



Town Board Meeting
February 3, 2026 – 6:30 PM
502 Southtown Circle, Rolesville, NC 27571

Agenda

1. Call to Order
2. Invocation & Pledge of Allegiance
3. Proclamation – Black History Month
4. Consider Approval of the Agenda
5. Consider Approval of the Consent Agenda
 - a) Resolution Regarding Fiscal Policy
 - b) Resolution Regarding Purchasing Policy Update
 - c) FY25-26 Budget Amendment
 - d) Capital Project Ordinance Amendment
 - e) Amendment of the 2026 Board of Commissioners calendar
 - f) Approval of Minutes for January 6, 2026, January 13, 2026 & January 20, 2026
6. Public Invited to be Heard

Individuals wishing to participate in Public Invited to be Heard (non-public hearing items) are requested to sign upon the form provided on the podium in the Town Board Chambers. When you are recognized, step to the podium, state your name and address then speak to the Town Board.

Individuals wishing to speak during the Public Invited to be Heard or Public Hearing proceedings are encouraged to be prepared and 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. Town Board Liaison Reports
8. Communication from Town Staff
 - a) Police Department – David Simmons, Police Chief
 - b) Fire Department – Jason Deitch, Fire Chief
9. Business Items

HEARINGS

10. Legislative Hearings
 - a) Legislative Hearing – REZ-25-03, Rezoning Map Amendment – 625 Averette Rd - Applicant and Michael Elabarger, Assistant Planning Director
 - b) Legislative Hearing – TA-25-10 - Land Development Ordinance Text Amendment (Building Separation) – Applicant and Michael Elabarger, Assistant Planning Department
 - c) Legislative Hearing – TA-25-11 - Land Development Ordinance Text Amendment (Buffer yards) –

Applicant and Michael Elabarger, Planning Department

d) Legislative Hearing – REZ-24-05 / Development Agreement Atticus Woods – Michael Elebarger, Assistant Planning Director

END OF HEARINGS

11. Communications

- a) Town Attorney
- b) Town Board

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 prior to the meeting to make arrangements.



Proclamation of the Town of Rolesville

BLACK HISTORY MONTH

WHEREAS, Black History Month was formally adopted in 1976 to honor, recognize, and affirm the importance of Black history throughout the American experience; and

WHEREAS, the history of people of African heritage spans tens of thousands of years and includes some of the most advanced, innovative, and influential societies in human history; and

WHEREAS, African Americans have played a significant and enduring role in the history of the United States, from the early days of the nation's pioneers to present-day leaders in fields such as aerospace, finance, government, education, science, and international trade; and

WHEREAS, during Black History Month, all Americans are encouraged to reflect upon the rich history, culture, and teachings of African Americans and to recognize the progress, achievements, beauty, and contributions they have made to society;

NOW, THEREFORE, BE IT PROCLAIMED that the Town of Rolesville **Board of Commissioners** hereby designates the month of **February 2026** as **Black History Month** throughout Rolesville and encourages all citizens to celebrate the collective ingenuity, creativity, cultures, traditions, and achievements of African Americans and to participate in community events honoring their lasting contributions.

ADOPTED this on the **3rd day of February, 2026**.

Ronnie I. Currin, Mayor

Christina Ynclan - Frazier
Town Clerk



Memorandum

To: Mayor and Town Board
From: Amy Stevens, Finance Director
Date: January 29, 2026
Re: Financial Policy Updates, Items #5a and #5b

Financial Policy

The resolution presented for consideration remains unchanged from the policy discussed at the work session on January 13.

Purchasing Policy

The resolution presented for consideration contains one change at the request of Mayor Currin. It adds an additional type of contract that would be brought before the Town Board for approval:

- Contracts where there may be an appearance of financial interest by governing board members.

Otherwise, the resolution matches the policy discussed at the work session on January 13.

