



Board of Commissioners

Work Session

January 20, 2026

6:30 PM

AGENDA

1. Downtown Overlay District Proposal – Sheliah Sutton, President of Rolesville Downtown Development Association
2. Continued Hearing on REZ-25-05/ANX-25-03 – Michael Elabarger, Assistant Planning Director
3. Consistency & Reasonableness Considerations for Text and Map Amendment Petitions – Dave Neill, Town Attorney
4. Closed Session - Attorney-Client privilege pursuant to Chapter 143, Sections 318.11(a)(3) and (6) of the North Carolina General Statutes.
5. Adjourn

This meeting is designed as a work session for board members to receive, review, and discuss information prepared by staff. Only staff and board members may speak during this meeting without prior express permission. Citizens are reminded that during the public comment period at regular board meetings on the first Tuesday of each month, they may raise questions and concerns. Citizens are also welcome to contact the Mayor or the board at other times by phone or email.



Memo

To: Mayor Currin and Rolesville Town Board
From: Mical McFarland, Economic Development Manager
Date: January 20, 2026
Re: Downtown Overlay District Proposal - RDDA

Introduction

The Rolesville Downtown Development Association (RDDA) has had internal conversations about the need for a special zoning designation for Main Street to add specific rules and/or regulations for architecture and building design, town character, land use and infill development to continue to help create a unique, vibrant, and walkable downtown. Often an overlay district will address features like setbacks, building heights, streetscapes, and density as well.

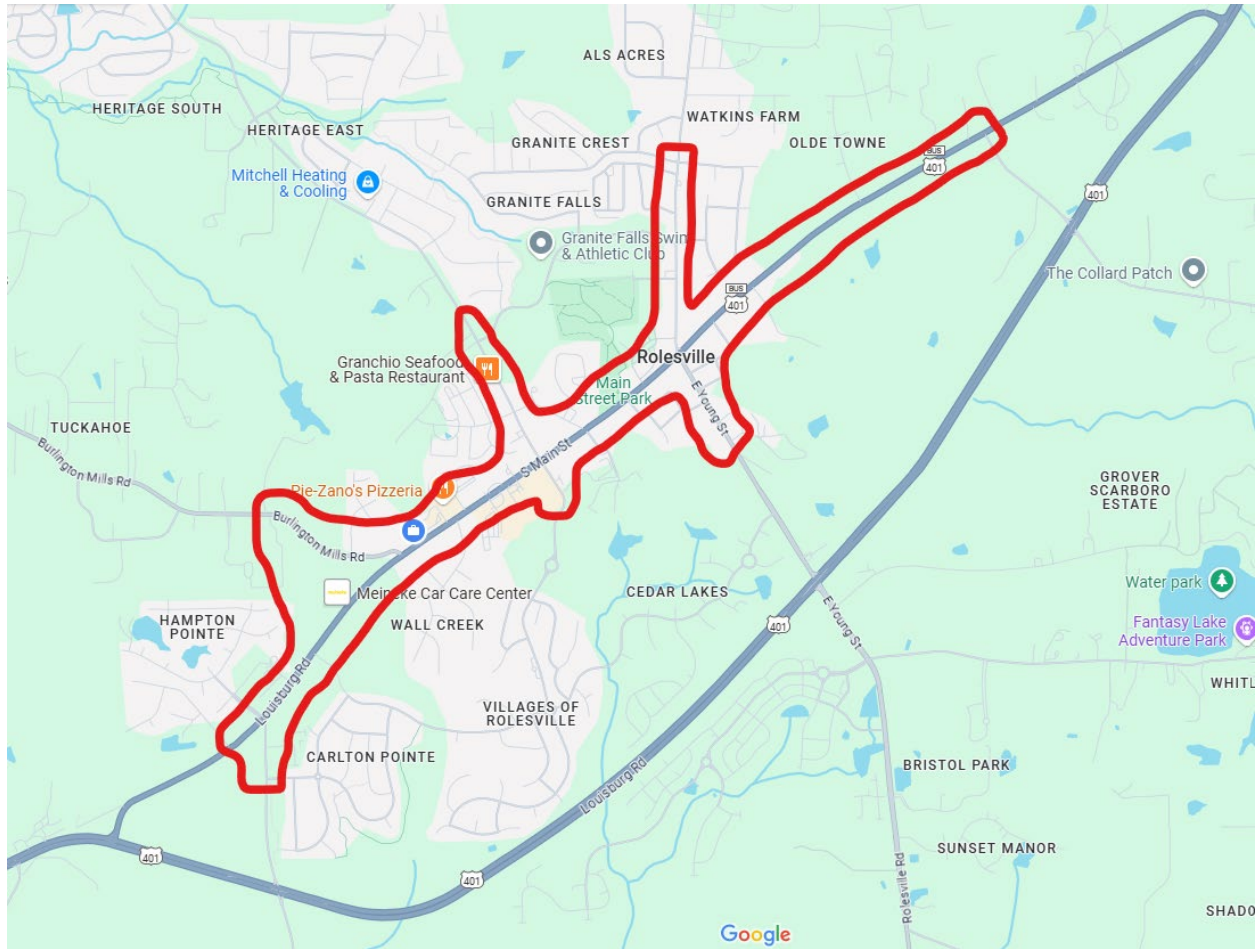
The President of the RDDA, Ms. Sheilah Sutton, will be presenting a proposal for consideration by the Town Board.

Recommended Action

If the Town Board agrees to pursue a Downtown Overlay District designation, staff recommend directing the Planning Department and Economic Development Dept. to work with the RDDA on a draft downtown district and ultimately bring it back to the Town Board for review as a Text Amendment to the LDO.

Attachments

A general map of what the RDDA currently considers "downtown Rolesville" (see on next page)





Memo

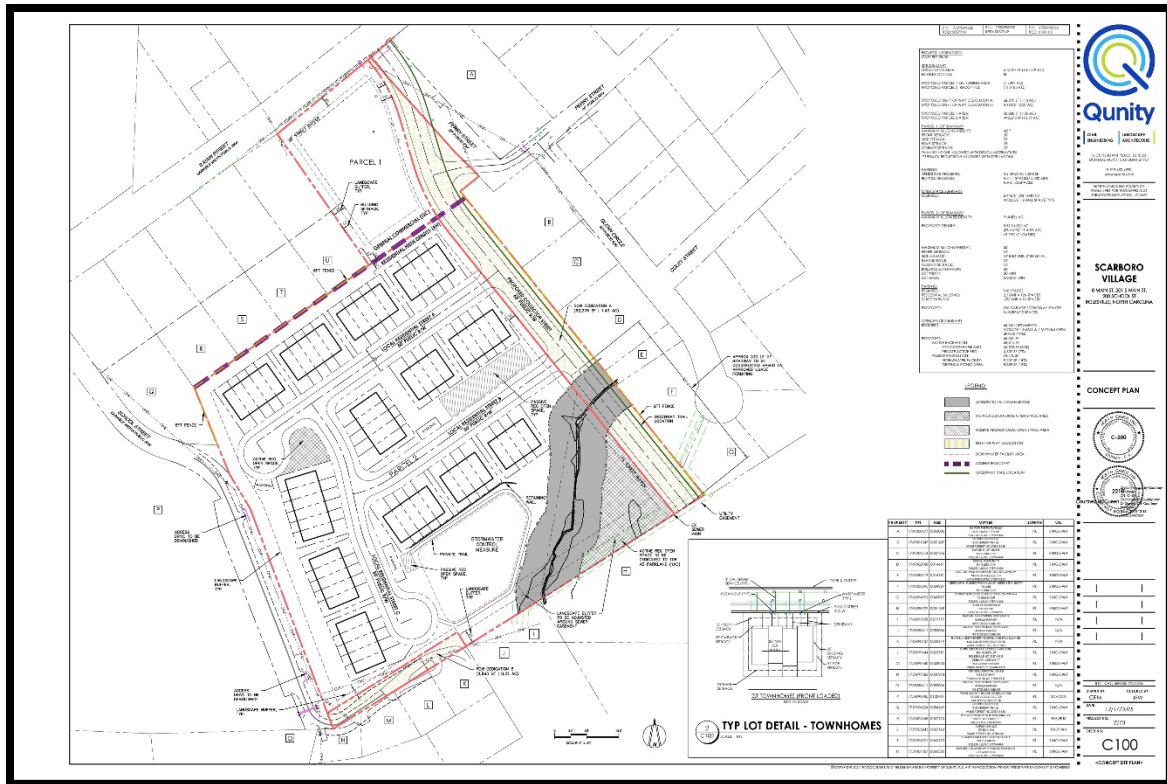
To: Mayor Currin and Town Board of Commissioners
From: Michael Elabarger, Assistant Planning Director
Date: Meeting Held January 20, 2026
Re: Rezoning Map Amendment Application REZ-25-05 – Scarboro Village and ANX-25-03 – 200 School Street

The Town Board of Commissioners continued REZ-25-05 and ANX-25-03 from the January 6, 2026 meeting to the January 20, 2026 meeting to invite Matt Peach of Stantec Consulting, one of the Town's on-call traffic consultants, to answer their traffic-related questions about REZ-25-05, Scarboro Village. Mr. Peach will be present at the January 20 meeting to answer questions and discuss trip generation, level of service (*prior traffic study – REZ-23-05, Scarboro Apartments*), and recommendations (*prior traffic study – REZ-23-05, Scarboro Apartments*).

Previously, the Town Board of Commissioners continued both REZ-25-05 and ANX-25-03 from November 6, 2025 to January 6, 2026 to allow the applicant time to respond to concerns discussed at the November meeting: (1) Commercial use restrictions, (2) Right-of-Way dedication, and (3) Public comments. Those concerns were addressed with an updated Concept Site Plan (December 17, 2025) and an updated set of Proposed Conditions (December 17, 2025).

Background

The Town of Rolesville Planning Department received a Rezoning Map Amendment application in July 2025 for 13.15 acres comprising three (3) properties located on the eastern side of S. Main Street just south of Perry Street. The property includes two (2) parcels located within the Town's Corporate Limits, and one (1) parcel that lies in the Town's Extraterritorial Jurisdiction (ETJ). The request is to change the Zoning District of the subject properties from Residential Low Zoning District (RL) to a mix of General Commercial Conditional Zoning District (GC-CZ) and Residential High Density Conditional Zoning District (RH-CZ). The request includes a set of proposed Conditions of Approval and Concept Site Plan of a development.



REZ-25-05 Concept Site Plan

Previous Rezoning Application for Property

Rezoning Map Amendment application **REZ-23-05 Scarborough Apartments** was denied on November 7, 2024 by the Town Board of Commissioners; that request was for a Town Center zoning district to develop a mixed use project of 240 Multi-family Dwelling Units (Density of 18.2 du/ac) and a certain amount of non-residential square footage.

Proposed Conditions of Approval – REZ-25-05

Following is a summary of the proposed Conditions of Approval:

- Development shall be in compliance with the Concept Site Plan.
- Documentation of the existing single family home at 201 S. Main Street. Development shall have priority to relocating or removing any items of historic significance and building items for reuse.
- If the Development chooses not to relocate the existing home, it will allow any non-profit entity, individual, or for-profit entity wishes to relocate the home.
- Vehicular ingress and egress via School Street are prohibited.
- Development shall construct proposed collector road.
- Development shall construct a 10' wide sidepath within the new Collector Street right-of-way.
- Provide a six foot (6') fence along shared boundary lines.
- Include one (1) acre of parkland located south of the stream in the southeastern corner of the subject property.
- **(New)** Dedication of right-of-way in front of the four existing homes on School Street.
- **(New)** Prohibited uses in the General Commercial parcel fronting Main Street: (i) Dwelling, Upper Story Unit; (ii) Schools (K-12); (iii) Bars and Nightclubs; (iv) Breweries and Distilleries; (v) Commercial Parking; (vi) Carwash; (vii) Gas Station; (viii) Golf

Course; (ix) Retail Sales and Services, Community; (x) Retail Sales and Services, Shopping Center; (xi) Tattoo Establishment; (xii) Vape and Tobacco Store; (xiii) Vehicle, Rental and Sales; (xiv) Vehicle, Minor Service; (xv) Flex; (xvi) Fulfillment Center; (xvii) Major Utility; (xviii) Major Transportation Installation; (xix) Telecommunication Tower; and (xx) Water Storage Tower.

Voluntary Annexation Petition – ANX-25-03 200 School Street

A contiguous Voluntary Annexation petition for PIN 1758998560, being a 0.7366-acre tract, has been submitted, reviewed, and processed simultaneously with this Rezoning application. The Annexation Petition and Ordinance are included as attachments to this report.

Applicant Statement of Justification

The Applicant has provided a detailed Statement of Justification about the Rezoning request; it is included as an attachment.

Neighborhood Meetings

The Applicant conducted the required Neighborhood Meeting on August 18, 2025. Six (6) residents attended sharing concerns about intersection safety at Perry Street, having a fence for screening purposes, and the viability of townhomes selling and not being rental-only. Complete meeting minutes from the Applicant are included as an attachment to this report.

Comprehensive Plan

Land Use

Since this Rezoning application was received in July 2025, it was originally analyzed based on the 2017 Comprehensive Plan's Future Land Use Map. The 2017 Plan designates the subject property – and multiple adjacent properties - as appropriate for **High Density Residential (HDR)** development. In 2017, when the Town planned for this property to be best suited for high-density residential use, these properties were zoned as a Residential 1 Zoning District under the Unified Development Ordinance (*UDO, no longer in effect, being replaced by the LDO*), which was a lower density designed Zoning District; the R-1 District translated into the RL (Residential Low Density) District under the LDO. Thus, at the time of that land use designation, the property was not zoned appropriately to fulfill that land use plan and would have necessitated a Rezoning to achieve that plan.

The **Rolesville 2050 Comprehensive Plan's** Future Land Use Map identifies the subject property as Downtown Residential. These parcels surround the Town's core and represent the concentrated residential development that supports a walkable downtown identity. Various support uses and mixed-use developments add to the diversity of these parcels. Design considerations include consideration of architectural enhancements, as they represent the first impressions of residential development in downtown Rolesville. Also, robust landscaping can help balance some separation for residents while still enjoying easy access to Main Street and nearby amenities. The Residential High (RH) zoning district is compatible with the Downtown Residential Future Land Use category. While the General Commercial (GC) zoning district is not listed as a compatible zoning district, the combination of residential and commercial development aligns with the other compatible zoning district, Neighborhood Center (NC).

Community Transportation Plan

The Town of Rolesville's Community Transportation Plan (CTP) was adopted by the Town Board of Commissioners in 2021 – it is the Town's long-range vision for improving existing, and developing all new, roadways so as to provide Rolesville accessible and redundant means of vehicular circulation that ensure movement through the community for both convenience and during times of emergency/construction. Below are the recommendations for Thoroughfares, Collectors, and intersections that directly affect or are near this subject property:

Thoroughfare Recommendations (Figure 31)

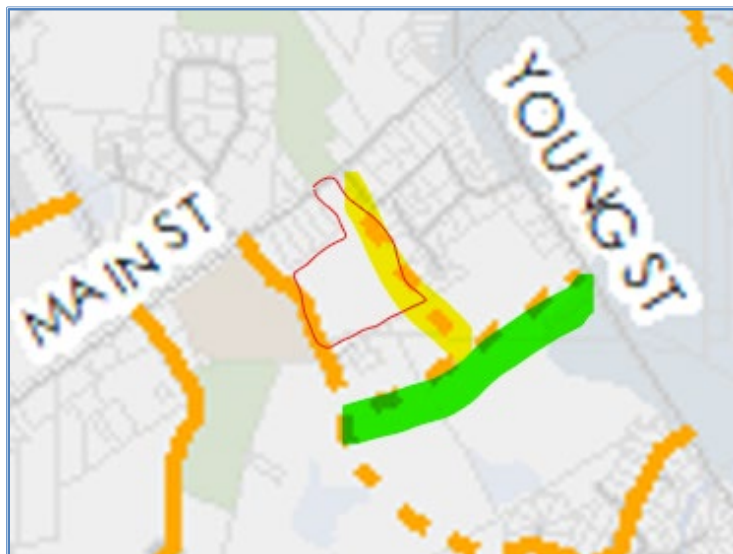
- South Main Street is proposed to be a two (2) lane Divided with Curb & Gutter, Bike Lanes, and Sidewalk.
- *EXISTING Condition: South Main Street is a two-lane undivided with two-way left turn lane, with Curb & Gutter and Sidewalks.*

Collector Recommendations (Figure 32) – see clip below.

- A new (mostly running north/south) Collector roadway in this area is recommended that generally connects S. Main Street (opposite Main Street Park) with a new (mostly running east/west) roadway, which would connect to E. Young Street.
- *EXISTING Condition: This roadway does not exist.*

As envisioned in the CTP and demonstrated in the Concept Site Plan (in Attachment 8 & 9), the development is proposing to construct its portion of the north/south Collector road from S. Main Street to its southern property line; this roadway would, on the Town's property, be continued by the Town and then intersect with another CTP planned east/west Collector. The Town's 'town campus' project south of the subject property is proposing construction of that Collector between the Parker Ridge subdivision and E. Young Street.

Per the CTP, this new Collector road within this subject property would - where Perry intersects with S. Main Street - over-top or replace the existing Perry Street connection to Main. The existing local and residential Perry Street would then "T" intersect with this new Collector, providing full access to S. Main Street but via a new and widened point of intersection. In the clip below, the subject property is outlined in red; the yellow highlight is the North/South Collector, and the green highlight is the (off-site) East/West Collector that would run from the Parker Ridge subdivision through the Town Campus property to an intersection with E. Young Street.



Greenway and Bike Plans

As per the 2022 Greenway Plan, the Concept Site Plan details the north/south Greenway through the project parallel to the proposed Collector road, from S. Main Street to the east/west Collector off the subject property. This Greenway is the last link to reach S. Main Street, opposite Main Street Park, connecting to other Greenway segments that will ultimately provide a pedestrian pathway to, under, and beyond the 401 Bypass to the south.

The Bicycle Plan identifies S. Main Street to include bicycle lanes within the vehicle travel lanes; this property has just 200' of Main Street road frontage; generally, piecemeal striping of Bicycle lanes is not permitted by NCDOT.

Traffic Generation

The applicant hired The John R. McAdams Company to prepare a Trip Generation Letter to determine whether a full Traffic Impact Analysis (TIA) would be required. The TIA studied a proposed sixty-three (63) townhomes and determined that to generate 430 daily trips, 27 AM peak hour trips, and 34 PM peak hour trips. These trip counts fall below the Land Development Ordinance's threshold of 500 daily trips and 50 peak (AM or PM) hour trips; therefore, a Traffic Impact Analysis was not required.

The trip generation analysis did not include any data from the development of the proposed General Commercial (GC) zoning district portion; that site and its development will have its traffic generation and impacts reviewed at the time that the property submits a Site Development Plan application to the Town.

Development Review

The Technical Review Committee (TRC) reviewed two (2) versions of the Rezoning application, with all comments pertinent to considering the proposed Zoning Districts and the general development plan being resolved.

NOTE: The project Concept Site Plan as part of the proposed Conditions of Approval has not been reviewed as a Site Development Plan (a construction document) for compliance with all applicable LDO site development regulations; it is a general conceptual plan and not an engineered and dimensioned layout. It was reviewed for compliance with major Town Policy elements related to the Comprehensive Plan, Community Transportation Plan, and Greenway/Bicycle Plans. It was reviewed against the Land Development Ordinance (LDO) for major spatial aspects such as Bufferyards, and for identifying potential conflicts related to the proposed voluntary conditions. Should the Rezoning request be approved by the Town Board of Commissioners, the next development step is a Preliminary Subdivision Plat (PSP), where it will receive a complete and full review for compliance by the entire Technical Review Committee of the Town.

Planning Board Recommendation

At their meeting on September 22, 2025, the Planning Board unanimously recommend approval with a condition of timing based upon the construction of the Collector street. Board members were interested in how the new Collector connection will tie into the existing Perry Street and the future Town Campus.

Staff Analysis / Recommendation

The Application seeks to establish a General Commercial (GC) Zoning District and a Residential High (RH) Zoning District, both as Conditional Zoning Districts.

- The Non-Residential component is conditioned to be a **1.35-acre parcel** fronting S. Main Street.
- The Residential component entails a maximum of **63 Townhome dwellings** at a **density of 6.08** units per gross site acre.

LDO Section 3.1.3. for the RH District permits up to nine (9) units per acre for a Single Family Attached dwelling units. The proposed density of 6.08 units per acre is below the maximum allowed density. The High Density Residential future land use category (which is 6-12 units per acre), does envision a variety of housing types – single family detached, single family attached (townhomes), and multifamily – and this application represents single family attached dwelling units.

The by-right residential development potential of the property under RL zoning is 20,000 SF minimum single family detached lots. Theoretically, 13.15 acres divided by 20,000 SF lots yields 28 home lots. The reality is that major spatial requirements like minimum open space (10% for RL, or 1.3 acres), the Collector road right-of-way area (approximately 1.5 acres), stormwater management (~1 acre), and unknown amounts of 50' wide right-of-way for local streets to achieve lot frontage for every lot, the practical yield is estimated to be more like 18 - 20 lots.

The Conditions of Approval make several voluntary commitments to development aspects up front, such as no vehicular connection to School Street, a six foot (6') fence adjacent to existing single family homes, and considerations for removal and reuse by others of the existing stone building on site. By-right development would yield no such conditions.

Staff finds the proposed Rezoning request REZ-25-05 consistent with the Comprehensive Plan (2017) future land use category of High Density Residential **and** the 2050 Comprehensive Plan future land use category of Downtown Residential, as the project is a mixed-use development composed primarily of Single Family Attached housing units. The project meets many of the goals of the 2050 Comprehensive Plan and the Main Street Vision, when compared to what the Existing Zoning, RL, would yield in single family detached lots. The Rezoning provides a highly certain development scheme versus uncertain by-right potential.

Policy Plan Consistency

The Application's rezoning request is consistent with the Town of Rolesville's Comprehensive Plan and Main Street Vision Plan for the following reasons:

- The proposed mix of townhomes with a commercial element fits the High Density Residential land use description as well as the Downtown Residential (2050 Comprehensive Plan) land use description.
- The permitted density under the Residential High Zoning District (9 townhome dwelling units per acre) falls in the middle of the High Density Residential land use category (6-12 dwelling units); the applicant proposes 6.08 units per acre as per the Site Concept Plan.
- The proposed vehicular circulation network will establish Collector connections as the Town's Community Transportation Plan recommends.
- The proposed Greenway will establish pedestrian connections as Rolesville's Greenway Plan recommends.
- Townhome housing units fulfill Main Street Vision Goal #2: Promote Diverse Housing Stock for Multiple Age Groups and Income Levels.
- The mixed-use project works to fulfill Main Street Vision Goal #4, to Reestablish a Town Center.

Plan Consistency and Reasonableness Statement

As noted above under the Comprehensive Plan section of this report and the Staff analysis, the rezoning request for the subject parcels is consistent with Rolesville's vision in Policy documents and the Board of Commissioners' legislative decisions over the past several years. Rezoning application REZ-25-05 is thus consistent and is therefore reasonable.

Proposed Motions

1. Motion to (*approve or deny*) rezoning **REZ-25-05 Scarborough Village**.
2. (Following Approval) Motion to adopt a Plan Consistency Statement and Statement of Reasonableness for **REZ-25-05**. (*Please include examples of consistency or inconsistency.*)
3. Motion to (*approve or deny*) the Voluntary Annexation Petition received under G.S. 160A-31 for **ANX-25-03 – 200 School Street**.

Or

4. Motion to continue the Legislative Hearing and/or further consideration for **REZ-25-05** and **ANX-25-03** to a future date-certain Town Board of Commissioners' meeting.

Attachments

1	Rezoning Application
2	Deed
3	Legal Description (<i>Also Exhibit 1 for ORD-2026-01</i>)
4	Rezoning Plat (<i>Also Exhibit 2 for ORD-2026-01</i>)
5	Statement of Justification
6	Neighborhood Meeting Packages, August 18, 2025
7	Trip Generation Letter, June 27, 2025
8	Concept Site Plan, December 17, 2025 (<i>Also Exhibit 3 for ORD-26-01</i>)
9	Proposed Conditions of Approval, December 17, 2025 (<i>Also Exhibit 3 for ORD-26-01</i>)
10	Ordinance ORD-2026-01 for Case REZ-25-05
11	Annexation Petition for Case ANX-25-03
12	Ordinance ORD-2026-02 for Case ANX-25-03


Zoning Map (Rezoning) Application

Town of Rolesville Planning Department | PO Box 250 | Rolesville, NC 27571 | 919-554-6517 | planning@rolesvillenc.gov
Planning Department Home Page: [Official Town Webpage](#)


Complete one form for each parcel identification number.

