



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

Agenda

1. Call to Order
2. Invocation – Jason Byler, Lighthouse Baptist Church
3. Pledge of Allegiance
4. Proclamation: Operation Green Light and Veterans Day
5. Consider Approval of the Agenda
6. Public Invited to be Heard
Individuals wishing to speak during the Public Invited to be Heard proceedings are encouraged to be prepared, and individuals will be limited to three (3) minutes. Written comments are welcome and should be submitted to the Town Clerk before the start of the meeting.
7. Consider Approval of the Consent Agenda
 - 7.a. FY25-26 Budget Ordinance Amendment
 - 7.b. Minutes: September 16, 2025, September 22, 2025, October 9, 2025, and October 21, 2025
 - 7.c. Wake County Mutual Aid Agreement and Emergency Operations Plan
 - 7.d. Amend Pay & Classification Plan and FY25-26 Budget Ordinance Amendment
8. Town Board Liaison Reports
9. Communication from Town Staff
 - 9.a. Finance Department – Nidhi Vyas, Accountant
 - 9.b. FY24-25 Financial Statements Presentation (Cherry Bekaert)
 - 9.c. Town Campus Financial Update – Amy Stevens, Finance Director
 - 9.d. Human Resources Department – Ginny Jones, HR Director
10. New Business
 - 11.a. Legislative Hearing for Rezoning Map Amendment Application REZ-25-05, Scarboro Village – Michael Elabarger, Interim Planning Director
 - 11.b. Legislative Hearing for Voluntary Annexation Petition ANX-25-03, 200 School Street – Michael Elabarger, Interim Planning Director
11. Communications
 - 12.a. Town Attorney – Dave Neill
 - 12.b. Town Manager – Eric Marsh
12. Adjourn

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



Proclamation of the Town of Rolesville

Operation Green Light for Veterans

WHEREAS, the residents of the Town of Rolesville have great respect, admiration, and the utmost gratitude for all the men and women who have selflessly served our country and this community in the Armed Forces; and

WHEREAS, the contributions and sacrifices of those who served in the Armed Forces have been vital in maintaining the freedom and way of life enjoyed by our citizens; and

WHEREAS, the Town of Rolesville seeks to honor individuals who have made countless sacrifices for freedom by placing themselves in harm's way for the good of all; and

WHEREAS, veterans continue to serve our community in the American Legion, Veterans of Foreign Wars, religious groups, civil service, and by functioning as County Veterans Service Officers in 29 states to help fellow former service members access more than \$52 billion in federal health, disability, and compensation benefits each year; and

WHEREAS, approximately 200,000 service members transition to civilian communities annually; and an estimated 20 percent increase of service members will transition to civilian life in the near future; and

WHEREAS, studies indicate that 44-72 percent of service members experience high levels of stress during transition from military to civilian life; and

WHEREAS, active military service members transitioning from military service are at a high risk for suicide during their first year after military service; and

WHEREAS, the National Association of Counties encourages all counties, parishes, and boroughs to recognize Operation Green Light for Veterans; and

WHEREAS, the Town of Rolesville appreciates the sacrifices of our United States military personnel and believes specific recognition should be granted;

NOW, THEREFORE, BE IT RESOLVED, with designation as a Green Light for Veterans County, Town of Rolesville hereby declares November 4-11, 2025, as a time to salute and honor the service and sacrifices of those transitioning from active service; and

BE IT FURTHER RESOLVED that the Town of Rolesville encourages its citizens in patriotic tradition to recognize the importance of honoring all those who made immeasurable sacrifices to preserve freedom by displaying green lights in a window of their place of business or residence from November 4-11, 2025.

In witness whereof, I have hereunto set my hand and caused to be affixed the seal of the Town of Rolesville, this 6th day of November. 2025

Ronnie I. Currin, Mayor



Proclamation of the Town of Rolesville Veterans Appreciation Month

Whereas, the brave men and women of the United States Armed Forces have selflessly served our nation, defending the freedoms and values we hold dear; throughout history, our veterans have demonstrated unwavering courage, sacrifice, and dedication, ensuring the security and prosperity of our country; and

Whereas, Town of Rolesville observes our storied history of supporting the United States military, a legacy stretching back to before the founding of our nation; we are proud to be the home of more than one million active-duty military service members, veterans, and their families; and

Whereas, following the declaration of Armistice Day as a national holiday in 1926, the United States Congress officially recognized November 11 as Veterans Day in 1954; and

Whereas, throughout the entire month of November, veterans are celebrated for Military and Veterans' Appreciation Week, National Veterans Small Business Week, and National Veterans and Military Families Month, with celebrations all over the state; and

Whereas, Town of Rolesville residents and businesses can demonstrate their respect for veterans by participating in Operation Green Light throughout the week, to honor those whose service and sacrifice helped preserve our freedom by displaying a green light on the exterior or in a window of their home or business; and

Whereas, veterans continue to serve their community through the civil service and participation in groups, including the American Legion, the Veterans of Foreign Wars, nonprofit and volunteer organizations, communities of faith, and much more; and

Whereas, approximately 20,000 service members in the Town of Rolesville transition to civilian communities annually, and they deserve our help and support during what can be a challenging time as they return to civilian life; and

Whereas, today and every day, we encourage all people, communities, and leaders to support and honor veterans;

Now, therefore, the Town of Rolesville Board of Commissioners does hereby proclaim November 2025 as "Veterans Appreciation Month" and November 11, 2025, as "Veterans Day" in the Town of Rolesville and commend its observance to all citizens.

IN WITNESS WHEREOF, I have set my signature and the seal of the Town of Rolesville,

Town of Rolesville, on this 6th day of November 202

Ronnie I. Currin, Mayor

ATTEST:

Christina Ynclan, Town Clerk



Memorandum

To: Mayor and Town Board
Date: October 29, 2025
Re: FY25-26 Budget Amendment, Agenda Item #7.a.

Town staff have submitted requests for FY25-26 budget amendments for Town Board consideration.

1. **Cybersecurity Grant** (from Finance)

The Town was awarded a \$35,000 grant to conduct a cybersecurity readiness assessment. This grant requires a 30% match from the Town, which was anticipated during the FY25-26 budget planning process, and funds were set aside within the Contingency line item for this purpose. This amendment appropriates the full funding of \$50,000 and the associated revenues of the \$35,000 federal grant and \$15,000 transfer from Contingency.

Recommended Action

Make a motion to approve the Ordinance to Amend the 2025-2026 Fiscal Year Budget Ordinance dated November 6, 2025

**AN ORDINANCE TO AMEND THE
2025-2026 FISCAL YEAR BUDGET ORDINANCE**

BE IT ORDAINED, by the Board of Commissioners of the Town of Rolesville, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2026:

1. *To appropriate funds associated with the receipt of a cybersecurity grant.*

		<u>Increase</u>
<u>Revenue</u>		
100-000-4320-0000	Grants - Federal	\$35,000
<u>Expenditure</u>		
100-130-5264-0000	Computer Software/Services	\$50,000
100-190-5399-0000	Contingency	<u>(15,000)</u>
	TOTAL	\$35,000

This will result in a net increase of \$35,000 in both revenues and expenditures of the General Fund.

Adopted this 6th day of November 2025

Ronnie I. Currin
Town of Rolesville Mayor

Attest: _____
Christina Ynclan
Town Clerk



Board of Commissioners

Work Session

September 16, 2025

MINUTES

Present: Mayor Ronnie Currin
Commissioner Dan Alston
Commissioner Michael Paul
Police Sergeant Scott Kooiker
Interim Planning Director Michael Elebarger
Mayor Pro Tem April Sneed
Town Attorney Dave Neill
Town Manager Eric Marsh
Town Clerk Christy Ynclan

Call to Order

Mayor Ronnie Currin called the Rolesville Board of Commissioners work session to order on September 16, 2025, at 6:30 PM. He thanked everyone in attendance and those watching online for joining the meeting. The Mayor noted that Commissioner Paul Vilga was out of town and Commissioner Lenwood was unable to attend due to illness. He mentioned that the agenda was relatively short, with mostly planning items and a closed session at the attorney's request.

Consideration of Agenda

Mayor Ronnie Currin asked if there was any discussion on the agenda.

Motion: Commissioner Dan Alston moved to approve the agenda. Mayor Pro Tem April Sneed seconded the motion. The motion passed unanimously with all present voting in favor.



Consideration of Consent:

a. Board Meeting Date Change from October 7, 2025, to October 9, 2025

Mayor Ronnie Currin explained that the board meeting date was changed from October 7th to October 9th due to the National Night Out for police departments scheduled for October 7th in Rolesville, which would conflict with the regular meeting. He inquired about the Thursday date selection, noting that the board had traditionally moved meetings to Mondays when needed. Town staff explained that they had reviewed past practices and found that when National Night Out conflicted with meetings, they had moved it to Thursday. It was also noted that the Thursday date had already been advertised. All present commissioners confirmed their availability for October 9th.

Motion: Commissioner Michael Paul moved to change the board meeting date from October 7, 2025, to October 9, 2025. Mayor Pro Tem April Sneed seconded the motion. The motion passed unanimously.

LDO Text Amendment and Main Street Zoning Updates – Michael Elabarger, Interim Planning Department Director

Michael Elabarger presented three main items for discussion: LDO Section 6.1 regarding signs, Main Street corridor zoning maps, and progress on text amendment TA 25-06 regarding self-storage enclosed use.

Signs (LDO Section 6.1)

Elabarger began by showing photographs of various signs throughout town, categorizing them as either in the right-of-way (prohibited) or potentially permissible, but often without proper permits. The presentation included numerous examples of bandit signs, feather banners, and temporary business signs.

Mayor Ronnie Currin emphasized that new businesses should be allowed temporary signage for 30-60 days to promote their opening, stating, "Because you want to draw attention to your new business. I feel like that's a little different than someone that's been in business a long time." He specifically referenced Five Guys restaurant as having multiple signs up as a new business.



Commissioner Michael Paul raised concerns about being too permissive with signage, warning, "With the increased number of businesses growing, it won't take long to junk up our roads if we are too permissive."

The discussion touched on various aspects of sign regulation, including the need for content-neutral standards, the challenge of enforcement, and the desire to be business-friendly while maintaining aesthetic standards. Elabarger explained that permanent signs, such as building-mounted and monument signs, were not problematic—the issues arose primarily with temporary signs and those in the exempt category.

Town Attorney Dave Neill clarified that signs must be content-neutral in their regulation, focusing instead on type, location, and size rather than what the sign says. The board discussed potentially allowing new businesses to have temporary signage tied to their certificate of occupancy, with restrictions to prevent abuse, such as limiting how often temporary sign permits could be obtained.

Mayor Ronnie Currin suggested reaching out to the Chamber of Commerce before finalizing any sign ordinance changes to ensure business community input. The board agreed to continue working on the draft with staff bringing back revised language, potentially for the October work session.

Main Street Corridor Zoning Maps

Elabarger presented four maps showing commercial zoning districts along the Main Street corridor. He explained that staff had identified approximately 27-28 individual properties with various forms of commercial zoning:

- Properties with straight General Commercial (GC) zoning - no known conditional zoning ordinances attached
- Properties with General Commercial Conditional Zoning (GCCZ) that were converted from old special-use districts but may lack specific conditions
- Properties still showing as R&PUD (Residential & Planned Unit Development) from the UDO that were never converted

The presentation highlighted complexities in the town's zoning history, particularly properties that had been converted through various ordinance changes over the years. Town Attorney Dave Neill explained



that some older properties might have had conditions that were lost to time due to incomplete records from 20-30 years ago. He noted, "Some of those conditions may have been lost to time. So, the effect is if we can't prove there's a condition, there's nothing to enforce."

Commissioner Dan Alston asked what changes Elabarger would like to see. Elabarger responded that he believed the town needed to look at permitted uses more comprehensively, adding use standards to ensure desired outcomes rather than leaving regulations too open-ended or too restrictive. He emphasized the importance of allowing economic development while protecting the town's interests through proper development standards.

The board discussed how these maps would serve as tools for analyzing where specific uses could be permitted based on current zoning, property size, development status, and other factors. This analysis would be particularly important for evaluating requests like the pending self-storage text amendment.

Self-Storage Enclosed Use (TA 25-06)

Elabarger presented draft language for the self-storage enclosed use text amendment, which would create a new use category permitted in six zoning districts: GC, CH, OP, GI, BT, and NC. The proposal included specific use standards, such as architectural compliance, transparency requirements, and window opacity levels.

The discussion revealed that this was an applicant-initiated text amendment tied to a specific rezoning request for Neighborhood Commercial (NC) zoning, in which the applicant sought to develop self-storage as a permitted use. Currently, self-storage is allowed only in General Industrial (GI) zoning, which the town has very limited acreage.

Mayor Ronnie Currin expressed concern about opening self-storage to Main Street commercial properties, stating, "I think a lot of people are leaning toward keeping it just like the regular storage thing." He worried about the impact on Main Street if self-storage were permitted as a use in general commercial districts.

Town Attorney Neill explained the implications of the down-zoning statute, warning that once the board adds a permitted use to a district, it cannot be removed later. He stated, "Remember this is a one-time thing."



So, if you allow it, you won't be able to reconsider it in the future. It's allowed forever."

The board discussed various alternatives, including:

- Keeping self-storage limited to industrial zoning and requiring case-by-case rezoning requests
- Making it a special use permit in some districts rather than a permitted use
- Excluding it from the Main Street overlay district while allowing it in other commercial areas
- Adding it to existing industrial use standards rather than creating a new use category

Commissioner Michael Paul advocated for maintaining flexibility through conditional zoning rather than making it a by-right use, noting, "we give up a lot with the text amendment because once we set it in stone, like our attorney said, we're stuck with it. In this way, we still have some flexibility to say yea or nay on a case-by-case basis."

The board directed staff to evaluate the implications of keeping self-storage in industrial zoning only and to bring back pictures of similar developments from other communities for the October 9th meeting, when the text amendment would be formally considered.

Additional Updates

Town Manager Eric Marsh provided several updates during the meeting:

Town Chamber Renovations: Marsh presented renderings for planned renovations to the town chambers, including new carpet, refaced dais, improved lighting, and better functionality. The work is budgeted for the current fiscal year and targeted for completion later in the month.

Board Retreat: The School of Government can provide board training on either October 3rd or October 10th (both Fridays) from 1:00 PM for approximately 3-4 hours. The board indicated October 10th would work better for those present.

Main Street Intersection: The intersection project remains on schedule for completion by the end of September. Concrete work is complete, pavers are being installed, and signal work is progressing. The



intersection will operate with a 7-day "burn period," during which signals flash as a four-way stop before full activation.

House Bill 765 Discussion

Before entering closed session, Mayor Ronnie Currin asked Town Attorney Neill to provide a brief update on House Bill 765, titled "An Act to Reform Local Government Development Regulations and to Restore the American Dream."

