attorney Dave Neill

Mayor Pro Tem April Sneed  
Commissioner Paul Vilga  
Police Chief David Simmons  
Town Clerk Christina Ynclan

**ABSENT:** Commissioner Dan Alston

### 1. Call to Order

Mayor Ronnie Currin called the Rolesville Town Board meeting to order on June 3, 2025, at 6:30 p.m. He asked all board members to turn on their microphones and confirmed everyone was ready to begin.

### 2. Invocation Led by Commissioner Lenwood Long

Commissioner Lenwood Long led the invocation, as the pastor was not present. He asked everyone to stand and pray, thanking God for the opportunity to come together and asking for wisdom and guidance in making decisions for the community.

### 3. Pledge of Allegiance

Mayor Pro Tem April Sneed led the Pledge of Allegiance.

### 4. Proclamations

#### Juneteenth

Mayor Ronnie Currin read a proclamation recognizing Juneteenth 2025 in the Town of Rolesville. The proclamation highlighted the historical significance of Juneteenth, its importance in commemorating the end of slavery in the United States, and the town's commitment to promoting equality, diversity, and inclusion. Mayor Ronnie Currin proclaimed June 19, 2025, as Juneteenth in the Town of Rolesville and encouraged all residents to join in the celebration.

Following the proclamation, June Green, Parks & Recreation Director, was invited to speak about the upcoming Juneteenth event. June Green informed the board that the event would take place on June 21st at Mill Bridge Nature Park from 2 to 6 PM. The event will feature storytellers, local artists and singers, 12 to 13 vendors, food trucks, a dessert truck, and a beer and wine truck. There will also be inflatables and yard games for children. Green mentioned that this event would also showcase the renovations done at Mill Bridge Nature Park, including the amphitheater.

Mayor Ronnie Currin clarified that the event was open to everyone, including non-residents of Rolesville.

#### 5. Consider Approval of the Agenda

Mayor Ronnie Currin noted that the main item on the agenda was the budget, which would include a public hearing and possible decision. Town Attorney requested a short personnel-related closed session be added to the agenda.

**The motion to approve the agenda with the addition of a short personnel-related closed session made by Commissioner Paul Vilga. Commissioner Michael Paul seconded the motion. The motion was approved unanimously.**

#### 6. Public Invited to be Heard

Brandi Schultz, a resident living at 4924 Tuckahoe Trace, spoke in favor of the enforcement fees that were up for adoption. She described issues with a neighbor operating an industrial tree trimming business in their small neighborhood, causing noise disturbances and potential property damage. Schultz expressed frustration with the lack of action since the neighbor was notified of the violation in January, and hoped the enforcement fees would provide some recourse.

#### 7. Consider Approval of the Consent Agenda

Mayor Ronnie Currin reviewed the items on the consent agenda, which included minutes, amendments, resolutions, ordinances for capital projects, personnel policy changes, and street acceptances. He invited board members to pull any items for separate discussion if desired.

- 7.a. Minutes of April 15, 2025, and May 6, 2025
- 7.b. Budget Ordinance Amendment FY24-25
- 7.c. Resolution Accepting Community Trails Grant
- 7.d. Resolution Accepting HUD Community Project Grant for Library Site Preparation
- 7.e. Ordinance Capital Project for HUD Community Project Grants
- 7.f. Resolution Amending Personnel Policy – Technical Revision-Amy Stevens
- 7.g. Resolution Accepting the Streets and Right of Ways
- 7.h. Amendment to Enforcement Provisions of Town Code

**The motion to approve the consent agenda as presented made by Mayor Pro Tem April Sneed. Commissioner Lenwood Long seconded the motion. The motion was approved unanimously.**

#### 8. Town Board Liaison Reports

- Commissioner Michael Paul reported that his senior advisory committee was meeting with a representative from the Wake Forest Senior Center to begin discussions about building a senior center in Rolesville.
- Mayor Pro Tem April Sneed provided an update from the Planning Department meeting on May 27th. She mentioned a land development



ordinance text amendment for vehicle minor service use standards regarding service bays, which would come before the board next month. She also reported that with the clearance of sewer issues, approximately 280 lots were now ready for approval in The Point development. Additionally, three buildings at Publix have received certificates of occupancy.

- Commissioner Pul Vilga reported on Parks and Recreation events, including a recent Memorial Day event and the upcoming Freedom in the Park Juneteenth celebration on June 21st. He also mentioned the ongoing Trail Art program throughout June, where art pieces are placed along greenways for residents to find and keep.
- Commissioner Lenwood Long had no updates from Public Safety but noted that the police department would be giving an update later in the meeting. He also mentioned that the unification of fire departments was moving forward.
- Mayor Ronnie Currin commented on the recent Fire Department community appreciation dinner, noting it might have been the last one sponsored by the current board due to the upcoming unification. He emphasized the importance of maintaining community involvement in the fire department even after the transition.

#### [9. Communication from Town Staff](#)

##### Police Department

Police Chief David Simmons provided an update on the department's activities:

- Staff changes: Sergeant Saunders retired on April 30th with 30 years of service. Detective Mindy Pietras was promoted to sergeant in the patrol division on May 2nd. Officer Bolan was selected to fill the vacancy in the detective division on May 17th.
- School Resource Officers: From the end of winter break (around January 6th) to the present, there were 161 calls for service at the high school, including 5 drug offenses, 10 incident reports, 2 assaults, 3 traffic accidents, 1 weapon offense, and 1 fight with 2 pending juvenile petitions.
- Investigations: Since January, 29 cases were assigned, with 14 cleared, resulting in a 48% clearance rate. The department achieved a 100% clearance rate for violent crimes.