APPLICATION INFORMATION:	
Site Address: 0 Main St, 201 S. Main St, 200 School St.	Site Area (in acres): 13.15
Rezoning Type: <input type="checkbox"/> General <input checked="" type="checkbox"/> Conditional	Total area requested to be rezoned (in acres): 1.71 to GC 11.44 to RH
Voluntary Annexation Application Submitted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No ANX-	Current Location: <input type="checkbox"/> County Limits <input checked="" type="checkbox"/> ETJ <input checked="" type="checkbox"/> Town Limits
Existing Zoning District: RL	Proposed Zoning District(s): GC & RH
PIN: 1758-99-8560, 1758-99-8909, 1759-90-9525	Associated Previous Case(s):
Current Use(s): vacant	Proposed Use(s): Commercial & Residential

APPLICATION REQUIREMENTS:	
<input checked="" type="checkbox"/> Complete Application and checklist.	<input checked="" type="checkbox"/> Completed Property Owner's Consent Form – 1 per Owner- See page 5.
<input checked="" type="checkbox"/> If the request is for a <i>Conditional District</i> per LDO Section 3.3. The submittal shall include a separate document listing the written Conditions of Approval, which may consist of exhibits, plans, maps, and other relevant materials. Provide a Date and space for revision Dates; this document will always be referenced, including its Date.	<input checked="" type="checkbox"/> A Concept (nee site) Plan * may be submitted, considered, and approved as part of a <i>Conditional District</i> request; it shall be incorporated into a written condition for "general compliance" upon future Development Application reviews and approvals. Provide a Date and space for revision Dates. See the Next page for details.
<input checked="" type="checkbox"/> Traffic Impact Analysis (TIA), ITE Trip Generation Letter, or a Letter/Email from Planning staff confirming that a TIA is not required. (LDO Section 8.C.5)	<input type="checkbox"/> * The Activity Center (AC) and Neighborhood Commercial (NC) zoning districts require the submission of a Concept Plan (also known as a site plan) as per LDO Sections 3.4.1 and 3.4.2.
<input checked="" type="checkbox"/> Legal Metes & Bounds	<input checked="" type="checkbox"/> Deeds with Book of Map & Page Number
<input checked="" type="checkbox"/> Sketch/Pre-submittal meeting held on: 6/12/2025	<input checked="" type="checkbox"/> Meeting Notes submitted
<input type="checkbox"/> <i>Application Fee: An invoice for the application fee will be issued during the completeness check or after the application review.</i>	

Financially Responsible Party (*REQUIRED: Who will pay invoices related to this application?)	
Name: Matthew Shuey	Company Name: Comm Dev LLC
Title: CEO	Signature: 
Mailing Address: 1340 Clifton Pond Road	City/State/Zip: Louisburg, NC 27549
Phone: (919) 761-4331	Email: Barbara@commandcs.com

Property Owner (First name on Deed)

Name: Comm Dev LLC, Attn Matthew Shuey Signature: 

Address: 1340 Clifton Pond Rd, Louisburg, NC Email: Matt@commandcs.com

Property Owner (Second name on Deed or Spouse information required if applicable)

Name: _____ Signature: _____

Address: _____ Email: _____

Preferred Point of Contact: ☐ Owner ☐ Agent ☒ Applicant ☐ Architect ☐ Attorney ☐ Engineer

Please add contact information if applicable.

Agent Name: <u>Peter Crossett</u>	Title/ Firm: <u>KDM Development</u>
Phone: <u>315-882-8440</u>	Email: <u>peterc@kdmdevelopment.com</u>
Applicant Name: <u>Courtney McQueen, PLA</u>	Title/ Firm: <u>Project Coordinator, Qunity</u>
Phone: <u>919-490-4990</u>	Email: <u>cmcqueen@qunity.com</u>
Architect Name: _____	Title/ Firm: _____
Phone: _____	Email: _____
Attorney Name: _____	Title/ Firm: _____
Phone: _____	Email: _____
Engineer Name: _____	Title/ Firm: _____
Phone: _____	Email: _____
Owner Name: _____	Title/ Firm: _____
Phone: _____	Email: _____

Concept Plan Minimum Requirements (Required for AC or NC Districts, Optional for Conditional Districts):

- ☐ A vicinity map of the site, illustrating the boundaries of the site, the north arrow, and the scale reference
- ☐ Site Data Table: Typical Property Information (Property Legal Description, Acreage/Square Footage, etc.)
- ☐ * If Commercial, include the square footage of the proposed building, use, or development, the approximate proposed Impervious Coverage, approximate parking calculations, and if it is a multi-family development, the number of Dwelling units, etc.
- ☐ * If Residential - Number of proposed development lots (including by type of lot and use), density (proposed and permitted), and approximate parking calculations.
- ☐ * Calculations for open space are required and provided.
- ☐ Existing and Proposed Use and Zoning District of the property and adjacent properties
- ☐ A drawing depicting the details provided above as a general concept of the development, including such details as –
 - Residential - Lot layout and a “typical” lot size/dimension exhibit.
 - Non-res/multifamily - Proposed building layout and/or general footprint locations.
 - Vehicular circulation / street layout including existing/proposed right-of-way widths (public, alley, private);
 - Pedestrian circulation, including general greenways, side paths, and bike lane locations.
 - General Utility access and points of connection/extensions,
 - Buffer Spaces (street and perimeter), open communal spaces, stormwater control measures, etc.
- ☐ Name, address, and contact information for the property owner and/or Applicant
- ☐ Name/information of the professional who created the Concept Plan
- ☐ Any other information requested by the Planning Department staff

Rezoning Justification Statement – Complete the attached form

Provide a **separate document** titled “Statement of Justification” (including Date) that addresses each/all the following:

1. Is the application consistent with the Comprehensive Plan, Community Transportation Plan, Bicycle and Greenway Plans, and any other adopted Town policy plans?
2. Does the application conflict with any provision of the LDO or the Town Code of Ordinances?
3. Does the application correct any errors in the existing zoning present when it was adopted?
4. Does the rezoning allow uses compatible with existing and permitted uses on surrounding land/properties?
5. Would the application ensure efficient development within the Town, including the capacity and safety of the street network, public facilities, and other similar considerations?
6. Would the application result in a logical and orderly development pattern?
7. Would the application result in adverse impacts on water, air, noise, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment?
8. If a **Conditional district** providing proposed Conditions of Approval, do they address and mitigate the impacts reasonably expected to be generated by the development or use of the property, can they reasonably be implemented, and can they be enforced for the subject property, and will they result in no more significant impact on adjacent properties or the community at large than would be expected to occur by the permitted uses and the minimum development standards of the corresponding General zoning district.

Neighborhood Meeting- (Complete the attached form)

Per [LDO Section 2.2, Appendix A / 2.3.D., and 2.3.F Rezoning \(Zoning Map Amendment\)](#); and TA-23-01, all applicants **shall conduct a neighborhood meeting prior to any public hearing or review by the Planning Board and Board of Commissioners**. This meeting will enable the applicant to explain the proposed request and address the neighborhood's concerns. A summary of the meeting in the form of meeting notes or minutes, along with a list and contact information (as shown below) for all attendees and a list of property owners and Homeowners' Associations within 500 feet of the subject property as well as all property owners within 200 feet of any roadway improvements and/or utility improvements associated with an application (per Wake County tax records at the time of filing this application) as they are required to receive a Notification Letter regarding the Legislative Hearing before the Town Board of Commissioners (when scheduled).

Conditions of Approval – Provide a separate list of voluntary conditions proposed by the applicant to be signed upon presentation to the Town Board at the Legislative Hearing (if applicable).

Please visit the [Submittal Process webpage](#) for information on submission timing.

Submission Packet Document Review- Please be sure to include the following:

Required documents to be submitted with the Application

<input type="checkbox"/> Complete Application	<input type="checkbox"/> Legal Metes and Bounds
<input type="checkbox"/> Concept Plan (if applicable)	<input type="checkbox"/> Property Owner Consent form(s)
<input type="checkbox"/> Conditional Zoning Proposed List (if applicable)	<input type="checkbox"/> Rezoning Boundary Survey with Total Area Requested and Zoning Districts labeled
<input type="checkbox"/> Deeds	<input type="checkbox"/> Rezoning Justification Statement
<input type="checkbox"/> Financial Responsible Party information	<input type="checkbox"/> Sketch Plan meeting notes (if applicable)

Required documents for Planning Board and/or Town Board meeting

<input type="checkbox"/> Neighborhood Meeting Information	<input type="checkbox"/> PowerPoint slides (or other digital media) to include in the Planning Board and Town Board Agenda Packets.
<input type="checkbox"/> Signed Proposed Conditions (for approval by the Town Board at Legislative Hearing)	



Town of Rolesville Planning Department
Property Owner Consent & Authorization Form
planning@rolesvillenc.gov

Consent is required from the property owner(s) or legal representative. Unless otherwise specified, consent is valid for one year from the date of application.

Please provide a separate form for each parcel number. For properties with multiple owners, each owner must complete an individual form. (A husband and wife may both sign and submit one form.)

Project/ Subdivision Name: Scarboro Village
Site Address: 0 Main St
Parcel ID: 1759-90-9525 Deed Reference: BK 018825 PG297-301

Property Owner *This field is required.

1) Name: Comm Dev LLC, Attn Matthew Shuey
(Type or print clearly.)

Mailing Address: 1340 Clifton Pond Rd
Phone: 919-761-4331

Signature: 

City/State/Zip: Louisburg, NC 27549
Email: Matt@commandcs.com

2) Name: _____
(Type or print clearly.) (spouse if applicable)

Mailing Address: _____
Phone: _____
Company Name: _____

Signature: _____
City/State/Zip: _____
Email: _____
Title: _____

☒ Applicant ☐ P.O.A. ☐ Agent ☐ Legal Representative

Check all that apply.

1) Name: Courtney McQueen, PLA
(Type or print clearly.)

Mailing Address: 16 Consultant Place, Suite 201
Phone: 919-490-4990

Signature: _____

City/State/Zip: Durham NC 27707
Email: cmcqueen@qunity.com

Company Name: Qunity

Title: Project Coordinator

By signing the above, I swear and affirm that I am the owner(s) or authorized representative as shown in the records of Wake County, North Carolina, which is the subject of this application. I further affirm that I am fully aware of the Town's application, fees, and procedural requirements and consent to this Application. I authorize the person(s) listed below to submit this Application and serve as the representative and point of contact for this Application.



Town of Rolesville Planning Department
Property Owner Consent & Authorization Form
planning@rolesvillenc.gov

Consent is required from the property owner(s) or legal representative. Unless otherwise specified, consent is valid for one year from the date of application.

Please provide a separate form for each parcel number. For properties with multiple owners, each owner must complete an individual form. (A husband and wife may both sign and submit one form.)

Project/ Subdivision Name: Scarboro Village
Site Address: 201 S. Main St
Parcel ID: 1758-99-8909 Deed Reference: BK 018825 PG297-301

Property Owner *This field is required.

1) Name: Comm Dev LLC, Attn Matthew Shuey
(Type or print clearly.)

Mailing Address: 1340 Clifton Pond Rd

Phone: 919-761-4331

Signature: 

City/State/Zip: Louisburg, NC 27549

Email: Matt@commandcs.com

2) Name: _____
(Type or print clearly.) (spouse if applicable)

Mailing Address: _____

Phone: _____

Company Name: _____

Signature: _____

City/State/Zip: _____

Email: _____

Title: _____

☒ Applicant ☐ P.O.A. ☐ Agent ☐ Legal Representative

Check all that apply.

1) Name: Courtney McQueen, PLA
(Type or print clearly.)

Mailing Address: 16 Consultant Place, Suite 201

Phone: 919-490-4990

Company Name: Qunity

Signature: _____

City/State/Zip: Durham NC 27707

Email: cmcqueen@qunity.com

Title: Project Coordinator

By signing the above, I swear and affirm that I am the owner(s) or authorized representative as shown in the records of Wake County, North Carolina, which is the subject of this application. I further affirm that I am fully aware of the Town's application, fees, and procedural requirements and consent to this Application. I authorize the person(s) listed below to submit this Application and serve as the representative and point of contact for this Application.



Town of Rolesville Planning Department
Property Owner Consent & Authorization Form
planning@rolesvillenc.gov

Consent is required from the property owner(s) or legal representative. Unless otherwise specified, consent is valid for one year from the date of application.

Please provide a separate form for each parcel number. For properties with multiple owners, each owner must complete an individual form. (A husband and wife may both sign and submit one form.)

Project/ Subdivision Name: Scarboro Village
Site Address: 200 School St.
Parcel ID: 1758-99-8560 Deed Reference: BK 018825 PG297-301

Property Owner *This field is required.

1) Name: Comm Dev LLC, Attn Matthew Shuey
(Type or print clearly.)

Mailing Address: 1340 Clifton Pond Rd

Phone: 919-761-4331

Signature: 

City/State/Zip: Louisburg, NC 27549

Email: Matt@commandcs.com

2) Name: _____
(Type or print clearly.) (spouse if applicable)

Mailing Address: _____

Phone: _____

Company Name: _____

Signature: _____

City/State/Zip: _____

Email: _____

Title: _____

☒ Applicant ☐ P.O.A. ☐ Agent ☐ Legal Representative

Check all that apply.

1) Name: Courtney McQueen, PLA
(Type or print clearly.)

Mailing Address: 16 Consultant Place, Suite 201

Phone: 919-490-4990

Company Name: Qunity

Signature: _____

City/State/Zip: Durham NC 27707

Email: cmcqueen@qunity.com

Title: Project Coordinator

By signing the above, I swear and affirm that I am the owner(s) or authorized representative as shown in the records of Wake County, North Carolina, which is the subject of this application. I further affirm that I am fully aware of the Town's application, fees, and procedural requirements and consent to this Application. I authorize the person(s) listed below to submit this Application and serve as the representative and point of contact for this Application.

Revenue : \$ 3600.00 (For Recording Data)

Parcel Identifier/Tax Account/PIN No.: 1758998909, 1758998560 and 1759909525

Brief Description for the Index:

Prepared by: Edward W. Scarboro, Jr., Attorney at Law

Return to: Grantee

Property Address: 201 S. Main Street, Rolesville, NC

All or a portion of this property _____ was or _____ was not used as the primary residence of the Grantor.

NORTH CAROLINA GENERAL WARRANTY DEED

This Deed is made as of this the 2 day of December, 2021 by and between **EDWARD W. SCARBORO, JR. AND SPOUSE, KIMBERLY MOORE SCARBORO with a mailing address of 4325 JONESVILLE ROAD, WAKE FOREST, NC 27587 AND SPENCER PULLEY SCARBORO AND SPOUSE, DONNA M. SCARBORO with a mailing address of 6625 Pulley Town Road, Wake Forest, NC 27587 ("Grantors") and COMM DEV LLC, a North Carolina Limited Liability Company with a mailing address of 1340 Clifton Pond Road, Louisburg, NC 27549("Grantee").**

For valuable consideration paid by Grantee to Grantor, the receipt and sufficiency of which is hereby acknowledged, Grantor has and by these presents does hereby grant, bargain, sell and convey unto Grantee in fee simple absolute all of that certain lot, parcel of land or unit of ownership (the "Premises") located in WAKE County, North Carolina and more particularly described as follows:

SEE ATTACHED EXHIBIT "A"

ALSO, BEING the same Premises conveyed to Grantor by deed recorded in **Book 01112 page 65**, **WAKE** County Registry.

TO HAVE AND TO HOLD all of that interest in the Premises and all privileges and appurtenances thereto belonging to Grantee in fee simple absolute.

And Grantor covenants with Grantee that Grantor is seized of the premises in fee simple, has the right to convey the same in fee simple, that title is marketable and free and clear of all encumbrances and that Grantor will warrant and defend the title against the lawful claims of all persons whomsoever, and valorem taxes for the year **2021** and subsequent years, easements, restrictions and rights of way of record, if any, affecting the Property herein described; and utility lines, easements and rights of way located over, under or upon the subject property.

SUBJECT TO RESTRICTIVE COVENANTS, EASEMENTS AND RIGHTS OF WAY OF RECORD, WAKE COUNTY REGISTRY.

The designation of Grantor and Grantee as used in this Deed includes the parties expressly named herein, their heirs, successors, and assigns and shall include the singular, plural, masculine, feminine or neuter as required by context.

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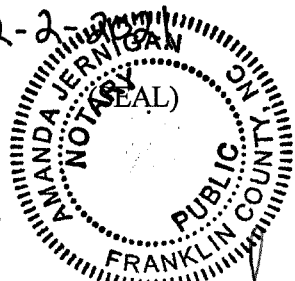
IN WITNESS WHEREOF, Grantors have hereunto set their hands and seals all as of the day and year first above written.

Edward W. Scarboro, Jr. (SEAL)
EDWARD W. SCARBORO, JR.

STATE OF North Carolina
COUNTY OF wake

I, a Notary Public of wake County and State aforesaid, certify that the following person(s) personally appeared before me this day, each acknowledging that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: **EDWARD W. SCARBORO, JR.**

Date: 12-2-2021



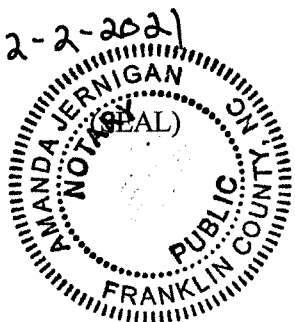
Amanda Jernigan
Printed Name of Notary:
Notary Public Amanda Jernigan
My commission expires: 09-15-2023

Kimberly Moore Scarboro (SEAL)
KIMBERLY MOORE SCARBORO

STATE OF North Carolina
COUNTY OF wake

I, a Notary Public of wake County and State aforesaid, certify that the following person(s) personally appeared before me this day, each acknowledging that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: **KIMBERLY MOORE SCARBORO**

Date: 12-2-2021



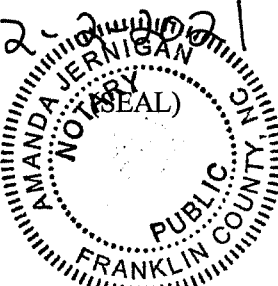
Amanda Jernigan
Printed Name of Notary:
Notary Public Amanda Jernigan
My commission expires: 09-15-2023

IN WITNESS WHEREOF, Grantors have hereunto set their hands and seals all as of the day and year first above written.

Spencer Pulley Scarboro (SEAL)
SPENCER PULLEY SCARBORO

STATE OF North Carolina
COUNTY OF wake

I, a Notary Public of wake County and State aforesaid, certify that the following person(s) personally appeared before me this day, each acknowledging that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: **SPENCER PULLEY SCARBORO**

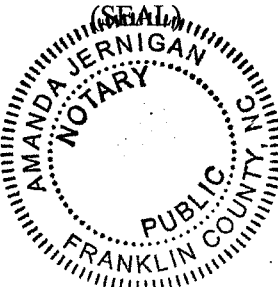
Date: 12-2-2021


Amanda Jernigan
Printed Name of Notary:
Notary Public Amanda Jernigan
My commission expires: 09-15-2023

Donna M. Scarboro (SEAL)
DONNA M. SCARBORO

STATE OF North Carolina
COUNTY OF wake

I, a Notary Public of wake County and State aforesaid, certify that the following person(s) personally appeared before me this day, each acknowledging that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: **DONNA M. SCARBORO**

Date: 12-2-2021


Amanda Jernigan
Printed Name of Notary:
Notary Public Amanda Jernigan
My commission expires: 09-15-2023

Exhibit A

COMMENCING AT NCGS MONUMENT 'STREET' HAVING NC GRID NAD '83 / 2011 COORDINATES OF N=790,603.030 FT. AND E=2,159,788.080 FT.; THENCE N 43°22'24"E A DISTANCE OF 56.02 FEET TO THE POINT OF BEGINNING IN THE SOUTHERN RIGHT-OF-WAY OF S. MAIN ST, A VARIABLE PUBLIC RIGHT-OF-WAY, SAID POINT BEING THE NORTHWEST CORNER OF THE PROPERTY OF THE SPENCER PULLEY HEIRS AS REFERENCED IN D.B. 1112, PAGE 65; THENCE LEAVING THE SAID RIGHT-OF-WAY AND WITH THE COMMON LINE OF THE SAID SPENCER PULLEY HEIRS PROPERTY, S38°29'42"E A DISTANCE OF 300.00 FEET TO AN EXISTING IRON PIPE BEING THE NORTHWEST CORNER OF THE PROPERTY OF THE EDDINS FAMILY, LLC AS REFERENCED IN B.M. 2013, PG. 218; THENCE S38°47'03"E A DISTANCE OF 729.30 FEET TO A POINT BEING THE SOUTHERN MOST CORNER OF THE PROPERTY OF DAVID T. MERRITT AND BETTY M. MERRITT, TRUSTEES AS REFERENCED IN D.B. 9470, PG. 1562, SAID POINT ALSO BEING IN THE COMMON LINE OF THE PROPERTY OF DONNIE L. WOODLIEF AS REFERENCED IN D.B. 2906, PG. 75; THENCE CONTINUING WITH THE COMMON LINE OF THE SAID WOODLIEF PROPERTY, S57°30'43"W A DISTANCE OF 400.50 FEET TO A POINT IN THE LINE OF THE W. H. PARKER & DORIS FAYE PARKER PROPERTY AS REFERENCED IN D.B. 5409, PG. 926; THENCE S58°02'43"W A DISTANCE OF 127.18 FEET TO AN EXISTING AXLE BEING THE NORTHEAST CORNER OF THE PROPERTY OF ALBERT EMERY BURKE & KIMBERLY LUANNE BURKE AS REFERENCED IN D.B. 15944, PG. 1564; THENCE S58°12'26"W A DISTANCE OF 84.72 FEET TO A POINT BEING THE NORTHEAST CORNER OF THE PROPERTY OF RICHARD E. DUNN & MARDENIA WOODS AND OTHERS AS REFERENCED IN D.B. 9721, PG. 2124; THENCE S57°50'19"W A DISTANCE OF 74.89 FEET TO AN EXISTING ANGLE IRON BEING THE NORTHEAST CORNER OF THE PROPERTY OF RUTH DEBNAM UPCHURCH HEIRS; THENCE WITH THE COMMON LINE OF THE SAID UPCHURCH HEIRS PROPERTY, S58°20'21"W A DISTANCE OF 73.62 FEET TO A POINT BEING THE NORTHEAST CORNER OF THE PROPERTY OF DOROTHY JONES PENDER; THENCE WITH THE COMMON LINE OF THE SAID PENDER PROPERTY, S58°20'21"W A DISTANCE OF 60.00 FEET TO A POINT IN THE WESTERN RIGHT-OF-WAY OF SCHOOL STREET, A VARIABLE PUBLIC RIGHT-OF-WAY; THENCE ALONG SAID SCHOOL STREET RIGHT-OF-WAY, N20°43'10"W A DISTANCE OF 439.68 FEET TO A POINT ON A CURVE HAVING A RADIUS OF 211.05 FEET; THENCE WITH THE SAID CURVE AS IT TURNS TO THE LEFT AN ARC LENGTH OF 75.77 FEET AND HAVING A CHORD BEARING OF N31°00'17"W AND A CHORD DISTANCE OF 75.36 FEET TO A POINT; THENCE LEAVING THE SAID SCHOOL STREET RIGHT-OF-WAY, N22°13'08"W A DISTANCE OF 59.02 FEET TO A POINT BEING THE SOUTHEAST CORNER OF THE PROPERTY OF EDDINS FAMILY LLC AS REFERENCED IN D.B. 17186, PG. 434; THENCE CONTINUING WITH THE COMMON LINE OF THE SAID EDDINS FAMILY LLC PROPERTY, N22°13'08"W A DISTANCE OF 61.29 FEET TO A POINT; THENCE N22°13'08"W A DISTANCE OF 55.00 FEET TO AN EXISTING IRON PIPE BEING THE SOUTHWEST CORNER OF THE PROPERTY OF BREWER REAL ESTATE HOLDINGS LLC AS REFERENCED AS LOT 1 IN D.B. 13085, PG. 1846; THENCE N55°20'53"E A DISTANCE OF 99.72 FEET TO AN EXISTING IRON PIPE BEING THE SOUTHWEST CORNER OF THE PROPERTY OF DUPLEX 209 LLC AS REFERENCED IN D.B. 15172, PG. 1630; THENCE N54°52'50"E A DISTANCE OF 200.04 FEET TO AN EXISTING IRON PIPE BEING THE SOUTHWEST CORNER OF THE PROPERTY OF COLUMBUS F. EAGLES, III AND PAMELA S. EAGLES AS REFERENCED IN D.B. 5389, PG. 639; THENCE WITH THE SAID EAGLES COMMON LINE, N55°02'10"E A DISTANCE OF 100.00 FEET TO A POINT; THENCE N34°57'50"W A DISTANCE OF 300.00 FEET TO A POINT IN THE SOUTHERN RIGHT-OF-WAY OF AFOREMENTIONED S. MAIN ST.; THENCE WITH THE SAID S. MAIN ST. RIGHT-OF-WAY, N50°50'17"E A DISTANCE OF 201.58 FEET TO THE POINT AND PLACE OF BEGINNING AND CONTAINING 12.9073 ACRES OR 562,241 SQ. FT, as shown on that survey entitled "Boundary Survey for Scarboro Property" dated December 28, 2020 and prepared by Bass, Nixon & Kennedy, Inc.

PARCEL PIN# 1759909525 (AREA TO BE REZONED GC):

COMMENCING AT EXISTING NCGS MONUMENT "STREET", SAID MONUMENT HAVING NC GRID(NAD '83/2011) COORDINATES OF N: 790603.030 FEET AND E: 2159788.080 FEET; THENCE N 43°22'24" E A DISTANCE OF 56.02 FEET TO THE POINT OF BEGINNING AT THE SOUTHERN RIGHT-OF-WAY OF S. MAIN STREET, SAID POINT BEING THE NORTHEASTERN PROPERTY CORNER OF LANDS NOW OR FORMERLY OWNED BY COMM DEV LLC AS RECORDED IN DEED BOOK 19072, PAGE 155, WAKE COUNTY REGISTRY; THENCE ALONG AND WITH SAID SOUTHERN RIGHT-OF-WAY N 50°50'17" E A DISTANCE OF 25.00 FEET TO A POINT AT THE INTERSECTION OF THE WESTERN RIGHT-OF-WAY OF PERRY STREET; THENCE ALONG AND WITH SAID WESTERN RIGHT-OF-WAY S 42°17'19" E A DISTANCE OF 300.64 FEET TO A POINT, SAID POINT BEING A NORTHWESTERN PROPERTY CORNER OF LOT 2 AS SHOWN IN BOOK OF MAPS 2013, PAGE 218, WAKE COUNTY REGISTRY; THENCE LEAVING SAID RIGHT-OF-WAY S 51°06'44" W A DISTANCE OF 44.89 FEET TO AN EXISTING IRON PIPE; THENCE N 38°29'42" W A DISTANCE OF 300.00 FEET TO THE POINT OF BEGINNING, CONTAINING 0.2407 ACRES.