Neill outlined key provisions of the 26-page bill that would further restrict local government zoning authority, including:

- Prohibiting the regulation of lot size minimums
- Eliminating parking requirements except for ADA compliance
- Establishing "shot clocks" for approval processes (90 days for rezonings, with automatic approval if no action taken)
- Requiring classification of residential districts by dwelling units per acre rather than lot size
- Requiring 75% property owner consent for historic district designations
- Mandating allowance of tiny homes in residential and mixed-use districts
- Expanding private causes of action against municipalities, including potential personal liability for elected officials

Mayor Ronnie Currin read additional concerns from other municipalities' resolutions. Still, he expressed his preference for individual conversations with legislators rather than adopting formal opposition resolutions, stating, "I've never been in big favor of drafting a resolution against the legislators downtown because they don't take it very well and I don't think it's very productive."

Neill agreed that individual conversations about practical problems tend to be more effective than "swinging a big bat and trying to embarrass the sponsors of the bill." He also noted that despite 26 down-zoning reform bills being filed, including one for Wake Forest and Rolesville, none had passed, and no relief was included in HB 765.



Closed Session to consult with the Town Attorney to preserve attorney-client privilege pursuant to Chapter 143, Section 318.11(a)(3) of the North Carolina General Statutes.

Motion: Mayor Pro Tem April Sneed moved that the board go into closed session to consult with the town attorney to preserve attorney-client privilege pursuant to Chapter 143, Section 318.11(a)(3) of the North Carolina General Statutes. The Board expects to receive information regarding the Town of Rolesville versus Eddins Family LLC eminent domain matters. Commissioner Dan Alston seconded the motion. The motion passed unanimously.

The board entered closed session at approximately 8:30 PM.

[Adjourn](#)

The board reconvened from closed session. Mayor Ronnie Currin thanked the board and mentioned the successful September 11th event, noting that staff members Eric Marsh, Christy Ynclan, and Steven Pearson worked hard. He noted that many people from outside the state attended the event.

With no further business and no opposition, Mayor Ronnie Currin adjourned the meeting.



Board of Commissioners

Special Meeting

September 22, 2025

6:30 pm

MINUTES

Present: Mayor Ronnie Currin
Commissioner Dan Alston
Commissioner Michael Paul

Mayor Pro Tem April Sneed
Town Attorney Dave Neill
Town Manager Eric Marsh

Call to Order

Mayor Ronnie Currin called the special meeting of the Rolesville Board of Commissioners to order at 6:30 PM on Monday, September 22, 2025. The Mayor thanked the commissioners for attending the special-called meeting, noting it was specifically to address business in closed session. He acknowledged that Commissioner Paul was still out of town on vacation but had been contacted and was aware of the meeting. Commissioner Michael Paul was excused from the meeting.

Consideration of Agenda

The Mayor asked if board members had any comments before proceeding into closed session. When none were offered, he inquired about updates on the Main Street opening project.

Town Manager Eric Marsh reported that the Main Street opening remained on schedule for the following Tuesday. He noted that they were working with partners and Duke Energy to finalize several items. The small parking lot adjacent to a business had been completed and opened. Pedestrian signals had been installed, and crews had cut and



installed the loops that helped trigger the traffic signals. Marsh expressed confidence that work was progressing well despite an approaching tropical storm expected Thursday through the weekend. He assured the board that all necessary paving was complete, so rain would not delay the project unless severe thunderstorms created unsafe working conditions.

Mayor Ronnie Currin commented that the temporary striping looked good and that he had received positive feedback from the community about the project's appearance. He noted that everyone seemed anxious for the road to reopen and complimented how well the pavers and other elements had turned out. The Mayor asked the town attorney whether there were any comments before entering closed session, and the attorney replied that there were none.

Closed Session to consult with the Town Attorney to preserve attorney-client privilege pursuant to Chapter 143, Section 318.11(a)(3) of the North Carolina General Statutes.

The Board expects to receive information regarding the Town of Rolesville v. Eddins Family, LLC eminent domain matters.

Mayor Ronnie Currin announced the board would recess into closed session and return afterwards for a brief closing, noting that no new business would be conducted. He stated their goal was to conclude by 7:00 PM so the Planning Department could use the space for a planning board meeting.

Commissioner Lenwood Long made the formal motion:

I move that the board go into a closed session to consult with the town attorney to preserve attorney-client privilege pursuant to Chapter 143, Section 318.11(a)(3) of the North Carolina General Statutes. The board expects to receive information regarding the Town of Rolesville versus Eddins Family LLC eminent domain matters.

Motion: Commissioner Lenwood Long. Second: Mayor Pro Tem April Sneed. Vote: Unanimous approval



The board entered closed session for approximately 15-20 minutes. Upon reconvening the open session, Mayor Ronnie Currin confirmed that the closed session had concluded and that was all the business for the evening.

Adjourn

Mayor Ronnie Currin asked for any closing comments. He reminded everyone about the upcoming Barbecue and Band Festival on Saturday, running from 12:00 PM to 5:00 PM. The Mayor noted he would be in West Virginia but hoped to return by 3:00 PM. He encouraged attendance and expressed hope for good weather despite the forecast of potential rain.

With no further comments from board members, Mayor Ronnie Currin adjourned the meeting without opposition.



Town Board Meeting
October 9, 2025 – 6:30 PM
502 Southtown Circle, Rolesville, NC 27571

MINUTES

Present: Mayor Ronnie Currin, Town Attorney Dave Neill
Mayor Pro Tem April Sneed Town Manager Eric Marsh
Commissioner Dan Alston, Town Clerk Christy Ynclan
Commissioner Lenwood Long Police Chief David Simmons
Commissioner Michael Paul Interim Fire Chief Jacob Butler
Commissioner Paul Vilga
Project Manager Medhat Baselious
Interim Planning Director Michael Elabarger

1. Call to Order

Mayor Ronnie Currin called to order the Rolesville Town Board business meeting for October 9, 2025, at 6:31 PM. The mayor acknowledged the temporary facility location at the community center due to town hall renovations. He noted that, while the meeting was being recorded, it would not be live-streamed but would be available on streaming and East Wake TV the following morning. He also explained the meeting was moved to Thursday evening from the usual Tuesday due to National Night Out for the police department.

2. Invocation led by Pastor Marisol Hernandez of Village Church of Rolesville

Pastor Marisol Hernandez of Village Church of Rolesville led the invocation.

3. Pledge of Allegiance led by Mayor Pro Tem April Sneed

4. Proclamation: National Fire Safety Week, National First Responders Day, and Breast Cancer Awareness

Commissioner Lenwood Long read the proclamation for Fire Prevention Week (October 5-11, 2025). The proclamation emphasized that fire poses

significant risks to life, property, and the environment, and that the majority of fire-related injuries and fatalities are preventable through public awareness and education. The theme for 2025 was "Fire Safety Starts with You," emphasizing individual responsibility in fire prevention.

Commissioner Dan Alston read the proclamation for National First Responders Day (October 28, 2025). The proclamation recognized law enforcement officers, firefighters, EMTs, paramedics, 911 dispatchers, and others who serve with courage and dedication, often risking their own safety to protect life and property. It acknowledged the sacrifices made by first responders and their families, including injuries sustained, time away from loved ones, and the emotional burden of responding to traumatic events.

Mayor Pro Tem April Sneed read the proclamation for Breast Cancer Awareness Month (October 2025). The proclamation noted that more than 12,700 women in North Carolina can expect to be diagnosed with breast cancer in 2025, with over 1,500 likely to die from the disease. It emphasized that North Carolina women have a 1 in 8 lifetime risk of developing breast cancer, which disproportionately impacts Black women at a higher rate than white women.

5. Consider Approval of the Agenda

Mayor Ronnie Currin explained that due to the temporary facility's lack of Zoom capabilities, two public hearing items (11a and 11b) would need to be continued as the presenters could not attend in person or connect via Zoom. He recommended leaving the agenda as-is and requesting continuations when those items were reached to avoid re-advertising.

Commissioner Paul Vilga moved to approve the agenda. Mayor Pro Tem April Sneed seconded the motion. The motion passed unanimously.

6. Public Invited to be Heard

Stanley Cox (Woodlief Farm Road) spoke about his concerns regarding high-density housing development in Rolesville. Having moved from Eugene, Oregon, five and a half years ago, he expressed appreciation for the community's values, including the ability to pray at meetings. Cox shared his discovery of Rolesville's history as a slave market, which "broke his heart." He advocated maintaining Rolesville's rural character and warned against high-density housing, which he said would lead to "high-density traffic, which is going to lead to high-density misery." He

emphasized the need for senior housing rather than high-density developments, noting that 40 seniors had recently been displaced from a local apartment complex due to rent increases.

Tiffany and Wendell Kemp (Boots on the Ground) presented their organization's hurricane response efforts. Wendell Kemp introduced himself as a veteran with an extensive background in both military and law enforcement. Tiffany Kemp reported that their organization had been selected for the governor's emergency management team for hurricane response. During Hurricane Helene response, they served 290,487 meals over 70 days, averaging 4,150 meals per day while supporting the National Guard in Morganton, North Carolina. They also mentioned providing music therapy for veterans and their ongoing work with various government levels, including the Army Reserve unit in Knightdale and the Department of Corrections in Louisburg.

Hugh Argey spoke about his move from California five and a half years ago, seeking a place with mild winters, low crime, low taxes, and low cost of living. He found these qualities in Wake County and Rolesville. Living in Lindsay's Run (originally Wake Forest, later annexed into Rolesville), he requested "Caution, Children at Play" signs for his neighborhood, noting the rolling hills and safety concerns for small children on scooters. He acknowledged that while growth is inevitable, it must be appropriately managed, supporting a mix of apartments and single-family homes.

George Garcia (Chandler Ridge) raised concerns about target shooting near residential areas, particularly near Chandler Ridge, where many children live. He noted the dangerous conditions in the absence of proper backstops and stated that county regulations must be met for target shooting on private property. He had contacted the police department about the issue.

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

- 7.a. Minutes for August 5, 2025, August 19, 2025, and September 2, 2025
- 7.b. ANX-25-03 – 200 School Street – Call for Town Clerk to Investigate Sufficiency and Call for Legislative Hearing to be held November 6, 2025
- 7.c. Request to Waive Town Code 113.5 Alcoholic Beverages provision for the 2025 Mingle on Main Event, held on October 24, at the Rolesville Chamber of Commerce

Commissioner Paul Vilga moved to approve the consent agenda. Commissioner Dan Alston seconded the motion. The motion passed unanimously.

8. Town Board Liaison Reports

Commissioner Michael Paul (Senior Adults) presented an extensive report on the challenges of senior housing. He highlighted that 42 seniors had to move out of The Grande apartments due to unreasonable rent increases, with many moving to other towns or out of state. For the past year and a half, he had been working on a proposal for affordable senior housing in Rolesville. While the commission had voted 4-1 in favor of a Habitat for Humanity project for non-residents, Paul continued pursuing options within Wake County after meeting with State Representative Roberson and county officials.

Paul also reported collaboration with Jenny Griggs (former Wake Forest Senior Center director) on bringing a senior center to Rolesville, with encouraging progress. The Senior Network's second annual charity golf tournament, held on September 11, raised shy of \$20,000, which will keep the senior transportation van operational with funds for gas, insurance, taxes, and maintenance.

Commissioner Dan Alston (Veterans) noted that the Afghanistan War, also known as Operation Enduring Freedom, began on October 7, 2001, and that October 13 commemorates the establishment of the United States Navy. November 26 is National Day of the Deployed. He announced the Dove Fund's workday for Saturday, October 11, to prepare for the opening of their job center. The organization was partnering with the Greater Triangle Veterans, Military, and Families Alliance to strengthen the local veteran community.

Alston shared his visit with DAV and American Legion members to Rolesville High School's Navy National Defense Cadet Corps, where they shared military experiences and offered leadership advice. Seventeen students expressed interest in joining the military. The DAV recently had a groundbreaking ceremony after receiving a \$100,000 grant for interior renovations to create three separate rooms for veteran privacy.

Mayor Pro Tem April Sneed (Planning Department) reported on the September 22 Planning Board meeting, where they discussed the housing plan (scheduled for continuance) and reviewed Scarborough Village, a 13.15-acre proposal on South Main Street. The request seeks to

change zoning from residential low to a mix of general commercial and residential high-density commercial districts.

Sneed highlighted the new GovWell platform, now live for processing development applications, food truck permits, and other applications (excluding building permits). The planning department averaged 15 applications per month, with increased building permit activity driven by The Pointe and Caylor's Farm. New businesses coming online include Scooters by Sonic, a learning daycare, 7-Eleven, and Hall of Fame.

Commissioner Paul Vilga (Parks and Recreation) announced the Tree Board still needed two members residing in the ETJ. Fall Fun Fest will be held on November 1 from 11 AM to 4 PM. He looked forward to the Farm Project Phase 1B agenda item.

Commissioner Lenwood Long (Public Safety) thanked the community for supporting National Night Out, which went very well with significant community participation. He announced the Shop with a Cop program for December, designed to foster positive interactions between students and law enforcement while helping those who might not have a happy holiday season.

9. Communication from Town Staff

9.a. Police Department – David Simmons, Police Chief

Chief Simmons reported 3,743 calls for service in September, representing over 400 calls per week, which was significantly higher than the usual number. He noted this was an anomaly rather than a trend. The department had sworn in a new officer and was at complete staffing levels.

9.b. Fire Department – Jacob Butler, Interim Fire Chief

Interim Fire Chief Jacob Butler presented his first report to the board. September statistics showed 14% of calls were false alarms. He emphasized the importance of fire prevention education, particularly regarding lithium-ion batteries, which have become a significant fire hazard. Mayor Pro Tem April Sneed requested information about lithium-ion battery safety on social media to share with the community. Butler reported that only 3% of calls were actual fires, which he attributed to reasonable fire prevention efforts.

Mayor Ronnie Currin noted the Main Street intersection had reopened this week, generating positive feedback. However, he raised safety concerns at the intersection of Granite Falls Boulevard and Young Street, where traffic had been changed from one-way to two-way, resulting in

some close calls. He requested that bushes and vegetation be trimmed to improve sight lines. The mayor requests a recess from 7:26 PM through 7:32 PM.

10. Old Business

10.a. Bid Proposal selection of ADW Architect Firm for The Farm Project phase 1B – Medhat Baselious, Capital Project Manager

Capital Project Manager Medhat Baselious presented the recommendation to select ADW Architects for The Farm Project Phase 1 B. The board discussed that ADW was already working on other town projects, though this would involve a different team within the same company.

Commissioner Paul Vilga moved to designate ADW as the best-qualified architectural firm for The Farm Phase 1 B. Commissioner Lenwood Long seconded the motion. The motion passed unanimously.

Commissioner Paul Vilga moved to authorize the Town Manager to execute a contract with ADW for Phase 1B development. Commissioner Dan Alston seconded the motion. The motion passed unanimously.