Chief Simmons highlighted three significant cases:

- A tire theft operation involving multiple jurisdictions, resulting in charges for two suspects.
- A break-in at Rolesville Tavern, part of a multi-jurisdictional crime spree, with the suspect apprehended.
- Four car break-ins in April, including the theft of a handgun, with charges filed against two suspects.

The Chief also warned about ongoing fraud attempts targeting the elderly population.

Mayor Ronnie Currin requested future updates on traffic violations on Perry Street. Chief Simmons mentioned upcoming community events, including Camp K.I.D.D.S. and the Fourth of July celebration.

## 10. Public Hearing

### FY25-26 Budget Public Hearing

Finance Director Amy Stevens presented an overview of the proposed FY25-26 Budget:

- The budget was developed with consideration of economic uncertainties, upcoming large capital programs, and the fire department unification.
- The total proposed budget is \$46,441,062, with \$23,441,062 for the General Fund and \$23,000,000 for the Capital Projects Fund.
- Major revenue sources include property taxes and sales taxes.
- Public safety remains the largest expenditure category.
- The manager's budget priorities include investing in current personnel, focusing on essential services and strategic expansion, and creating a foundation for long-term planning.
- New positions include administrative support roles and the creation of a new engineering division.

Town Manager Eric Marsh provided additional updates on allocations for community partnerships, including the Chamber of Commerce and Downtown Development Association.

Mayor Ronnie Currin opened the public hearing, but no members of the public came forward to speak.

After closing the public hearing, the board discussed the budget. Mayor Pro Tem April Sneed requested to delay the vote until the next meeting to allow time for further review and questions. The board has agreed to place the budget adoption on the agenda for the next meeting.

## 11. Old Business

### Consideration of the Adoption Annual Budget FY25-26

This item was not voted on during this meeting, as the board decided to delay the decision until the next Board meeting scheduled for June 17, 2025..

## 12. New Business

None

## 13. Communications

### Town Attorney

- Dave Neill had no additional comments.

### Town Manager

- Eric Marsh provided updates on the Main Street project, including traffic management plans and upcoming lane closures. He also reminded everyone about the upcoming Juneteenth celebration.

Town Clerk

- Christina Ynclan announced that the 2025 Community Group Funding Program was now open for applications from non-profit organizations until June 30th.

14. Adjourn

**Motion to go into closed session to discuss confidential personnel matters and to consult with the town attorney to preserve attorney-client privilege pursuant to Chapter 143, sections 318.11(a)(3) and (6) of the North Carolina General Statutes made by Commissioner Paul Vilga. Commissioner Michael Paul seconded the motion. The motion was approved unanimously.**

Mayor Ronnie Currin announced that the Board of Commissioners would adjourn into closed session and return to close out the meeting after the closed session.

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Ronnie I. Currin, Mayor

ATTEST:

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Christina Ynclan, Town Clerk



## Board of Commissioners

### Work Session

**June 17, 2025**

### MINUTES

**PRESENT:** Mayor Ronnie Currin  
Commissioner Dan Alston  
Commissioner Michael Paul  
Town Manager Eric Marsh  
Police Chief David Simmons  
Town Attorney Dave Neill  
Town Clerk Christina Ynclan  
Mayor Pro Tem April Sneed  
Commissioner Lenwood Long  
Commissioner Paul Vilga  
Finance Director Amy Stevens  
Economic Development Director Mical McFarland

1. [Call to Order](#)

Mayor Ronnie Currin called the Rolesville Board of Commissioners work session to order on June 17, 2025, at 6:30 p.m. He thanked everyone in attendance and briefly outlined the evening's agenda, which included wrapping up the budget, discussing economic development programs, and entering closed session.

2. [Consider Approval of the Agenda](#)

**The motion to approve the agenda was made by Commissioner Paul Vilga and seconded by Commissioner Michael Paul. The motion passed unanimously/**

3. [Consider Approval of the Consent Agenda](#)

Amy Stevens, Finance Director provided an update to the budget, mentioning a recent adjustment to include funding for the Board of Elections this fall. She explained that this change was reflected in the materials presented to the Board, differing from what was shown two weeks prior. Amy Stevens noted that the budget included items presented by the Town Manager, capital project changes reviewed in the previous meeting, and the new item for the Board of Elections.

Amy Stevens reminded the Board that four items required adoption: the Budget Ordinance FY25-26 (annual appropriation), the Resolution requesting Wake County to collect the Levy

and Property Taxes, the Resolution for the Capital Improvement Plan (CIP), and the Capital Project Ordinance.

Eric Marsh, Town Manager expressed gratitude for the Board's questions and mentioned that they had received inquiries from community members about the budget. He encouraged ongoing engagement from residents regarding how tax dollars are spent and how the town serves the community.

Mayor Ronnie Currin asked if there were any questions for the Town Manager, to which there were none. He then opened the floor for discussion or motions from the Board.

- Budget Ordinance FY25-26
- Resolution Authorization of the Wake County Department of Revenue to Levy & Collect Property Taxes
- Resolution Adopting the CIP
- Capital Project Ordinance

**Commissioner Michael Paul moved to adopt the Budget Ordinance FY25-26 for the fiscal year lasting from July 1, 2025, through June 30, 2026. Mayor Pro Tem April Sneed seconded the motion. The motion passed unanimously.**

**Commissioner Dan Alston moved to adopt the resolution authorizing the Wake County Department of Revenue to Levy and Collect Property Taxes. The motion was seconded by Commissioner Lenwood Long. The motion passed unanimously.**

**Commissioner Lenwood Long moved to adopt the Resolution for the Capital Improvement Plan for fiscal years 2025 through 2030. The motion was seconded by Commissioner Dan Alston. The motion passed unanimously.**

**Mayor Pro Tem Sneed moved to adopt the Capital Project Ordinance dated June 7, 2025. The motion was seconded by Commissioner Paul Vilga. The motion passed unanimously.**

Mayor Ronnie Currin thanked Amy Stevens Finance Director, Eric Marsh, Town Manager, and the Budget Committee for their hard work on the budget. He expressed satisfaction that the town hall would remain open on July 1st and noted that working with the committee had been beneficial this year.