PARCEL PIN# 1758998909 (AREA TO BE REZONED GC):

COMMENCING AT EXISTING NCGS MONUMENT "STREET", SAID MONUMENT HAVING NC GRID(NAD '83/2011) COORDINATES OF N: 790603.030 FEET AND E: 2159788.080 FEET; THENCE N 43°22'24" E A DISTANCE OF 56.02 FEET TO THE POINT OF BEGINNING AT THE SOUTHERN RIGHT-OF-WAY OF S. MAIN STREET, SAID POINT BEING THE NORTHEASTERN PROPERTY CORNER OF LANDS NOW OR FORMERLY OWNED BY COMM DEV LLC AS RECORDED IN DEED BOOK 19072, PAGE 155, WAKE COUNTY REGISTRY; THENCE LEAVING SAID SOUTHERN RIGHT-OF-WAY S 38°29'42" E A DISTANCE OF 300.00 FEET TO AN EXISTING IRON PIPE, SAID PIPE BEING THE NORTHWESTERN PROPERTY CORNER OF LOT 2 AS SHOWN IN BOOK OF MAPS 2013, PAGE 218, WAKE COUNTY REGISTRY; THENCE S 38°47'03" E A DISTANCE OF 15.36 FEET TO A POINT; THENCE S 55°02'10" W A DISTANCE OF 220.54 FEET TO A POINT, SAID POINT BEING THE SOUTHEASTERN PROPERTY CORNER OF LOT 4 AS SHOWN IN BOOK OF MAPS 1928, PAGE 108, WAKE COUNTY REGISTRY; THENCE N 34°57'50" W A DISTANCE OF 300.00 FEET TO A POINT ON THE SOUTHERN RIGHT-OF-WAY OF S. MAIN STREET; THENCE ALONG AND WITH SAID SOUTHERN RIGHT-OF-WAY N 50°50'17" E A DISTANCE OF 201.58 FEET TO THE POINT OF BEGINNING, CONTAINING 1.4887 ACRES.

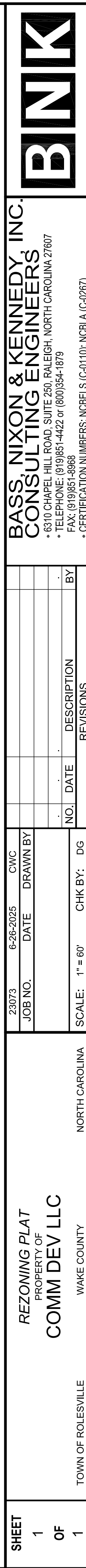
PARCEL PIN# 1758998909 (AREA TO BE REZONED RH):

COMMENCING AT EXISTING NCGS MONUMENT "STREET", SAID MONUMENT HAVING NC GRID(NAD '83/2011) COORDINATES OF N: 790603.030 FEET AND E: 2159788.080 FEET; THENCE N 43°22'24" E A DISTANCE OF 56.02 FEET TO A POINT AT THE SOUTHERN RIGHT-OF-WAY OF S. MAIN STREET, SAID POINT BEING THE NORTHEASTERN PROPERTY CORNER OF LANDS NOW OR FORMERLY OWNED BY COMM DEV LLC AS RECORDED IN DEED BOOK 19072, PAGE 155, WAKE COUNTY REGISTRY; THENCE LEAVING SAID SOUTHERN RIGHT-OF-WAY S 38°29'42" E A DISTANCE OF 300.00 FEET TO AN EXISTING IRON PIPE, SAID PIPE BEING THE NORTHWESTERN PROPERTY CORNER OF LOT 2 AS SHOWN IN BOOK OF MAPS 2013, PAGE 218, WAKE COUNTY REGISTRY; THENCE S 38°47'03" E A DISTANCE OF 15.36 FEET TO THE POINT OF BEGINNING; THENCE S 38°47'03" E A DISTANCE OF 713.94 FEET TO A POINT, SAID POINT BEING THE SOUTHWESTERN PROPERTY CORNER OF LANDS NOW OR FORMERLY OWNED BY EDDIE C. HENDERSON AND PATRICIA A. HENDERSON AS RECORDED IN DEED BOOK 19208, PAGE 2339, WAKE COUNTY REGISTRY; THENCE S 57°30'43" W A DISTANCE OF 400.50 FEET TO A POINT; THENCE S 58°02'43" W A DISTANCE OF 112.68 FEET TO A POINT AT THE NORTHERN PROPERTY

LINE OF LANDS NOW OR FORMERLY OWNED BY LENNAR CAROLINAS, LLC AS RECORDED IN DEED BOOK 19559, PAGE 276, WAKE COUNTY REGISTRY; THENCE S 89°02'14" W A DISTANCE OF 320.84 FEET TO A POINT AT THE EASTERN RIGHT-OF-WAY OF SCHOOL STREET; THENCE ALONG AND WITH SAID EASTERN RIGHT-OF-WAY N 20°43'10" W A DISTANCE OF 271.91 FEET TO A POINT; THENCE ALONG AND WITH A CURVE TO THE LEFT AN ARC DISTANCE OF 75.77 FEET, SAID CURVE HAVING A RADIUS OF 211.05 FEET, A CHORD BEARING OF N 31°00'17" W AND A CHORD DISTANCE OF 75.36 FEET TO A POINT; THENCE LEAVING SAID EASTERN RIGHT-OF-WAY N 22°13'08" W A DISTANCE OF 59.02 FEET TO A POINT, SAID POINT BEING THE SOUTHEASTERN PROPERTY CORNER OF LANDS NOW OR FORMERLY OWNED BY EDDINS FAMILY LLC AS RECORDED IN DEED BOOK 17186, PAGE 434, WAKE COUNTY REGISTRY; THENCE N 22°13'08" W A DISTANCE OF 61.29 FEET TO A POINT; THENCE N 22°13'08" W A DISTANCE OF 55.00 FEET TO AN EXISTING IRON PIPE, SAID BEING THE SOUTHWESTERN PROPERTY CORNER OF LOT 1 AS SHOWN IN BOOK OF MAPS 1928, PAGE 108, WAKE COUNTY REGISTRY AND HAVING NC GRID (NAD '83/2011) COORDINATES OF N: 790041.514 FEET AND E: 2159514.571 FEET; THENCE N 55°20'53" E A DISTANCE OF 99.72 FEET TO AN EXISTING IRON PIPE; THENCE N 54°52'50" E A DISTANCE OF 200.04 FEET TO AN EXISTING IRON PIPE; THENCE N 55°02'10" E A DISTANCE OF 100.00 FEET TO A POINT; THENCE N 55°02'10" E A DISTANCE OF 220.54 FEET TO THE POINT OF BEGINNING, CONTAINING 10.8361 ACRES.

PARCEL PIN# 1758998560 (AREA TO BE REZONED RH):

COMMENCING AT EXISTING NCGS MONUMENT "STREET", SAID MONUMENT HAVING NC GRID(NAD '83/2011) COORDINATES OF N: 790603.030 FEET AND E: 2159788.080 FEET; THENCE N 43°22'24" E A DISTANCE OF 56.02 FEET TO A POINT AT THE SOUTHERN RIGHT-OF-WAY OF S. MAIN STREET, SAID POINT BEING THE NORTHEASTERN PROPERTY CORNER OF LANDS NOW OR FORMERLY OWNED BY COMM DEV LLC AS RECORDED IN DEED BOOK 19072, PAGE 155, WAKE COUNTY REGISTRY; THENCE LEAVING SAID SOUTHERN RIGHT-OF-WAY S 38°29'42" E A DISTANCE OF 300.00 FEET TO AN EXISTING IRON PIPE, SAID PIPE BEING THE NORTHWESTERN PROPERTY CORNER OF LOT 2 AS SHOWN IN BOOK OF MAPS 2013, PAGE 218, WAKE COUNTY REGISTRY; THENCE S 38°47'03" E A DISTANCE OF 15.36 FEET TO A POINT; THENCE S 38°47'03" E A DISTANCE OF 713.94 FEET TO A POINT, SAID POINT BEING THE SOUTHWESTERN PROPERTY CORNER OF LANDS NOW OR FORMERLY OWNED BY EDDIE C. HENDERSON AND PATRICIA A. HENDERSON AS RECORDED IN DEED BOOK 19208, PAGE 2339, WAKE COUNTY REGISTRY; THENCE S 57°30'43" W A DISTANCE OF 400.50 FEET TO A POINT; THENCE S 58°02'43" W A DISTANCE OF 112.68 FEET TO THE POINT OF BEGINNING AT THE NORTHERN PROPERTY LINE OF LANDS NOW OR FORMERLY OWNED BY LENNAR CAROLINAS, LLC AS RECORDED IN DEED BOOK 19559, PAGE 276, WAKE COUNTY REGISTRY; THENCE S 58°02'43" W A DISTANCE OF 14.50 FEET TO AN EXISTING AXLE, SAID AXLE BEING THE NORTHEASTERN PROPERTY CORNER OF LOT 1 AS SHOWN IN BOOK OF MAPS 2012, PAGES 393-395, WAKE COUNTY REGISTRY; THENCE S 58°12'26" W A DISTANCE OF 84.72 FEET TO A POINT; THENCE S 57°50'19" W A DISTANCE OF 74.89 FEET TO AN EXISTING ANGLE IRON, SAID ANGLE IRON BEING THE NORTHEASTERN PROPERTY CORNER OF LANDS NOW OR FORMERLY OWNED BY MICHAEL T. DEBNAM AS SHOWN IN BOOK OF MAPS 2012, PAGES 393-395, WAKE COUNTY REGISTRY; THENCE S 58°20'21" W A DISTANCE OF 73.62 FEET TO A POINT; THENCE S 58°20'21" W A DISTANCE OF 60.00 FEET TO A POINT AT THE EASTERN RIGHT-OF-WAY OF SCHOOL STREET; THENCE ALONG AND WITH SAID EASTERN RIGHT-OF-WAY N 20°43'10" W A DISTANCE OF 167.77 FEET TO A POINT; THENCE LEAVING SAID EASTERN RIGHT-OF-WAY N 89°02'14" E A DISTANCE OF 320.84 FEET TO THE POINT OF BEGINNING, CONTAINING 0.5824 ACRES.



Scarboro Village | Conditional Rezoning: Statement of Justification

July 1st, 2025

1. Is the application consistent with the Comprehensive Plan, Community Transportation Plan, Bicycle and Greenway Plans, and any other adopted Town policy plans?

This conditional rezoning petition proposes a dedicated right-of-way along the eastern boundary, in keeping with the Town's strategic transportation plan, a change from Residential Low Density (RL) to General Commercial (GC) along the Main Street corridor (± 1.35 ac), and changing the balance of the parcel assemblage from Residential Low Density (RL) to Residential High Density (RH), while leaving the environmental features along the southern boundary undisturbed.

The site is designated High Density Residential on the Town's Future Land Use Map (FLUM), which supports a variety of housing types at a density of 6 to 12 dwelling units per acre. As defined in the Comprehensive Plan on pg. 37, this category includes townhomes and encourages compact, mixed residential development. This RH rezoning petition proposes a townhome development with a density of 6.08 units per acre, which aligns with the intended land use vision for the area.

The proposed GC zoning is consistent with the Town's Main Street Vision Plan. The parcel is located within the Town Center Core, identified in the Vision Plan as a key area for pedestrian activity, civic presence, and mixed-use development. The site sits directly across from one of the entrances to Main Street Park, which the Main Street Vision Plan designates as a civic anchor within the downtown core. This area is envisioned as a vibrant destination supporting walkability and community engagement.

According to the Vision Plan, this location supports development strategies that encourage small-scale office or professional space to support downtown uses and integrate local service restaurants or retail adjacent to public and civic buildings. The maps on pages 96–97 identify a proposed pedestrian crossing from this parcel to Main Street Park, reinforcing the site's role in promoting safe and accessible pedestrian connections.

Rezoning to GC along the Main Street corridor would strengthen the existing non-residential pattern along this segment of Main Street and enhance the commercial node created by adjacent General Industrial (GI) and Town Center (TC) districts across the street. This strategic land use supports the corridor's intended mix of uses and aligns with the Town's goal of fostering an economically vibrant, pedestrian-friendly downtown core.

The project also supports the multimodal transportation goals outlined in the Community Transportation Plan (CTP), Greenway Plan, and Bicycle Plan. The CTP recommends a new collector street along the eastern edge of the site to improve local network connectivity. This project includes a right-of-way dedication that will enable the Town to implement that critical north-south connection between Main Street and nearby neighborhoods.

The Greenway Plan highlights the need for improved multimodal access to parks, particularly the need for more bicycle and pedestrian connections to Main Street Park. Our project directly addresses this gap by locating residential development adjacent to a planned greenway. By dedicating right-of-way, we eliminate the need for future easements and support the implementation of the greenway as envisioned on pg. 103 of the plan, thereby reducing long-term infrastructure costs and enhancing community connectivity.

The area proposed for GC zoning is located on the existing GoRaleigh 401X express bus route. In addition, the Town's Bicycle and Greenway Plan identifies a dedicated bike lane along Main Street and collector

street with a future greenway along the eastern edge of the subject parcel. Our site plan dedicates right-of-way in support of both planned facilities.

Together, these elements demonstrate that the proposed development is fully aligned with Rolesville's adopted land use, transportation, and infrastructure plans by promoting responsible growth, multimodal access, and integrated public investments.

2. Does the application conflict with any provision of the LDO or the Town Code of Ordinances?

This application does not conflict with any provision of the Town of Rolesville's Land Development Ordinance (LDO) or Code of Ordinances. The proposed rezoning and development are consistent with the permitted uses, dimensional standards, and procedural requirements outlined in both documents.

3. Does the application correct any errors in the existing zoning present when it was adopted?

This application does not correct any errors in the existing zoning.

4. Does the rezoning allow uses compatible with existing and permitted uses on surrounding land/properties?

The proposed rezoning is compatible with both existing and permitted uses on surrounding properties. To the north, across Main Street, is Main Street Park, a nonresidential use located within nonresidential zoning. Adjacent to the park are parcels zoned General Industrial (GI). The proposed General Commercial (GC) zoning aligns with and complements these established nonresidential uses.

To the west, the proposed Residential High Density (RH) zoning is located adjacent to Rolesville Elementary School, a civic use that is compatible with residential development. The site also borders the future Parker Ridge residential development to the southwest and the existing Perry Street neighborhood to the east, making the proposed residential use contextually appropriate and in harmony with the surrounding area.

5. Would the application ensure efficient development within the Town, including the capacity and safety of the street network, public facilities, and other similar considerations?

The application supports efficient development by aligning with the Town's adopted transportation and infrastructure plans. The project includes right-of-way dedication for a future collector street along the eastern edge of the site, consistent with the Community Transportation Plan's goal to improve network connectivity and support future traffic capacity.

Residential units are strategically located near existing public facilities, including Rolesville Elementary School and Main Street Park, promoting walkability and reducing infrastructure strain. The northern portion of the site lies along the GoRaleigh 401X bus route and adjacent to proposed separated bike lanes, supporting safe and accessible transit options. Additionally, the site has access to public water and sewer, further supporting cost-effective development and reducing the need for new utility extensions.

By integrating this proposed land use with planned transportation, civic infrastructure, and public utilities, the project promotes compact, connected, and sustainable growth within the Town.

6. Would the application result in a logical and orderly development pattern?

This application supports a logical and orderly development pattern by transitioning from General Commercial (GC) zoning along Main Street, consistent with adjacent nonresidential uses, to Residential High Density (RH) zoning to the south, which aligns with surrounding neighborhoods and planned residential developments. The concept plan reflects thoughtful integration with existing land uses, public facilities, and transportation infrastructure.

By concentrating commercial uses along the Main Street corridor and placing residential units adjacent to schools and other residential communities, the proposed development reinforces the Town's goals for walkable, mixed use centers and connected neighborhoods. The inclusion of right of way dedication for a future collector street further enhances connectivity and supports coordinated growth consistent with the Town's long-term vision.

7. Would the application result in adverse impacts on water, air, noise, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment?

This application is not expected to result in any adverse environmental impacts. The concept plan has been designed to avoid disturbance to the jurisdictional wetlands and limits development to the northern side of the on-site riparian buffer. This approach preserves the natural functioning of the buffer and protects water quality and adjacent ecosystems.

The project will meet all applicable state and local requirements for stormwater detention and treatment, ensuring proper management of runoff and minimizing downstream impacts. While the majority of the site is currently cleared, the concept plan prioritizes the preservation of existing tree stands surrounding the riparian buffer, contributing to habitat value and vegetative stability.

There are no anticipated negative effects on air or noise quality as a result of the proposed development. By concentrating development within appropriate areas and integrating environmental protection measures from the outset, the application reflects responsible site planning and environmental stewardship consistent with the Town's development goals.

8. If a Conditional District providing proposed Conditions of Approval, do they address and mitigate the impacts reasonably expected to be generated by the development or use of the property, can they reasonably be implemented, and can they be enforced for the subject property, and will they result in no more significant impact on adjacent properties or the community at large than would be expected to occur by the permitted uses and the minimum development standards of the corresponding General zoning district.

The proposed conditions of approval for this Conditional District directly address and mitigate potential impacts that could be reasonably expected from the development. These proposed conditions include specific measures to preserve historical character, addresses neighborhood circulation and safety concerns, and ensures the proposed development has the flexibility to respond to site conditions and public input as it strives to meet the Town's planned goals and objectives.

Conditions such as the documentation and preservation efforts related to the existing single-family home at 201 S. Main Street provide thoughtful recognition of the site's historic context. Provisions for public notice and opportunities for relocation or salvage by third parties, including nonprofits and the Town, demonstrate a good-faith effort to reduce cultural and material loss.

Additionally, the prohibition of vehicular access from School Street is a proactive measure to minimize traffic impacts on surrounding residential areas, while still allowing flexibility for pedestrian connections if appropriate.

All proposed conditions are clear, reasonable, and enforceable through the Town's existing review and permitting procedures. Compared to what could be developed under the base zoning standards without conditions, the application with these commitments results in a more predictable, considerate, and community-sensitive development outcome.

July 28, 2025

Re: Community Information Meeting on August 18 2025 for Conditional Rezoning of Scarboro Village at 0 Main St., 201 S Main St., 200 School St., Rolesville, North Carolina.

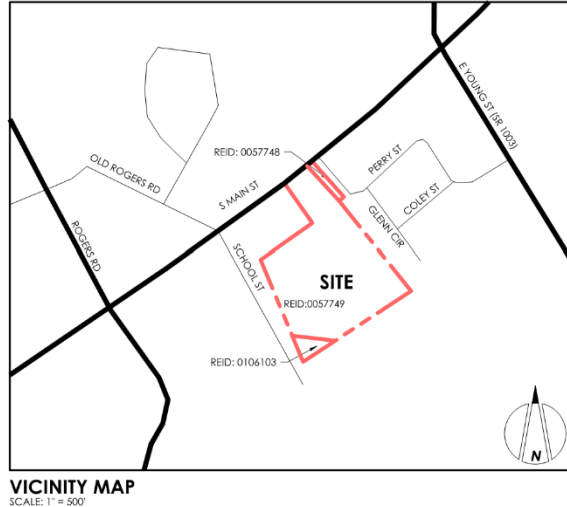
Dear Neighbor:

You're invited to a Neighborhood Meeting regarding the Conditional Rezoning for Scarboro Village, which is proposed on 13.15 Acres of land (REIDs: 0057748, 0057749, 0106103) near your property. The site is located at 0 Main St., 201 S. Main St., and 200 School St (see Vicinity Map below).

An informal community meeting will be held in-person on **Monday, August 18** from **6:00pm-7:00pm** at the **Rolesville Community Center** (514 Southtown Circle Rolesville, NC 27571).

This project proposes a conditional rezoning from **RL (Residential Low Density)** to **GC (General Commercial) & RH (Residential High Density)** to allow for the development of 63 lots for townhomes.

Plans for the proposed development will be presented at the meeting. Attendees will have the opportunity to ask questions and share feedback with individuals knowledgeable about the project. We would appreciate your attendance and input at this community meeting. If you have questions before the meeting, you may contact the person noted below.



Sincerely,

Courtney McQueen

Courtney McQueen, PLA
Landscape Architecture Project Coordinator
(919) 490-4990
cmcqueen@qunity.com

Property Owner Name	Street Address	Town, State, Zip	Parcel REID	Parcel PIN
WHITAKER, BARRY W WHITAKER, BETTY P	200 PERRY ST	ROLESVILLE, NC 27571	75956	1769003587
POWERS, MARK R POWERS, MARY K	120 S MAIN ST	ROLESVILLE, NC 27571	55852	1759918091
ABERNETHY, ROBERT FRANKLIN JR ABERNETHY, BETTY YOUNG	108 GLENN CIR	ROLESVILLE, NC 27571	24237	1769003095
WILLOUGHBY, DAPHNE B	210 S MAIN ST	ROLESVILLE, NC 27571	8895	1759901581
BURKE, ALBERT EMERY BURKE, KIMBERLY LUANNE	0 SCHOOL ST	ROLESVILLE, NC 27571	33179	1768090437
BURKE, ALBERT EMERY BURKE, KIMBERLY LUANNE	206 SCHOOL ST	ROLESVILLE, NC 27571	33180	1768090349
MOORE, MICHAEL EDWARD	204 BROWN CIR	ROLESVILLE, NC 27571	2408	1759913002
COOKE, WILLIS NANCY V	115 S MAIN ST	ROLESVILLE, NC 27571	14688	1769002815
WELLS, ANGELA S	113 S MAIN ST	ROLESVILLE, NC 27571	73785	1769003849
BREWER REAL ESTATE HOLDINGS LLC	211 S MAIN ST	ROLESVILLE, NC 27571	27130	1759904168
HURLBUT, JEANNE B	102 GLENN CIR	ROLESVILLE, NC 27571	7256	1769002216
PEARCE, LYNDIA S	207 PERRY ST	ROLESVILLE, NC 27571	80612	1769003716
GALLAGHER, MICHAEL	109 GLENN CIR	ROLESVILLE, NC 27571	346	1769005049
ROLESVILLE COMMUNITY PARK	121 REDFORD PLACE DR	ROLESVILLE, NC 27571	189833	1758980948
EAGLES, COLUMBUS F III EAGLES, PAMELA S	205 S MAIN ST	ROLESVILLE, NC 27571	60335	1759907307
AUTERI, DONALD W	122 S MAIN ST	ROLESVILLE, NC 27571	8892	1759908823
WHITAKER, BARRY WAYNE WHITAKER, BETTY P	202 PERRY ST	ROLESVILLE, NC 27571	8896	1769002594
DUNN, RICHARD E WOODS, MARDENIA	204 SCHOOL ST	ROLESVILLE, NC 27571	23551	1758999444
WAKE COUNTY BOARD OF EDUCATION	307 S MAIN ST	ROLESVILLE, NC 27571	102701	1758990785
HENDERSON, EDDIE C HENDERSON, PATRICIA A	112 GLENN CIR	ROLESVILLE, NC 27571	47017	1768094992
BRAGDON, JESSE DAVID BRAGDON, JENNIFER KAY	111 GLENN CIR	ROLESVILLE, NC 27571	72001	1768096906
SUGGS, STEPHANIE SUGGS, ROBERT	119 S MAIN ST	ROLESVILLE, NC 27571	73754	1769000796
SUGGS, STEPHANIE SUGGS, ROBERT	0 PERRY ST	ROLESVILLE, NC 27571	283590	1769001695
EL-KAISSI, OMAR N EL-KAISSI, SUSIE E	207 S MAIN ST	ROLESVILLE, NC 27571	60273	1759906321
DURAN-LEMUS, HUGO ALBERTO	202 BROWN CIR	ROLESVILLE, NC 27571	6161	1759902826
EDDINS FAMILY, LLC	99 GLENN CIR	ROLESVILLE, NC 27571	98901	1769002540
EDDINS FAMILY, LLC	101 GLENN CIR	ROLESVILLE, NC 27571	57845	1769003415
EDDINS FAMILY, LLC	103 GLENN CIR	ROLESVILLE, NC 27571	8894	1769003452
COOKE, JERRY V LAPLANTE, KIMBERLY	104 GLENN CIR	ROLESVILLE, NC 27571	14661	1769002188
COOKE, JERRY V LAPLANTE, KIMBERLY	106 GLENN CIR	ROLESVILLE, NC 27571	8893	1769003150
ROLESVILLE, LLC	302 S MAIN ST	ROLESVILLE, NC 27571	357169	1759808293
EDDINS FAMILY LLC	213 S MAIN ST	ROLESVILLE, NC 27571	54369	1759904024

EDDINS FAMILY LLC	208 S MAIN ST	ROLESVILLE, NC 27571	73782	1759904541
EDDINS FAMILY LLC	206 S MAIN ST	ROLESVILLE, NC 27571	84033	1759904676
EDDINS FAMILY LLC	204 S MAIN ST	ROLESVILLE, NC 27571	76637	1759905567
LENNAR CAROLINAS LLC	82 SCHOOL ST	ROLESVILLE, NC 27571	53006	1758988402
LAMM, JAMES R LAMM, LOUISE S	101 COLEY ST	ROLESVILLE, NC 27571	47907	1769004306
DEBNAM, MICHAEL T	202 SCHOOL ST	ROLESVILLE, NC 27571	22033	1758998460
YOUNG, PATSY V YOUNG, HARRIET D	506 E YOUNG ST	ROLESVILLE, NC 27571	80478	1768194694
KEITH, BETTY C KEITH, RALPH BRIAN	104 COLEY ST	ROLESVILLE, NC 27571	38634	1769006376
COMM DEV LLC	201 S MAIN ST	ROLESVILLE, NC 27571	57749	1758998909
COMM DEV LLC	200 SCHOOL ST	ROLESVILLE, NC 27571	106103	1758998560
TOWN OF ROLESVILLE	0 E YOUNG ST	ROLESVILLE, NC 27571	106105	1768094465
COMM DEV LLC	0 S MAIN ST	ROLESVILLE, NC 27571	57748	1759909525
NC FOR THE FUTURE LLC	121 S MAIN ST	ROLESVILLE, NC 27571	53005	1769000577
EDDINS FAMILY LLC	100 GLENN CIR	ROLESVILLE, NC 27571	1209	1769001347
DUPLEX 209 LLC	209 S MAIN ST	ROLESVILLE, NC 27571	67163	1759905245
BELL, MORGAN V	102 COLEY ST	ROLESVILLE, NC 27571	63013	1769005278
COBBLESTONE CROSSING SPE LLC	100 S MAIN ST	ROLESVILLE, NC 27571	72561	1769011435
PENDER, DOROTHY JONES	118 SCHOOL ST	ROLESVILLE, NC 27571	37218	1758997386
YOUNG, PATSY V YOUNG, BOBBY W	508 E YOUNG ST	ROLESVILLE, NC 27571	106104	1768192148
TOWN OF ROLESVILLE	408 E YOUNG ST	ROLESVILLE, NC 27571	12313	1768098727
WOODBY, THERESA M	100 COLEY ST	ROLESVILLE, NC 27571	70593	1769004281
ROLESVILLE TOWN OF	200 S MAIN ST	ROLESVILLE, NC 27571	69979	1759922076
YOUNG, PATSY V	504 E YOUNG ST	ROLESVILLE, NC 27571	80445	1768193779
WILLOUGHBY, DAPHNE B	5300 OLD ROGERS RD	ROLESVILLE, NC 27571	10254	1759809483



Scarboro Village Rezoning

REZ-25-05

Neighborhood Meeting

August 18, 2025
Rolesville Community Center
6:00 PM – 7:00 PM





Meet the Team

Developer

KDM Development Corp.