10.b. Bid Proposal selection of Blythe Construction Inc., for the resurfacing of Granite Falls Blvd. - Medhat Baselious, Capital Project Manager

Baselious presented five bids received for the Granite Falls Boulevard resurfacing project, with Blythe Construction Inc. being the lowest bidder. Town Manager Eric Marsh explained that the town partners with WithersRavenel for bid openings and relies on their approved vendor list. The work would include nighttime paving and coordination with Granite Falls Elementary to minimize disruptions during peak school hours. Patching work would also occur during off-peak hours.

Commissioner Paul Vilga inquired whether liquidated damages should be included in the contract, and staff confirmed that they should be. The timeline was estimated at 6-8 weeks with no complete road closure required. The project must be completed by December 14, as per payment deadlines.

Commissioner Dan Alston moved to designate Blythe Construction Incorporated as the lowest responsive bidder for the Granite Falls Boulevard resurfacing project and to

authorize the Town Manager to execute a contract with Blythe Construction Incorporated for the work. Commissioner Michael Paul seconded the motion. The motion passed unanimously.

Mayor Ronnie Currin thanked staff for bringing this project forward, noting they had promised to address this after the intersection reopened. He also mentioned the need for future improvements in First Street.

10.c. Continuation of Legislative Hearing TA-25-06, Land Development Ordinance (LDO) Text Amendments to 5.1 and 5.1.4: Adding Self-Storage, Enclosed' Use; and to Table 3.4.2. and Table 3.4.3, to Modify Options for Development Agreements - Michael Elabarger, Interim Planning Director

Interim Planning Director Michael Elabarger reminded the board that they had tabled this item at the previous meeting to add conditions. The amendments would add self-storage as a permitted use in certain zoning districts and modify options for development agreements. Elabarger presented maps showing where self-storage would be permitted, noting that existing industrial-zoned properties already allow storage uses without conditions.

Commissioner Dan Alston asked how the town would ensure consistency and transparency to prevent negotiated terms from setting unintended precedents. Elabarger explained that each project would require rezoning and would bring forth unique development agreements for board approval, with concept plans and conditions all under negotiation.

Commissioner Paul Vilga moved to approve TA-25-06 Part A (Table 5.1 and Section 5.14) to add self-storage as an enclosed use. Commissioner Dan Alston seconded the motion. The motion passed unanimously.

Commissioner Paul Vilga moved to approve TA-25-06 Part B (Tables 3.4.2 and 3.4.3 to modify options for development agreements). Commissioner Dan Alston seconded the motion. The motion passed unanimously.

Commissioner Paul Vilga moved to adopt a statement of consistency and reasonableness, as TA-25-06 is consistent with Rolesville's comprehensive plan and therefore reasonable. Commissioner Dan Alston seconded the motion. The motion passed unanimously.

11. New Business

11. a. Legislative Hearing for Comprehensive Plan 2050 Update – Greg Feldman with WithersRavenel Consultant & Michael Elabarger, Interim Planning Director

Due to the inability to accommodate Zoom participation and Greg Feldman's failure to attend in person, the board needed to continue this item.

Commissioner Dan Alston moved to continue the legislative hearing for the Rolesville 2050 Comprehensive Plan to the October 21 work session at 6:30 PM in the board chamber, with the requirement that presenters be in person. Commissioner Lenwood Long seconded the motion. The motion passed unanimously.

11.b. Legislative Hearing for 10-Year Affordable Housing Plan – Ben Helkowsli of TPMA, Inc., Mark Perlman of Wake County & Michael Elabarger, Interim Planning Director

Similarly, Ben Helkowski was unable to attend in person.

Commissioner Paul Vilga moved to continue the hearing, subject to the condition that presenters be in person at the October 21 work session. Mayor Pro Tem April Sneed seconded the motion. The motion passed unanimously.

11.c. Legislative Hearing for REZ-25-01 / Wallbrook Flats – Michael Elabarger, Interim Planning Director

Michael Elabarger presented the rezoning request for two properties totaling 15.6 acres - one at 4724 Burlington Mills Road and another unaddressed property across the new Burlington Mills Road alignment. The western property (Site Area A) was currently zoned RHCZ for a residential care project that wouldn't be fulfilled. The eastern property (Site Area B) was part of the original Wallbrook project, zoned GCCZ.

The request sought Town Center Conditional Zoning (TCCZ) for both properties, with multifamily development on Site Area A (up to 280 units) and commercial/office uses on Site Area B. The future land-use map designated Site Area A for high-density residential use and Site Area B for commercial use.

Mark Frederick, representing the applicant, Crossland Southeast, explained how the project aligns with the Main Street Vision Plan's goals for a vibrant, walkable town center. The proposal included five zoning conditions: consistency with the concept plan, administrative

amendments to accommodate transportation plans, a density cap of 280 units, a 6-foot privacy fence along the middle school boundary, and restrictions on specific commercial uses.

The density of approximately 17 units per acre slightly exceeded the comprehensive plan's recommendation of 12 units per acre for high-density residential. However, it was within the Town Center zoning district's allowance of up to 20 units per acre. Frederick noted this inconsistency between the comprehensive plan and zoning ordinance.

Austin Williams of Crossland Southeast discussed his involvement with the Main Street Vision Plan since 2018. He explained that during that planning process, Catalyst Site A (which included portions of Wallbrook) was envisioned for 1,068 residential units and 57,000 square feet of retail. Currently, their plans include 240,000 square feet of commercial and only 140 residential units within Catalyst Site A - significantly less residential density than initially envisioned.

Williams presented two signed leases: a 3,000-square-foot brewery/restaurant at the corner of Main Street and Virginia Water Drive featuring an outdoor beer garden, and Sushi Nami, a 3,500-square-foot upscale sushi restaurant from a successful local group. He emphasized these were the types of local, non-chain restaurants residents had been requesting.

During board discussion, Commissioner Michael Paul expressed strong concerns about traffic impacts on Rolesville's two-lane roads, noting that Main Street, Burlington Mills Road, Rogers Road, and Young Street are already experiencing significant congestion. He recalled that the previously approved Arden project had 164 beds for people who wouldn't be driving to work. In contrast, this project proposed 280 apartments with multiple occupants, all of whom would be moving. "I have a difficult time seeing how it makes sense from a traffic analysis standpoint for our town," Paul stated.

Williams responded that Paul's vision was "inconsistent with the vision that the town has displayed to me that I've maintained consistency with," noting they were proposing only 12% of the residential density envisioned in the Main Street Vision Plan.

Mayor Pro Tem April Sneed countered that apartments would provide the housing diversity needed in Rolesville and would be open to anyone who could afford market-rate housing, including seniors 55 and up. She noted the location offered multiple exits via Burlington Mills Road in different directions, potentially dispersing traffic. "I do like the idea of apartments because I am definitely for housing for everybody or whoever can afford the market-type of housing," Sneed stated.

When Commissioner Dan Alston asked about affordability and whether restaurant workers could afford to live there, Williams indicated rents would likely be around \$1,500 for a one-bedroom and \$2,000 for a two-bedroom. He acknowledged these rates wouldn't be affordable for many service workers but explained that achieving lower rents would require tax credits or other incentives. Williams mentioned they activate veterans' benefits in all their projects, reducing processing fees and offering employer discounts.

The traffic engineer explained the site's limitations, given its boundary with the middle school to the west and its frontage only on Burlington Mills Road, which limits options for dispersing traffic. Multiple access points were planned, with potential modifications pending the Granite Falls Boulevard extension.

Public comments included a brief statement from a citizen supporting the concerns raised about traffic and density.

Commissioner Paul Vilga moved to approve the rezoning request REZ-25-01 Wallbrook Flats because it's consistent with Rolesville's comprehensive plan. Mayor Pro Tem April Sneed seconded the motion.

The motion passed 5-1

Mayor Pro Tem April Sneed voted yes.

Commissioner Dan Alston voted yes.

Commissioner Paul Vilga voted yes.

Commissioner Lenwood Long voted yes.

Commissioner Michael Paul voted no.

Mayor Ronnie Currin requested a recess from 9:20 PM to 9:30 PM.

11.d. Evidentiary Quasi-Judicial Hearing for an Alternative Parking Plan (APP) for 4724 Burlington Mills Road - Michael Elabarger, Interim Planning Director

Town Attorney Dave Neill provided detailed instructions on evidentiary hearing procedures, explaining that decisions must be based solely on evidence presented, that witnesses must testify under oath, that hearsay must be avoided, and that the board must act as impartial decision-makers.

Following standard procedure, Neill asked a series of questions to identify potential conflicts:

- No board member had formed a fixed opinion prior to the hearing
- No board member had close familial, business, or financial relationships with parties involved
- Mayor Pro Tem April Sneed disclosed a conversation with Austin Williams about Wallbrook Flats, where he repeatedly stated he could not discuss the parking plan
- Commissioner Dan Alston mentioned driving by sites under review but had no material observations to share
- No board member had specialized knowledge regarding parking or traffic demand

The Town Clerk Frazier administered the oath to all witnesses.

Mark Frederick presented the alternative parking plan request for Wallbrook Flats apartments, seeking a parking ratio of 1.5 spaces per unit instead of the required 2.0 spaces in the Town Center zoning district. Nate Oakland, their parking expert, explained that the Institute of Transportation Engineers (ITE) Parking Generation Manual supported the reduced rate based on data from similar multifamily developments.

The ITE manual showed average peak parking demand of 1.49 vehicles per unit for multifamily housing not close to rail transit, based on 44 studies averaging 231 units. Oakland emphasized they were analyzing all units as two-bedroom or larger, taking a conservative approach. The study included a 20% buffer above typical demand, resulting in approximately 70 extra spaces beyond expected peak usage.

Commissioner Michael Paul questioned the math, calculating that 280 two-bedroom units with two people each would suggest 560 cars, not the 325 proposed spaces. Oakland explained that the ITE data accounts for factors such as shared vehicles, non-driving residents, and observed parking patterns rather than theoretical maximum occupancy.

When asked about accessible parking spaces, neither the applicant nor staff could immediately provide the specific number required under the LDO. However, they confirmed that accessible spaces were included in the total count and that the standard requirements would not be reduced.

Mayor Pro Tem April Sneed asked about parking situations after project completion. Oakland confirmed the 20% buffer would provide approximately 70 spaces for guests and visitors beyond typical resident demand.

Town staff clarified that in other zoning districts allowing multifamily, the minimum parking requirement would be 1.6 spaces per unit (1.5 plus 0.1 for guests). The 2.0 requirement in Town Center was initially based on anticipated vertical mixed-use development with commercial on the ground floor, though this project was horizontally mixed-use.

Commissioner Paul Vilga has moved to approve the alternative parking plan for 4724 Burlington Mills Road. Commissioner Dan Alston seconded the motion. The motion passed unanimously.

After the hearing concluded, Austin Williams briefly discussed upcoming commercial tenants and offered to send board members the site plan showing business locations. Mayor Pro Tem April Sneed asked about businesses coming online, and Williams mentioned they were focusing on breakfast concepts, food and beverage, and personal services. He noted a 16,000-square-foot building would likely include medical uses beyond typical urgent care, such as specialized practices like endocrinology or ophthalmology.

12. Communications

12.a. Town Attorney – Dave Neill

Dave Neill reported that House Bill 926 had passed and become law without the Governor's signature. The regulatory relief bill would require LDO amendments, including:

- Elimination of waiting periods for refileing denied zoning cases (applicants can now refile immediately)
- Removal of height restrictions for flagpoles displaying government flags (following a fight in Greenville, NC, over a gigantic American flag)

He noted that other legislative items had not passed, including changes to lot sizes, electronic publication requirements, and down-zoning provisions.

Neill then provided extensive education about two types of contracting processes:

Construction Contracts Over \$500,000: Must go through formal bidding and be awarded to the lowest responsive, responsible bidder. The board cannot choose the second-lowest candidate because it prefers them. "Responsible" is somewhat subjective, but it must meet legal standards. The board can decide not to award a contract at all or re-advertise with

different standards. Neill emphasized that contractors with outstanding judgments, liens, or who are blacklisted by DOT are not responsible bidders.

Professional Services (Architects/Engineers): These follow a completely different process where cost is not initially considered. The most qualified firm is selected through an RFQ process, then negotiations begin. If the most skilled firm's costs exceed the budget, the scope can be adjusted, or negotiations can proceed with the second-most-qualified firm.

12.b. Town Manager – Eric Marsh

Town Manager Marsh requested responses from the remaining board members regarding their availability for the board retreat and the joint meeting with RDDA and the Planning Board. The goal was to clarify the vision and the roles of each entity in supporting it.

He clarified that discussions about a senior center would be moved to the upcoming work session agenda. He would send background information about the topic's journey to date.

Marsh reported on his participation in Leadership North Carolina Cohort 33, having just returned from the first of eight sessions. The cohort included presidents, vice presidents, and founders from organizations like SAS and Cisco. He looked forward to bringing resources and alternative funding sources back to Rolesville.

A full Main Street project update will be provided at the next meeting. Marsh noted they would try to keep the next agenda lean since two items were continued to that meeting.

13. Adjourn

Mayor Ronnie Currin closed by noting it had been a good meeting despite some continuations. He highlighted upcoming events, including Fall Fun Fest, and encouraged participation. He mentioned that the Mayor's Monthly Show would feature two businesses: Sherry's daily farmers market and a new wellness business. The Chamber of Commerce's Mingle on Main was scheduled for October 24 from 5-9 PM, providing an opportunity to support local businesses and see Main Street improvements.

Mayor Ronnie Currin adjourned the meeting without opposition at 10:34 PM.



Board of Commissioners

Work Session

October 21, 2025

6:30 PM

MINUTES

Present: Mayor Ronnie Currin
Commissioner Lenwood Long
Commissioner Dan Alston
Town Manager Eric Marsh
Town Clerk Christy Frazier
Interim Planning Director Michael Elebarger
Parks & Recreation Director June Greene
Mayor Pro Tem April Sneed
Commissioner Paul Vilga
Commissioner Michael Paul
Town Attorney Dave Neill
Police Captain Richard Haynes

1. Call to Order

Mayor Ronnie Currin called the Board of Commissioners work session to order at 6:30 PM on October 21, 2025. He thanked everyone for attending and noted the good turnout. The Mayor reported that Commissioner Lenwood Long was absent due to illness and Commissioner Michael Paul was in Hawaii. He confirmed with the town attorney, Dave Neill, that they had a quorum and could take action during the meeting.

2. Consideration of Agenda

Mayor Ronnie Currin reviewed the agenda items, including the pre-application to enhance early engagement, the seniors active aging plan update presented by June Greene, and the continuation of two legislative hearings—one for the comprehensive land use plan update and another for the 10-year affordable housing plan. He asked the town manager about adding an executive session, but the manager indicated everything was good as presented.