4. [Discuss Town Support for Economic Development Programs with Chamber of Commerce and Downtown Development Association – Mical McFarland, Economic Development Director](#)  
Economic Development Director Mical McFarland facilitated a discussion on town support and partnership with the Rolesville Chamber of Commerce and the Rolesville Downtown Development Association (RDDA). He explained that these partnerships focus on supporting existing businesses, entrepreneurs, marketing Rolesville as a place to do business, hosting events, and providing networking opportunities. The RDDA has a specific focus on the development and appearance of the Main Street area.

Mical McFarland noted some changes to the proposed agreements since the information on the Board's packets was prepared:

- For the Chamber of Commerce, the in-kind contribution for office space was adjusted from \$31,000 to approximately \$6,200, reflecting the chamber's need for only one office and a sublease to a local business.
- For the RDDA, a map was included to show the focus area for their work and eligibility for the facade improvement program. The total funding request for the RDDA increased from \$6,500 to \$7,500.

Mical McFarland emphasized that this was a work session to gather feedback and input about these partnerships, with the goal of working towards new agreements with these organizations.

Mayor Pro Tem April Sneed asked for clarification on the chamber's office space requirements. The chamber chairman, who was present at the meeting, confirmed that they currently need one office and the foyer area.

Town Attorney Dave Neill explained that the draft lease includes two exclusive offices: one for the Chamber (Suite D) and one sublet space (Suite A). The central lobby is considered a common area and not part of the leased premises.

Commissioner Dan Alston inquired about the continuity of the in-kind donation for office space. Town Manager Eric Marsh explained that providing the space rent-free was considered part of the partnership with the Chamber, and that the in-kind valuation was primarily for accounting purposes to reflect the market value of the support provided.

Mayor Ronnie Currin shared that he had discussed this topic with other Wake County mayors, noting that some towns provide free space or charge a nominal fee, but the in-kind valuation approach was not common.

Regarding the Downtown Development Association, Commissioner Michael Paul expressed support for continuing to fund the organization. He mentioned that the facade improvement program had several applicants, and the RDDA Board had stabilized with good members, anticipating exciting developments in the next 12 months.

McFarland encouraged Board members to provide any additional feedback or input to the town manager or him over the next couple of weeks to fine-tune the agreements before bringing them back to the Board for further discussion.

#### **5. [Closed Session Pursuant to NCGS 143-318.11\(a\)\(6\) Personnel](#)**

Before entering the closed session, Mayor Ronnie Currin asked Town Manager Eric Marsh for an update on a recent incident that could be shared with the public.

Eric Marsh referred to a press release issued in collaboration with the Raleigh Police Department and the City of Raleigh Public Information Office. He thanked all responding agencies, including

Wendell, the Wake County Sheriff's Department, the FBI, and Wake Forest Police Department, for their timely response to the incident. Eric Marsh emphasized that there were no injuries or casualties to officers or community members involved.

He encouraged the public to review the press release and news coverage for information about the incident. Eric Marsh noted that an arrest had been made, and charges filed, but, as the investigation was ongoing, they could not comment beyond what was in the public documents. Eric Marsh expressed gratitude to community members for their response during the incident, highlighting that safety is a shared responsibility. He thanked residents for their actions and decisions during the event, which contributed to its safe resolution.

Mayor Ronnie Currin echoed Town Manager Eric Marsh's sentiments, praising the officers for apprehending the suspect without lethal force and emphasizing the risks they take daily to protect residents. He expressed amazement that no one was injured during the incident and thanked citizens for their trust and respect for public servants.

**Commissioner Paul Vilga moved to enter closed session pursuant to NCGS 143-318.11(a)(6) for personnel matters. The motion was seconded by Commissioner Lenwood Long.**

**Town Attorney Dave Neill requested an amendment to include subsections 3 (Attorney-Client privilege to discuss Rolesville v. Eddins Family LLC) and 7 (to receive an investigative report of alleged criminal activity). Chapter 143, Sections 318.11(a)(3) and (6) of the North Carolina General Statutes.**

**The amended motion to enter closed session pursuant to NCGS 143-318.11(a)(6) for personnel matters, (a)(3) for attorney-client privilege, and (a)(7) to receive an investigative report was made by Commissioner Paul Vilga and seconded by Commissioner Lenwood Long. The motion passed unanimously.**

Mayor Ronnie Currin announced that the Board would recess into closed session and return afterward to adjourn the meeting, with no further business planned upon return.

## 6. [Adjourn](#)

The Town of Rolesville will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (919) 556-3506 by noon on Thursday prior to the meeting to make arrangements.



***DRAFT Service Agreement/Memorandum of Understanding (MOU)***  
***Between the Town of Rolesville and the Rolesville Downtown Development Association***

This service agreement/memorandum of understanding, made between the Town of Rolesville (hereinafter referred to as “the Town”) and the Rolesville Downtown Development Association, a 501(c)3 organization (hereinafter referred to as “the RDDA”), hereinafter referred to as the “agreement”.

**WHEREAS**, the Town and the RDDA both value and support economic development in the Rolesville community; and

**WHEREAS**, the Town realizes the importance of the RDDA in the development of downtown Rolesville (with a particular focus on Main Street) as a vibrant business, entertainment, and cultural center in the Rolesville community; and

**WHEREAS**, the Town desires to support the efforts of the RDDA in retaining existing downtown businesses and attracting new development to the downtown area (with a particular focus on Main Street). See attached herein a map of the area designating downtown Rolesville.