Recommended Action

Approve the Resolution Regarding Fiscal Policy and the Resolution Regarding Purchasing Policy Update

Attachments

- Resolution Regarding Fiscal Policy
- Resolution Regarding Purchasing Policy Update

RESOLUTION REGARDING FISCAL POLICY

WHEREAS, North Carolina General Statutes, Chapter 159, Subchapter III “The Local Government Budget and Fiscal Control Act” set out the responsibilities for the fiscal management of local governments across the State; and

WHEREAS, the governing board and staff of the Town of Rolesville, North Carolina recognize the importance of maintaining strong fiscal management of local government funds; and

WHEREAS, due to continued community growth and changes in the operating environment, it is important to review and revise financial policies from time to time.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Town of Rolesville that the following policies apply to the financial management of the Town of Rolesville:

PURPOSE OF A FINANCIAL POLICY

This policy is a statement of the guidelines that will influence the financial management practices of the Town of Rolesville, North Carolina (the “Town”). A financial policy that is adopted, adhered to, and regularly reviewed is the cornerstone of sound financial management. An effective financial policy:

- Contributes to the Town’s ability to insulate itself from fiscal crisis.
- Enhances both short-term and long-term financial credit by helping to achieve higher credit and bond ratings.
- Promotes long-term financial stability by establishing clear and consistent guidelines.
- Links long-term financial planning with day-to-day operations.
- Provides staff, the governing board, and residents with a framework for managing the fiscal impact of government services.

BUDGETARY POLICY

- The annual budget process will be compliant with the North Carolina Local Government Budget and Fiscal Control Act.
- The Town will adopt a balanced budget ordinance each year. A budget is balanced when the sum of net revenues and appropriated fund balance equal expenditure appropriations.
- The tax rate will be set each year based on the cost of paying debt service and providing general governmental services. Consideration will be given to future net revenue requirements due to the impacts of capital improvement projects and programmed debt service.
- One-time or other special revenues will not be used to finance continuing operations but instead will be used for funding one-time or special projects.
- Budget amendments will be brought to the governing body for consideration as needed.

- The Town Board will receive a financial report at least quarterly showing year-to-date revenues and expenditures and comparing each amount to the amended budget.

FUND BALANCE POLICY

- Unassigned fund balance refers to funds that remain available for appropriation after all state statutes, previous designations, and expenditure commitments have been calculated.
- The Town will maintain a minimum Unassigned Fund Balance, as defined by the Governmental Accounting Standards Board, at the close of each fiscal year equal to 33% (equivalent to 4 months) of General Fund expenditures.
- Any funds over and beyond the targeted amount may be utilized for one-time or special purposes, such as but not limited to additional capital improvements or debt reduction.
- The Town Board may, on occasion, utilize funds that will reduce Unassigned Fund Balance below the 33% minimum for a declared fiscal emergency or to protect the long-term fiscal security of the Town. In such circumstances, the Town Board will adopt a plan to restore the Unassigned Fund Balance to the target level within an appropriate time period.

CAPITAL IMPROVEMENT POLICY

- The Town will consider capital improvements in accordance with an adopted capital improvement program. The capital improvement program will generally address capital assets with a value exceeding \$100,000 and a useful life of over five years.
- The Town will annually update a five-year capital improvement program which details each capital project, the estimated cost, description, funding sources, and impact on the operating budget.
- Whenever possible, restricted revenue sources will be utilized before unrestricted sources.
- Future capital expenditures necessitated by changes in population, land development, or economic base will be calculated and included in capital budget projections.
- The Town will use intergovernmental assistance to finance only those capital improvements that are consistent with the capital improvement plan and strategic priorities.

DEBT POLICY

- The Town will take a balanced approach to capital funding using debt financing, fund balance, capital reserves, and pay-as-you-go appropriations.
- No appropriations of the proceeds of a debt instrument will be made except for the purpose for which such debt instrument was intended. Debt financing will not be used to finance current operating expenditures.
- The Town will confine long-term borrowing to capital improvements or projects that cannot be financed from current revenues except where approved justification is provided.

- Capital projects financed through the issuance of bonds or capital leases will be financed for a period not to exceed the expected useful life of the project.
- The sum of general obligation debt and installment purchase debt will not exceed the North Carolina statutory limit.
- The Town will strive to maintain debt funding flexibility to maximize capacity for both identified and unanticipated capital needs and opportunities.
- Selected debt ratios will be calculated annually and included in a review of financial trends.
 - Debt to Assessed Value: Tax-supported debt as a percentage of estimated market value of taxable property shall not exceed 2.5%. The Town Board will document policy exceptions, stating the reason and length of time.
 - 10-Year Payout: The amount of outstanding principal to be retired in the next 10 years shall not fall below a minimum target of 50%. The Town Board will document policy exceptions, stating the reason and length of time.
 - Debt Service to Expenditures: Tax-supported debt as a percentage of annual General Fund revenues. In the future, the Town Board will work toward setting a target range of 15% to 20%.