Commissioner Paul Vilga made a motion to approve the agenda. Commissioner Dan Alston seconded the motion. With no discussion, the motion passed unanimously.

[3. Pre-Application/Enhancing Early Engagement](#)

Eric Marsh, Town Manager, introduced the concept of early engagement for development applications, explaining the need for better communication between developers, the Board, and the community before formal applications are submitted. He noted that residents currently often learn about potential developments only when they see rezoning signs on properties, which can cause confusion and concern.

Mike Elabarger, Interim Planning Director, presented a map showing current rezoning applications under review. He explained that the proposed early engagement process would allow applicants to bring conceptual ideas to the Board in 5-minute presentations before filing formal applications. This would provide non-binding feedback and increase community awareness early in the process.

The discussion covered whether this should be voluntary or compulsory. Staff recommended starting with a voluntary approach that could be reassessed later if needed. Commissioner Paul Vilga emphasized the importance of keeping discussions high-level and not getting "down in the weeds" during these preliminary presentations. Commissioner Dan Alston supported the idea, noting it would help ensure development aligns with the town's future comprehensive plan transportation plans.

The Board reached consensus to move forward by developing a voluntary early engagement process, with staff to bring back a more detailed structure, including appropriate disclaimers and time limits for presentations.

[4. Seniors' Active Aging Plan Update](#)

June Greene, Parks and Recreation Director, presented the senior programming strategies and impact in Rolesville. She shared the vision to "provide opportunities for Rolesville older adults to stay active, healthy, connected through accessible programs, inclusive facilities, and strong community partnerships."

Greene explained that when she started two years ago, she identified seniors and special needs populations as underserved demographics. Working with Cultural Coordinator Tina, they established a Senior Connection Committee with monthly meetings, developed wellness programs including tai chi, pole walking, Zumba, line dancing, and crokinole (cornhole), and partnered with organizations like the Senior Network and Wake County.

Key accomplishments included coordinating the Wake County Senior Games 5K and 10K road race and hosting the second annual Golden Years Expo, which saw a 30% increase in attendance — from 51-52 participants last year to 73 this year — and vendor participation, growing from 13 to 33.

Greene outlined the Active Aging Plan goals:

- Years 1-2: Continue monthly meetings, add 1-2 new programs, grow expo attendance by 25%, begin feasibility study for senior center, improve communication and storytelling
- Years 3-4: Expand transportation access, install outdoor fitness equipment in parks, develop an ambassador program, add social clubs (book, travel, garden), begin site planning for the senior center
- Years 5-10: Open Rolesville Senior Center, hire additional program coordinator, host Wake County Senior Games events, evaluate and update the plan every 3 years

Town Manager Marsh added that staff is working to be more intentional about senior programming support, including allocating budget specifically for seniors, assessing opportunities for a "senior center without walls" using existing facilities, and exploring staffing needs sooner rather than later.

Commissioner Dan Alston asked about developing a funding plan for staffing and facilities. Marsh confirmed that funds are already allocated but need to be broken down more clearly in the budget. Commissioner Vilga thanked Tina for dedicating 30-50% of her time to senior programming despite managing multiple responsibilities, including camps.

Mayor Ronnie Currin praised June's leadership in developing the program from nothing and suggested partnering with Resources for Seniors, a Wake County group with 50 years of experience. Marsh noted they plan to meet with them after finalizing the draft plan, understanding that the organization is shifting from managing senior centers to providing funding and services.

5. New Business

a. Continuation Legislative Hearing for Comprehensive Plan 2050 Update

Mayor Ronnie Currin opened the legislative hearing for the Comprehensive Plan 2050 Update. Greg Feldman from WithersRavenel and Kathleen Rose from Rose and Associates presented the culmination of 14 months of work on the plan.

Feldman reviewed the project timeline from kickoff in fall 2024 through community engagement events, including Fall Fun Fest, two open houses, and a community survey. He presented the vision statement developed through community input: "In 2050, the Town of Rolesville is a vibrant, walkable community that serves as a regional destination. The town is interconnected by a network of greenways and trails that will allow access to the community's homes, parks, and entertainment options. Town growth has been strategically directed to balance residential, non-residential, and civic services, ensuring the community provides its residents with a live-work-play lifestyle. All are welcome in Rolesville, and the community's diversity and people are celebrated through annual events."

The plan organized recommendations into four focus areas:

- Transportation - including strategically limiting driveways on Main Street
- Economic Development - focusing on balancing commercial and residential growth

- Land Use and Housing - prioritizing context-sensitive infill downtown
- Parks, Recreation, and Community Character - developing parkland acquisition policy

Kathleen Rose discussed economic development themes, noting that since the 2018 economic development plan, Rolesville had grown substantially, but the ratio of commercial to residential had "slid backwards." She emphasized focusing on 401 Gateway for employment and commercial uses through public-private partnerships.

Feldman presented the Future Land Use Map with 11 different land use designations, explaining how each includes design considerations, compatible uses, and zoning alignment. He addressed concerns about development in unincorporated areas outside the ETJ, explaining how the rural residential designation could be used to negotiate mixed uses when annexation requests are submitted.

After a brief technical difficulty with Feldman's laptop requiring a restart, the presentation concluded with a discussion of implementation and the Planning Board's unanimous recommendation for approval.

Motion by Commissioner Paul Vilga, seconded by Mayor Pro Tem April Sneed, to approve the Rolesville 2050 Comprehensive Plan. Motion approved unanimously.

b. Continuation Legislative Hearing for 10-Year Affordable Housing Plan

Mayor Ronnie Currin opened the legislative hearing for the 10-Year Affordable Housing Plan. Michael Elabarger reviewed the project history from the creation of an affordable housing subcommittee in November 2022 through consultant selection and the 15-month development process.

Ben Helkowski from TPMA presented key findings:

- 44% of residents with household incomes below \$100,000 reported difficulty affording housing
- 90% of Rolesville's housing stock is single-family detached homes
- Median home sale price in June 2024 was \$639,500
- Lack of housing diversity affects the ability to attract younger families, seniors, and essential service workers

He emphasized that homogenous, high-cost housing forces workers to live elsewhere, creating more traffic congestion. The plan's three high-level goals included:

- Plan for the future of housing and build a vision for growth
- Diversify the housing mix through LDO amendments and development incentives
- Develop a housing ecosystem through regional partnerships and public education

Helkowski addressed Planning Board concerns from their initial review, explaining that the high-level approach was intentional for a community early in its affordable housing journey. After written responses to concerns, the Planning Board voted 6-0 to recommend approval at their second review.

Mark Perlman from Wake County Housing offered partnership support, explaining they could help establish an affordable housing fund, facilitate connections with other municipalities, and provide technical assistance. He noted recent changes in state tax credit programs that might benefit Rolesville in the future.

The discussion focused on defining affordable housing in Rolesville. Commissioner Vilga asked for help clarifying what affordable housing means to the community, noting confusion between senior housing and affordable housing. Town Manager Marsh outlined six facets of their working definition: external workforce housing (teachers, police, firefighters), internal town staff housing, service industry workforce, senior affordable housing, developments in the \$200-250,000 range, and professional housing under \$400,000.

Commissioner Paul Vilga expressed concern about funding mechanisms, emphasizing the need to avoid raising taxes. Mayor Ronnie Currin noted past challenges in qualifying for state funding due to a lack of transit and amenities. However, he acknowledged that Rolesville citizens' tax dollars support affordable housing in other parts of Wake County.

Motion by Commissioner Dan Alston to approve the Rolesville 10-Year Affordable Housing Plan and adopt a statement of consistency and reasonableness as the housing plan is consistent with the Rolesville comprehensive plan because it supports housing diversity and therefore is considered reasonable and seconded by Mayor Pro Tem April Sneed. Motion approved unanimously.

6. Adjourn

Town Manager Marsh provided several updates:

- Chamber renovations are 95% complete with new flooring, paint, and LED lighting
- Mingle on Main scheduled for Friday at 5:00 PM
- Main Street project updates, including continued safety concerns in the construction zone, progress on pedestrian pavers, and upcoming traffic pattern changes when the Burlington Mills intersection activates
- Discussions with hospitality groups about attracting hotels to town
- Progress on The Farm development, including NCFC partnership opportunities
- Staff vacancies are being filled for planning director, fire chief, HR director, and engineering positions

Mayor Ronnie Currin requested that senior presentation materials be shared with absent commissioners and confirmed that tabletop receptacles would be installed at the dais. He also verified that uniform mailbox replacements on Main Street remain in the budget for completion this year.

The Mayor recognized Town Clerk Christy Frazier for passing her clerk's certification, and the commissioners offered congratulations.

With no opposition, the meeting was adjourned.



Memorandum

To: Mayor and Town Board
From: Eric Marsh, Town Manager
Date: October 28, 2025
Re: Wake County Emergency Operations Plan and Mutual Aid Agreement, Agenda Item #_____

Purpose

Adopt the Wake County Emergency Operations Plan ensuring plans and procedures support the Town's response framework and alignment with the Wake County and State of North Carolina Emergency Operations Plan(s).

Adoption of the Mutual Aid Agreement enrolls the Town in both the Statewide and Federal mutual aid systems, allowing for the deployment and receipt of assistance during events if local resources are overwhelmed or exhausted.

Background

In the mid-2000s, Wake County and each municipality adopted the National Incident Management System as it's framework for responding to and managing events. This framework is expressed in the Emergency Operations Plan and outlines structure, positions, roles, responsibilities and communications. Periodically, after events, exercises, discovery of best practices, or changes in the physical environment (infrastructure, population, etc.) adjustments are made to reflect changing complexity, needs and growth in the community.

Mutual Aid is a long-standing practice among public safety agencies. In recent years, many have recognized mutual aid is beneficial beyond traditional public safety agencies. The proposed mutual aid agreement not only includes mutual aid for public safety personnel but any employee or function within the organization from inspectors and information technology staff to administrative staff, all of which were highly sought after following Hurricane Helene. All personnel, equipment, supplies or other resources under the direction of the Town Manager are covered under the Agreement.

Although an Agreement already exists with the County, there have been changes in the law providing additional liability protections for responders, reimbursement qualifications and procedures for providing or receiving assistance. Participation in the mutual aid system also makes the Town a default participant in the national mutual aid system known as the Emergency Management Assistance Compact (EMAC).

Recommended Action

Approve the Wake County Emergency Operations Plan and authorize the Mayor to sign on behalf of the governing board.

Approve the Wake County Mutual Aid Agreement and authorize the Town Manager to sign on behalf of the governing board.

Attachments

- Link to the [Wake County Emergency Operations Plan](#)
- Wake County Mutual Aid Agreement

NORTH CAROLINA
WAKE COUNTY

**WAKE COUNTY EMERGENCY MANAGEMENT
MUTUAL AID AGREEMENT**

THIS AGREEMENT is entered into between the County of Wake (the “County”) and the Town of Rolesville, a North Carolina Municipality, and is effective upon the date of the last party to execute this Agreement;

WITNESSETH:

WHEREAS, Chapter 166A of the North Carolina General Statutes authorizes the development of mutual aid agreements for reciprocal emergency management aid and assistance between political subdivisions in North Carolina provided they are consistent with the State Emergency Management Programs and Plans; and

WHEREAS, mutual aid agreements may include but are not limited to the furnishing or exchange of supplies, equipment, facilities, personnel and services during emergencies as defined in Article 1A of North Carolina General Statute 166A; and

WHEREAS, North Carolina General Statute 166A-19.15 states that the governing body of each county is responsible for emergency management within the geographical limits of the county and all emergency management efforts within the county will be coordinated by the county, including activities of the municipalities within the County; and

WHEREAS, North Carolina General Statute 166A-19.72(c) authorizes the chief executive of each political subdivisions to enter into mutual aid agreements with other political subdivisions, with the concurrence of the subdivision’s governing body for reciprocal emergency management aid and assistance. Such agreements shall be consistent with the State emergency management program and plans; and

WHEREAS, it is the intent of emergency management programs to reduce vulnerability of people and property to damage, injury, and loss of life and property; prepare for prompt and efficient rescue, care, and treatment of threatened or affected persons; provide for the rapid and orderly rehabilitation of persons and restoration of property; and provide for cooperation and coordination of activities relating to emergency and disaster mitigation, preparedness, response and recovery; and

WHEREAS, mutual aid agreements provide a mechanism to share public sector resources throughout the nation; and

WHEREAS, this Agreement is intended to complement the mutual aid agreement signed between the County of Wake and the State of North Carolina by setting forth the means of resource coordination and open communication between the County and the Municipality during emergencies; and

WHEREAS the statewide agreement effectually contemplates requests for mutual aid and assistance through county emergency management agencies; and

WHEREAS, the Town of Rolesville desires to render and receive assistance during disasters or emergencies; and

WHEREAS, pursuant to North Carolina General Statute 166A-19.60 all functions and activities performed under this Agreement are hereby declared to be governmental functions; and

WHEREAS, functions and activities performed under this Agreement are to be carried out for the benefit of the general public and not for the benefit of any specific individual or individuals; and

WHEREAS, all immunities provided by law shall be fully applicable as stated in North Carolina General Statute 166A-19.60 or otherwise as by law provided.

NOW, THEREFORE, in consideration of the terms, conditions, and covenants expressed herein, the parties hereby enter into this mutual aid agreement and agree that the County of Wake and Town of Rolesville shall participate in coordinated sharing of resources for the purposes of providing protection of the community under the terms as more particularly set forth herein below:

SECTION I. DEFINITIONS

Agreement means this document, the Mutual Aid Agreement.

Aid and Assistance include, but shall not be limited to, personnel, equipment, facilities, services, supplies, and other resources.

Authorized Representative is an official of a party to this Agreement who has been authorized in writing by that party pursuant to the terms of this Agreement, to request, offer, or provide aid and assistance under the terms of this Agreement.

Disaster is any emergency which has been officially declared a “disaster” by gubernatorial or presidential executive order.

Emergency means any incident or situation that has occurred, is occurring, or will occur in the immediate future that poses a major threat to public safety and causes or threatens to cause loss of life, serious injury, significant damage to property, or major harm to public health or the environment, as a result of an occurrence or imminent threat of widespread or severe damage or loss of life or property, resulting from natural, technological, or man-made emergency situations, and which a local entity has declared as being beyond the capabilities of its local emergency response agencies.

Incident means an occurrence, natural or manmade, that necessitates a response to protect life or property. In this Agreement, the word “incident” includes planned events as well as emergencies and/or disaster of various kinds and sizes.

Planned Event means an incident that is a scheduled nonemergency activity including but not limited to elections, sporting events, concerts, parades, funeral coverage, or fairs.

Political Subdivision means Counties and incorporated cities, towns, and villages.

Provider is a party to this Agreement that has received a request to furnish aid and assistance to the party in need (“Recipient”).

Recipient is a party to this Agreement requesting or receiving aid and assistance from another party.

SECTION II.