**NOW, THEREFORE**, in consideration of the mutual obligations and promises set forth below, the parties hereto agree as follows:

**The Town agrees to:**

1. Contribute **\$7,500** towards the façade improvement program.
2. Provide staff assistance, by the Economic Development Director, to serve in the capacity as a liaison with the Town, and to assist with activities and functions in partnership to further the economic development goals of the Town.

**The RDDA agrees to complement the Town’s economic development efforts through:**

1. Downtown Marketing and Promotion. Development of resources to market and promote Rolesville’s downtown as an activity hub, a great place to live, work and play, and an attractive area with a good business climate.
2. Existing Business Support. Development of programs to assist local businesses, such as a façade improvement program to assist businesses with upfits and renovations, and/or organizing activities that support downtown business development.
3. New Business Attraction. Hosting events and activities with prospective business owners and developers to attract new commercial development to Rolesville’s downtown (Main Street).
4. Appearance. Participate in activities to support general community beautification, in partnership with the Town’s Appearance Commission, Planning Board, and Parks and Recreation Board.



As part of this agreement, the RDDA is required to present a financial statement to the Town upon request per the provisions of N.C. General Statute 55A-16-24, highlighting RDDA activities and showing how the funds received from the Town of Rolesville are being used. The Town may request a report from the RDDA quarterly or bi-annually, depending on the desire of the Town Board.

This agreement is effective from the date of execution until June 30, 2026. At any point in time, either party may request that the responsibilities be amended. This agreement can be cancelled at any time throughout the term by either party with 30 days prior written notice to the other party.

Agreed upon this \_\_\_\_ day of \_\_\_\_\_ by the Town of Rolesville Board of Commissioners.

\_\_\_\_\_  
Town of Rolesville  
Mayor

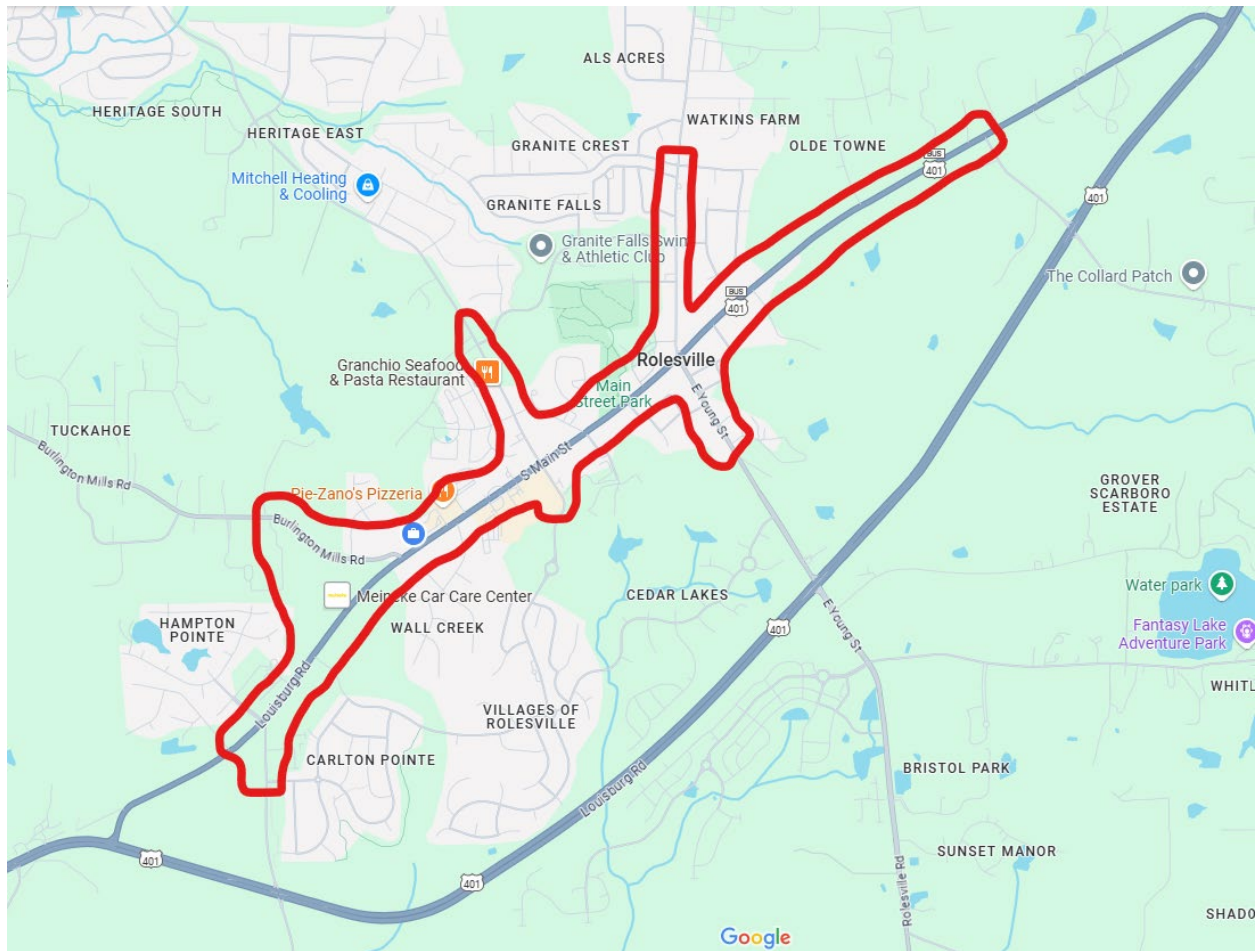
\_\_\_\_\_  
Rolesville Downtown Development Association  
President