Peter Crossett and Shane Saucier

Engineering and Design Firm

Qunity

Courtney McQueen, PLA , Alex Craig, MLA, SITES AP



Agenda

- Description of Property
- Project Changes
- Rezoning Process
- Questions/Comments



Overview of REZ-23-05

Site Information

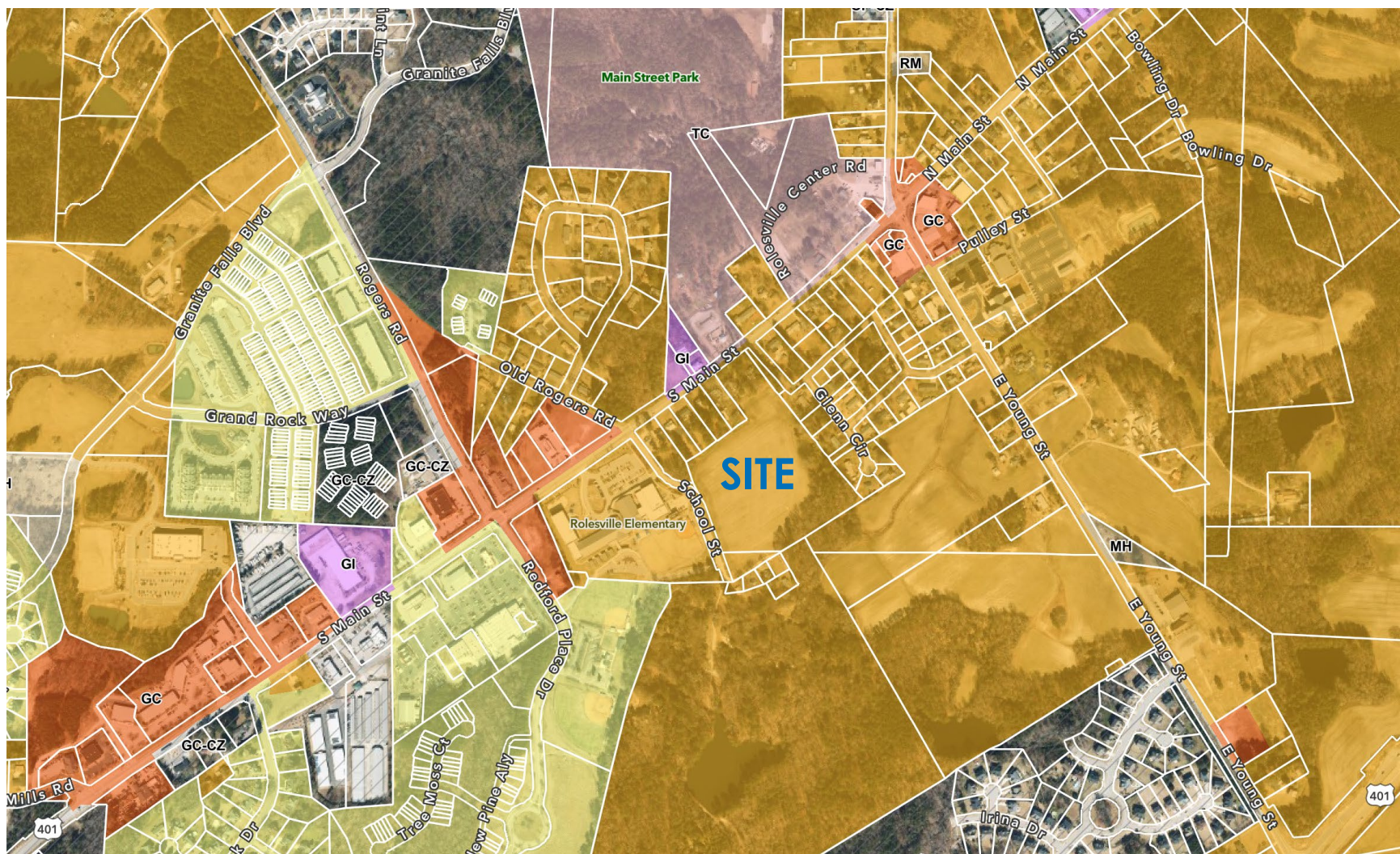
13.15 Acres

Existing Zoning:
Residential Low
Density (RL)



Current Zoning

Existing Zoning:
Residential Low
Density (RL)



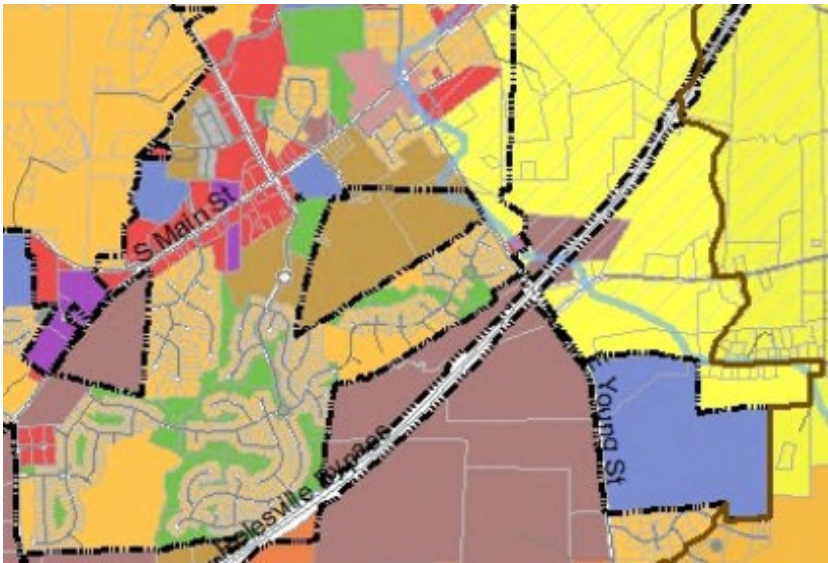


Future Land Use Map & Main Street Vision Plan

FLUM:
High Density
Residential

No proposed
change to current
FLUM

**Main Street Vision
Plan:**
Site is adjacent to
Village Core



Rolesville: Future Land Use Map



Figure 1-3: Main Street Context Zones Map



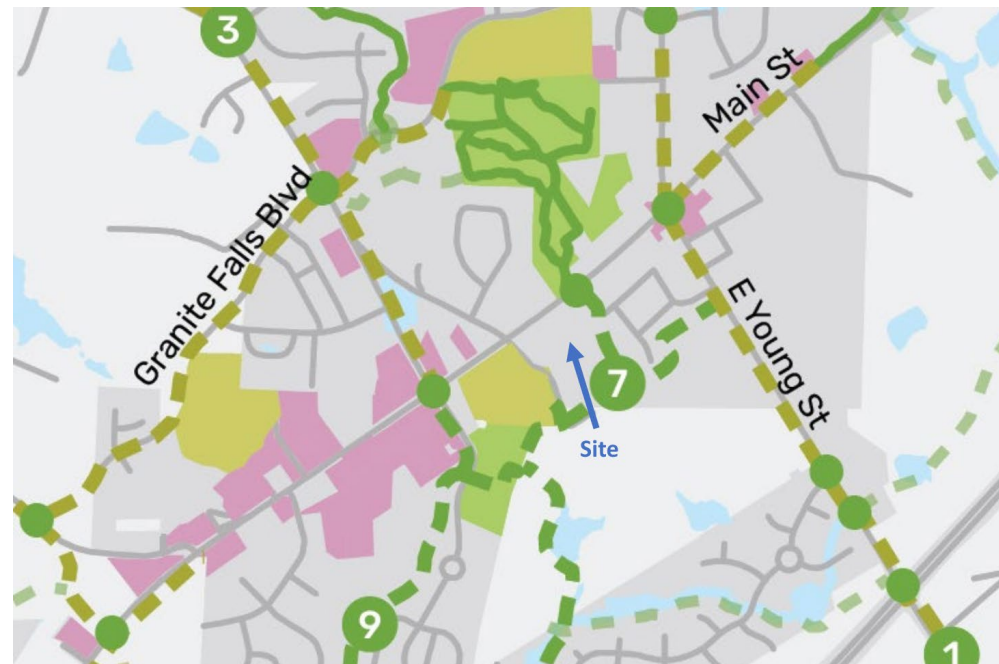
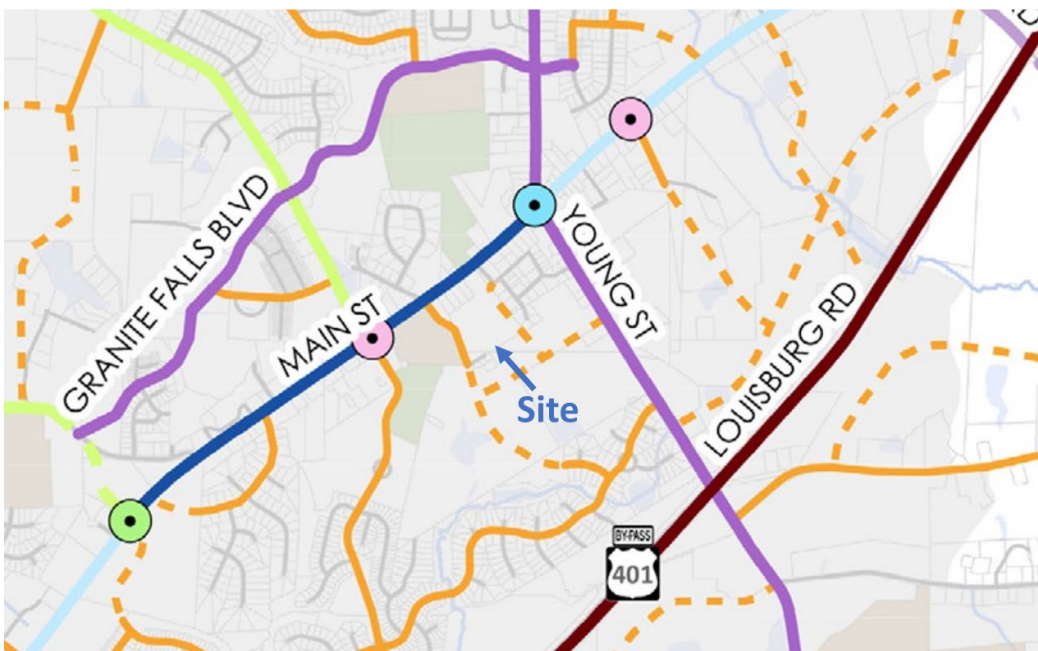
Rolesville Transportation & Greenway Plan

Transportation Plan:

requires a collector road connecting Main Street to the new Town Campus property

Greenway Plan:

Requires a connection from the new Town Campus property to Main Street Park





Proposed Concept Site Plan

Site Information

Parcel 1- 1.35 ac
General Rezoning
To General
Commercial (GC)
1.35 ac

Parcel 2- 10.36 ac
Conditional Rezoning
to Residential High
Density (RH)
63 townhomes

**Construction of new
street connecting S
Main St. to Rolesville
Town Center**

**Installation of new
greenway path to
Main St Park**



Timeline

Neighborhood meeting

Development Team receives feedback from neighbors

Rezoning and Development Plan Process

Resubmit plans to TOR on the 1st of each month.
Once plans are clear of staff comments the project will be scheduled for the following board reviews:

1. Planning Board Review
2. Board of Commissioners Review & Approval

Project Page on TOR Website



[https://www.rolesvillenc.gov/
project/scarboro-village-fka-
apartments-201-s-main](https://www.rolesvillenc.gov/project/scarboro-village-fka-apartments-201-s-main)

Questions?



[illegible]

August 18, 2025

Scarboro Village – Neighborhood Meeting Report

Attendees

- Courtney McQueen | LA Project Coordinator, **Qunity**
- Alex Craig | LA Designer II, **Qunity**
- Shane Saucier | Project Manager, **KDM Development Corp.**
- Community Members (6 Total)

Reactions and Feedback from Neighbors:

- **Neighbor comment:** Neighbors express they are pleased with the change from apartments to townhomes and the reduction in traffic
 - **Qunity Response:** -Acknowledged comments.
- **Neighbor comment:** Neighbor asks if the area to be dedicated as future parkland is the swampy area of the site.
 - **Qunity Response:** Confirms yes that is correct.
- **Neighbor comment:** Neighbor asks if the development is part of Parker Ridge development.
 - **Qunity Response:** Confirms no it is not.
- **Neighbor comment:** Neighbor asks who owns the properties south of the site. Which properties are south of the land.
 - **Qunity Response:** Confirms that area of land belongs to the Town of Roleseville, that is why the southeastern portion of the site would be dedicated to the parks department.
- **Neighbor comment:** Neighbor asks if the intersection at Perry street is going to change.
 - **Qunity Response:** Qunity explained the currently the design is still conceptual. The intersection will start designed at the time of site plan.
- **Neighbor comment:** Neighbors are concerned about the safety of the intersection at Perry St.
 - **Qunity Response:** Qunity explains this intersection will be designed by an engineering team working with NCDOT.
- **Neighbor comment:** Neighbors are concerned with the viability of the project due to other townhome development in the area and that developer may have difficulty.
 - **Qunity:** Qunity and KDM acknowledges the statement and thanked for the feedback.
- **Neighbor comment:** Neighbor asks if they will be rental units or owner occupied.
 - **Qunity Response:** KDM says we do not know yet.
- **Neighbor comment:** Neighbors prefer the townhomes to be owner occupied.

- **Qunity Response:** Qunity responds that they will communicate this to the town that the goal is not for all properties to be rentals. KDM suggests that this could be in the HOA Declarants. Design teams will investigate these items
- **Neighbor comment:** Neighbor asks why the fence is no longer being shown on the conceptual site plan and that they would like a screening fence to be added back.
 - **Qunity Response:** Qunity explains that since the design has been redone, we are waiting for feedback from neighbors before adding additional items back to the plan. Due to feedback from neighbors about a fence, a 6' fence will be added to the concept plan along the greenway and adjacent to the northern properties. The fence will be 6' instead of the previous 8' since they will no longer be screening tall apartment buildings.
- **Neighbor comment:** A neighbor is concerned about the intersection at Perry and the safety and wonders if we will have it fully designed by the time it is brought before the planning board.
 - **Qunity Response:** Qunity explains that the intersection will only be designed conceptually at that point.
- **Neighbor comment:** A neighbor asks if the town is still planning to extend and connect the collector road to future developments.
 - **Qunity Response:** Qunity confirms that that is still the plan.
- **Neighbor comment:** Neighbor asks what the proposed commercial site will be. Neighbors believe that since the town wants more commercial development it would be helpful to have an idea of what the commercial will be.
 - **Qunity Response:** KDM explains it has not been decided due to it being early in the process, and if the property gets sold it will be up to the new owner to decide what it will be.
- **Neighbor comment:** Neighbor asks if there will be another neighborhood meeting due to multiple community members not being able to attend due to sickness.
 - **Qunity Response:** Qunity commits to sending out the meeting presentation to the current attendees for them to share with neighbors and would confirm the next neighborhood meeting in the email. Qunity sent the request information in an email on 8/20/25

Summary of main concerns:

1. Intersection safety at Perry St.
2. Having a fence to screen the townhomes along the greenway trail and the Northern adjacent properties.
3. The viability of townhomes selling and not being rental-only.



621 Hillsborough Street
Suite 500
Raleigh, NC 27603
919. 361. 5000

SPEC23591

June 27, 2025

Meredith Gruber
Town of Rolesville
502 Southtown Circle, PO Box 250
Rolesville, NC 27571
919.554.6517

RE: Scarboro Village – Rolesville, North Carolina – Trip Generation Letter

Dear Ms. Gruber,

Trip Generation Letter

This letter presents a summary of the trip generation potential for the proposed Scarboro Village development to be located at 201 S. Main Street in Rolesville, North Carolina. The purpose of this letter is to review the anticipated trip generation potential of the proposed site. The proposed development is expected to consist of 63 townhomes.

Site access will be served via two (2) full movement driveways along the extension of Perry Street.

Similar Site Data

Based on the Institute for Transportation Engineers (ITE) *Trip Generation Manual*, 11th Edition, and the suggested method of trip calculations provided in NCDOT’s *Rate vs. Equation spreadsheet*, trips for the proposed development were calculated for weekday daily, weekday AM peak hour, and weekday PM peak hour. Refer to Table 1 below for the trip generation for the proposed land uses.

TABLE 1: TRIP GENERATION									
Land Use (ITE Code)	Density	Calculation Methodology	Daily Trips	AM Peak Hour			PM Peak Hour		
				Enter	Exit	Total	Enter	Exit	Total
Townhomes (215)	63 units	Adjacent / Equation	430	7	20	27	20	14	34

The proposed development is expected to generate 430 daily trips consisting of 27 trips (7 entering and 20 exiting) during the weekday AM peak hour and 34 trips (20 entering and 14 exiting) during the weekday PM peak hour.

Based on the Town of Rolesville (Town) Unified Development Ordinance (UDO), a Traffic Impact Analysis (TIA) is required if the trip generation threshold is expected to generate greater than 1,000 daily trips or greater than 100 peak hour trips. The threshold for the North Carolina Department of Transportation (NCDOT) requiring a TIA of a proposed development is that of generating more than 3,000 daily trips. Based on a review of the proposed density and associated trip generation potential, the proposed development is expected to be well below these thresholds. Due to these reasons, offsite traffic impacts by the proposed development are expected to be negligible.

Summary

This letter presents a summary of the trip generation potential for the Scarboro Village development. The proposed development is at 201 S. Main Street in Rolesville, North Carolina. The purpose of this letter is to review the anticipated trip generation potential of the proposed site. The proposed development is expected to consist of 63 townhomes.

Based on review of the trip generation calculations using the methodology contained within the ITE *Trip Generation Manual*, 11th Edition, the proposed development is expected to generate a maximum of 430 daily trips consisting of 27 trips during the weekday AM peak hour and 34 trips during the weekday PM peak hour. This falls below the typical threshold for requiring a Traffic Impact Analysis (TIA) set by the Town of Rolesville of generating greater than 1,000 daily trips or 100 peak hour trips. Due to the low trip generation estimates for the proposed development, the development is expected to have a negligible impact on the area street network.

If you should have any questions or comments relative to this study, please feel free to contact me at 919.961.4065.

Sincerely,
McAdams

Nate Bouquin, PE, PTOE | Practice Lead, Traffic Engineering
bouquin@mcadamsco.com | 919. 961. 4065

The John R. McAdams Company, Inc.
NC License #C-0293

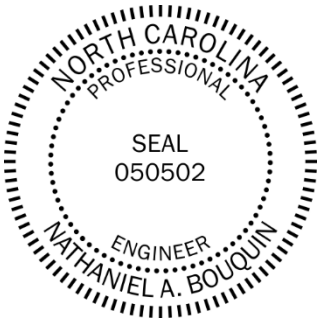


EXHIBIT A: SCARBORO VILLAGE CONCEPT PLAN



Qunity

CIVIL ENGINEERING LANDSCAPE ARCHITECTURE

16 CONSULTANT PLACE, SUITE 201
DURHAM, NORTH CAROLINA 27707
P 919.490.4990
www.qunity.com

NORTH CAROLINA BOARD OF
EXAMINERS FOR ENGINEERS AND
SURVEYORS LICENSE NO.: C-0676



LEGEND

- STREAM BUFFER
- ACTIVE RECREATIONAL OPEN SPACE AREA
- RIGHT OF WAY DEDICATION
- STORMWATER FACILITY AREA
- ZONING BOUNDARY

0 30' 60' 120'

SCALE: 1" = 60'

DRAWN BY: CRM	CHECKED BY: TS	PROJECT NO. 2273
07-01-2025		SHEET NO.
SCALE AS NOTED		EXHIBIT A

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PROJECT INFORMATION	
SITE SUMMARY	
GROSS LAND AREA:	572,727 SF (13.15 AC)
PROPOSED RIGHT OF WAY DEDICATION:	62,633 SF (1.44 AC)
EXISTING ZONING:	RL
PROPOSED PARCEL 1 AREA:	58,828 SF (1.35 AC)
PROPOSED ZONING:	GC
PROPOSED PARCEL 2 AREA:	451,266 SF (10.36 AC)
PROPOSED ZONING:	RH
PARCEL 1 LOT SUMMARY	
MAXIMUM BUILDING HEIGHT:	35'
FRONT SETBACK:	20'
SIDE SETBACK:	15'
REAR SETBACK:	35'
CORNER SETBACK:	25'
*SETBACK REDUCTIONS ALLOWED WITH STIPULATIONS	
LOT WIDTH:	100' MIN
LOT AREA:	20,000 SF MIN
PARKING	
VEHICULAR REQUIRED:	2.5 SPACES/ 1,000 SF
BICYCLE REQUIRED:	MIN: 1 SPACES/ 5,000 GFA MAX: 20 SPACES
OPEN SPACE SUMMARY	
REQUIRED:	2,942 SF (5%) MIN TO INCLUDE 1 SMALL SPACE TYPE
PARCEL 2 LOT SUMMARY	
MAXIMUM ALLOWED DENSITY:	9 UNITS/ AC
PROPOSED DENSITY:	6.08 UNITS/ AC (63 UNITS/ 10.36 AC) 63 FRONT LOADED
MAXIMUM BUILDING HEIGHT:	35'
FRONT SETBACK:	15'
SIDE SETBACK:	10' END UNIT, 0' INTERNAL
REAR SETBACK:	15'
CORNER SETBACK:	30'
BUILDING SEPARATION:	20' MIN
LOT WIDTH:	2,000 SF MIN
LOT AREA:	
PARKING	
REQUIRED:	140 SPACES
RESIDENTIAL BUILDING:	2 / UNIT = 126 SPACES
GUEST PARKING:	.25/ UNIT = 16 SPACES
PROPOSED:	126 GARAGE / DRIVEWAY SPACES 16 SURFACE SPACES
OPEN SPACE SUMMARY	
REQUIRED:	67,690 SF (15%) MIN TO INCLUDE 1 SMALL & 1 MEDIUM OPEN SPACE TYPES
PROPOSED:	ACTIVE RECREATION: 76,514 SF ENVIRONMENTALLY SENSITIVE LAND: 23,373 SF (5%) STORMWATER FACILITY: 13,538 SF (3%) 30,779 SF (45%)