OBLIGATIONS OF THE PARTIES

A. Provision of Aid and Assistance – Pursuant to the terms and conditions set forth in this Agreement, the parties hereto shall provide each other with aid and assistance in the event of a disaster, emergency, planned event, or incident. It is mutually understood that each party's foremost responsibility is to its own citizens within its own respective jurisdiction. This Agreement shall not be construed to impose an absolute obligation on any party to this Agreement to provide aid and assistance pursuant to a request from another party and;

1. Upon notification or request for resources, the Municipality agrees to contact Wake County Emergency Management or Wake County Emergency Operations Center, if activated, prior to the deployment of said resources outside the geographical limits of the County;
2. If necessary, requests for additional resources will be jointly coordinated by Wake County Emergency Management and the authorized representative of the Municipality to other governmental entities, private sector agencies, and State Division of Emergency Management.

B. Procedures for Requesting Assistance – When Recipient obtains direct knowledge of or becomes affected by an emergency, incident, planned/unplanned event and deems its resources inadequate, it may request mutual aid and assistance by communicating the request to Provider, indicating the request is made pursuant to this Agreement. Such request may be made verbally, to be followed as soon as practicable, by a written confirmation of that request.

Required Information: Each request for assistance shall include the following information, in writing or by any other available means, to the extent known:

1. Identification of the services function(s) for which assistance is needed and the type of assistance needed;
2. The amount and type of personnel, equipment, materials, and supplies needed and a reasonable estimate of the length of time they will be needed;
3. Specifics regarding time and date, location, and a point of contact.

C. Equipment, Supplies, and Material use Guidelines – The guidelines for equipment, supplies, and material use ensure the safe and effective operation and use of the requested items.

1. Equipment Guidelines

- a. Equipment must be used for its intended purpose and in accordance with the manufacturer's instructions.
- b. Equipment must be maintained in good working condition and inspected regularly to ensure that it is safe to use.
- c. Equipment must be returned in the same condition in which it was received, with all parts and accessories intact.
- d. Any damage or malfunction of equipment must be reported immediately to the Provider.

- e. The Recipient is responsible for receiving any necessary training or instruction on the proper use of the equipment.
- f. The Recipient of the equipment is responsible for damages to the equipment and any costs associated with the repair or replacement of the equipment due to damage or loss, including loss of use and diminution in value, resulting from or during Recipient's use of the equipment.
- g. The Provider of the equipment reserves the right to refuse to provide equipment due to Provider's assessment of equipment availability relative to Provider's needs. Provider of the equipment reserves the right to refuse to provide to any Recipient who does not comply with this agreement.

2. Materials and Supplies Guidelines

- a. Materials and/or supplies should be used for their intended purpose and in accordance with any applicable laws and regulations.
- b. Materials and/or supplies should be stored in a safe and secure manner to prevent damage or loss.
- c. Materials and/or Supplies should be used in a manner that does not create a hazard to people or the environment.
- d. The Recipient is responsible for receiving the necessary training or instruction on the proper use of the materials and/or supplies.
- e. The Provider of the materials and/or supplies reserves the right to refuse to lend materials and supplies due to Provider's assessment of the availability of its materials and supplies relative to Provider's needs. Provider of the materials and supplies reserves the right to refuse to provide to any Recipient who does not comply with this agreement.

D. Designation of Authorized Representative – Each party to this Agreement shall designate an Authorized Representative. Such designation shall be communicated, in writing, to the Chief Executive Officer of the other party upon the execution of this Agreement. Such designation may be amended at any time by the Chief Executive Officer of a party upon timely written notice.

E. Traveling Employees – Unless otherwise specified by Recipient or agreed by the parties in writing, it is mutually understood that Recipient will provide for the needs and necessary expenses of the Provider's traveling employees. Recipient shall pay for all reasonable out-of-pocket costs and expenses of Provider's personnel, including, without limitation, transportation expenses for travel to and from the disaster area, food, and, if necessary, lodging. If Recipient cannot provide such food and/or lodging at or near the disaster area, the Recipient shall so advise the Provider, and shall specify in its request for assistance that only personnel who can provide for their own needs are requested.

F. Supervision and Control – The Provider shall designate supervisory personnel amongst its employees sent to render aid and assistance to the Recipient. Recipient shall provide necessary credentials to the Provider's personnel authorizing them to operate on behalf of the Recipient. Recipient shall assign work tasks to Provider's supervisory personnel, and unless specifically instructed otherwise, Recipient shall have the responsibility for coordination between Provider's supervisory personnel and Recipient.

Based upon such assignments set forth by Recipient, Provider's supervisory personnel shall:

1. Have the authority to assign work and establish work schedules for Provider's personnel. Further, supervisor shall retain direct supervision and control of Provider's personnel, equipment, and other resources. Provider should be prepared to furnish communications equipment sufficient to maintain communications among its respective operating units, and if this is not possible, Provider shall notify Recipient accordingly;
2. Maintain daily personnel time records, material records, and a log of equipment hours;
3. Report work progress to Recipient at mutually agreed upon intervals.
4. In the event of a conflict between Recipient's and Provider's protocols and procedures, Provider's shall prevail as applicable to Provider's personnel.

G. Period of Service, Renewability, Recall – Unless agreed otherwise, the duration of the Provider's assistance shall be for an initial period of twenty-four (24) hours, starting from the time of arrival. Thereafter, assistance may be extended in increments agreed upon by the Authorized Representatives of Provider and Recipient. Provider's personnel, equipment, and other resources shall remain subject to recall by Provider to provide for its own citizens if circumstances so warrant, in the sole discretion of the Provider. Provider shall make a good faith effort to provide at least eight (8) hours advance notification to Recipient of Provider's intent to terminate such assistance, unless such notice is not practicable, in which case as much notice as is reasonable under the circumstances shall be provided.

SECTION III. REIMBURSEMENT

Except as otherwise provided below, it is understood that Recipient shall pay to Provider all documented costs and expenses incurred by Provider as a result of extending assistance to Recipient. The terms and conditions governing reimbursement for any assistance provided under this Agreement shall be in accordance with FEMA Public Assistance Guidelines in addition to the following provisions, unless otherwise agreed in writing by Recipient and Provider. Recipient shall be ultimately responsible for reimbursement of all eligible expenses. The provider may waive some or all requirements for reimbursement; however, such an agreement must be documented in the request and/or offer of assistance.

A. Personnel – During the period of assistance, Provider shall continue to pay its employees according to its then prevailing ordinances, rules, regulations, and agreements. The Recipient shall reimburse Provider for all direct and indirect payroll costs and expenses, including but not limited to travel and employee retirement benefits as provided by Generally Accepted Accounting Principles (GAAP). However, Recipient shall not be responsible for reimbursing any amounts paid or due as benefits to Provider's personnel under the terms of the North Carolina Workers' Compensation Act (Chapter 97 of the North Carolina General Statutes).

B. Equipment – Recipient shall reimburse the Providers for the use of equipment during the period of assistance according to either a pre-established local or state hourly rate or according to the actual replacement, operation, and maintenance expenses incurred. For those instances in which costs are reimbursed by the Federal Emergency Management Agency (FEMA), the FEMA-eligible direct costs shall be determined in accordance with general policies for determining allowable costs which are established in CFR 200, subpart E, and including exceptions to these policies as allowed in 2 CFR 200, subpart E and 2 CFR 200.102 and as explained in 44 C.F.R. 206.228 or other applicable federal laws, regulations, and

policies as may be in effect at the time the expenses are incurred. Provider shall pay for all repairs to its equipment as determined necessary by its on-site supervisor(s) to maintain such equipment in safe and operational condition.

At the request of Provider, fuels, miscellaneous supplies, and minor repairs may be provided by Recipient, if practical. The total equipment charges to Recipient shall be reduced by the total value of the fuels, supplies, and repairs furnished by Recipient and by the amount of any insurance proceeds received by Provider.

C. Material and Supplies – Provider shall be reimbursed for all materials and supplies furnished, used, or damaged during the period of assistance. The Recipient shall not be responsible for reimbursing Provider for the costs of any damage caused by gross negligence, willful and wanton misconduct, intentional misuse, or recklessness of Provider’s personnel. Provider’s personnel shall use reasonable care always in rendering mutual aid and in the use and control of all materials and supplies used by them during the period of assistance. The measure for reimbursement for materials and supplies shall be determined in accordance with FEMA and North Carolina reimbursement policies. In the alternative, the parties may agree in writing that Recipient will replace the materials and supplies used or damaged, with materials and supplies of like kind and quality.

D. Record Keeping – Recipient shall provide information, directions, and assistance for record keeping to Provider’s personnel. Provider shall maintain records and invoices for personnel time and costs as well as any reimbursement and cost which may be associated with the inspections of records.

E. Billing and Payment – Provider shall send an invoice for reimbursable costs and expenses, together with appropriate documentation as required by Recipient, as soon as practicable after said costs and expenses are incurred, but not later than forty-five (45) days following the end of the period of assistance. Recipient shall pay the invoice, or advise of any disputed items, not later than forty-five (45) days following the billing date.

SECTION IV. PROVIDER’S EMPLOYEES

A. Rights and Privileges – Pursuant to G.S. 166A-19.60 whenever Provider’s employees are rendering aid and assistance pursuant to this Agreement, such employees shall remain the responsibility of the Provider and retain the same powers, duties, immunities, and privileges they would ordinarily possess if performing their duties within the geographic limits of the Provider.

B. Workers’ Compensation - Recipient shall not be responsible for reimbursing any amounts paid or due as benefits to Provider’s employees under the terms of the North Carolina Workers’ Compensation Act, Chapter 97 of the North Carolina General Statutes, due to personal injury or death occurring during the periods of time such employees are engaged in the rendering of aid and assistance under this Agreement. It is mutually understood that Recipient and Provider shall be responsible for payment of such workers’ compensation benefits only to their own respective employees. Further, it is mutually understood that Provider will be entirely responsible for the payment of workers’ compensation benefits to its own respective employees, the parties agree to such distribution as permitted by G.S. 97-51.

SECTION V. PARTIES MUTUALLY AGREE TO HOLD EACH OTHER HARMLESS FROM LIABILITY

To the extent permitted by law, each party (as Indemnitor) agrees to protect, defend, indemnify, and hold the other party (as Indemnitee), and its offices, employees, and agents, free and harmless from and against any and all losses, penalties, damages, assessments, costs, charges, professional fees, and other expenses or liabilities of every kind and nature arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of Indemnitor's negligence, acts, errors and/or omissions. Indemnitor further agrees to investigate, handle, respond to, provide defense for, and defend any such claims, etc. at indemnitor's sole expense and agrees to bear all other costs and expenses related thereto. To the extent that immunity does not apply, each party shall bear the risk of its own actions, as it does with its day-to-day operations, and determine for itself what kinds of insurance, if any, and in what amounts, it should carry. Each party understands and agrees that any insurance protection obtained shall in no way limit the responsibility to indemnify, keep, and save harmless the other parties to this Agreement for any claims, whether insured or not.

Notwithstanding the foregoing, to the extent that each party does not purchase insurance and to the full extent permitted by law, no party shall be deemed to have waived its governmental immunity nor any other lawful and available immunity, defense, or remedy.

SECTION VI. AMENDMENTS

This Agreement may be amended as necessary by written, joint agreement between the parties. Subsequent mutual aid agreements may be entered into between the parties and, if so, the subsequent agreement shall replace and supplement any prior agreements.

SECTION VII. DURATION OF AGREEMENT

This Agreement shall continue in perpetuity, unless terminated upon at least ninety (90) days advance written notice by one party to this Agreement to each executive officer of every other participating entity.

SECTION VIII. HEADINGS

The headings of various sections and subsections of this Agreement have been inserted for convenient reference only and shall not be construed as modifying, amending, or affecting in any way the express terms and provisions of this Agreement.

SECTION IX. SEVERABILITY

Should any clause, sentence, provision, paragraph, or other part of this Agreement be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder of this Agreement. If parties to this Agreement have entered into other aid and assistance agreements, those parties agree that, to the extent a request for aid and assistance is made pursuant to this Agreement, those other aid and assistance agreements are superseded by this Agreement.

SECTION X. EFFECTIVE DATE

This Agreement is effective upon the day and date of the last signature affixed hereto.

This Agreement does not encompass the entire understanding of the Parties on the issue of mutual aid activities. This Agreement does not invalidate other mutual aid agreements, either oral or written, that the Parties have with third parties.

IN WITNESS WHEREOF, Wake County and the Town of Rolesville execute this Agreement in its name and behalf by its Chief Executive Officer, who has signed accordingly and with concurrences of a majority of its governing board, on the date indicated below.

Eric Marsh
Town Manager

Approved as to form:

Dave Neill, Town Attorney

COUNTY OF WAKE

David Ellis
County Manager
County of Wake

Darrell Alford
Director
Wake County Fire Services & Emergency
Management

Approved as to form:

Scott W. Warren, County Attorney

**AN ORDINANCE TO AMEND THE
2025-2026 FISCAL YEAR BUDGET ORDINANCE**

BE IT ORDAINED, by the Board of Commissioners of the Town of Rolesville, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2026:

1. *To appropriate funds associated with the addition of an HR Technician position.*

<u>Expenditure</u>		<u>Increase</u>
100-140-5100-0000	Salaries	\$32,000
100-140-5120-0000	FICA	2,400
100-140-5125-0000	Retirement LGERS	4,400
100-140-5130-0000	Retirement 401(k)	1,600
100-140-5135-0000	Employee Insurance	4,600
100-190-5399-0000	Contingency	<u>(45,000)</u>
	TOTAL	\$-0-

This will result in a no net increase of revenues and expenditures of the General Fund.

Adopted this 6th day of November 2025

Ronnie I. Currin
Town of Rolesville Mayor

Attest: _____
Christina Ynclan
Town Clerk



Memorandum

TO: Honorable Mayor Currin and Members of the Board of Commissioners

FROM: Virginia H. Jones, Interim Human Resources Director

DATE: October 30, 2025

RE: Consent Agenda Item:
Approval of an Amendment of the FY 2025-26 Pay & Classification Plan to
Reclassify Two Positions and add a New Position

Executive Summary

Approval of the reclassification of the Stormwater Program Manager to Town Engineer and the Administrative Support Specialist (Administration) position to Executive Assistant. Additionally, approval to add a Human Resources Technician position.

Background/Justification

A. Reclassify the Stormwater Program Manager (Pay Grade 13) to Town Engineer (Pay Grade 18)

The Stormwater Program Manager current salary range is as follows:

<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
\$77,514.32	\$104,644.33	\$131,774.35

The proposed Town Engineer salary range will be as follows:

<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
\$108,576.35	\$146,578.07	\$184,579.79

Recent months have evidenced that the Town's growth requires a position beyond just stormwater management to include a wider range of municipal engineering responsibilities. This would be in keeping with the Town's Strategic Plan focus area of Intentional Growth.