\_\_\_\_\_  
Town of Rolesville  
Economic Development Director

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

\_\_\_\_\_  
Finance Officer                      Date

(See map on next page)





# Memo

**To:** Mayor Currin and Rolesville Town Board  
**From:** Mical McFarland, Economic Development Director  
**Date:** July 1, 2025  
**Re:** Consent Agenda Item #7 Memorandum of Understanding between the Town and the Rolesville Downtown Development Association (RDDA)

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## Background

The Rolesville Downtown Development Association (RDDA) partners with the Town to complement the Town's economic development efforts through:

- **Downtown Marketing and Promotion.** Development of resources to market and promote Rolesville's downtown as an activity hub, a great place to live, work and play, and an attractive area with a good business climate.
- **Existing Business Support.** Development of programs to assist local businesses, such as a façade improvement program to assist businesses with upfits and renovations, and/or organizing activities that support downtown business development.
- **New Business Attraction.** Hosting events and activities with prospective business owners and developers to attract new commercial development to Rolesville's downtown (Main Street).
- **Appearance.** Participate in activities to support general community beautification, in partnership with the Town's Appearance Commission, Planning Board, and Parks and Recreation Board.

The RDDA is requesting \$7,500 to go towards a new initiative, a façade improvement program for local businesses. The façade improvement program seeks to support downtown businesses and enhance the overall appearance of Rolesville's downtown area.

This is a 50/50 matching program, meaning applicants are required to contribute at least 50% of the total project cost. Program funding will cover the remaining 50%, up to a maximum of \$2,500 per project.

## **Attachments**

1. Draft MOU between the Town and the RDDA
2. RDDA use of funds chart

June 16, 2025

**Rolesville Downtown Development Association (RDDA) – Projected Allocation of current funds and requested funds.**

Current funds on hand in bank \$9000

<b>Projected Use</b>	<b>Date or Time Period</b>	<b>Amount</b>
Bank Balance Maintenance (that remains to avoid fees).	Ongoing	\$2000
Façade Improvement Program	July-December 2025 (up to 4 awards of \$1250 each). Any remaining amount will be rolled over and designated for 2026 Façade awards only.	\$5000
Business Cards, Name Tags, and Enhanced RDDA logo	July-August	\$600
Community Education Event with RDDA, Town, and Development Community – Communication materials and refreshments, etc.	August-November 2025	\$600
Downtown Business Block Party (Marketing/promotional items)	September 2025	\$800
<b>Total maintenance amount and projected expenditures for 2025</b>	Remainder of 2025	<b>\$9000</b>
Memorandum of Understanding (MOU) - With new proposed allocation from Town.	July 1, 2025-June 30, 2026 (For up to 5 awards of \$1250 each, which equals \$6250). Any remainder will be rolled over to fiscal year 2026-2027 and applied to Façade awards only.	\$6500
Additional request from Town by RDDA.	Request an additional \$1000 to cover a total of 6 awards for the entire fiscal year of 2025-2026.	1,000
<b>Total amount requested from the town</b>		<b>\$7500</b>

Submitted by Sheilah Sutton, President – RDDA in conjunction with RDDA treasurers, Michael Eley and Regina Moore.

# Memo

**To:** Mayor Currin and Town Board of Commissioners  
**From:** Michael Elabarger, Assistant Planning Director & Meredith Gruber, Planning Director  
**Date:** June 24, 2025  
**Re:** TA-25-04 Land Development Ordinance (LDO) Text Amendment to Section 5.1.4.V.4.e. Vehicle, Minor Service Use Standard Regarding Service Bays

## Background

Land Development Ordinance (LDO) Text Amendment Application TA-25-04 was submitted by Patrick Byker of Morningstar Law Group. The application proposes changing Section 5.1.4.V.4.e. Vehicle, Minor Service Use Standards item “e” to allow three service bays facing the public right-of-way and unlimited service bays facing elsewhere. The applicant notes the nearby jurisdictions of Raleigh, Wake Forest, and Knightdale do not place number limitations on vehicle service bays.

## Proposed Text Amendment

The proposed new text is shown in blue and underlined and deletions are shown in ~~red strikethrough~~.

### 5.1.4. Commercial Principal Uses

#### V. Vehicle Minor Service

e. No more than three (3) service bays facing the public right-of-way shall be permitted. ~~-, and unlimited service bays facing the side or rear yard are permitted.~~

## Staff Analysis and Recommendation

Major objectives from the 2017 Comprehensive Plan include:

- Walkability;
- Greater variety of services, shopping experiences, and restaurants in Rolesville;
- More parks and active recreation;
- Retention of “small-town” feel reflecting a population that comes together to socialize.

Major recommendations from the 2017 Comprehensive Plan include:

- Create a close-knit system of secondary streets.
- Create a diversity of new houses but ensure high quality and limited locations for multifamily units.
- Create more capacity in the local parks and active recreation programs.
- Celebrate Downtown.

Keeping the appearance of three vehicle service bays may help maintain Rolesville's "small-town" feel. Staff recommends approval of TA-25-04 Land Development Ordinance (LDO) Text Amendment to Section 5.1.4.V.4.e. Vehicle, Minor Service Use Standard Regarding Service Bays.

### Planning Board Meeting

The Planning Board met on May 27, 2025 to review and provide a recommendation on the Text Amendment application, TA-25-04, Vehicle, Minor Service Use Standard Regarding Service Bays. The Board recommended approval of TA-25-04 with a suggestion for the Town Board of Commissioners to consider no service bays facing the public right-of-way in the Main Street Corridor. Discussion during the motion included one board member voicing concern about having unlimited service bays. A substitute motion was made to limit the number of service bays to ten (10) and was approved 4 – 1. The original motion with the amendment was approved 5 – 0.