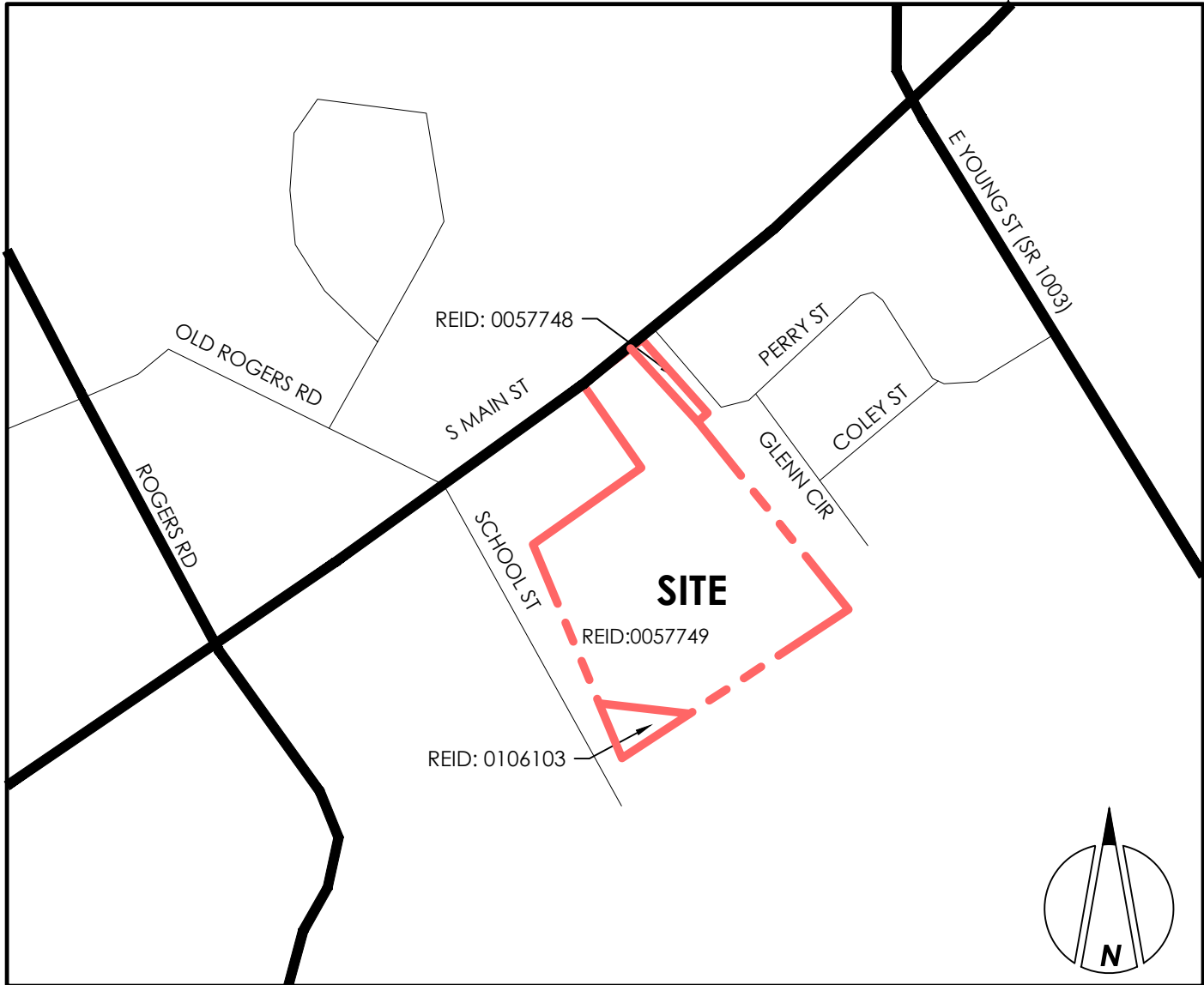
PROPERTY	PN	RED	OWNER	ZONING	USE
A	1769000577	0053005	NC FOR THE FUTURE, LLC 248 CHARACTER DR ROLESVILLE NC 27079-9384	RL	SINGLFAM
B	1769001347	0001209	EDORIS FAMILY, LLC 6105 HOPE FARM LN WAKE FOREST NC 27871-8426	RL	SINGLFAM
C	1769002216	0007256	HURLBUT, JENNIFER S 102 GLENN CIR ROLESVILLE NC 27071-9408	RL	SINGLFAM
D	1769002188	0014661	COOK, DOROTHY P 104 GLENN CIR ROLESVILLE NC 27071-9408	RL	SINGLFAM
E	1759083719	0316781	BECTON, WILLIAM BRYANT BECTON, AMIE W 1807 OLD COLLEGE CIR WAKE FOREST NC 27871-3823	RL	SINGLFAM
F	1769003095	0024237	ABERNETHY, ROBERT FRANKLIN JR ABERNETHY, BETTY YOUNG 108 GLENN CIR	RL	SINGLFAM
G	1768094992	0047017	HENDERSON, EDOIE C HENDERSON, PATRICIA A 112 GLENN CIR ROLESVILLE NC 27071-9408	RL	SINGLFAM
H	1768098727	0001209	TOWN OF ROLESVILLE PO BOX 250 ROLESVILLE NC 27071-0250	RL	SINGLFAM
I	1768091558	0219717	PARKER, W H PARKER, DORIS FAYE HAROLD PARKER 145 STONERIDGE DR	RL	N/A
J	1758988411	0053006	PARKER, W H PARKER, DORIS FAYE HAROLD PARKER 145 STONERIDGE DR	RL	N/A
K	1768090437	0033179	BURKE, ALBERT EMERY BURKE, KIMBERLY LUANNE 8532 OAK GROVE CHURCH RD WAKE FOREST NC 27807-7903	RL	N/A
L	1758899444	0023551	DUNN, RICHARD E WOODS, MARDENIA 294 SCHOOL ST ROLESVILLE NC 27071-9418	RL	SINGLFAM
M	1758899840	0022033	DEBNAH, MICHAEL T 249 WOODROW AVE BRIDGEPORT CT 06606-3939	RL	SINGLFAM
N	1758897386	0037218	FRANZONI, JAMES 2108 US HWY FRANKLIN NC 27625-9778	RL	SINGLFAM
O	1758988411	0053006	PARKER, W H PARKER, DORIS FAYE HAROLD PARKER 145 STONERIDGE DR	RL	N/A
P	1758990785	0102701	WAKE COUNTY BOARD OF EDUCATION HE SERVICE DIRECTOR 1891 ROCK QUARRY RD	RL	SCHOOL
Q	1759904024	0054369	EDORIS FAMILY, LLC 6105 HOPE FARM LN WAKE FOREST NC 27871-8426	RL	SINGLFAM
R	1759904168	0027130	BREWER REAL ESTATE HOLDINGS, LLC 100 BLVD DAVIS CT RALEIGH NC 27614-9359	RL	RES / BUS
S	1759905245	0067163	DORNER, JESSIE L PO BOX 1811 WAKE FOREST NC 27888-1811	RL	TWOFAM
T	1759906321	0060273	ELKASE, DEAN R ELKASE, ROBBIE E 207 S MAIN ST ROLESVILLE NC 27071-9660	RL	SINGLFAM
U	1759907307	0060335	EAGLES, COLUMBUS T EAGLES, PAMELA S 205 S MAIN ST ROLESVILLE NC 27071-9660	RL	SINGLFAM

REZ-25-05

CONCEPT SITE PLAN

SCARBORO VILLAGE

0 MAIN ST, 201 S. MAIN ST, 200 SCHOOL ST, ROLESVILLE, NORTH CAROLINA



VICINITY MAP
SCALE: 1" = 500'

OWNER
COMM DEV,LLC

MATTHEW SHUEY
1340 CLIFTON POND ROAD
LOUISBURG, NC 27549
MATT@COMMANDCS.COM

ENGINEER/LAND PLANNER
QUNITY, PA

COURTNEY MCQUEEN, PLA
16 CONSULTANT PLACE, SUITE 201
DURHAM, N.C. 27707
P: (919) 490-4990
F: (919) 490-8953
CMCQUEEN@QUNITY.COM

MATTHEW JONES,PE
16 CONSULTANT PLACE, SUITE 201
DURHAM, N.C. 27707
P:(919) 490-4990
F:(919) 490-8953
MJONES@QUNITY.COM

SURVEYOR
BNK

DAN GREGORY, PLS
6310 CHAPEL HILL ROAD, SUITE 250
RALEIGH, NC 27607
P: (919) 851-4422
F: (919) 851-8968



CIVIL
ENGINEERING

LANDSCAPE
ARCHITECTURE

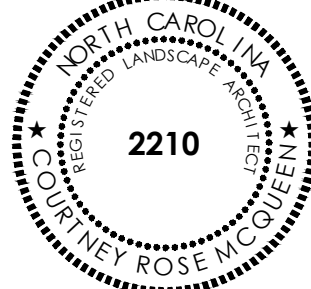
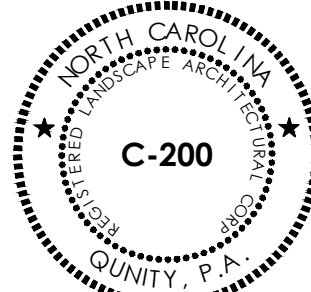
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P 919.490.4990
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NORTH CAROLINA BOARD OF
EXAMINERS FOR ENGINEERS AND
SURVEYORS LICENSE NO.: C-0676

SCARBORO
VILLAGE

0 MAIN ST, 201 S MAIN ST,
200 SCHOOL ST
ROLESVILLE, NORTH CAROLINA



811 - CALL BEFORE YOU DIG

DRAWN BY: CRM
CHECKED BY: JEW

DATE 12/17/2025

PROJECT NO. 2273

SHEET NO.

C000

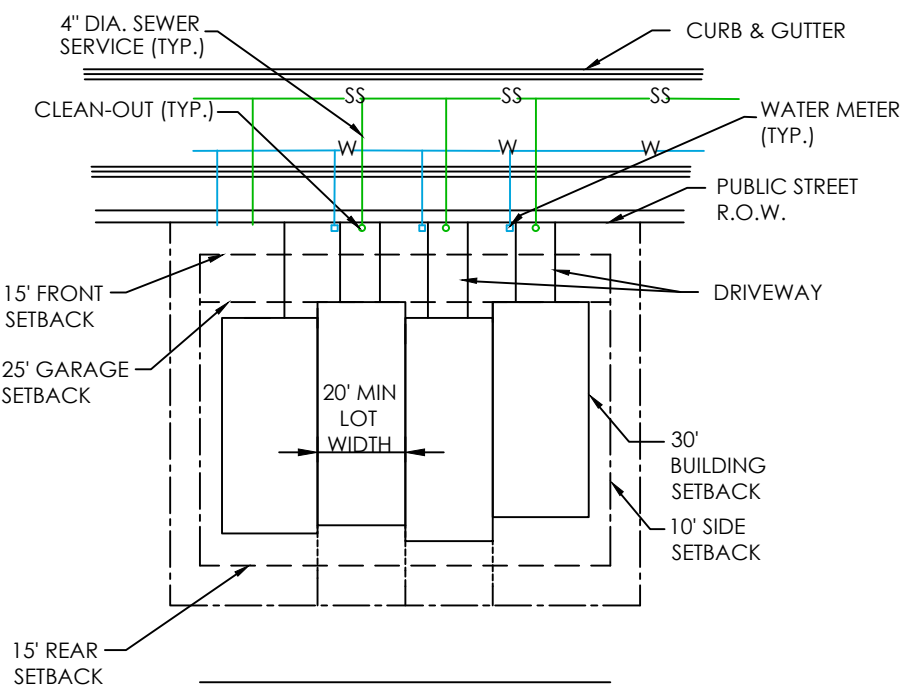
<CONCEPT SITE PLAN>



PIN: 1759-90-9525 RED: 0057748	PIN: 175899809 RED: 0057749	PIN: 175899850 RED: 0106103
PROJECT INFORMATION CASE REZ-25-05		
SITE SUMMARY GROSS LAND AREA: 572,727 SF (13.1479 AC) EXISTING ZONING: RL		
PROPOSED PARCEL 1 GC ZONING AREA: (1.7294 AC) PROPOSED PARCEL 2 RH ZONING: (11.4185 AC)		
PROPOSED RIGHT OF WAY DEDICATION A: 62,270 SF (1.43 AC) PROPOSED RIGHT OF WAY DEDICATION B: 8,993 SF (0.21 AC)		
PROPOSED PARCEL 1 AREA: 58,828 SF (1.35 AC) PROPOSED PARCEL 2 AREA: 442,273 SF (10.15 AC)		
PARCEL 1 LOT SUMMARY MAXIMUM BUILDING HEIGHT: 42' * FRONT SETBACK: 20' SIDE SETBACK: 15' REAR SETBACK: 35' CORNER SETBACK: 25' *MAX 50' HEIGHT ALLOWED WITH DESIGN ALTERNATIVES **SETBACK REDUCTIONS ALLOWED WITH STIPULATIONS		
PARKING VEHICULAR REQUIRED: 2.5 SPACES / 1,000 SF MIN: 1 SPACES / 5,000 GFA MAX: 20 SPACES BICYCLE REQUIRED:		
OPEN SPACE SUMMARY REQUIRED: 2,942 SF (5%) MIN TO INCLUDE 1 SMALL SPACE TYPE		
PARCEL 2 LOT SUMMARY MAXIMUM ALLOWED DENSITY: 9 UNITS/ AC PROPOSED DENSITY: 5.51 UNITS/ AC (63 UNITS/ 11.4185 AC) 63 FRONT LOADED		
MAXIMUM BUILDING HEIGHT: 35' FRONT SETBACK: 15' SIDE SETBACK: 10' END UNIT, 0' INTERNAL REAR SETBACK: 15' CORNER SETBACK: 30' BUILDING SEPARATION: 20' MIN LOT WIDTH: 2,000 SF MIN LOT AREA:		
PARKING REQUIRED: 140 SPACES RESIDENTIAL BUILDING: 2 / UNIT = 126 SPACES GUEST PARKING: 25/ UNIT = 16 SPACES PROPOSED: 126 GARAGE / DRIVEWAY SPACES 16 SURFACE SPACES		
OPEN SPACE SUMMARY REQUIRED: 66,341 (15%) MIN TO INCLUDE 1 SMALL & 1 MEDIUM OPEN SPACE TYPES 66,341 SF PROPOSED: ACTIVE RECREATION: 48,215 SF DEDICATED PARKLAND: 43,578 SF (65%) PRIVATE ACTIVE REC: 4,637 SF (7%) PASSIVE RECREATION: 18,126 SF STORMWATER FACILITY: 9,737 SF (15%) GREENS & PICNIC AREA: 6,389 SF (11%)		

LEGEND

- JURISDICTIONAL STREAM BUFFER
- ACTIVE RECREATIONAL OPEN SPACE AREA
- PASSIVE RECREATIONAL OPEN SPACE AREA
- RIGHT OF WAY DEDICATION
- STORMWATER FACILITY AREA
- ZONING BOUNDARY
- GREENWAY TRAIL LOCATION



TYP LOT DETAIL - TOWNHOMES

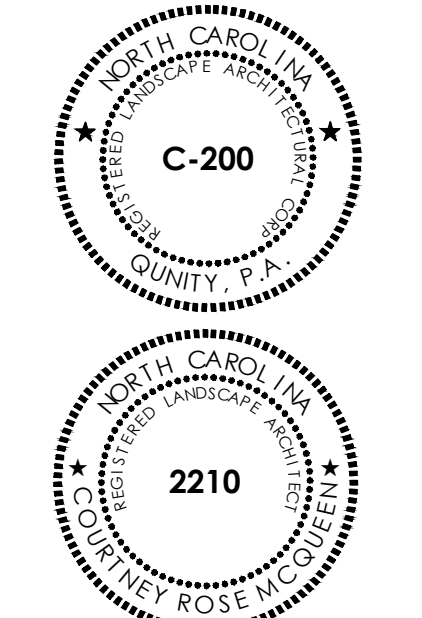
PROPERTY	PN	RED	OWNER	ZONING	USE
A	1769000577	0053005	NC FOR THE FUTURE LLC 248 CHARACTER DR ROLESVILLE NC 27071-9384	RL	SINGLFA/A
B	1769001347	0001209	EDDIES FAMILY LLC 6105 HOPE FARM LN WAKE FOREST NC 27071-8426	RL	SINGLFA/A
C	1769002216	0007256	ROBERT, JENNIE B 102 GLENN CIR ROLESVILLE NC 27071-9408	RL	SINGLFA/A
D	1769002188	0014661	COOKE, DOROTHY F 104 GLENN CIR ROLESVILLE NC 27071-9408	RL	SINGLFA/A
E	1759083719	0316781	BECTON, WILLIAM BRYANT BECTON, AMIE W 1607 OLD COLLEGE DR WAKE FOREST NC 27071-3823	RL	SINGLFA/A
F	1769003095	0024237	ABERNETHY, ROBERT FRANKLIN JR ABERNETHY, BETTY YOUNG 108 GLENN CIR ROLESVILLE NC 27071-9408	RL	SINGLFA/A
G	1768094992	0047017	HENDERSON, EDDIE HENDERSON, PATRICIA A 112 GLENN CIR ROLESVILLE NC 27071-9408	RL	SINGLFA/A
H	1768098727	0001209	PO BOX 290 ROLESVILLE NC 27071-0250	RL	SINGLFA/A
I	1768091558	0219717	PARKER, W H PARKER, DORIS FAYE 145 STONEBRIDGE DR ROLESVILLE NC 27071-9408	RL	N/A
J	1758998841	0053006	PARKER, W H PARKER, DORIS FAYE 145 STONEBRIDGE DR ROLESVILLE NC 27071-9408	RL	N/A
K	1768090437	0033179	BURKE, ALBERT EMERY BURKE, KIMBERLY LUANNE 833 OAK GROVE CHURCH RD WAKE FOREST NC 27071-7803	RL	N/A
L	1758999444	0023551	DUNK, CHARLOTTE WOODOL, M ARDENIA 204 SCHOOL ST ROLESVILLE NC 27071-9408	RL	SINGLFA/A
M	1758998460	0022033	DEBANY, MICHAEL T 240 WOODROW AVE BRIDLEPORT CT 06406-3838	RL	SINGLFA/A
N	1758997386	0037218	PROCTOR, DOROTHY JONES 2108 US HWY FRANKLIN NC 27625-8770	RL	SINGLFA/A
O	1758998841	0053006	PARKER, W H PARKER, DORIS FAYE 145 STONEBRIDGE DR ROLESVILLE NC 27071-9408	RL	N/A
P	1758990785	0102701	WAKE COUNTY BOARD OF EDUCATION RE SERVICES DIRECTOR 3601 ROCK QUARRY RD EDDIES FAMILY LLC	RL	SCHOOL
Q	1759904024	0054369	EDDIES FAMILY LLC 6105 HOPE FARM LN WAKE FOREST NC 27071-8426	RL	SINGLFA/A
R	1759904168	0027130	BREWER REAL ESTATE HOLDINGS LLC 700 SILVER CANYON CT RALEIGH NC 27614-9359	RL	RES/BUS
S	1759905245	0067163	COOPER, 207 LLC PO BOX 1811 WAKE FOREST NC 27088-1811	RL	TWOFA/A
T	1759906321	0040273	ELKARD, OWAN VEEVAAS, SUZIE E 207 S MAIN ST ROLESVILLE NC 27071-9660	RL	SINGLFA/A
U	1759907307	0060335	EAGLES, COLUMBUS F EAGLES, PAMELA S 210 S MAIN ST ROLESVILLE NC 27071-9660	RL	SINGLFA/A



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SCARBORO VILLAGE
0 MAIN ST, 201 S MAIN ST,
200 SCHOOL ST
ROLESVILLE, NORTH CAROLINA

CONCEPT PLAN



811 - CALL BEFORE YOU DIG
DRAWN BY: CRM CHECKED BY: JEW
DATE: 12/17/2025
PROJECT NO.: 2273
SHEET NO.: C100
<CONCEPT SITE PLAN>

Scarboro Village | Conditional Rezoning: Voluntary List of Proposed Conditions 12/17/25

1. The Development shall be in general compliance with the Concept Site Plan dated December 17, 2025. Approval of this rezoning and Concept Site Plan shall not preclude the Developer from pursuing any administrative amendments to the Concept Site Plan as prescribed in LDO Section 6.9.
2. Prior to the submittal of a demolition permit for the removal of the existing single-family home at 201 S. Main Street (PIN 1758-99-8909), the Development shall document the existing structure through photographs and detailed exterior elevation drawings. The Development shall send the documentation to the Town of Rolesville Planning Department and Board of Commissioners. Prior to the demolition, the Development shall have first priority to relocate or remove any items of historic significance and building materials for reuse.
3. If the Development chooses not to relocate the existing home, the following Condition shall apply: Prior to the demolition, the Development will allow any non-profit entity, individual or for-profit entity to relocate any of the existing single-family home at no cost to the Development and without payment to the Development so long as the party relocating the single-family home is solely responsible for the relocation, including without limitation, securing all permits and approvals required by law. The Development will provide general public notice in the News & Observer of the offer for relocation or salvage. Public notice shall occur at least one hundred eighty (180) days prior to the scheduled demolition of the home. Prior to demolition of the single-family home that has not been relocated within thirty (30) days prior to demolition, the Development will allow the Town of Rolesville or any local organization (such as Habitat for Humanity) at least fifteen (15) days to remove items of historic significance and building materials for reuse. This condition shall not require the Development to demolish or remove the single-family home.
4. Vehicular ingress and egress via School Street are prohibited. Any existing access shall be removed. This condition shall not act as a prohibition on pedestrian access to School Street, nor shall it require pedestrian access to School Street.
5. The development shall construct the proposed collector road, as shown on the Community Transportation Plan, beginning at the S. Main Street Intersection to shared boundary line of that property with PIN 1768-09-8727. Construction of the proposed collector road as shown on the Concept Plan shall be conditioned on obtaining all necessary local, State and/or Federal permits or approval.
6. The Development shall construct a 10' wide sidepath (the "Path") within the new Collector Street right-of-way, beginning at the S. Main Street intersection and terminating at the boundary line with adjacent property with PIN 1768-09-8727, subject to all governmental reviews and approvals, in accordance with the Town of Rolesville Greenway Plan. The Path will be located on the eastern side of the new collector street, as shown on the Concept Site Plan. The Path shall be paved with either asphalt or concrete, at the discretion of Town staff at the time of development approval. A planting strip at least five feet (5') wide shall separate the Path from the back of curb. The Path shall take the place of and serve as the sidewalk along the eastern side of the new Collector Street.
7. The Development shall provide a fence at least six feet (6') in height along the shared boundary lines with those parcels have Wake County Property Identification Numbers (PINs) 1759-90-4168, 1759-90-5245, 1759-90-6321, 1759-90-7307, and 1759-90-4024. The location of the fence is shown on the Concept Site Plan.
8. To provide a buffer for the single-family homes along Glenn Circle from the new Collector Street right-of-way, the Development shall provide an opaque fence at least six feet (6') in height on the

eastern side of the new Collector Street, beginning south of the intersection with Perry Street and the new Collector Street and terminating at the parcel with Wake County Property Identification Number 1768-09-8727. The approximate location of the fence is shown on the Concept Site Plan.

9. The development shall dedicate one (1) acre of parkland located south of the stream in the southeastern corner as outlined on the Concept Site Plan to the Town of Rolesville at the time of final plat.
10. At the time of final subdivision plat, the development shall dedicate that area from the southwestern corner of the development to the shared boundary line of that parcel with PIN 1768090437 (Deed Book 15944, Page 1564, Wake County Registry) as right-of-way, as shown on the Concept Site Plan. This condition shall not require the construction of any roadway improvements within this dedicated right-of-way.
11. The following Principal Uses as listed in LDO Section 5.1 that are permitted or special uses in the GC district shall be prohibited on Parcel 1: (i) Dwelling, Upper Story Unit; (ii) Schools (K-12); (iii) Bars and Nightclubs; (iv) Breweries and Distilleries; (v) Commercial Parking; (vi) Carwash; (vii) Gas Station; (viii) Golf Course; (ix) Retail Sales and Services, Community; (x) Retail Sales and Services, Shopping Center; (xi) Tattoo Establishment; (xii) Vape and Tobacco Store; (xiii) Vehicle, Rental and Sales; (xiv) Vehicle, Minor Service; (xv) Flex; (xvi) Fulfillment Center; (xvii) Major Utility; (xviii) Major Transportation Installation; (xix) Telecommunication Tower; and (xx) Water Storage Tower.

ORDINANCE ORD-2026-01

ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE TOWN OF ROLESVILLE AMENDING THE OFFICIAL ZONING DISTRICT MAP OF THE TOWN OF ROLESVILLE TO CHANGE THE ZONING OF APPROXIMATELY 13.15 ACRES LOCATED AT 200 SCHOOL STREET, 0 SOUTH MAIN STREET, 201 SOUTH MAIN STREET BEING WAKE COUNTY TAX PINS 1758998560, 1759909525, 1758998909 FROM RESIDENTIAL LOW ZONING DISTRICT (RL) TO RESIDENTIAL HIGH CONDITIONAL ZONING DISTRICT (RH-CZ) AND GENERAL COMMERCIAL CONDITIONAL ZONING DISTRICT (GC)

REZ-25-05

200 SCHOOL STREET, 0 SOUTH MAIN STREET, 201 SOUTH MAIN STREET – SCARBORO VILLAGE

WHEREAS, the application submitted by Comm Dev, LLC for the rezoning of land hereinafter described was duly filed with the Planning Department; and

WHEREAS, the Planning Board was presented the application for Recommendation on September 22, 2025, and the Board of Commissioners held Legislative hearings on November 6, 2025, January 6, 2026, and January 20, 2026;

WHEREAS, mailed notices and property sign postings were carried out in advance of the Legislative hearing pursuant to G.S. § 160D-602 and the Land Development Ordinance; and

WHEREAS, the Planning Board submitted its recommendation to the Board of Commissioners recommending Approval of said application that was generally consistent with the Comprehensive Plan for the lands hereinafter described, all in accordance with the requirements of the Town of Rolesville Land Development Ordinance and the provisions of Chapter 160D, Article 6, of the North Carolina General Statutes;

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Town of Rolesville, North Carolina:

Section 1: The lands that are the subject of the Ordinance are those certain lands described in **Exhibit 1 – Legal Description** and shown in **Exhibit 2 – Rezoning Plat**, which is incorporated herein by reference, and said lands are hereafter referred to as the “Rezoned Lands.”

Section 2: The parcels identified by the Wake County Tax Parcel Identification Numbers 1759909525, 1758998909, 1758998560, and described and observed in **Exhibits 1 and 2**, are located within the Town's Corporate Limits OR Extraterritorial Jurisdiction OR in Wake County.

Section 3: The Town of Rolesville Land Development Ordinance, including the Town of Rolesville North Carolina Official Zoning District Map, which is a part of said Ordinance, is hereby amended by changing the zoning classification of the "Rezoned Lands" from existing RL zoning district to a proposed RH-CZ and GC-CZ zoning districts.