From single focus to multi-disciplinary: The stormwater manager's role has expanded from primarily focusing on regulatory compliance to overseeing other essential public works projects.

Larger project oversight: The role now involves planning, designing, and managing major capital improvement projects that extend beyond stormwater, such as road construction, utility expansion, and other civil engineering infrastructure.

Increased complexity and budget: The Town now has significantly larger, more complex projects which will require managing multi-faceted budgets that exceed a typical stormwater program's scope. A Town Engineer has a much higher level of authority and responsibility than a program manager.

Strategic planning: The role has evolved from managing a specific program to taking a lead role in the Town's overall strategic planning for infrastructure, growth, and development.

Higher-level decision-making: This position will make higher-impact decisions affecting multiple departments and the community as a whole, rather than only those related to stormwater.

Enhanced regulatory and legal liability: The position will carry greater legal and regulatory weight, necessitating a licensed Professional Engineer (P.E.) to sign and seal engineering plans and certify compliance. This is a critical distinction, as a P.E. license signifies a higher level of education, experience, knowledge in the civil engineering field, and professional accountability.

Expertise in advanced engineering concepts: While stormwater engineering is a specialized field, a town engineer must have a comprehensive understanding of diverse civil engineering principles, including structural, transportation, and geotechnical engineering.

Mentorship and guidance: The new role will involve providing advanced technical guidance to Engineering staff and other municipal staff.

To ensure competitiveness the Town needs to make the Town Engineer a department head level position. Research and comparison show that similar municipalities with a comparable population size and infrastructure portfolio employ a Town Engineer for this breadth of responsibilities, not a Stormwater Program Manager. The new title will accurately reflect the job's demands, which can aid in the Town's recruitment effort.

B. Reclassify the Administrative Support Specialist position for the Managers Office (Pay Grade 4) to Executive Assistant (Grade 9)

The Administrative Support Specialist current salary range is as follows:

<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
\$49,966.42	\$67,454.67	\$84,942.92

The proposed Executive Assistant salary range will be as follows:

<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
\$63,771.22	\$86,091.15	\$108,411.08

The current Administrative Support Specialist role manages clerical tasks and administrative support for a department or team. The role also performs tasks under more direct supervision, with unusual situations referred to a manager. The Management Team needs a position that requires advanced skills, greater autonomy, and higher-level support for executive leadership.

To reflect the expanded scope and complexity of the role, staff proposes reclassifying the position to Executive Assistant. Key changes in responsibilities include:

Strategic Support: The role will involve assisting senior executives with strategic planning, decision-making processes, and high-level project coordination. This includes preparing reports, presentations, and briefing materials for executive meetings.

Confidentiality and Discretion: The position will require handling highly sensitive and confidential information, including legal documents, executive communications, and organizational strategies.

Stakeholder Management: The role will entail significant interaction with internal and external stakeholders, including high-profile contacts, board members, and partners. This includes managing relationships, scheduling meetings, and ensuring seamless communication between parties.

Autonomy and Initiative: The position will demand a proactive approach to identifying priorities, resolving issues, and anticipating the needs of the executive leadership team without constant supervision.

Advanced Administrative Tasks: Beyond standard administrative duties, the role will include managing complex calendars, organizing large-scale events or meetings, overseeing special projects, and coordinating travel arrangements.

Leadership Support: The role will support not just the Manager and Assistant Town Manager positions but often an entire leadership team, requiring advanced organizational skills and the ability to manage competing priorities.

The above added strategic and operational responsibilities require a skill set that aligns with an Executive Assistant role. A review of similar roles in comparable organizations indicates that these responsibilities are typically assigned to Executive Assistants. Reclassifying the role reflects its critical impact on the organization's efficiency and effectiveness in achieving strategic objectives.

C. Add a Human Resources Technician position to the Pay & Classification Plan (Pay Grade 4)

The proposed Human Resources Technician will be placed in the following salary range:

<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
\$49,966.42	\$67,454.67	\$84,942.92

Staff request the creation of a full-time Human Resources Technician position within the Human Resources (HR) Department. With the onboarding of the Fire Department on July 1, 2025, the workload for both the HR Director and the HR Analyst has been impacted. The purpose of this new role is to provide dedicated, paraprofessional support for core HR functions, specifically in the areas of recruitment, benefits administration, data management, and compliance. This position will serve as the backbone of HR operations, allowing the HR Director and HR Analyst to focus on higher-level strategic initiatives, talent development, and complex employee relations issues.

The HR department currently consists of two (2) staff members who manage all human resources functions for approximately 80 full-time employees and 30 part-time employees. Over the past year, the organization has experienced significant growth and change (e.g., new

regulatory mandates and increased complexity of HR systems, resulting in a substantial increase in administrative and technical HR workload.

Existing staff are consistently overextended managing routine, transactional tasks, leading to:

- Delays in processing new hires and benefits enrollment.
- Increased risk of data entry errors and compliance issues.
- Limited time for proactive employee engagement and training initiatives.
- Inability to meet all current service demands without viable alternatives.

The addition of an HR Technician position is crucial to address these challenges and support the department's mission and the organization's strategic goals.

Fiscal Impact

The proposed changes will have the following financial impact on the remainder of the FY2025-26 budget:

- A. Town Engineer - The Town can use lapsed salaries (money that was saved while these two positions and others remained vacant). This will assist with funding the differences in pay for the remainder of the fiscal year.
- B. Executive Assistant - The Town can use lapsed salaries (money that was saved while these two positions and others remained vacant). This will assist with funding the differences in pay for the remainder of the fiscal year.
- C. Human Resources Technician – Addressed through appropriation of \$45,000 from contingency.

Staff Recommendation

Based on the analysis and findings of this memo, staff recommends approval of the Amendment of the FY2025-26 Pay and Classification Plan to:

- Reclassify the Stormwater Program Manager to Town Engineer;
- Reclassify the Administrative Support Specialist (Administration) to Executive Assistant; and
- Add an HR Technician position.

These changes will ensure proper alignment with organizational goals, allow the Town to compete, and adequately compensate the employees who are recruited for the reclassified and new positions. This amendment will be effective immediately.

Motions:

- (1) Move to approve the Amendment to the FY2025-26 Pay & Classification Plan.
- (2) Move to adopt the budget ordinance amendment to fund the HR Technician position.



Memorandum

To: Mayor and Town Board
From: Amy Stevens, Finance Director
Date: October 28, 2025
Re: FY24-25 Financial Statements Presentation, Agenda Item #_____

Background

In accordance with North Carolina General Statutes 159-34, the Town of Rolesville contracts with a certified public accountant to conduct an annual audit. As required by statute, the Town will submit its annual financial statements to the North Carolina Local Government Commission.

Scott Anderson of Cherry Bekaert LLP will attend the November 6 Town Board meeting to present the findings from the FY24-25 financial statements and audit.

A bound copy of the financial statements will be provided to the governing board at the November 6 meeting.

Recommended Action

Receive information

Memorandum

To: Mayor and Town Board
From: Amy Stevens, Finance Director
Date: October 31, 2025
Re: Town Campus Financial Update, Agenda Item # 9.c

Project Summary

The Town has initiated a project to construct a multi-building governmental complex on a 17-acre site close to the downtown area. The first phase of this Town Campus project includes Site Development, a Police Station, and a Main Fire Station. The Town has chosen to use the Construction Manager at Risk method of construction. The Town has selected ADW as the architect and SAMET as the contractor for the project.

Project Status

The site development portion is in the construction drawing (CD) phase. Once these drawings are approved, the Town will proceed with contracting for construction and seeking debt financing. The status of the two buildings is slightly behind the site, as they are in the design development (DD) phase. Contract execution is underway with the architect to begin work on the full design of the buildings.

1. Owner's Representative

At this point in the project, Town staff have evaluated internal capacity and capabilities and recommend the Town consider contracting with an Owner's Representative to provide advisory services for this project.

What is an Owners Representative? Owner's Representatives are project advisors who help project owners (such as the Town) deliver large, complex construction projects on time and within budget.

What do they do? While their specific duties vary from project to project based upon the needs of each owner, they often function as a center point for communication and coordination regarding the business aspects of the project. This might include functions such as coordination with project-related parties, project updates to management and elected officials, project budget management, and procurement and contracting assistance.

While staff have been able to accommodate this project to date, it is becoming apparent that there are multiple demands which are creating gaps in project management capacities. The current ongoing capital project workload is extensive (Main Street LAPP project, The Farm Event Center Phase 1B, Granite Falls Blvd resurfacing, Granite Acres Greenway, etc), and it is demanding much of current Engineering staff capacity.

In addition, this Town Center project is one that carries high risk for the Town. As it is executed, this project brings with it complex timing needs, including coordination with Wake County for construction of the public library. It is also important to get the construction contracting process correct, and a project advisor with experience in CMAR construction can assist with that. Finally,

given the large debt load this project brings, it is important to have an experienced project manager in place who can help make early decisions that will keep this project within budget.

While these project advisory services do bring additional cost to the project, by advising on strategic decisions regarding the project, as well as helping to avoid project delays, these costs can likely be offset from savings during the process. As has been discussed previously, avoiding delays is an important aspect of keeping this project within budget.

The Town has posted a Request for Qualifications seeking information from vendors who provide capital project advisory services to further evaluate the use of an Owner's Representative and determine to what extent these services would best integrate into the Town Campus project.

2. Five-Year CIP Financial Projection

Finance staff have begun working with Davenport Public Finance, the Town's financial advisors, to update Rolesville's 5-year Capital Improvement Plan (CIP). As the Town Campus project has progressed during this initial phase, more complete cost estimates are in hand. In addition, with the completion of the FY24-25 financial statements, fund balance figures have been updated.

Staff anticipate holding a short work session with the Town Board in early January to review this revised 5-Year CIP. This will serve as a good point to check in with the Board's long-range capital plans, prior to moving ahead with the first debt application to the NC Local Government Commission.

3. Financial Policy Update

At that early January work session, staff also plan to propose updated financial policies. The Town's financial advisors have recommended that the governing board adopt a debt policy which will set forth the governing board's expectations for debt issuance and performance on key debt ratios. This will also be an opportunity to review other aspects of the Town's financial policy, which has not been updated since 2016.

Recommended Action

None - receive information

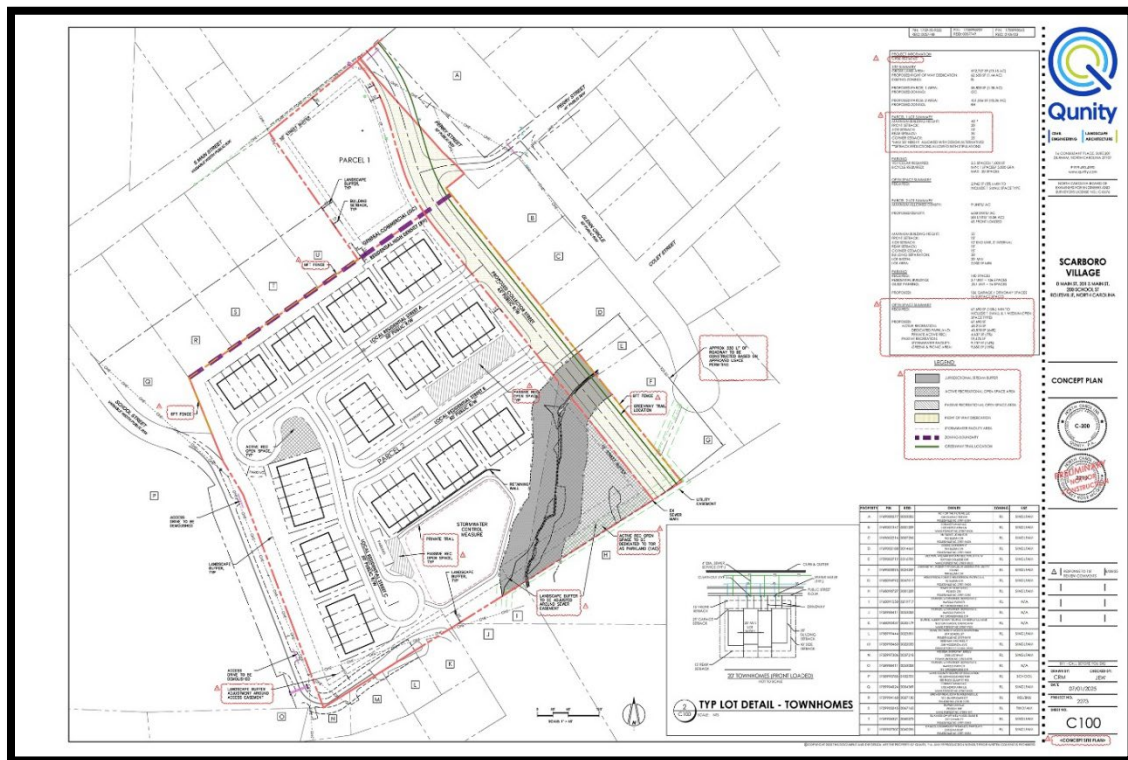


Memo

To: Mayor Currin and Town Board of Commissioners
From: Michael Elabarger, Interim Planning Director
Date: Meeting Held November 6, 2025
Re: Rezoning Map Amendment Application - REZ-25-05 Scarboro Village

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 Scarboro 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.

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.

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

The 2017 Comprehensive Plan's Future Land Use Map 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 in close proximity to 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 or not 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.

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.

The Land Development Ordinance (LDO) was adopted in 2021, four (4) years after the Comprehensive Plan and Future Land Use categories were adopted. In 2024, the Board of Commissioners began a review and revision process to the entirety of the Comprehensive Plan, including examining the appropriate residential density policies across the Town. With the adoption of the 2050 Comprehensive Plan on October 21, 2025, this rezoning can be reviewed against both the 2017 and 2025 Comprehensive Plans.

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 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
4	Rezoning Plat
5	Statement of Justification
6	Neighborhood Meeting Packages (August 18, 2025)
7	Trip Generation Letter (June 27, 2025)
8	Concept Site Plan (August 28, 2025)
9	Proposed Conditions of Approval (October 20, 2025)
10	Ordinance for Case REZ-25-05
11	ANX-25-03 Petition and Attachments
12	Ordinance 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: ☐ General ☒ Conditional	Total area requested to be rezoned (in acres): 1.71 to GC 11.44 to RH
Voluntary Annexation Application Submitted: ☒ Yes ☐ No ANX-	Current Location: ☐ County Limits ☒ ETJ ☒ 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:	
☒ Complete Application and checklist.	☒ Completed Property Owner's Consent Form – 1 per Owner- See page 5.
☒ 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.	☒ 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.
☒ 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)	☐ * 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.
☒ Legal Metes & Bounds	☒ Deeds with Book of Map & Page Number
☒ Sketch/Pre-submittal meeting held on: 6/12/2025	☒ Meeting Notes submitted
☐ <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

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

Required documents for Planning Board and/or Town Board meeting

☐ Neighborhood Meeting Information	☐ PowerPoint slides (or other digital media) to include in the Planning Board and Town Board Agenda Packets.
☐ 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.