### Consistency and Reasonableness

As noted in the Staff Analysis and Recommendation section of this report, Text Amendment TA-25-04, Vehicle, Minor Service Use Standard Regarding Service Bays, maintains the number of service bays facing the public right-of-way at three (3). This may help retain the "small-town" feel noted in Rolesville's Comprehensive Plan. TA-25-04 is consistent with Rolesville's Comprehensive Plan and is therefore reasonable.

### Proposed Motions

- Motion to (*approve or deny*) TA-25-04, Vehicle, Minor Service Use Standard Regarding Service Bays

*If TA-25-02 is approved:*

- Motion to adopt a statement of consistency and reasonableness because TA-25-04 is consistent with Rolesville's Comprehensive Plan and is therefore reasonable

*Or*

- Motion to continue TA-25-04, Vehicle, Minor Service Use Standard Regarding Service Bays, to a future Town Board meeting (provide date certain)

### Attachments

- Text Amendment Application TA-25-04 from Patrick Byker, Morningstar Law Group
- Ordinance **O-25-XX**
- Alternate Ordinance Incorporating Planning Board Recommendation



Case No. \_\_\_\_\_

Date \_\_\_\_\_

## Text Amendment Application

### Contact Information

Name Patrick BykerAddress 700 W. Main StreetCity/State/Zip Durham, NC 27701Phone 919-590-0384Email pbyker@morningstarlawgroup.com

### Amendment Information

*This petition is to amend the Unified Development Ordinance Section(s)* 5.1.4.V.4*to allow* Three (3) service bays facing the public right-of-way and unlimited service bays facing the yard, side and/or yard, rear, as UDO Section 11.7.

as a

☒ permitted use☐ conditional use☐ special usein the General Commercialzoning district.

### Applicant Signature

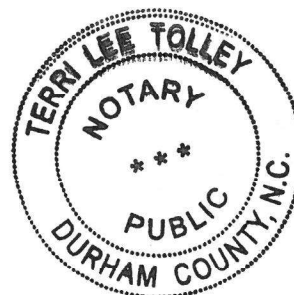
*I hereby certify that the information contained herein is true and completed. I understand that if any item is found to be otherwise after evidentiary hearing before the Town Board of Commissioners, that the action of the Board may be invalidated.*

Signature Patrick Byker Date 2/28/25

STATE OF NORTH CAROLINA

COUNTY OF Durham

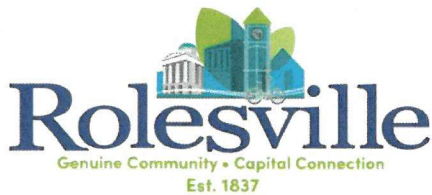
*I, a Notary Public, do hereby certify that* Patrick Byker  
*personally appeared before me this day and acknowledged the due execution of the foregoing instrument. This*  
*the* 28th *day of* February 2025.

*My commission expires* 8/25/2028.Signature Terri Lee Tolley Seal

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**Town of Rolesville Planning****PO Box 250 / Rolesville, North Carolina 27571 / RolesvilleNC.gov / 919.554.6517**





Case No. \_\_\_\_\_

Date \_\_\_\_\_

## Text Amendment Application

### Description of Proposed Use

Vehicle, Minor Service is defined in the UDO at Section 5.1.4V 1-4. Subsection 4(e) specifically limits the use to, "No more than three (3) service bays shall be permitted. This Text Amendment would amend this subsection to state, "Three (3) service bays shall be permitted to face the public right-of-way. Service bays facing the yard, side and/or the yard, rear as defined in UDO Section 11.7, shall not be limited in number."

### Justification

UDO Section 5.1.4.V.4(e) states, "No more than three (3) service bays shall be permitted." This subsection places an economic strain on the Vehicle, Minor Service use that allows establishments to provide minor vehicle services and repair including but not limited to brake adjustments, oil changes realignments, detailing, mufflers, hoses, belts, and the like. The nearby jurisdictions of Raleigh, Wake Forest, and Knightdale do not place number limitations on service bays on Vehicle Repair and Vehicle Maintenance use categories.

or ~~signage~~ may not be displayed in any required manner.

## V. Vehicle, Minor Service

1. Characteristics. Establishments which provide minor vehicle services and repair including but not limited to brake adjustments, oil changes, realignments, detailing, mufflers, hoses, belts, and the like.
2. Accessory Uses. Accessory uses may include limited sale of parts or vehicle accessories, towing, associated office, parking, repackaging of goods for on-site sale or use.
3. Examples. Minor vehicle service establishments in which no vehicle dismantling occurs.
4. Use Standards.
  - a. No stockpiling of parts or salvaging of vehicle parts.
  - b. No storage of wrecked or unregistered vehicles may be permitted on site.
  - c. No outdoor speaker system.
  - d. All work performed shall be within an enclosed building, however bay doors may be open during hours of operation.
  - e. No more than three (3) service bays shall be permitted.
  - f. A landscape buffer in conformance with Section 6.2 shall be required along any property line abutting a residentially zoned property.
  - g. In addition to service vehicles necessary for the operation of business, only vehicles awaiting repair may be stored on site. No inoperable vehicles may be left on site for more than fifteen (15) days. In special circumstances where this provision would pose undue hardship, the Zoning Administrator may grant an extension for vehicle storage of up to fifteen (15) days.

# **Knightdale UDO**

## **M. Vehicle Services –Maintenance / Repair / Body Work.**

1. Vehicle services - maintenance, repair, and/or body work uses shall be located in the Mixed-Use Building Type as detailed in Section 6.8.
2. All vehicles, materials, or equipment shall be stored within an enclosed building, or within an outdoor storage area enclosed by an opaque fence or wall that meets the requirements of Section 7.6 and shall be restricted to the rear yard.
3. Any operation which results in the creation of noxious vibrations, odors, dust, glare, or sound is prohibited.
4. No vehicle may be kept or used for parts for other vehicles.
5. No vehicle may be stored in an unrepaired state for more than thirty (30) calendar days.