Section 4: The "Rezoned Lands" are subject to all the standards and conditions in **Exhibit 3 – Conditions of Approval dated December 17, 2025, and associated and referenced Exhibits**, which are imposed as part of this rezoning.

Section 5: The Administrator is hereby authorized and directed to cause the said Official Zoning District Map for the Town of Rolesville, North Carolina, to be physically revised and amended to reflect the zoning changes ordained by this Ordinance.

Section 6: After reviewing all the information presented at the Legislative hearing and the Town of Rolesville plans, policies and ordinances, the Rolesville Board of Commissioners find the Rezoning map amendment request reasonable and consistent with the 2017 Comprehensive Plan and Rolesville 2050 Comprehensive Plan and is in the interest of the public and adopted a Plan Consistency and Reasonableness Statement.

Section 7: The "Rezoned Lands" shall be perpetually bound to the Conditions imposed including the uses authorized, unless subsequently changed or amended as provided for in the Land Development Ordinance.

Adopted and effective this the 20th day of January, 2026.

Ronnie Currin
Mayor

ATTEST:

APPROVED AS TO FORM:

Christina Ynclan-Frazier
Town Clerk

Dave Neill
Town Attorney



Office Use Only

ANX-

Date received:

Application to Petition for Voluntary Annexation into Rolesville Town Limits

Planning Department • 502 Southtown Circle | Rolesville, NC 27571 | planning@rolesville.nc.gov | 919-554-6517

Section A Submittal

Applications to petition for voluntary annexation are accepted by the Planning Department according to our [submittal process](#). Please submit your complete application by the next deadline date (typically the 1st of the month unless it is a weekend day). [Fees](#) are invoiced and review will start after receipt of a complete application.

The items below are **required** to complete your application. ***Your application will not be processed until all documents are received.**

1. Please complete a **separate application for each Parcel** Identification Number/Real Estate Identification Number/Property Owner.
2. A copy of the last **deed of record stamped with the Register of Deeds Book of Maps and Page number**.
3. A clear and legible **annexation boundary plat or map prepared by a professional land surveyor** showing the boundaries of the area or property requested for annexation into the Town of Rolesville.
4. A **written legal description of the metes and bounds** based on the annexation boundary map or plat.
5. A complete **Property Owner Consent Form**.

Section B Legal Disclosure

Voluntary Annexation- A voluntary process initiated by landowners to join the towns limits and acquire city services.

§ 160A-31. Annexation by petition.

The governing board of any municipality may annex by ordinance any area contiguous to its boundaries upon presentation to the governing board of a petition signed by the owners of all the real property located within such area. The petition shall be signed by each owner of real property in the area and shall contain the address of each such owner. The town shall advertise in the local newspaper at least 10 (ten) but no more than (25) twenty-five days prior to the public hearing.

Vested Rights – Site-specific vesting plans are commonly tied to existing development approvals such as special use permits, and subdivision plats. Vesting rights must include a sufficient level of detail, as outlined in the statutes, and must be identified and approved through a legislative hearing.

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

☐ **Yes** ☐ **No**

If yes, please submit proof that vested rights have been granted by the governing board. I hereby declare that my failure to disclose the existence of a vested right terminates any vested right previously acquired for this property.

Section C Project and Property Information

❖ If no project name is given, the primary address will be used.

❖ Additional parcel information may be attached if multiple properties are owned by one person (attachment A).

Development Project Name:

Street Address(es) of property requesting to be annexed:

1.

2.

3.

4.

5.

PIN	REID	Deed BM#	Deed PG#	Acreage to be annexed
PIN	REID	Deed BM#	Deed PG#	Acreage to be annexed
PIN	REID	Deed BM#	Deed PG#	Acreage to be annexed
PIN	REID	Deed BM#	Deed PG#	Acreage to be annexed
PIN	REID	Deed BM#	Deed PG#	Acreage to be annexed
Total Acreage of Requested Annexation Site		Linear Feet of New Public Streets within Annexation Boundaries:		

Section D Property Owner Information

Applicant/Owner or Project Contact Information

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

- * **NOTE:** If the property is owned by Individuals, all legal owners must sign the application for each parcel including both spouses. If the property is owned by multiple owners, please attach a separate Applicant/Owner Contact Information sheet (attachment B).
- * **NOTE:** If the property is owned by a Company or Corporation, the Company or Corporation must be legally registered with the State of North Carolina- Office of the Secretary of State.
- * Please attach a separate notarization of signature sheet for a Company or Corporation.

Applicant/Owner Contact Information

Property Owner(s) Printed Name(s):

1. Comm Dev LLC, Attn Matthew Shuey 2. _____

Applicant/Property Owner mailing address:

1. 1340 Clifton Pond Rd, Louisburg, NC 27549 2. _____

Phone Number(s) and email address(es):

1. Matt@commandcs.com 2. _____

1. Matt@commandcs.com 2. _____

Property Owner Signature(s)

1. [Signature] 2. _____

Project Contact Information (if different than the property owner)

Name of Corporation:

Qunity PA

Name of Registered Agent:

Courtney McQueen, PLA

Corporation Address:

16 Consultant Place, Suite 201, Durham NC 27707

Corporation Phone Number and email address:

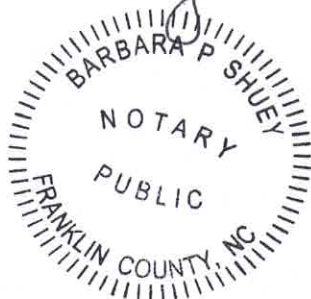
9191-490-4990; cmcqueen@qunity.com

I, Barbara P Shuey, a Notary Public for said County and State, do hereby certify that the above signed individual(s) appeared before me this day and signed the foregoing instrument.
Witness my hand and official seal, this 28th day of June, 2025.

Notary Public

Barbara P Shuey

Notary Seal



My commission expires: _____

My Commission Expires December 12, 2027

Section E Annexation Petition	
State of North Carolina, County of Wake, Petition of Annexation of Property to the Town of Rolesville, North Carolina	
<p>Part 1 The undersigned, being all the owners of the real property described in this application (Section D) respectfully request the annexation of said property to the Town of Rolesville, North Carolina. The petitioners understand and agree that all streets and utilities within the annexed area will be constructed and installed by the developer according to the Subdivision Ordinance and any utilities that must be extended to the annexed area are the responsibility of the developers or successive property owners. The property to be annexed is:</p>	
<input type="checkbox"/>	Contiguous to the present corporate limits of the Town of Rolesville, NC, or
<input type="checkbox"/>	<p>Non Contiguous to the municipal limits of the Town of Rolesville, NC and is located within three miles of the municipal limits of the Town of Rolesville, NC (pursuant to Chapter 989 of the Sessions Law of North Carolina, 1967).</p> <p>Distance in miles to closest parcel located in town limits: Click or tap here to enter text..</p>
Section F Submittal (Application Packet) Checklist	
<input type="checkbox"/>	Annexation Petition Each parcel/property requires a separate annexation petition (application packet).
<input type="checkbox"/>	<p>Property Owner Consent Form Please complete a separate form for each Annexation Petition (application). All real property owners must sign and date the application. Please confirm the Correct Parcel Identification Number(s) (PIN). Call Wake County Geographic Information Services at 919-856-6360, if there are any questions about the parcel identifier. This is very important; Please <u>indicate if the property being requested for annexation is only a portion of an existing parcel.</u></p> <p>Property Owned by a Corporation must include a Corporate Seal (refer to Section D).</p>
<input type="checkbox"/>	DEED- A copy of the last deed of record stamped with the Register of Deeds Book of Maps and Page number for proof of ownership.
<input type="checkbox"/>	Annexation Boundary Survey or Plat showing above written metes and bounds description of the property to be annexed must be submitted electronically in .pdf format, if possible. The survey or plat, if not already recorded, must be 18 x 24 and signed by a land surveyor licensed in the State of NC. The survey must be valid for the purposes of recording as set forth in NC General Statute § 47-30.
<input type="checkbox"/>	Metes and Bounds- A legal description of the written metes and bounds description based on the annexation boundary plat/map.

Property Owner's Consent & Authorization Form

A Property Owner's Consent is required for each Development Application. A completed and signed copy of this form is required to be included with every Application submittal.

Each owner or spouse must sign a separate copy of this form for a property with more than one owner. For Applications with more than one Applicant/representative, enter one name on each form and submit separate forms if the Owner of Property is an organization/entity, proof of signature authority on behalf of the organization/entity (i.e., Secretary of State business registration) must be attached to this form.

I, Matthew Alan Shuey
(property owner's **printed** legal name), swear and affirm that I am the owner of the property at

200 School St.

(Property Address)

1758-99-8560

(PIN)

0.5824 ac

(Acreage)

as shown in the records of Wake County, North Carolina, which is the subject of this Application Case # ANX-_____.

I further affirm that I am fully aware of the Town's Application, fee(s), and procedural requirements, and consent to this Application. I authorize the person(s) listed below to submit this Application and serve as representative/point of contact for this Application.

Property Owner's Signature: 

Date: 6/26/2025

Scarboro Village | Annexation: Justification Statement

This request seeks the Town Board's approval to voluntarily annex a 0.58-acre triangle-shaped parcel located at 200 School Street, assigned Wake County PIN 1758-99-8560, along the edge of Rolesville's current municipal boundary. Although this parcel remains unincorporated, it is contiguous to the present corporations limits and it is part of a larger group of parcels under the same ownership that are already fully annexed into the Town.

Bringing this remaining parcel into the Town's jurisdiction will create a consistent boundary, support unified planning and development under a single municipal authority, and align with the Town's long-range growth goals outlined in its adopted Comprehensive Plan. This annexation will also improve the efficiency of municipal service delivery and land use regulation for the collective property.

We respectfully request the Town Board's approval to annex this parcel to support cohesive planning, coordinated development, and Rolesville's vision for orderly, connected growth.

METES AND BOUNDS DESCRIPTION

200 SCHOOL STREET

Beginning at a Control Point in the southwestern corner of that parcel with PIN 1758-99-8560, the POINT OF BEGINNING, thence N 20° 43'10" W 167.77 feet to a point, thence S 89°02'14" W 320.84 feet to a point, thence S 58°02'43" W 14.50 feet to a point, thence S 58°12'26" W 84.72 feet to a point, thence S 57°50'19" W 74.89 feet to a point, thence S 58°20'21" W 73.62 feet to a point, thence S 58°20'21" W 60 feet to the POINT OF BEGINNING containing 0.5824 acres and being owned by Comm Dev LLC as shown on survey entitled "Boundary & Topographic Survey for Scarboro Property" by Bass, Nixon & Kenney, Inc dated March 31, 2022 and last revised April 22, 2022.

Revenue : \$ 3600.00 (For Recording Data)

Parcel Identifier/Tax Account/PIN No.: 1758998909, 1758998560 and 1759909525

Brief Description for the Index:

Prepared by: Edward W. Scarboro, Jr., Attorney at Law

Return to: Grantee

Property Address: 201 S. Main Street, Rolesville, NC

All or a portion of this property _____ was or _____ was not used as the primary residence of the Grantor.

NORTH CAROLINA GENERAL WARRANTY DEED

This Deed is made as of this the 2 day of December, 2021 by and between **EDWARD W. SCARBORO, JR. AND SPOUSE, KIMBERLY MOORE SCARBORO with a mailing address of 4325 JONESVILLE ROAD, WAKE FOREST, NC 27587 AND SPENCER PULLEY SCARBORO AND SPOUSE, DONNA M. SCARBORO with a mailing address of 6625 Pulley Town Road, Wake Forest, NC 27587 ("Grantors") and COMM DEV LLC, a North Carolina Limited Liability Company with a mailing address of 1340 Clifton Pond Road, Louisburg, NC 27549("Grantee").**

For valuable consideration paid by Grantee to Grantor, the receipt and sufficiency of which is hereby acknowledged, Grantor has and by these presents does hereby grant, bargain, sell and convey unto Grantee in fee simple absolute all of that certain lot, parcel of land or unit of ownership (the "Premises") located in WAKE County, North Carolina and more particularly described as follows:

SEE ATTACHED EXHIBIT "A"

ALSO, BEING the same Premises conveyed to Grantor by deed recorded in **Book 01112 page 65**, **WAKE** County Registry.

TO HAVE AND TO HOLD all of that interest in the Premises and all privileges and appurtenances thereto belonging to Grantee in fee simple absolute.

And Grantor covenants with Grantee that Grantor is seized of the premises in fee simple, has the right to convey the same in fee simple, that title is marketable and free and clear of all encumbrances and that Grantor will warrant and defend the title against the lawful claims of all persons whomsoever, and valorem taxes for the year **2021** and subsequent years, easements, restrictions and rights of way of record, if any, affecting the Property herein described; and utility lines, easements and rights of way located over, under or upon the subject property.

SUBJECT TO RESTRICTIVE COVENANTS, EASEMENTS AND RIGHTS OF WAY OF RECORD, WAKE COUNTY REGISTRY.

The designation of Grantor and Grantee as used in this Deed includes the parties expressly named herein, their heirs, successors, and assigns and shall include the singular, plural, masculine, feminine or neuter as required by context.

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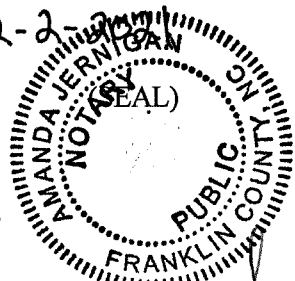
IN WITNESS WHEREOF, Grantors have hereunto set their hands and seals all as of the day and year first above written.

Edward W. Scarboro, Jr. (SEAL)
EDWARD W. SCARBORO, JR.

STATE OF North Carolina
COUNTY OF wake

I, a Notary Public of wake County and State aforesaid, certify that the following person(s) personally appeared before me this day, each acknowledging that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: **EDWARD W. SCARBORO, JR.**

Date: 12-2-2021



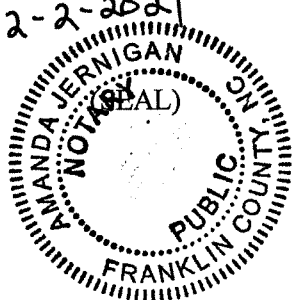
Amanda Jernigan
Printed Name of Notary:
Notary Public Amanda Jernigan
My commission expires: 09-15-2023

Kimberly Moore Scarboro (SEAL)
KIMBERLY MOORE SCARBORO

STATE OF North Carolina
COUNTY OF wake

I, a Notary Public of wake County and State aforesaid, certify that the following person(s) personally appeared before me this day, each acknowledging that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: **KIMBERLY MOORE SCARBORO**

Date: 12-2-2021



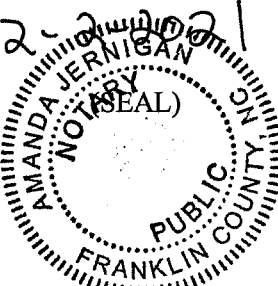
Amanda Jernigan
Printed Name of Notary:
Notary Public Amanda Jernigan
My commission expires: 09-15-2023

IN WITNESS WHEREOF, Grantors have hereunto set their hands and seals all as of the day and year first above written.

Spencer Pulley Scarboro (SEAL)
SPENCER PULLEY SCARBORO

STATE OF North Carolina
COUNTY OF wake

I, a Notary Public of wake County and State aforesaid, certify that the following person(s) personally appeared before me this day, each acknowledging that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: **SPENCER PULLEY SCARBORO**

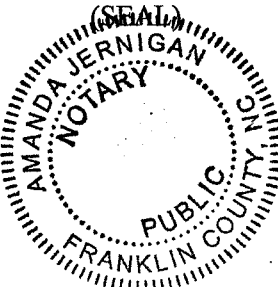
Date: 12-2-2021


Amanda Jernigan
Printed Name of Notary:
Notary Public Amanda Jernigan
My commission expires: 09-15-2023

Donna M. Scarboro (SEAL)
DONNA M. SCARBORO

STATE OF North Carolina
COUNTY OF wake

I, a Notary Public of wake County and State aforesaid, certify that the following person(s) personally appeared before me this day, each acknowledging that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: **DONNA M. SCARBORO**

Date: 12-2-2021


Amanda Jernigan
Printed Name of Notary:
Notary Public Amanda Jernigan
My commission expires: 09-15-2023

Exhibit A

COMMENCING AT NCGS MONUMENT 'STREET' HAVING NC GRID NAD '83 / 2011 COORDINATES OF N=790,603.030 FT. AND E=2,159,788.080 FT.; THENCE N 43°22'24"E A DISTANCE OF 56.02 FEET TO THE POINT OF BEGINNING IN THE SOUTHERN RIGHT-OF-WAY OF S. MAIN ST, A VARIABLE PUBLIC RIGHT-OF-WAY, SAID POINT BEING THE NORTHWEST CORNER OF THE PROPERTY OF THE SPENCER PULLEY HEIRS AS REFERENCED IN D.B. 1112, PAGE 65; THENCE LEAVING THE SAID RIGHT-OF-WAY AND WITH THE COMMON LINE OF THE SAID SPENCER PULLEY HEIRS PROPERTY, S38°29'42"E A DISTANCE OF 300.00 FEET TO AN EXISTING IRON PIPE BEING THE NORTHWEST CORNER OF THE PROPERTY OF THE EDDINS FAMILY, LLC AS REFERENCED IN B.M. 2013, PG. 218; THENCE S38°47'03"E A DISTANCE OF 729.30 FEET TO A POINT BEING THE SOUTHERN MOST CORNER OF THE PROPERTY OF DAVID T. MERRITT AND BETTY M. MERRITT, TRUSTEES AS REFERENCED IN D.B. 9470, PG. 1562, SAID POINT ALSO BEING IN THE COMMON LINE OF THE PROPERTY OF DONNIE L. WOODLIEF AS REFERENCED IN D.B. 2906, PG. 75; THENCE CONTINUING WITH THE COMMON LINE OF THE SAID WOODLIEF PROPERTY, S57°30'43"W A DISTANCE OF 400.50 FEET TO A POINT IN THE LINE OF THE W. H. PARKER & DORIS FAYE PARKER PROPERTY AS REFERENCED IN D.B. 5409, PG. 926; THENCE S58°02'43"W A DISTANCE OF 127.18 FEET TO AN EXISTING AXLE BEING THE NORTHEAST CORNER OF THE PROPERTY OF ALBERT EMERY BURKE & KIMBERLY LUANNE BURKE AS REFERENCED IN D.B. 15944, PG. 1564; THENCE S58°12'26"W A DISTANCE OF 84.72 FEET TO A POINT BEING THE NORTHEAST CORNER OF THE PROPERTY OF RICHARD E. DUNN & MARDENIA WOODS AND OTHERS AS REFERENCED IN D.B. 9721, PG. 2124; THENCE S57°50'19"W A DISTANCE OF 74.89 FEET TO AN EXISTING ANGLE IRON BEING THE NORTHEAST CORNER OF THE PROPERTY OF RUTH DEBNAM UPCHURCH HEIRS; THENCE WITH THE COMMON LINE OF THE SAID UPCHURCH HEIRS PROPERTY, S58°20'21"W A DISTANCE OF 73.62 FEET TO A POINT BEING THE NORTHEAST CORNER OF THE PROPERTY OF DOROTHY JONES PENDER; THENCE WITH THE COMMON LINE OF THE SAID PENDER PROPERTY, S58°20'21"W A DISTANCE OF 60.00 FEET TO A POINT IN THE WESTERN RIGHT-OF-WAY OF SCHOOL STREET, A VARIABLE PUBLIC RIGHT-OF-WAY; THENCE ALONG SAID SCHOOL STREET RIGHT-OF-WAY, N20°43'10"W A DISTANCE OF 439.68 FEET TO A POINT ON A CURVE HAVING A RADIUS OF 211.05 FEET; THENCE WITH THE SAID CURVE AS IT TURNS TO THE LEFT AN ARC LENGTH OF 75.77 FEET AND HAVING A CHORD BEARING OF N31°00'17"W AND A CHORD DISTANCE OF 75.36 FEET TO A POINT; THENCE LEAVING THE SAID SCHOOL STREET RIGHT-OF-WAY, N22°13'08"W A DISTANCE OF 59.02 FEET TO A POINT BEING THE SOUTHEAST CORNER OF THE PROPERTY OF EDDINS FAMILY LLC AS REFERENCED IN D.B. 17186, PG. 434; THENCE CONTINUING WITH THE COMMON LINE OF THE SAID EDDINS FAMILY LLC PROPERTY, N22°13'08"W A DISTANCE OF 61.29 FEET TO A POINT; THENCE N22°13'08"W A DISTANCE OF 55.00 FEET TO AN EXISTING IRON PIPE BEING THE SOUTHWEST CORNER OF THE PROPERTY OF BREWER REAL ESTATE HOLDINGS LLC AS REFERENCED AS LOT 1 IN D.B. 13085, PG. 1846; THENCE N55°20'53"E A DISTANCE OF 99.72 FEET TO AN EXISTING IRON PIPE BEING THE SOUTHWEST CORNER OF THE PROPERTY OF DUPLEX 209 LLC AS REFERENCED IN D.B. 15172, PG. 1630; THENCE N54°52'50"E A DISTANCE OF 200.04 FEET TO AN EXISTING IRON PIPE BEING THE SOUTHWEST CORNER OF THE PROPERTY OF COLUMBUS F. EAGLES, III AND PAMELA S. EAGLES AS REFERENCED IN D.B. 5389, PG. 639; THENCE WITH THE SAID EAGLES COMMON LINE, N55°02'10"E A DISTANCE OF 100.00 FEET TO A POINT; THENCE N34°57'50"W A DISTANCE OF 300.00 FEET TO A POINT IN THE SOUTHERN RIGHT-OF-WAY OF AFOREMENTIONED S. MAIN ST.; THENCE WITH THE SAID S. MAIN ST. RIGHT-OF-WAY, N50°50'17"E A DISTANCE OF 201.58 FEET TO THE POINT AND PLACE OF BEGINNING AND CONTAINING 12.9073 ACRES OR 562,241 SQ. FT, as shown on that survey entitled "Boundary Survey for Scarboro Property" dated December 28, 2020 and prepared by Bass, Nixon & Kennedy, Inc.

Your FOR Info FYI

Town of Rolesville
Board of Commissioners
Work Session

January 20, 2026

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Financial Update

For month ending November 30, 2025

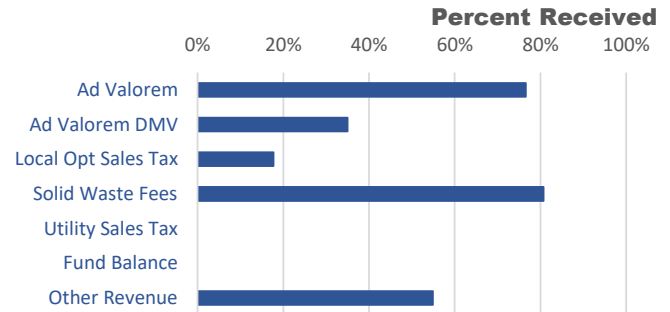


General Fund

The General Fund budget is established by the annual budget ordinance. These appropriations expire on June 30 of each year.

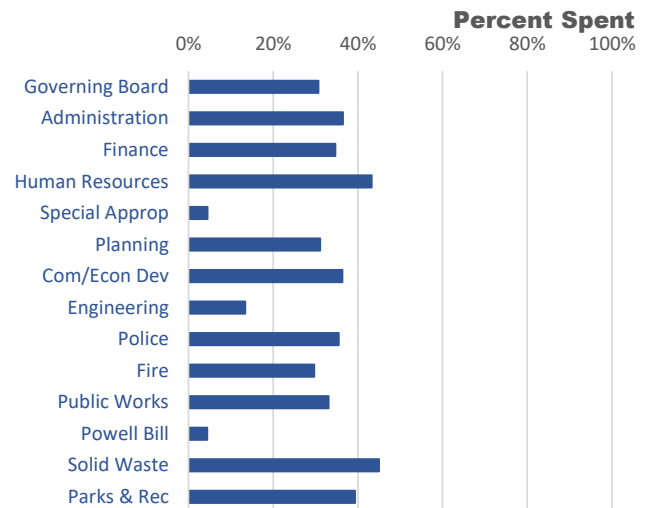
Revenues

	FY24-25 Actual	FY25-26 Budget	FY25-26 YTD	YTD %
Ad Valorem	9,178,620	9,570,000	7,327,024	77%
Ad Valorem DMV	800,705	820,000	286,831	35%
Local Opt Sales Tax	3,624,139	3,615,000	641,538	18%
Solid Waste Fees	1,123,622	1,237,100	998,942	81%
Utility Sales Tax	702,465	670,000	-	0%
Fund Balance	-	4,981,035	-	0%
Other Revenue	2,947,633	5,307,640	2,913,086	55%
Total	18,377,184	26,200,775	12,167,421	46%



Expenditures

	FY24-25 Actual	FY25-26 Budget	FY25-26 YTD	YTD %
Governing Board	179,372	236,330	72,532	31%
Administration	1,035,601	1,233,330	450,144	36%
Finance	758,107	894,640	310,438	35%
Human Resources	345,874	388,610	168,081	43%
Special Approp	2,006,966	9,033,490	404,999	4%
Planning	1,313,211	1,337,435	416,126	31%
Com/Econ Dev	199,205	271,770	98,900	36%
Engineering		485,800	65,106	13%
Police	4,291,721	4,688,250	1,663,595	35%
Fire	1,384,487	2,753,950	818,714	30%
Public Works	1,093,696	1,235,390	408,635	33%
Powell Bill	16,325	1,050,000	46,400	4%
Solid Waste	1,531,717	1,223,000	550,747	45%
Parks & Rec	1,270,943	1,368,780	538,316	39%
Total	15,427,224	26,200,775	6,012,731	23%
<i>Fund Balance Change</i>	<i>2,949,960</i>		<i>6,154,690</i>	



GENERAL FUND NOTES

- Overall, the General Fund is performing as expected. Some revenues have up to a 3-month lag in receipt.
- Department expenditures are generally within expected levels.
- Solid Waste is higher than the benchmark due to acquisition of the new yard waste compactor truck early in the year.