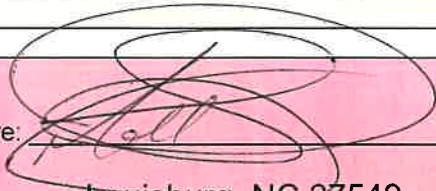
Please provide a separate form for each parcel number. For properties with multiple owners, each owner must complete an individual form. (A husband and wife may both sign and submit one form.)

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: [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.

The remainder of this page intentionally left blank.

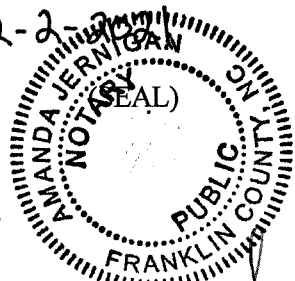
IN WITNESS WHEREOF, Grantors have hereunto set their hands and seals all as of the day and year first above written.

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



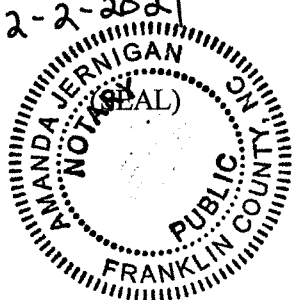
Amanda Jernigan
Printed Name of Notary:
Notary Public Amanda Jernigan
My commission expires: 09-15-2023

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



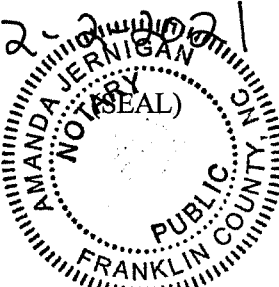
Amanda Jernigan
Printed Name of Notary:
Notary Public Amanda Jernigan
My commission expires: 09-15-2023

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**

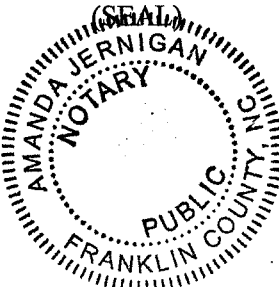
Date: 12-2-2021


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.

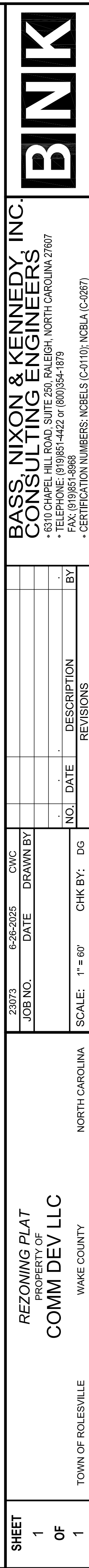
PARCEL PIN# 1758998909 (AREA TO BE REZONED RH):

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.

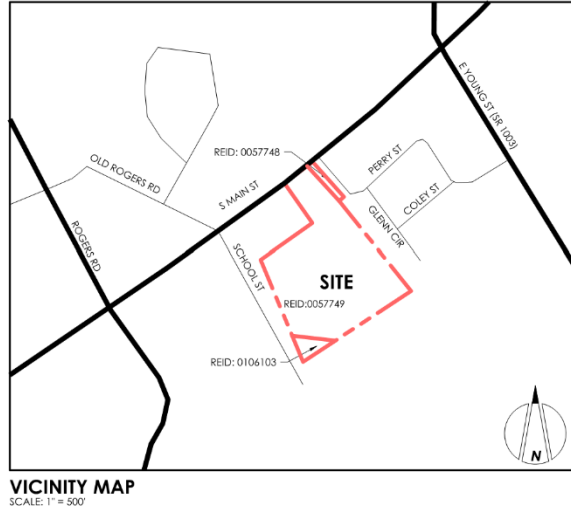
Dear Neighbor:

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

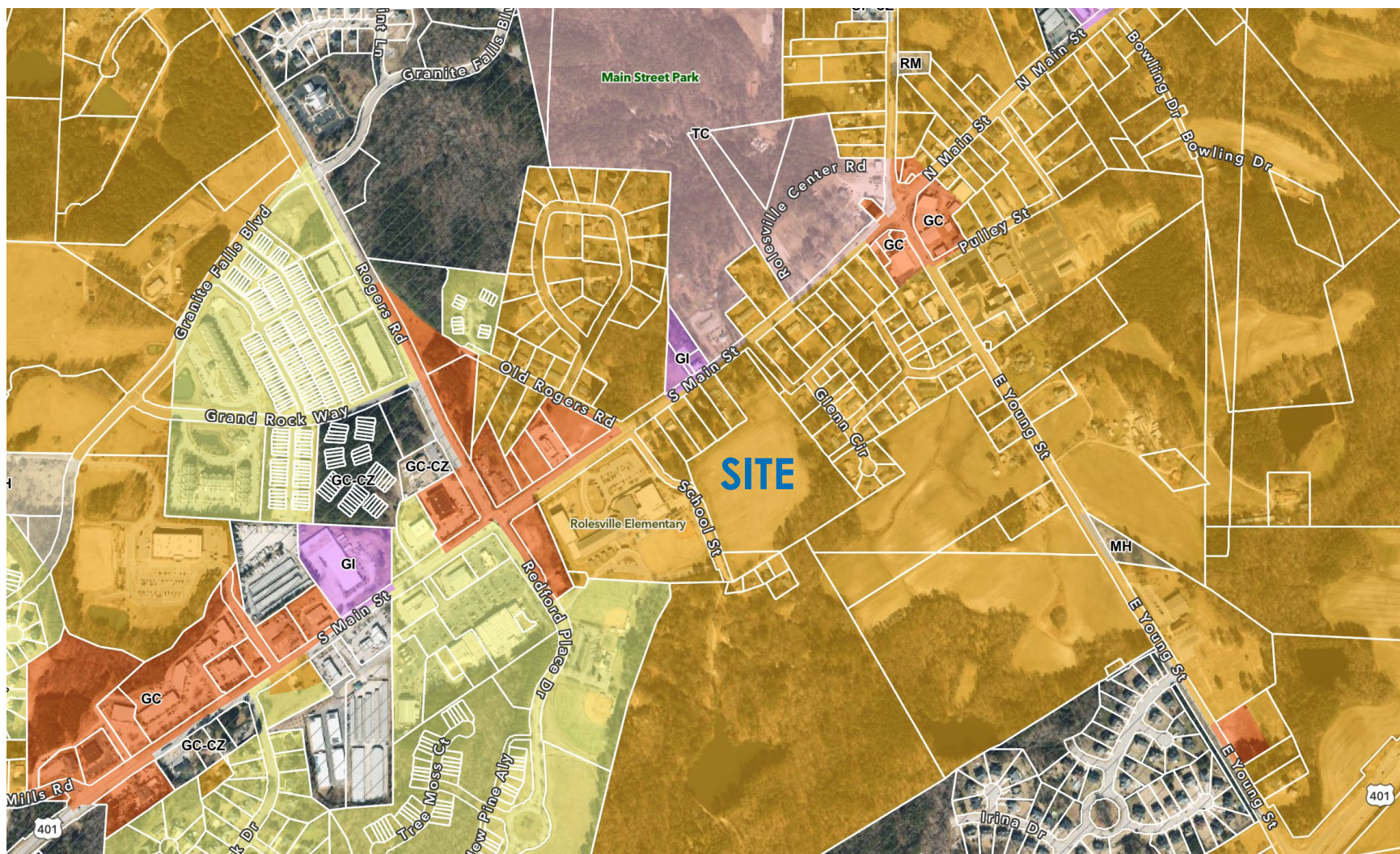
13.15 Acres

Existing Zoning:
Residential Low
Density (RL)



Current Zoning

Existing Zoning:
Residential Low
Density (RL)



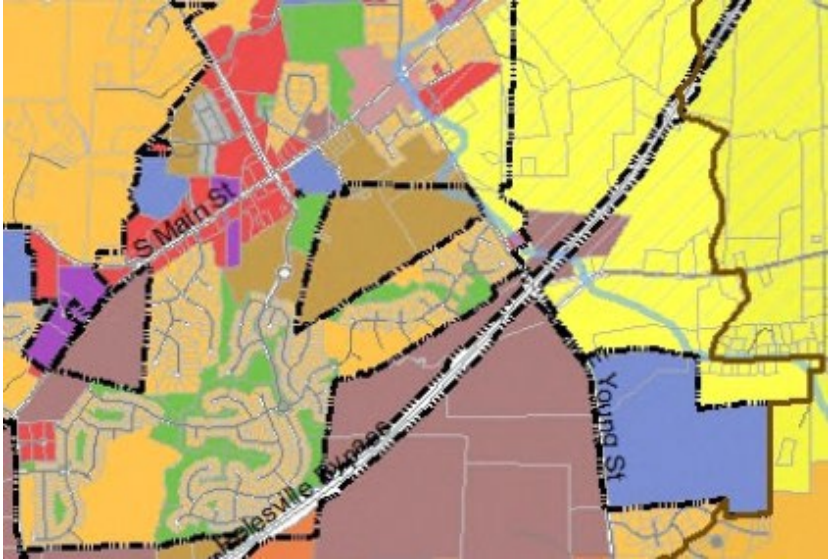


Future Land Use Map & Main Street Vision Plan

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



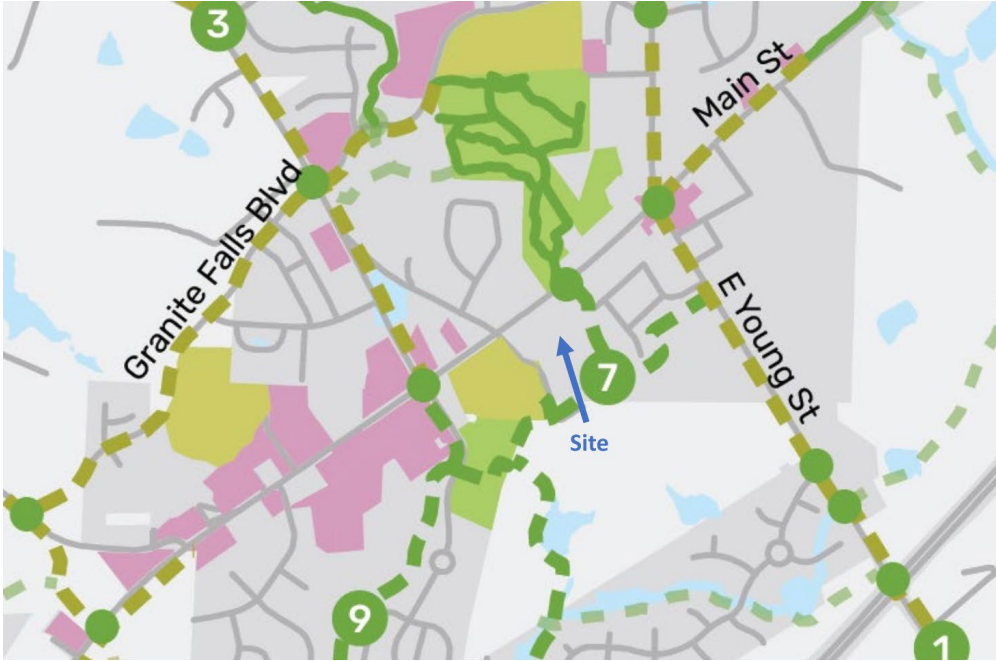
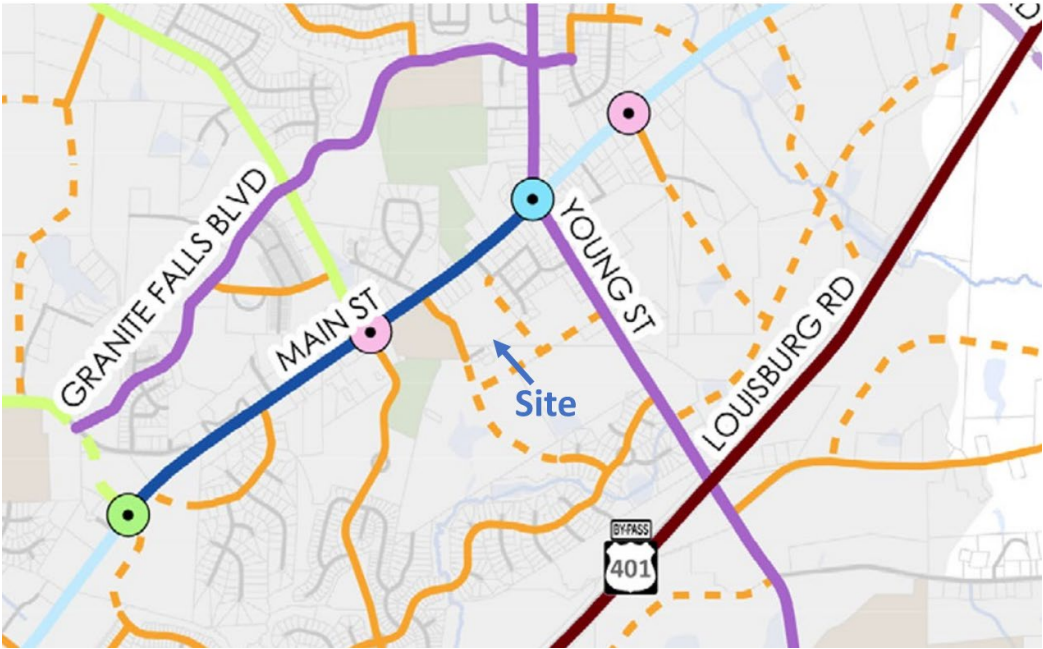
Rolesville Transportation & Greenway Plan

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?