## **11. Vehicle Services, Minor Maintenance/Repair.**

- a. Vehicle service bays associated with Vehicle Services, Minor Maintenance/Repair shall be located a minimum of 100 feet from any residential uses or the GR, NCR, MUR, or TSR Districts and any parallel Conditional District to those districts.
- b. In the NB District, vehicle service bays shall be set perpendicular to the street or otherwise screened with a Type C buffer from the street right-of-way.
- c. In the NB District, use operation shall be limited to between the hours of 8 a.m. and 9 p.m.

## **D. Vehicle Repair (Major)**

Raleigh UDO

### **1. Defined**

A facility where general vehicle repair and service is conducted, including transmission, brake, muffler and tire shops, along with body and paint shops. Major vehicle repair does not include any use meeting the definition for minor vehicle repair or commercial vehicle repair.

### **2. Use Standards**

- a. The outdoor overnight storage of vehicles awaiting repair may be permitted in accordance with *Article 7.5. Outdoor Display and Storage*. Operable vehicles may be parked on-site during business hours.
- b. There shall be no dismantling of vehicles for salvage.
- c. The storage of impounded vehicles is not permitted.
- d. No outside speaker system is permitted.

**PROPOSAL TO AMEND  
THE LAND DEVELOPMENT ORDINANCE,  
TOWN OF ROLESVILLE, NORTH CAROLINA  
Case Number TA-25-04 Vehicle, Minor Service Use Standard Regarding Service  
Bays  
Ordinance # 2025-O-0?**

WHEREAS, the Town of Rolesville seeks to amend the Land Development Ordinance Section 5.1.4.V.4.e. Vehicle, Minor Service Use Standard regarding service bays to allow unlimited service bays if they are not facing the public right-of-way.

WHEREAS, North Carolina General Statute Section NC Chapter § 160D-702. (Effective January 1, 2025) Grant of power; (a) A local government may adopt zoning regulations. Except as provided in subsections (b) and (c) of this section, a zoning regulation may regulate and restrict the height, number of stories, and size of buildings and other structures; the percentage of lots that may be occupied; the size of yards, courts, and other open spaces; the density of population; the location and use of buildings, structures, and land.

WHEREAS, the Town of Rolesville Board of Commissioners firmly believes that it is in the public interest to amend the Town's Land Development Ordinance as described below.

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN BOARD OF  
COMMISSIONERS OF THE TOWN OF ROLESVILLE, NORTH CAROLINA:**

**SECTION 1. That Section 5.1.4.V.4.e. Vehicle, Minor Service Use Standard be amended to read as follows:**

- ✓ Addition (additions are underlined)
- Deletion (deletions are ~~struck through~~)
- Alteration (additions are underlined and deletions are ~~struck through~~)

**5.1.4. Commercial Principal Uses**

**V. Vehicle Minor Service**

- e. No more than three (3) service bays facing the public right-of-way shall be permitted. and unlimited service bays facing the side or rear yard are permitted.

**SECTION 2.** That all laws and clauses of law in conflict herewith are hereby repealed to the extent of said conflict.

**SECTION 3.** That if this ordinance or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions of this ordinance which can be given separate effect and to the end the provisions of this ordinance are declared to be severable.

**SECTION 4.** That this ordinance has been adopted following a duly advertised legislative hearing of the Town Council and following review and recommendation by the Planning Board.

**SECTION 5.** That this ordinance shall be enforced as provided in the Town of Rolesville's Land Development Ordinance.

**SECTION 6.** Effective Date. This ordinance shall become effective on the date of its adoption by the Board of Commissioners.

Adopted this 1st day of July 2025 by the Town of Rolesville Board of Commissioners.

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Ronnie I. Currin  
Town of Rolesville Mayor

**CERTIFICATION**

I, \_\_\_\_\_, Town Clerk for the Town of Rolesville, North Carolina, do hereby certify the foregoing to be a true copy of an ordinance duly adopted at the meeting of the Town Board of Commissioners held on this \_\_\_\_ day of \_\_\_\_\_, 2025.

In witness whereof, I have hereunto set my hand and caused the seal of the Town of Rolesville to be affixed this \_\_\_\_ day of \_\_\_\_\_, 2025.

(seal)

\_\_\_\_\_  
Christina Ynclan  
Town Clerk



**PROPOSAL TO AMEND  
THE LAND DEVELOPMENT ORDINANCE,  
TOWN OF ROLESVILLE, NORTH CAROLINA  
Case Number TA-25-04 Vehicle, Minor Service Use Standard Regarding Service  
Bays  
Ordinance # 2025-O-0?**

WHEREAS, the Town of Rolesville seeks to amend the Land Development Ordinance Section 5.1.4.V.4.e. Vehicle, Minor Service Use Standard regarding service bays to allow up to ten (10) service bays if they are not facing the public right-of-way.

WHEREAS, North Carolina General Statute Section NC Chapter § 160D-702. (Effective January 1, 2025) Grant of power; (a) A local government may adopt zoning regulations. Except as provided in subsections (b) and (c) of this section, a zoning regulation may regulate and restrict the height, number of stories, and size of buildings and other structures; the percentage of lots that may be occupied; the size of yards, courts, and other open spaces; the density of population; the location and use of buildings, structures, and land.

WHEREAS, the Town of Rolesville Board of Commissioners firmly believes that it is in the public interest to amend the Town's Land Development Ordinance as described below.