Administrative Budget Transfers

The governing board has authorized the Town Manager to approve transfers up to \$50,000. The transfers below occurred during this reporting period.

Date	FROM: Department / Line-Item	TO: Department / Line-Item	Amount	Explanation
11/20	HUD Grants	HUD Grants	\$10,000	line item reallocation

Financial Update

For month ending November 30, 2025



Capital Funds

Capital budgets are typically established by a project ordinance, and the budget appropriation is valid for the life of the project.

Capital Projects Fund (Current Fiscal Year)

	FY24-25	FY25-26	FY25-26	
	Actual	Budget	YTD	YTD %
Revenues				
Streets-related	1,348,595		876,541	
Parks-related	1,468,122		963,074	
Fund Balance Approp		2,657,400		0%
All Other Revenues	58,543	2,045,470	26,552	1%
Transfer In	1,285,000	1,028,000		0%
Total	4,160,261	5,730,870	1,866,167	33%

Expenditures

Streets & Sidewalks	293,188	598,177	286,002	48%
Parks & Greenways	1,491,434	2,012,790	254,541	13%
General	601,633	3,119,903	105,263	3%
Transfer Out	-			
Total	2,386,255	5,730,870	645,806	11%

Fund Balance Change 1,774,006 1,220,361

LAPP Grants Fund (Current Fiscal Year)

	FY24-25	FY25-26	FY25-26	
	Actual	Budget	YTD	YTD %
Revenues				
All Other Revenues	227,189		90,606	
Grants - Federal	3,436,908	578,886	-	0%
Grants - State	117,263	1,080,000	-	0%
Grants - Local		652,718	-	0%
Reimbursements	423,312	363,641	-	0%
Transfer In	-	5,162,438	-	0%
Total	4,204,672	7,837,683	90,606	

Expenditures

LAPP Project	4,462,699	4,421,208	1,429,478	32%
Wallbrook	423,312	1,683,757	26,804	2%
ADA Curb Ramps	189,472	-	-	
Water/Sewer	67,281	1,732,719	-	0%
Total	5,142,764	7,837,684	1,456,282	

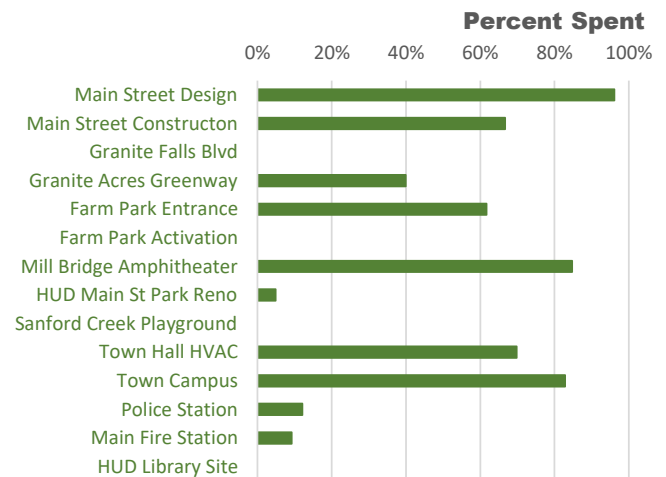
Fund Balance Change (938,092) (1,365,676)

Utility Projects Fund (Current Fiscal Year)

	FY24-25	FY25-26	FY25-26	
	Actual	Budget	YTD	YTD %
Revenues	92,916	-	36,242	
Expenditures	-	-	-	
Fund Balance Change	92,916	-	36,242	-

Project Ordinances (Multiple Fiscal Years)

Project	Budget	Project to Date Actual	% Spent
Main Street Design	2,873,994	2,761,819	96%
Main Street Construction	25,508,339	17,021,938	67%
Granite Falls Blvd	200,000	-	0%
Granite Acres Greenway	323,500	129,070	40%
Farm Park Entrance	1,550,000	955,877	62%
Farm Park Activation	460,000	-	0%
Mill Bridge Amphitheater	470,000	398,421	85%
HUD Main St Park Reno	406,000	20,000	5%
Sanford Creek Playground	52,000	-	0%
Town Hall HVAC	80,000	55,825	70%
Town Campus	2,652,000	2,197,130	83%
Police Station	1,120,000	135,206	12%
Main Fire Station	1,350,000	124,200	9%
HUD Library Site	325,000	-	0%



Cash & Investments

By Fund

General Fund	23,667,360
Capital Projects Fund	12,066,568
LAPP Grants Fund	4,139,930
Utility Projects Fund	2,128,706
Total	42,002,564

By Type

Checking	998,129
Investment	41,004,435
Total	42,002,564

Financial Update

For month ending December 31, 2025

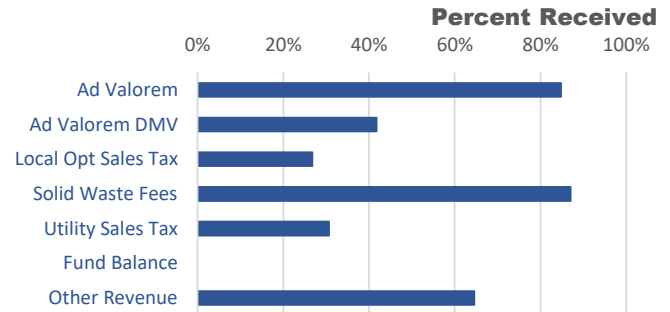


General Fund

The General Fund budget is established by the annual budget ordinance. These appropriations expire on June 30 of each year.

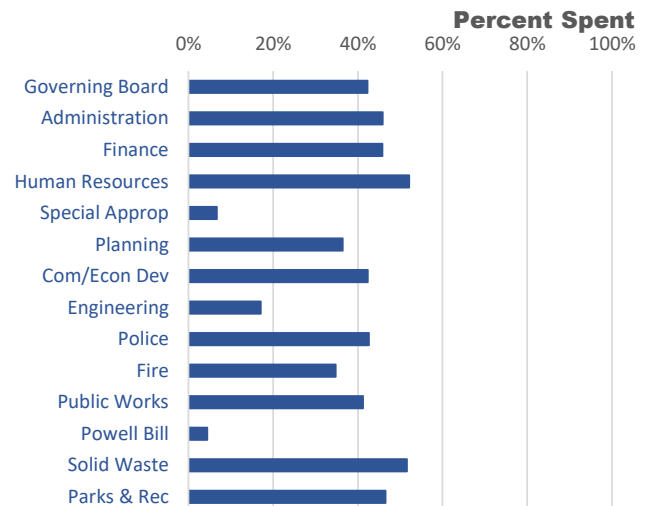
Revenues

	FY24-25 Actual	FY25-26 Budget	FY25-26 YTD	YTD %
Ad Valorem	9,178,620	9,570,000	8,113,639	85%
Ad Valorem DMV	800,705	820,000	342,266	42%
Local Opt Sales Tax	3,624,139	3,615,000	967,886	27%
Solid Waste Fees	1,123,622	1,237,100	1,076,408	87%
Utility Sales Tax	702,465	670,000	205,342	31%
Fund Balance	-	4,981,035	-	0%
Other Revenue	2,947,633	5,307,640	3,426,081	65%
Total	18,377,184	26,200,775	14,131,623	54%



Expenditures

	FY24-25 Actual	FY25-26 Budget	FY25-26 YTD	YTD %
Governing Board	179,372	236,330	99,862	42%
Administration	1,035,601	1,233,330	565,660	46%
Finance	758,107	894,640	409,561	46%
Human Resources	345,874	388,610	202,571	52%
Special Approp	2,006,966	9,033,490	603,859	7%
Planning	1,313,211	1,337,435	487,249	36%
Com/Econ Dev	199,205	271,770	115,059	42%
Engineering		485,800	82,971	17%
Police	4,291,721	4,688,250	1,998,997	43%
Fire	1,384,487	2,753,950	957,281	35%
Public Works	1,093,696	1,235,390	508,906	41%
Powell Bill	16,325	1,050,000	46,400	4%
Solid Waste	1,531,717	1,223,000	630,930	52%
Parks & Rec	1,270,943	1,368,780	636,755	47%
Total	15,427,224	26,200,775	7,346,059	28%
<i>Fund Balance Change</i>	<i>2,949,960</i>		<i>6,785,564</i>	



GENERAL FUND NOTES

- Overall, the General Fund is performing as expected. Some revenues have up to a 3-month lag in receipt.
- Department expenditures are generally within expected levels.

Administrative Budget Transfers

The governing board has authorized the Town Manager to approve transfers up to \$50,000. The transfers below occurred during this reporting period.

Date	FROM: Department / Line-Item	TO: Department / Line-Item	Amount	Explanation
12/12	Econ Dev / Professional Svs	Econ Dev / Dues & Fees	\$105	membership cost changes

Financial Update

For month ending December 31, 2025



Capital Funds

Capital budgets are typically established by a project ordinance, and the budget appropriation is valid for the life of the project.

Capital Projects Fund (Current Fiscal Year)

	FY24-25 Actual	FY25-26 Budget	FY25-26 YTD	FY25-26 YTD %
Revenues				
Streets-related	1,348,595		1,004,201	
Parks-related	1,468,122		1,111,234	
Fund Balance Approp		2,657,400		0%
All Other Revenues	58,543	2,045,470	33,076	2%
Transfer In	1,285,000	1,028,000		0%
Total	4,160,261	5,730,870	2,148,511	37%

Expenditures

Streets & Sidewalks	293,188	598,177	346,202	58%
Parks & Greenways	1,491,434	2,012,790	263,670	13%
General	601,633	3,119,903	215,262	7%
Transfer Out	-			
Total	2,386,255	5,730,870	825,133	14%

Fund Balance Change 1,774,006 1,323,378

LAPP Grants Fund (Current Fiscal Year)

	FY24-25 Actual	FY25-26 Budget	FY25-26 YTD	FY25-26 YTD %
Revenues				
All Other Revenues	227,189		110,176	
Grants - Federal	3,436,908	578,886	-	0%
Grants - State	117,263	1,080,000	-	0%
Grants - Local		652,718	-	0%
Reimbursements	423,312	363,641	-	0%
Transfer In	-	5,162,438	-	0%
Total	4,204,672	7,837,683	110,176	

Expenditures

LAPP Project	4,462,699	4,421,208	1,639,530	37%
Wallbrook	423,312	1,683,757	39,047	2%
ADA Curb Ramps	189,472	-	-	
Water/Sewer	67,281	1,732,719	-	0%
Total	5,142,764	7,837,684	1,678,578	

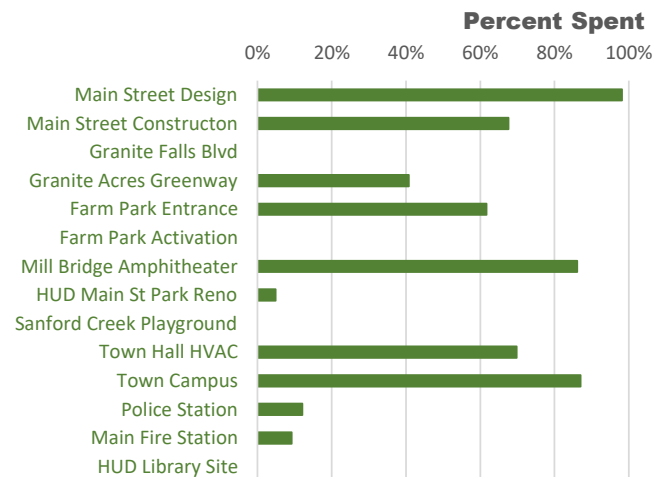
Fund Balance Change (938,092) (1,568,402)

Utility Projects Fund (Current Fiscal Year)

	FY24-25 Actual	FY25-26 Budget	FY25-26 YTD	FY25-26 YTD %
Revenues	92,916	-	44,070	
Expenditures	-	-	-	
Fund Balance Change	92,916	-	44,070	-

Project Ordinances (Multiple Fiscal Years)

Project	Budget	Project to Date Actual	% Spent
Main Street Design	2,873,994	2,822,019	98%
Main Street Construction	25,508,339	17,244,234	68%
Granite Falls Blvd	200,000	-	0%
Granite Acres Greenway	323,500	131,893	41%
Farm Park Entrance	1,550,000	955,877	62%
Farm Park Activation	460,000	-	0%
Mill Bridge Amphitheater	470,000	404,727	86%
HUD Main St Park Reno	406,000	20,000	5%
Sanford Creek Playground	52,000	-	0%
Town Hall HVAC	80,000	55,825	70%
Town Campus	2,652,000	2,307,128	87%
Police Station	1,120,000	135,206	12%
Main Fire Station	1,350,000	124,200	9%
HUD Library Site	325,000	-	0%



Cash & Investments

By Fund

General Fund	24,242,142
Capital Projects Fund	12,149,585
LAPP Grants Fund	3,991,770
Utility Projects Fund	2,136,534
Total	42,520,031

By Type

Checking	1,385,130
Investment	41,134,901
Total	42,520,031



ROLESVILLE FIRE DEPARTMENT



MEMBERS

- **13 Career Members**
- **28 Volunteers Members**
- **3 Part-Time Members**



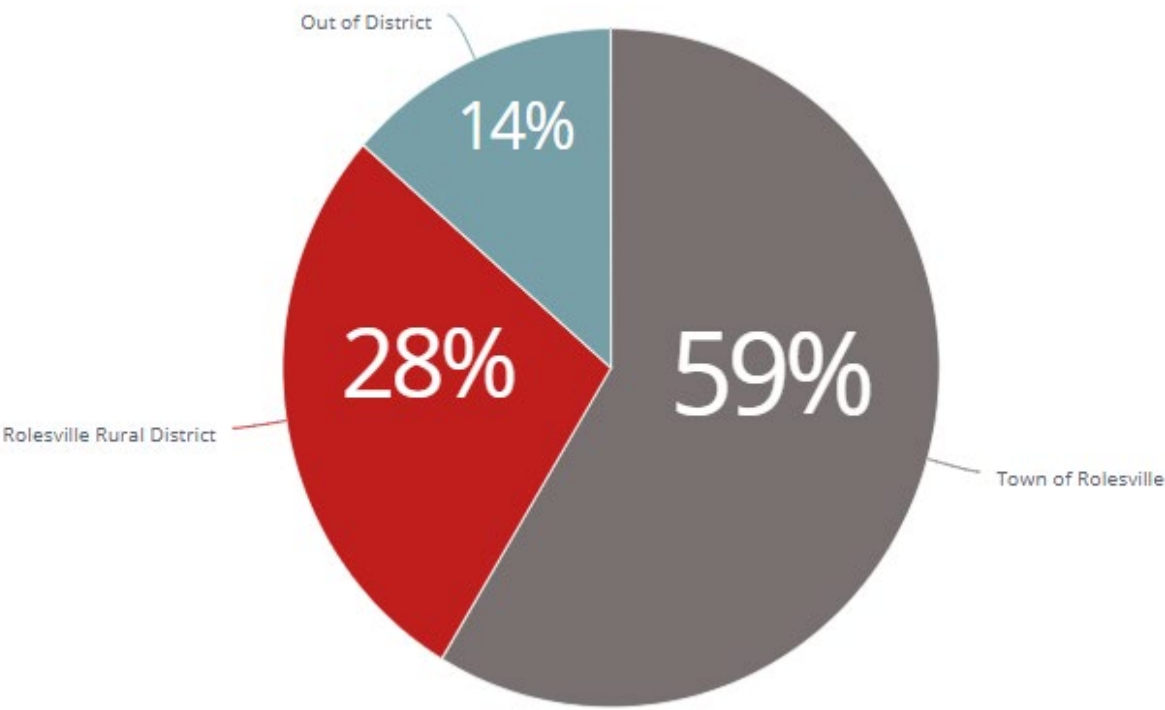


2025 RESPONSE STATISTICS

■ Total Incidents Year to Date

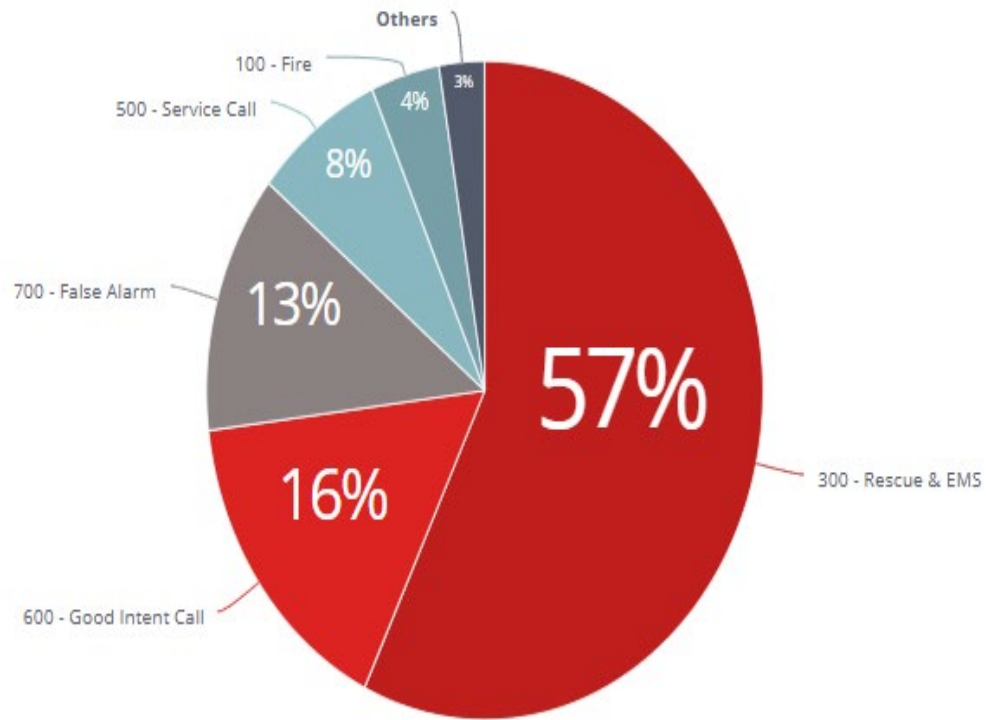
■ **1446**

Response Area

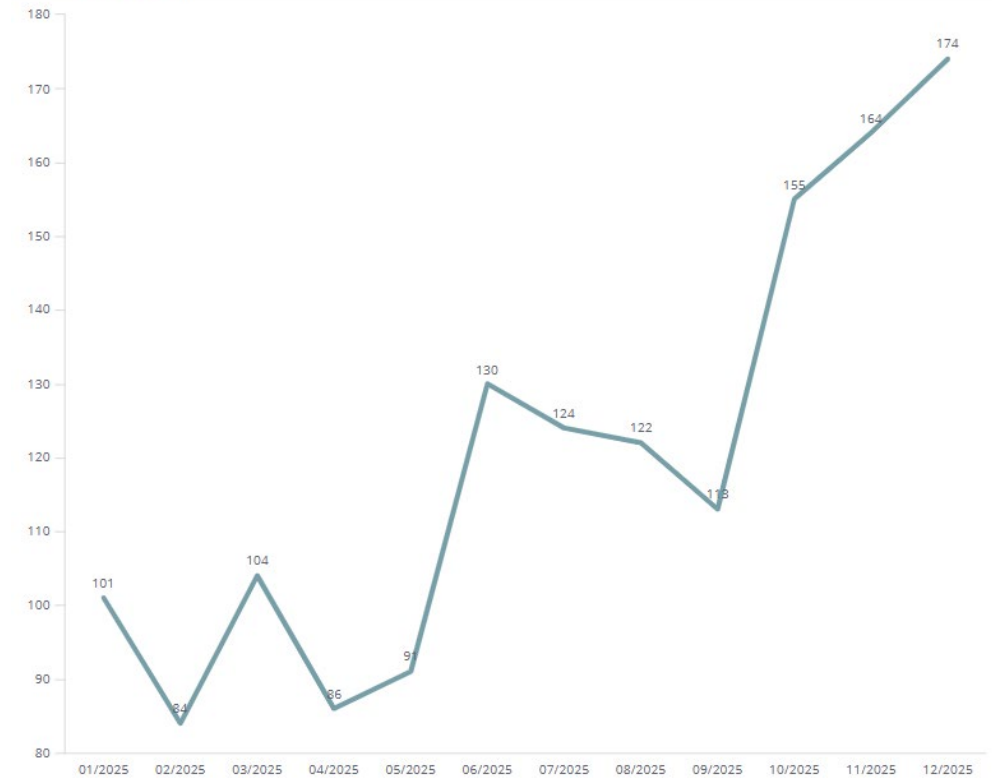


2025 RESPONSE STATISTICS

Response Area



Incident Count by Month



I'M NEW TOO!



Phase I - First 30 Days



Rolesville FD Engagement

Conduct individual and small group listening sessions (shifts, volunteers, command, committee).

- Meet the people
- Understand Perspectives & Priorities
- Hear Concerns
- Don't eat lunch or drink coffee alone
- Learn fire district
- Respond & Ride along to a few calls

Community & Town of Rolesville Engagement

Engage with internal and external community stakeholders to build relationships and gather feedback.

- Meet with Town Manager, elected officials (if acceptable), town staff and department heads.
- Attend a local civic group meeting
- Attend a community or fire prevention event
- Attend a town council meeting

Initial Assessment

Assess current operations to ensure we are operating safely and efficiently.

- SOG Review
- Staffing Review
- Apparatus Maintenance
- Response Times Review



QUESTIONS?





Rolesville Police **Department**

FYI Report
Q4 2025

Chief: David R. Simmons II
Captain: Richard Haynes

Community Engagement Highlight: Shop With A Cop

We were able to give 13 kids a brighter holiday season by taking them shopping Saturday, December 6th. Each child got to pick out clothing, books, toys, and more with their officer shopping buddy.



Field Incidents (Q4 2024 vs Q4 2025)

Category	2024	2025	Change
Traffic Stops	1,470	1,203	-267
Written Warnings	159	87	-72
Verbal Warnings	900	714	-186
Citations	468	438	-30
Arrests	57	72	+15
Accidents	81	84	+3
Foot Patrols	1,514	1,984	+470
Residential Checks	1,958	2,785	+827
Non-Residential Checks	1,664	2,477	+813
Reports Filed	121	158	+37
Total Calls for Service	7,943	10,000	+2,057

Q4 Event Participation

- Walk to School Day (RES & SCES)
- National Night Out (Rolesville PD)
- Faith and Blue (Zebulon PD)
- GHSP Safety City booth (State Fair)
- Operation Hayworth (Knightdale PD)
- Public Safety Day (Knightdale)
- Trunk or Treat (Gladwell Orthodontics)
- Fall FunFest (Rolesville)
- Operation Christmas Child (RBC)
- Christmas Parade (Rolesville)
- Holiday Ham Giveaway (Rolesville)



Staff Changes

- Officer S. Whitaker sworn in 10/9/25

Officer of the Quarter

- Officer N. Lawson earned the title of Q4 2025 Officer of the Quarter. This is his second time earning that title; he is a consistently proactive officer with a great attitude.





January 20, 2026

To: Mayor Currin and Town Board of Commissioners

From: Planning Department Staff

RE: **Planning Department FYI**

Planning Department Welcomes New Staff Members

Sharon Hope, Administrative Assistant, joined the Town of Rolesville Planning Department on December 29, 2025, and Stephen Wensman, Planning Director, started on January 12, 2026. The Planning Department team is now fully staffed!

Text Amendments in Review

Currently, there are four active Text Amendment (TA) applications. These applications and other related documents are available on the Town's website: <https://www.rolesvillenc.gov/project/0-ldo-text-amendments-2025>.

TA-25-07 Sign Ordinance Update (LDO Section 6.1.) - Town-initiated

TA-25-10 Townhome Building Separation – 10' spacing for 2 or 3 Unit buildings.

- Applicant: Gabe Cunningham, Lock7 Development
- Board of Commissioners' Legislative Hearing: February 3, 2026 (tentative)

TA-25-11 Perimeter Buffers - eliminate walls between zoning districts with single family attached and single family detached housing adjacent to each other

- Applicant: Gabe Cunningham, Lock7 Development
- Board of Commissioners' Legislative Hearing: February 3, 2026 (tentative)

TA-26-01 – Miscellaneous Clean-up Items

- Applicant: (Town-Initiated)
- Planning Board Meeting: January 26, 2026 (tentative)

Rezoning Applications in Review

Currently there are five (5) Rezoning (REZ) Map Amendment applications in review.