Courtney McQueen,
PLA
LA Project Coordinator
cmcqueen@qunity.com
919-490-4990

[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 Rolesville, 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

© COPYRIGHT 2025 THIS DOCUMENT AND THE DESIGN ARE THE PROPERTY OF QUNITY, P.A. ANY REPRODUCTION WITHOUT PRIOR WRITTEN CONSENT IS PROHIBITED

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: ENVIRONMENTALLY SENSITIVE LAND: STORMWATER FACILITY:

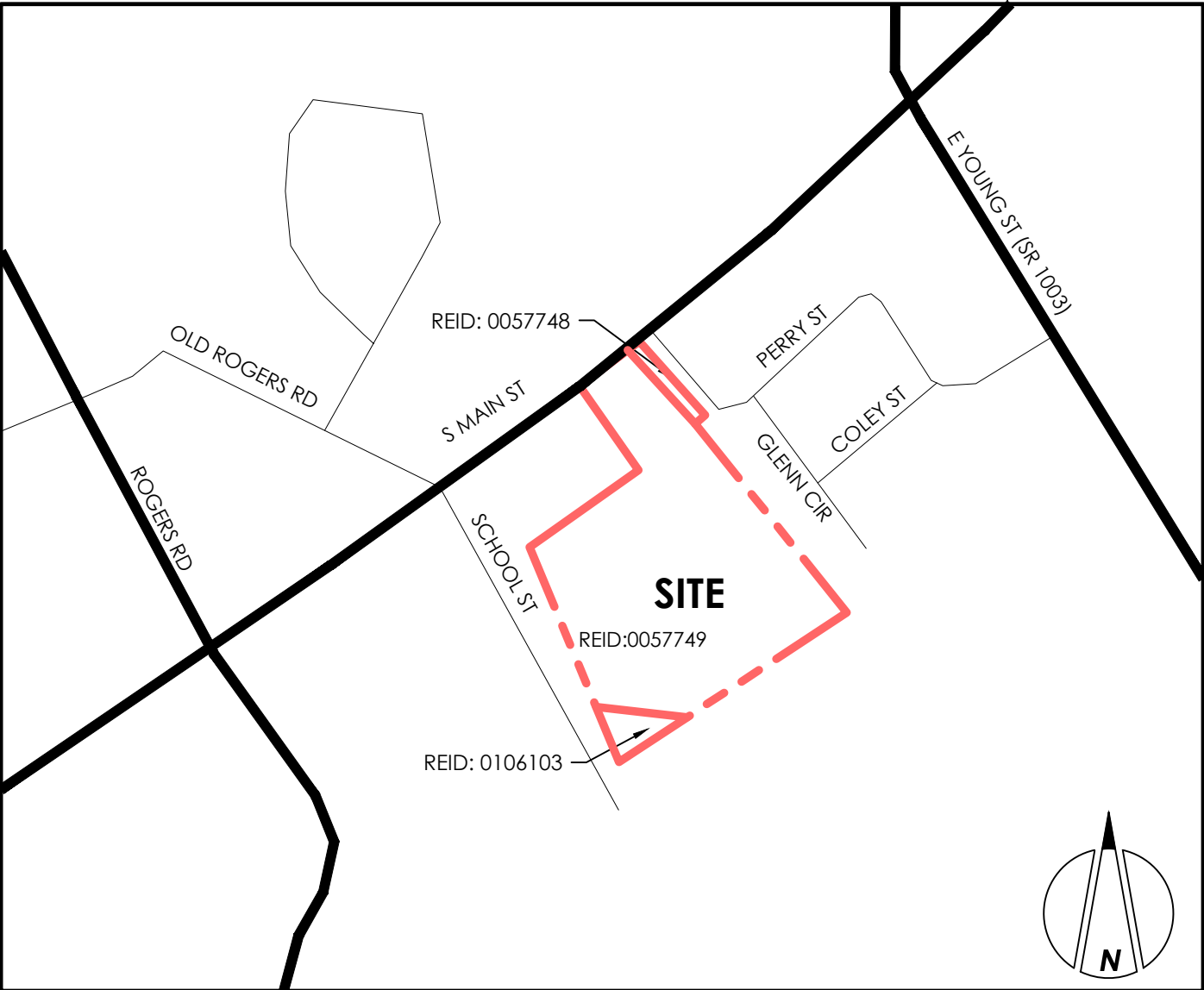
PROPERTY	PN	RED	OWNER	ZONING	USE
A	1769000577	0053005	NC FOR THE FUTURE, LLC 248 CHARACTER DR ROLESVILLE NC 27079-9384	RL	SINGLFAM
B	1769001347	0001209	EDORIS FAMILY, LLC 6105 HOPE FARM LN WAKE FOREST NC 27871-8426	RL	SINGLFAM
C	1769002216	0007256	HURLBUT, JENNIFER S 102 GLENN CIR ROLESVILLE NC 27071-9408	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, EDDIE 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 STONEBRIDGE DR	RL	N/A
J	1758988411	0053006	PARKER, W H PARKER, DORIS FAYE HAROLD PARKER 145 STONEBRIDGE 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 STONEBRIDGE 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	DORRICK, JAMES PO BOX 1811 WAKE FOREST NC 27888-1811	RL	TWOFAM
T	1759906321	0060273	ELKASE, DEAN T ELKASE, SUSIE E 207 S MAIN ST ROLESVILLE NC 27071-9660	RL	SINGLFAM
U	1759907307	0060335	EARLES, COLUMBUS T EARLES, 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

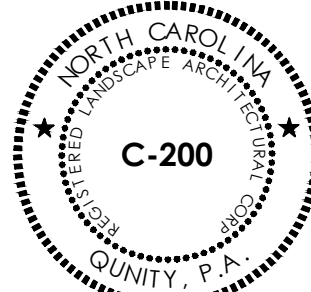
16 CONSULTANT PLACE, SUITE 201
DURHAM, NORTH CAROLINA 27707

P 919.490.4990
www.qunity.com

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

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 10/20/2025

PROJECT NO. 2273

SHEET NO.

C000

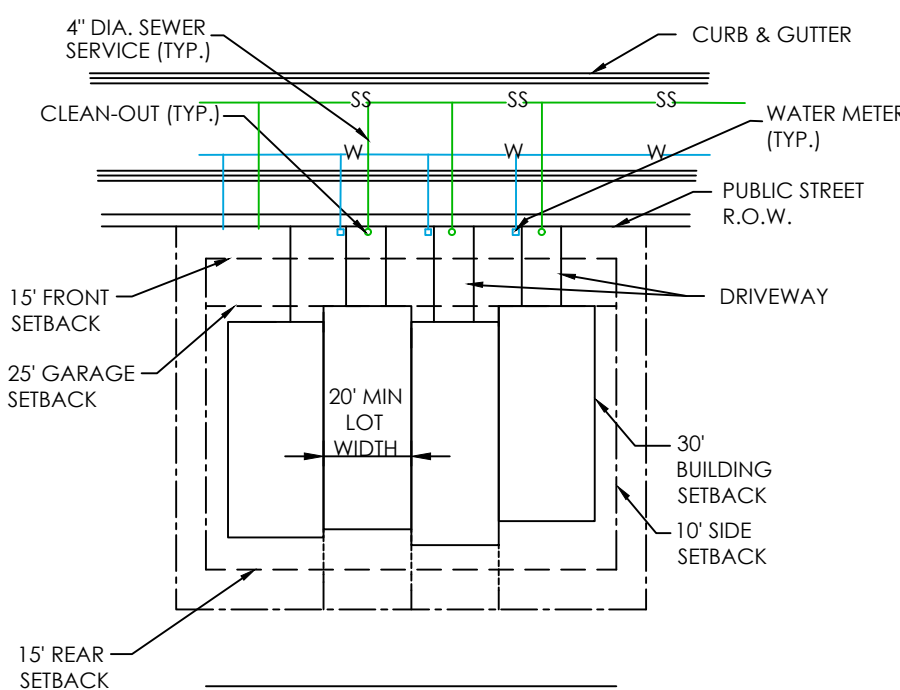
<CONCEPT SITE PLAN>



PIN: 1759-90-9525 RED: 0057748	PIN: 1758998909 RED: 0057749	PIN: 1758998560 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: 62,633 SF (1.44 AC)		
PROPOSED PARCEL 1 AREA: 58,828 SF (1.35 AC) PROPOSED PARCEL 2 AREA: 451,266 SF (10.36 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 VEHICULAR BUILDING: 2 / UNIT = 126 SPACES RESIDENTIAL BUILDING: 25/ UNIT = 16 SPACES GUEST PARKING: 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: 67,690 SF ACTIVE RECREATION: 48,215 SF DEDICATED PARKLAND: 43,578 SF (44%) PRIVATE ACTIVE REC: 4,637 SF (7%) PASSIVE RECREATION: 19,475 SF STORMWATER FACILITY: 9,737 SF (14%) GREENS & PICNIC AREA: 9,850 SF (15%)		

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



2 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	EDDERS FAMILY LLC 6105 HOPE FARM LN WAKE FOREST NC 27087-8426	RL	SINGLFA/A
C	1769002216	0007256	KIRLBY, JESSIE B 902 GLEN CIR ROLESVILLE NC 27071-9408	RL	SINGLFA/A
D	1769002188	0014661	COOKE, DOROTHY F 104 GLEN CIR ROLESVILLE NC 27071-9408	RL	SINGLFA/A
E	1759083719	0316781	BECTON, WILLIAM BRYANT BECTON, AMIE W 1607 OLD COLLEGE DR WAKE FOREST NC 27087-3823	RL	SINGLFA/A
F	1769003095	0024237	ABERNETHY, ROBERT FRANKLIN JR ABERNETHY, BETTY YOUNG 108 GLEN CIR ROLESVILLE NC 27071-9408	RL	SINGLFA/A
G	1768094992	0047017	HENDERSON, EDDIE HENDERSON, PATRICIA A 112 GLEN 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 27087-7803	RL	N/A
L	1758999444	0023551	DUNK, CHARLOTTE WOODOL, M ARDENIA 204 SCHOOL ST ROLESVILLE NC 27071-9418	RL	SINGLFA/A
M	1758998440	0022033	DEBANY, MICHAEL T 240 WOODROW AVE BRIDLEPORT CT 06606-3838	RL	SINGLFA/A
N	1758997386	0037218	PROCTOR, DOROTHY JONES 2108 US HWY FRAMINGHAM 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 EDDERS FAMILY LLC	RL	SCHOOL
Q	1759904024	0054369	EDDERS FAMILY LLC 6105 HOPE FARM LN WAKE FOREST NC 27087-8426	RL	SINGLFA/A
R	1759904168	0027130	BREWER REAL ESTATE HOLDINGS LLC 700 SILVER CREST 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	0060273	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 205 S MAIN ST ROLESVILLE NC 27071-9660	RL	SINGLFA/A



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

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: 10/20/2025
PROJECT NO.: 2273
SHEET NO.: C100
<CONCEPT SITE PLAN>

Scarboro Village | Conditional Rezoning: Voluntary List of Proposed Conditions V3 10/20/25

1. The Development shall be in general compliance with the Concept Site Plan dated October 20, 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.

ORDINANCE 2025-0-XX

**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 a Legislative hearing on November 6, 2025;

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 October 20, 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 6th day of November 2025.

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:

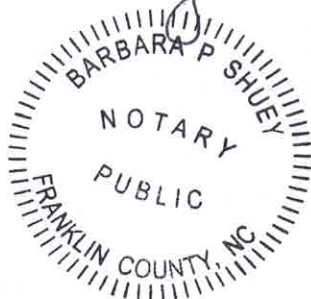
9191-490-4990; cmcqueen@qunity.com

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	
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:	
☐	Contiguous to the present corporate limits of the Town of Rolesville, NC, or
☐	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). Distance in miles to closest parcel located in town limits: Click or tap here to enter text..
Section F Submittal (Application Packet) Checklist	
☐	Annexation Petition Each parcel/property requires a separate annexation petition (application packet).
☐	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> Property Owned by a Corporation must include a Corporate Seal (refer to Section D).
☐	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.
☐	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.
☐	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

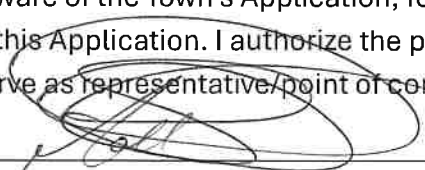
(PIN)

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.

The remainder of this page intentionally left blank.

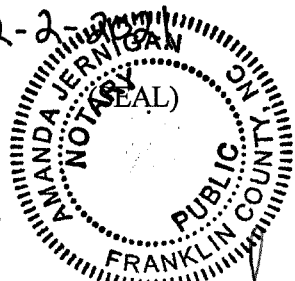
IN WITNESS WHEREOF, Grantors have hereunto set their hands and seals all as of the day and year first above written.

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



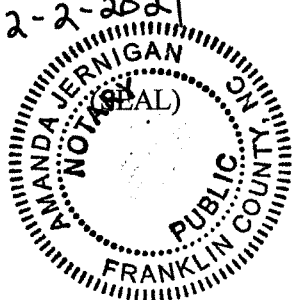
Amanda Jernigan
Printed Name of Notary:
Notary Public Amanda Jernigan
My commission expires: 09-15-2023

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



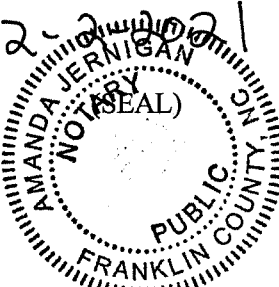
Amanda Jernigan
Printed Name of Notary:
Notary Public Amanda Jernigan
My commission expires: 09-15-2023

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**

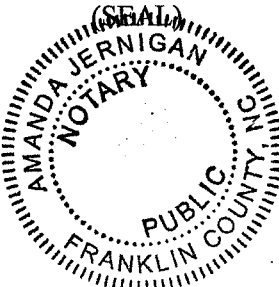
Date: 12-2-2021


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.

After Recording Mail to: Town of Rolesville
P. O. Box 250
Rolesville, NC 27571

AN ORDINANCE TO EXTEND THE CORPORATE LIMITS
OF THE TOWN OF ROLESVILLE UNDER THE
AUTHORITY GRANTED BY PART 1, ARTICLE 4A
CHAPTER 160A OF THE GENERAL STATUTES OF NORTH CAROLINA

ORDINANCE 2025-ORD-XX
CASE ANX-25-03 - 200 SCHOOL STREET

WHEREAS, the Mayor and Board of Commissioners for the Town of Rolesville, North Carolina has adopted a resolution under G.S. 160A-31 stating its intent to annex the area described below; and

WHEREAS, the petition has been certified by the Town Clerk as to its sufficiency of meeting G.S. 160A-31; and

WHEREAS, a legislative hearing on the question of this annexation was held in the Town Board Room at Rolesville Town Hall located at 502 Southtown Circle, Rolesville, NC 27571 at 6:30 pm or thereafter on November 6, 2025 after due notice; and

WHEREAS, the Mayor and Board of Commissioners finds that the proposed annexation meets the requirements of G.S. 160A-31;

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

Section 1. By the authority granted by G.S. 160A-31, the following described contiguous property owned by Comm Dev LLC is hereby annexed and made part of the Town of Rolesville effective as of September 03, 2024:

All that tract or parcel of land lying and being in Rolesville, Wake County North Carolina and being more particularly described as follows;

Section 2. That the Mayor and Board of Commissioners directs a duly certified copy of this ordinance and annexation boundary map be submitted for filing to the Office of the Register of Deeds of Wake County and the Office of the Secretary of the State of North Carolina.

Adopted this 6th day of November, 2025.

Ronnie I. Currin
Town of Rolesville Mayor

CERTIFICATION

I, Christina Yncian-Frazier, Town Clerk for the Town of Rolesville, North Carolina, do hereby certify the foregoing to be a true copy of an ordinance duly adopted at the meeting of the Town Board of Commissioners held on this 6th day of November, 2025.

Christina Yncian-Frazier
Town Clerk