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COMMISSIONERS OF THE TOWN OF ROLESVILLE, NORTH CAROLINA:**

**SECTION 1. That Section 5.1.4.V.4.e. Vehicle, Minor Service Use Standard be amended to read as follows:**

- ✓ Addition (additions are underlined)
- Deletion (deletions are ~~struck through~~)
- Alteration (additions are underlined and deletions are ~~struck through~~)

**5.1.4. Commercial Principal Uses**

**V. Vehicle Minor Service**

- e. No more than three (3) service bays facing the public right-of-way shall be permitted. ~~and no more than ten (10) bays facing the side or rear yard shall be permitted.~~

**SECTION 2.** That all laws and clauses of law in conflict herewith are hereby repealed to the extent of said conflict.

**SECTION 3.** That if this ordinance or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions of this ordinance which can be given separate effect and to the end the provisions of this ordinance are declared to be severable.

**SECTION 4.** That this ordinance has been adopted following a duly advertised legislative hearing of the Town Council and following review and recommendation by the Planning Board.

**SECTION 5.** That this ordinance shall be enforced as provided in the Town of Rolesville's Land Development Ordinance.

**SECTION 6.** Effective Date. This ordinance shall become effective on the date of its adoption by the Board of Commissioners.

Adopted this 1st day of July 2025 by the Town of Rolesville Board of Commissioners.

---

Ronnie I. Currin  
Town of Rolesville Mayor

**CERTIFICATION**

I, \_\_\_\_\_, Town Clerk for the Town of Rolesville, North Carolina, do hereby certify the foregoing to be a true copy of an ordinance duly adopted at the meeting of the Town Board of Commissioners held on this \_\_\_\_ day of \_\_\_\_\_, 2025.

In witness whereof, I have hereunto set my hand and caused the seal of the Town of Rolesville to be affixed this \_\_\_\_ day of \_\_\_\_\_, 2025.

(seal)

\_\_\_\_\_  
Christina Ynclan  
Town Clerk

## **Article I: Name**

The official name of this subcommittee shall be the **Rolesville Tree Board** (hereinafter referred to as the "Tree Board").

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## **Article II: Purpose and Mission**

The Tree Board is established as a subcommittee of the Parks and Recreation Advisory Board to enhance the urban forest of Rolesville through the planting, care, and preservation of trees. The mission of the Tree Board is to promote the ecological, aesthetic, and economic benefits of trees, and to engage the community in environmental stewardship through tree-related initiatives.

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## **Article III: Objectives**

The objectives of the Tree Board include, but are not limited to:

1. **Advisory Role:** Provide recommendations to the Parks and Recreation Advisory Board and Town officials on policies and initiatives related to tree planting, care, and preservation.
2. **Community Engagement:** Organize and promote events such as tree planting days, educational workshops, and awareness campaigns to engage the community in tree conservation efforts.
3. **Tree Inventory and Canopy Expansion:** Conduct or support tree inventories and develop strategies to increase tree canopy coverage in public and private spaces.

4. **Education and Advocacy:** Educate the public on the benefits of trees and advocate for the protection and expansion of Rolesville's urban forest.
  5. **Partnerships:** Collaborate with local schools, businesses, environmental organizations, and citizens to promote the planting and maintenance of trees.
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## **Article IV: Membership**

### **1. Composition:**

- The Tree Board shall consist of a minimum of five (5) members and a maximum of nine (9) members, including a Chairperson and a Secretary.
- Members shall be residents of Rolesville or individuals with a vested interest in the community's environmental well-being.
- At least one member shall be a representative from the Parks and Recreation Advisory Board.

### **2. Appointment:**

- Members shall be appointed by the Parks and Recreation Advisory Board.
- Appointments shall be for a term of two (2) years, with the option for reappointment.

### **3. Officers:**

- The Tree Board shall elect a Chairperson and a Secretary from its members annually.
- The Chairperson shall preside over meetings, and the Secretary shall keep minutes and records of the Tree Board's activities.

### **4. Vacancies:**

- Vacancies shall be filled by appointment by the Parks and Recreation Advisory Board for the remainder of the unexpired term.
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## **Article V: Meetings**

### **1. Frequency:**

- The Tree Board shall meet quarterly, with additional meetings scheduled as necessary.
- The date, time, and location of meetings shall be determined by the Chairperson.

### **2. Quorum:**

- A majority of the members shall constitute a quorum for the transaction of business.

### **3. Decision-Making:**

- Decisions shall be made by a majority vote of the members present at any duly called meeting.

### **4. Minutes:**

- The Secretary shall maintain accurate minutes of all meetings, which shall be submitted to the Parks and Recreation Advisory Board for review.
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## **Article VI: Responsibilities**

### **1. Advisory Responsibilities:**

- Review and provide recommendations on tree-related policies, ordinances, and programs to the Parks and Recreation Advisory Board.

- Assist in the development of a comprehensive tree management plan for the town.

## **2. Project Implementation:**

- Plan and oversee tree planting projects in coordination with the Parks and Recreation Department.
- Develop and distribute educational materials on tree care and urban forestry.

## **3. Annual Reporting:**

- The Tree Board shall submit an annual report to the Parks and Recreation Advisory Board summarizing its activities, achievements, and recommendations.

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## **Article VII: Amendments**

This Charter may be amended by a majority vote of the Parks and Recreation Advisory Board upon the recommendation of the Tree Board. Proposed amendments must be submitted in writing and discussed at a regular meeting of the Tree Board prior to submission.

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## **Article VIII: Dissolution**

The Tree Board may be dissolved by a majority vote of the Parks and Recreation Advisory Board if it is determined that the Tree Board is no longer necessary or is not fulfilling its mission and objectives.

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**Adopted by the Parks and Recreation Advisory Board on  
[Date]**

**Approved by the Rolesville Town Council on [Date]**