REZ-24-05 – Atticus Woods – Wait Avenue - R&PUD / RL to Neighborhood Center Conditional (NC-CZ)

- Webpage: <https://www.rolesvillenc.gov/project/wait-avenue-2028-2200-2206-2216-2232>
- Applicant: Paul C. Schmidt, Ardent Building, LLC
- Proposed Uses: Single Family Attached and Detached Dwellings, Commercial Development
- Board of Commissioners' Legislative Hearing: February 3, 2026 (tentative)

REZ-25-03 – 625 Averette Road – R&PUD to Residential High Conditional (RH-CZ)

- Webpage: <https://www.rolesvillenc.gov/project/625-averette-road>
- Applicant: David Peoples, Azure Development LLC

- Proposed Use: Single Family Attached Housing
- Board of Commissioners' Legislative Hearing: February 3, 2026 (tentative)

REZ-25-04 – Opal at Main (W. Young & N. Main) – from RL to Residential High Conditional (RH-CZ)

- Webpage: <https://www.rolesvillenc.gov/project/opal-main>
- Applicant: Robert J. Hayes, Grand Communities, LLC
- Proposed Uses: Single Family Attached (70) and Detached (2) Dwellings
- Planning Board Meeting and Board of Commissioners' Legislative Hearing: TBD

REZ-25-05 – Scarborough Village (S Main/School Street) – RL to Residential High & General Commercial Conditional (RH-CZ, GC-CZ)

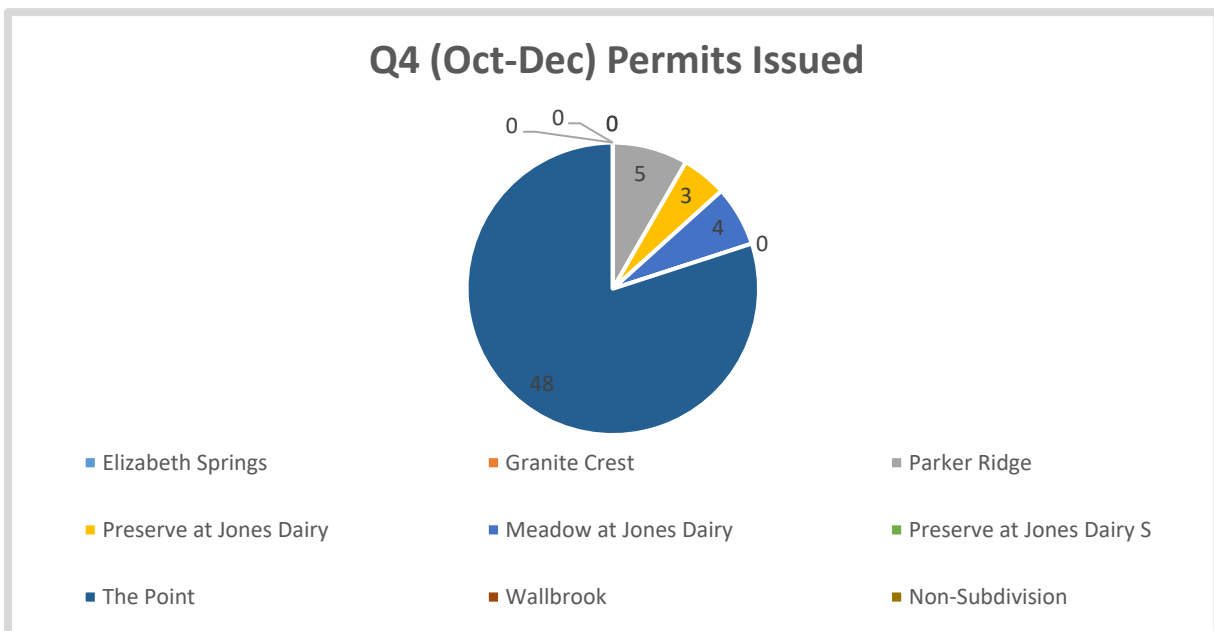
- Webpage: <https://www.rolesvillenc.gov/project/scarboro-village-fka-apartments-201-s-main>
- Applicant: Matthew Shuey, Comm Dev LLC
- Proposed Uses: Single Family Attached Dwellings and Commercial Development
- Board of Commissioners' Legislative Hearing: November 6, 2025, continued to January 6, 2026, and continued to January 20, 2026

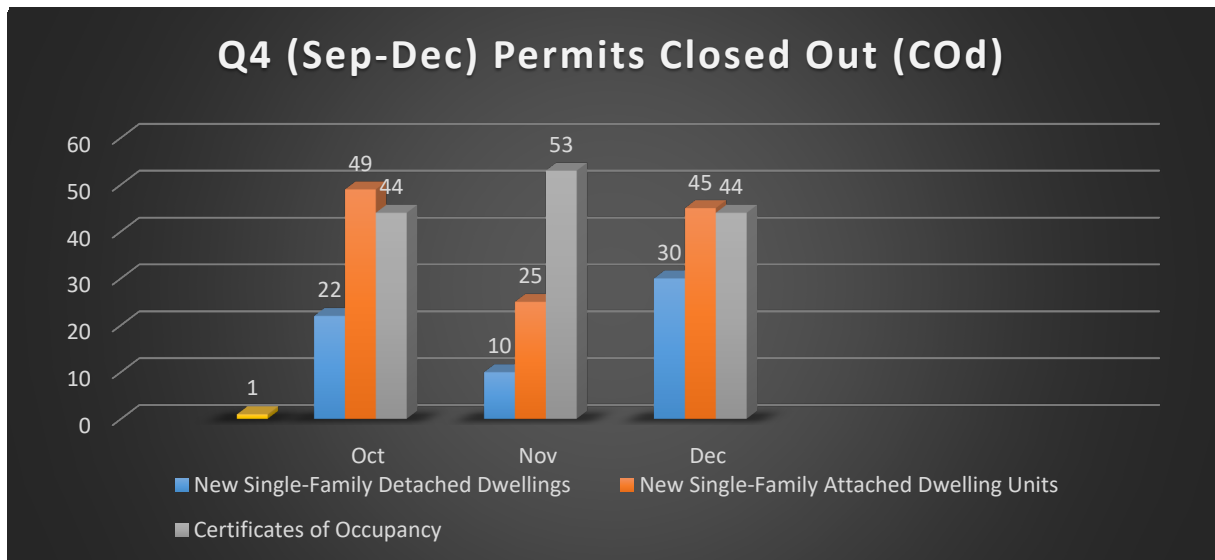
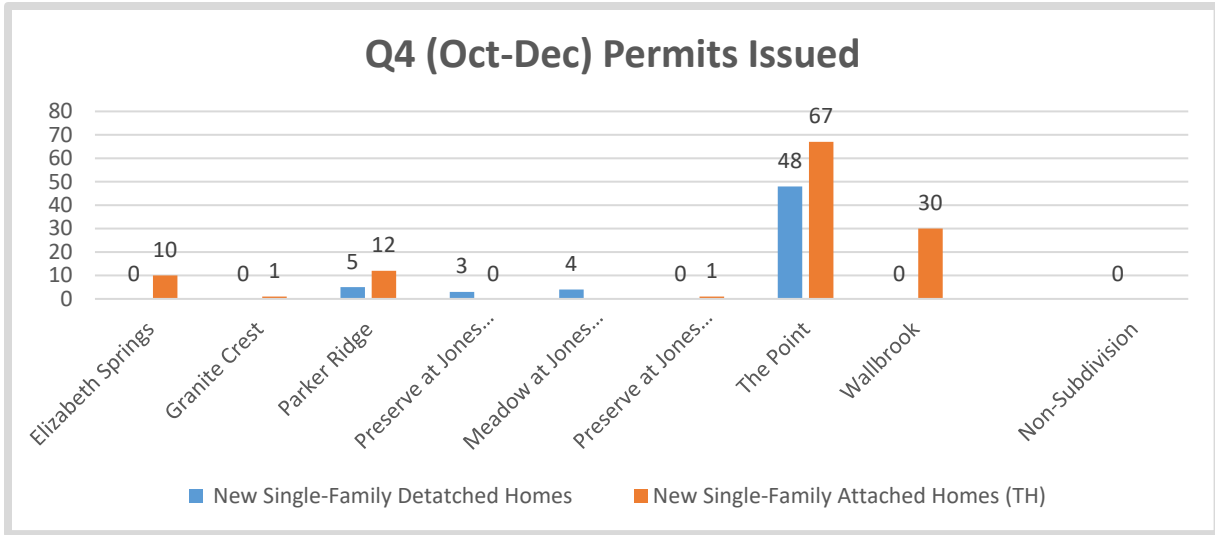
REZ-25-06 – WakeMed 5036 Walls Cove - Hospital, RL to Commercial Highway Conditional (CH-CZ)

- Webpage: <https://www.rolesvillenc.gov/project/wakemed>
- Applicant: Thomas Cavender, WakeMed
- Proposed Use: Hospital
- Planning Board Meeting and Board of Commissioners' Legislative Hearing: TBD

Building Permit Activity

Between September 1 – December 31, 2025, 239 Residential Building Permit Reviews (RBPRs) and 183 Certificate of Occupancies (Cos) were issued. The 2025 Fourth Quarter (Q4) Residential Building permits, by subdivision, are shown in the graph below:





2025 Pre-Construction Meeting Activity

Following is a 2025 year-end view of all the actual construction starts--these represent a Pre-Construction and/or Pre-Vertical Building Permit meeting.

PROJECT	CASE NUMBER	DATE APPROVED	DATE HELD	CONSTRUCTION START DATE	USE TYPE
6000 ROGERS	SDP-23-02	January 27, 2025	April 28, 2025	April 29, 2025	Commercial
BROADMOOR	CID-24-06	June 9, 2025	June 27, 2025	June 28, 2025	157 SFD / 8 SFA
GLO on MAIN, 414 S MAIN	SDP-24-05	February 25, 2025	March 11, 2025	March 12, 2025	Commercial
KALAS FALLS P1	CD 20-04	July 15, 2021	March 24, 2025	March 25, 2025	129 SFA
PARKER RIDGE P1A	FSP-24-20	June 25, 2025	July 28, 2025	July 29, 2025	55 SFA
PRESERVE AT MOODY FARM	CID-24-09	October 13, 2025	Nov 13, 2025	November 14, 2025	82 SFD
ROLESVILLE CROSSING AMENITY	SDP-24-06	April 18, 2025	January 6, 2026	January 7, 2026	N/A
SALON SUITES AT ROLESVILLE, 105 S MAIN	SDP-24-04	December 26, 2024	May 7, 2025	May 8, 2025	Commercial
SCOOTERS, 306 S Main	SDP-23-09	January, 2025	June 9, 2025	June 10, 2025	Commercial
THE JOEL FUND, 115 W YOUNG	SDP-24-08	January 14, 2025	June 11, 2025	June 12, 2025	Commercial
THE LEARNING CENTER	SDP-23-07	January, 2025	February 11, 2025	February 12, 2025	Commercial
THE POINT P2, 3, 6, 9 (130 LOTS)	FSP-24-23	June 18, 2025	NA	June 19, 2025	130 SFD
THE POINT AMENITY CTR	SP-22-04	March 17, 2023	June 18, 2025	June 19, 2025	Commercial
WALLBROOK AMENITY	SP-22-09	June 27, 2023	March 6, 2025	March 7, 2025	Commercial
WALLBROOK - CHASE BANK	SDP-24-03	December 4, 2024	December 17, 2025	December 18, 2025	Commercial
WALLBROOK - FIFTH THIRD BANK (LOT 3)	SDP-24-07	April 29, 2025	June 24, 2025	June 25, 2025	Commercial
WALLBROOK - CHIPOTLE (LOT 5B)	SDP-25-03	December 4, 2025	December 17, 2025	December 18, 2025	Commercial
WALLBROOK - HALL OF FAME CARWASH (LOT 8)	CID-24-03/SDP-25-01	May 13, 2025	July 14, 2025	July 15, 2025	Commercial
WALLBROOK TOWNHOMES (LOT 6 - 140 LOTS)	FSP-24-16	February 5, 2025	March 6, 2025	March 7, 2025	116 SFA
WALLBROOK (LOT 7)	CID-24-02	April 18, 2025	July 21, 2025	July 22, 2025	Commercial
WALLBROOK VIRGINIA WATER DRIVE EXTENSION (LOTS 9, 10, 11)	CID-23-04	June 9, 2025	July 21, 2025	July 22, 2025	Commercial
WALLBROOK - 7-ELEVEN (LOT 11)	SDP-23-04	June 12, 2025	July 21, 2025	July 22, 2025	Commercial

Site Construction Activity Updates

There are many projects actively under construction across the Town, including:

Residential	Non-residential/Commercial:
<u>Kalas Falls</u> – Phase 1 is recorded and home building by DR Horton is underway; Phase 2 infrastructure is under construction.	<u>302 S. Main St.</u> – The Learning Center, is in early stages of site work and preparation.
<u>Wallbrook Townhomes</u> – All lots have had Building Permit issued and construction is rapid, with build-out expected by March.	<u>6000 Rogers Rd</u> – Site construction work has begun for an approximately 10,000 SF multi-tenant building.
<u>Point South</u> – Several hundred lots are Recorded, and both detached and attached home building is very active by Ashton Woods and Starlight Homes.	<u>414 S. Main St.</u> – Indoor recreation / entertainment complex – building structure/site work continues.
<u>Parker Ridge</u> – 4 of 5 Phases have been Recorded, Phase 1 Townhome construction is active, and detached home construction has begun.	<u>Wallbrook</u> – on-going land preparation for a 7-Eleven, FifthThird Bank, Chase Bank, Chipotle and Hall of Fame car wash.



FYI Update: 4th Quarter FY2025

Parks and Recreation Director: June Greene
Athletic Program Coordinator: Mark Pittman
Athletic Program Coordinator: Brandon Metzel
Special Events Coordinator: Kristen Stafford
Cultural Program Coordinator:
Administrative Support Specialist:

Athletic Programs Update

Current:

Spring Baseball/Softball:

- Registration Opened 1/12 (Residents), Non-Resident registration opens 1/19
- Current registration numbers are updated below (as of 1/14)

Spring Soccer:

- Registration Opened 1/12 (Residents), Non-Resident registration opens 1/19
- Current registration numbers are updated below (as of 1/14)

Winter Basketball:

- Games started back on 1/12/26
- Season tournament starts 2/18/26

- **2025-2026 Winter/Spring Registration Athletic Numbers (as of 1/14/2026):**

Sport	Residents	Non-Residents	Total
Spring Soccer	36 (100%)	0 (0%)	36
Spring Baseball/Softball	97 (100%)	0 (0%)	97
Fall Flag Football	0 (0%)	0 (0%)	0
Winter Basketball	243 (79%)	67 (21%)	310
TOTAL	276 (62%)	67 (38%)	443

Rentals Update

- **Facility & Shelter Rentals (4th QT 2025)**

Space	Residents	Non-Residents	Total Rentals	Gross Profit
Amphitheater	0	0	0	\$ 0
Community Center	16	8	24	\$5,444.75
Gazebo	0	0	0	\$0
MSP Shelter A	8	9	17	\$270
MSP Shelter B	3	13	16	\$250
MSP Shelter C	3	10	13	\$395
MSP Shelter D	2	1	3	\$100
Redford Place Park Shelter	0	0	0	\$0
RPP Field A	0	1	1	\$135
RPP Marvin Perry	8	4	12	\$480
RPP Field C	0	0	0	\$0
TOTAL	40	46	89	\$7074.75

Special Events Update

• 4th QT Special Events 2025

Events	Date/Time	Attendance
Litter Sweep	Saturday, October 4, 2025 9:00 am	2
Fall FunFest	Saturday, November 1, 2025 11:00 am – 4:00 pm	6,000
Veterans Day	Tuesday, November 11, 2025 11:00 am	75
Blood Drive	Friday, November 11, 2025 9:00 am – 3:00 pm	39
Litter Sweep	Saturday, December 6, 2025 9:00 am	Canceled due to the weather
Tree Lighting	Monday, December 8, 2025 5:00 pm – 7:00 pm	Canceled due to the weather
Holiday Food Giveaway	Wednesday, December 17, 2025 11:00 am – 1:00 pm	250
TOTAL ATTENDANCE		6,366

• Sponsorships

• 4th Quarter 2025 Special Events



January 2026

- Blood Drive
- January 16th



February 2026

- Litter Sweep
- February 7th
- Shred Event
- February 21st



March 2026

- Blood Drive
- March 20th
- Egg Rush
- March 28th

Cultural Programs Update

- **Enrollment (4th Quarter):**

Program	Residents	Non-Residents	Total
Bingo - October	11	8	19
Bingo – November	6	5	11
Bingo – December	4	6	10
Zumba - October	9	3	12
Line Dancing – October - December Session	7	14	21
Beginner Ballet – October	6	0	6
Hip-Hop TOTs – October	3	1	6
Cornhole – October - December	0	0	13
Senior Trips	11	4	15
Crokinhole – October - December	6	8	14
TOTAL	63(56%)	49(44%)	112

- **Upcoming Offerings in 1st Quarter:**

- Hip Hop Harvest Youth Dance Class
- Beginner Ballet Class
- Beginner Jazz Dance Class
- Toddler Soccer
- Self-Care Through Journaling
- Bingo
- Line Dancing
- Zumba
- Canvas Art Classes
- Calm Mom, Calm Baby Class
- Schools Out(side)!
- Senior Trip: Caesars Virginia Casino
- Senior Trip: Tanger Outlets - Mebane
- Senior Trip: Mrs. Hanes' Moravian Cookie Bakery
- Crokinole
- Humana Health Talks

Project & Facilities Updates

- Eddie will be moving to the Public Works Department as of January 12, 2026 and his position title will be changed to Building and Grounds Superintendent
- The Town will be receiving over \$400,000 in grant money from the federal government for a renovation and repair work project at Main Street Park. Staff have hired an engineering firm to conduct an environmental review before work can start on this project and this review has been completed. Staff are now working to finalize the grant agreement and are working with companies to renew quotes so that vendors can be chosen for the work.
- Staff are currently working on the next step of activating the Farm, which includes redesigning the planned event center into a multipurpose center with a gym, classrooms, offices, a kitchen and more. The Town has hired ADW to complete this work. ADW and staff have had the first workshop to flesh out ideas for design on November 25. The next workshop is scheduled for January 15, 2026. Staff are also working on an encroachment agreement with NCDOT to remove the existing NCDOT fence and replace it with a more decorative black chain link fence.
- Staff is still working with the Town Attorney to acquire the second easement required for the Granite Acres greenway connection. Staff was awarded a 100k grant for this project in January of 2025.
- The Town now has an updated greenway map, which has been put on the Town website, social media and shared with other Town staff. The Town has now over 12 miles of trails with more currently being built in Parker Ridge, Rolesville Crossing, Wallbrook and other developments.
- The first phase of greenway rules signage has been installed. Locations include some of the Town's oldest greenways as well as some of the newer ones.
- Eddie attended the Carolinas Joint Parks Conference in early December as well as a Certified Playground Safety Inspector (CPSI) and exam in mid December. Eddie was recertified as a CPSI
- There have now been two Tree Board meetings. Staff are working with members to get them educated on how the Town works with trees and how to engage with the community.



To: Mayor and Board of Commissioners
From: Isaac Poelman, Public Works Director
Date: January 2026
Subject: Public Works Department – FYI January 2026

Overview

Over the past several months, the Public Works Department has remained focused on maintaining essential services, ensuring regulatory compliance, supporting community growth, and improving operational efficiency. Below is a summary of departmental activities, completed projects, and ongoing initiatives.

Operations and Maintenance

- **Work Orders and Requests:** Responded to numerous citizen and departmental work orders, including street maintenance, sign repairs, and right-of-way cleanups.
 - **Solid Waste Coordination:** Addressed multiple missed garbage and recycling collection calls in coordination with the contracted hauler, ensuring timely resolution for residents.
 - **Storm Response and Greenways:** Conducted debris removal following wind and rain events and consistently cleared leaves and debris from town greenways throughout the fall season to maintain accessibility and safety.
 - **Seasonal Decorations:** Installed and later removed snowflake decorations and other Christmas lighting throughout town in support of seasonal beautification efforts.
 - **Regulatory Compliance:** Completed annual backflow testing at all town facilities to maintain compliance with City of Raleigh requirements.
-

Capital and Infrastructure Support

- **Street Maintenance:** Assisted Engineering staff with oversight and coordination of resurfacing efforts on Granite Falls Boulevard.
 - **Traffic Calming and Safety:** Collected and reviewed speed data in multiple residential areas and collaborated with the Traffic Calming Committee to evaluate requests and develop a formal Traffic Calming Policy.
 - **Facility and Lighting Coordination:** Worked with Duke Energy, Wake Electric, and Planning staff to review light pole adjustments and coordinate new streetlight installations in developing neighborhoods.
 - **Parks and Facilities:**
 - o Coordinated with Parks and Recreation staff on the transition of one full-time and two part-time positions to Public Works for operational alignment.
-

o Participated in a site visit to an athletic park in Granville County with Parks and Recreation staff to gather ideas and best practices to support planning and development of the new Rolesville Farm Park.

Departmental Improvements

- **Safety and Compliance:**

- o Continued development of a comprehensive Safety Playbook to support consistent onboarding, training, and safe work practices.

- **Training and Professional Development:**

- o Sent two Public Works employees to Vance-Granville Community College for CDL training to strengthen in-house capabilities.
- o Eddie Henderson successfully completed the Certified Playground Safety Inspector (CPSI) examination, enhancing the department's ability to maintain safe and compliant playground facilities.

- **Fleet and Equipment:**

- o Evaluated equipment maintenance schedules and replacement needs and continued tracking preventive maintenance to reduce downtime and extend asset life.

Community Support and Collaboration

- Assisted Planning, Economic Development, and Parks staff with site visits and coordination related to new development projects.
 - Supported setup and breakdown for town-sponsored events and departmental activities.
 - Maintained active communication with residents, contractors, and internal departments to ensure service reliability and responsiveness.
-

Looking Ahead

- Finalizing and presenting the Traffic Calming Policy.
 - Implementing the department-wide Safety Playbook and associated training.
 - Evaluating new equipment options to improve operational efficiency and reduce downtime.
-

Respectfully submitted,
Isaac Poelman
Public Works Director
Town of Rolesville

MEMORANDUM

TO: Board of Commissioners

FROM: Virginia H. Jones, Interim Human Resources Director

DATE: January 15, 2026

RE: Human Resources FYI Update – 2nd Quarter Report FY2025

Town of Rolesville Human Resources Team



Pictured are Lily Richardson, Human Resources Analyst (left) and Virginia (Ginny) Jones, Interim Human Resources Director (right).

Executive Summary:

The purpose of this report is to provide a high-level overview of the Human Resources Department's achievements, challenges, and trends for the second quarter of FY2025.

The Human Resources Department continues to serve the Town and its employees assisting in the areas of recruitment and talent, compensation and

benefits, performance management, training and development, employee relations, compliance with labor law, and strategic planning. Human Resources is responsible for managing the employee lifecycle, from hiring and onboarding to managing employee issues and ensuring a safe and compliant work environment.

During this quarter we have worked to meet the Town's objective to invest in our workforce. We continue to position the Town of Rolesville as an employer of choice by strategically focusing on initiatives that reflect the Town's commitment to a talented, well-supported team.

To help achieve departmental goals and maintain a high degree of service to the organization and its employees the department requested a new position as Human Resources Technician and the Board approved the request.

Examples of strategic initiatives addressed this quarter include the following:

1. Compensation & Benefits:

- Launched the Town's focused performance evaluation process and processed employee merit increases with an October 18, 2025 effective date.

2. Risk & Mitigation:

- Completed the North Carolina Interlocal Risk Management Agency Workers' Compensation Audit. The Audit findings resulted in a workers' compensation premium refund to the Town.
- Meet with North Carolina League of Municipalities representatives for a review of property and liability challenges and opportunities. Focused on insurance coverage, risk management, and asset schedules for a growing municipality. Highlighted the importance of timely claims reporting and maintaining accurate asset inventories.
- Discussed policy gaps (e.g., uninsured/underinsured motorist coverage) and best practices for safety committees. Emphasized the impact of claims history and training on insurance premiums and modifiers. Outlined the need for interdepartmental coordination and regular schedule reviews.

- Added Uninsured/Underinsured Motorist Coverage to the Town's automobile liability policy.

3. Health & Safety:

- Partnered with an outside vendor to provide hearing assessments for all sworn Police Department staff and Public Works maintenance staff to meet OSHA standards for these noise exposed roles. These assessments are crucial for public safety, operational effectiveness, and legal compliance.
- Continued to distribute the North Carolina Health Insurance Pool Monthly Wellness newsletter to staff (Physical, Mental and Financial Wellness).
- Continued to distribute monthly Employee Assistance Program newsletters and webinar information to staff (Mental and Financial Wellness).
- Continued to offer financial wellness opportunities to staff via distribution of State Retirement NC 401(k) and 457 monthly webinar opportunities (Financial Wellness).

4. Wellness and Employee Appreciation:

- Partnered with WakeMed to hold a hands-on *Benefits of the Mediterranean Diet* lunchtime event. The purpose was to teach participants the health benefits of the Mediterranean diet in pursuit of healthy eating habits.
- Partnered with WakeMed to hold a *Scoop on Nutrition: Eating Well While Eating Out* free virtual event.
- Held a Thanksgiving potluck luncheon for staff to celebrate the season and give thanks for one another.
- Held a catered Annual Holiday luncheon for staff in December.
- Held a door decorating contest in December. The winner was recognized at the annual holiday luncheon.

Other Achievements:

- Recruitment and Selection efforts continued to hire the Town's first Fire Chief, a Human Resources Director, and a Planning Director. Offers were made and accepted for each position.

Welcome New Hires:



Walker Scarboro onboarded 10/6/2025 as a Public Works Maintenance Worker I



Stefanie Whitaker onboarded 10/6/2025 as a Police Officer I



Sharon Hope onboarded 12/29/2025 as the Planning Administrative Support Specialist

Key Metrics:

Headcount:	73 Full time equivalent personnel
Voluntary turnover rate:	2%
Time to hire:	30-45 days
Number of recordable workers' compensation claims	0
Retirements	0

Conclusion:

In summary, the second quarter marked a period of strong performance for the Human Resources Department, with many challenges and achievements. Our focus for the third quarter will be on transitioning the new Human Resources Director, updating our new hire/onboarding process, implementing training and development programs, completing the department budget submission, and updating the Town's personnel policy. This is all in keeping with the Town's strategic objective that we continue to provide outstanding support to employees through competitive pay, resources, and facilities. Thus, ensuring we foster a supportive workplace for Town of Rolesville employees.