CASH MANAGEMENT & INVESTMENT POLICY

- Public funds shall be invested with the emphasis on safety and liquidity. Yield shall be a secondary consideration. All deposits and investments of Town funds shall be in accordance with NCGS 159.
- The Town will seek to maximize the amount of cash available for investment, while also ensuring availability and mobility of cash to meet collection and disbursement needs.
- The Town may deposit and invest funds into any governing board approved official depository under NCGS 159-31 and the North Carolina Capital Management Trust.
- The Town Board will receive a financial report at least quarterly showing cash balances by Fund and investment type.

Approved this 3rd day of February 2026

Ronnie I. Currin
Mayor

[SEAL]

Christina Frazier
Town Clerk

RESOLUTION REGARDING PURCHASING POLICY UPDATE

WHEREAS, the Town of Rolesville procures commodities and services in the furtherance of municipal services to the public; and

WHEREAS, the Town is committed to updating administrative policies as needed to support the needs of its staff; and

WHEREAS, the Town follows all federal guidelines regarding purchases made using federal funds and updates internal procedures to align with federal changes.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Town of Rolesville that:

Section 1. Purchasing Policy *Section II. General Guidelines* is hereby amended:

A. LEGAL AUTHORITY

In accordance with North Carolina General Statutes, the Board of Commissioners must approve the procurement of:

- Contracts solicited through the formal bid process, as required by G.S. 143-129
- Sole Source purchases, as required by G.S. 143-129(e)(6)
- Previously bid “piggyback” contracts, as required by G.S. 143-129(g)

~~The Town Manager or his designee has approval authority for contracts procured by informal bidding methods or where the statutes do not otherwise require governing board approval. All statutory requirements for local government bidding and purchasing must be followed.~~

In regard to other contracts, the following authority thresholds apply:

Board of Commissioners. The Board of Commissioners will approve contracts that involve the following:

- Legal services.
- Construction & repair contracts with an expected cost of over \$500,000.
- Contracts that create a financial obligation for the Town over \$250,000 annually.
- Contracts where there may be an appearance of financial interest by governing board members.

Board motions to approve contracts should include a statement of authority for the Town Manager to execute the contract.

Town Manager. The Town Manager will approve and will execute all contracts that create a financial obligation for the Town over \$2,500 and \$250,000 or less and are not procured through the formal bidding process.

Department Heads. Department Heads will approve and will execute contracts that involve the following:

- Contracts that create a financial obligation for the Town of \$2,500 or less.
- Software subscription renewals of any dollar amount, if the original subscription was properly approved under this Policy, there are no changes to the subscription terms, and the inflationary increase is less than or equal to 5% of the previous year's cost.

Section 2. Purchasing Policy ***Section V. Competitive Bidding-Federal Funding*** is hereby amended:

B. PURCHASE CONTRACTS

Purchase Contracts costing less than \$10,000 \$15,000 shall be procured using the Uniform Guidance "micro-purchase" procedure (2 C.F.R. § 200.320(a)) as follows:

Purchase Contracts costing \$10,000 \$15,000 up to \$90,000 shall be procured using the Uniform Guidance "small purchase" procedure (2 C.F.R. § 200.320(b)) as follows:

C. SERVICE CONTRACTS

Service Contracts costing less than \$10,000 \$15,000 shall be procured using the Uniform Guidance "micro-purchase" procedure (2 C.F.R. § 200.320(a)) as follows:

Service Contracts costing \$10,000 \$15,000 up to \$250,000 \$350,000 shall be procured using the Uniform Guidance "small purchase" procedure (2 C.F.R. § 200.320(b)) as follows:

Service Contracts costing \$250,000 \$350,000 and above may be procured using the Uniform Guidance "competitive proposal" procedure (2 C.F.R. § 200.320(d)) when the "sealed bid" procedure is not appropriate for the particular type of service being sought. The procedures are as follows:

D. CONSTRUCTION AND REPAIR CONTRACTS

Construction and repair contracts costing less than \$10,000 \$15,000 shall be procured using the Uniform Guidance "micro-purchase" procedure (2 C.F.R. § 200.320(a)) as follows:

Construction and repair contracts costing \$10,000 \$15,000 up to \$250,000 \$350,000 shall be procured using the Uniform Guidance "small purchase" procedure (2 C.F.R. § 200.320(b)) as follows:

Construction and repair contracts costing \$250,000 \$350,000 up to \$500,000 shall be procured using the Uniform Guidance "sealed bid" procedure (2 C.F.R. § 200.320(c)) as follows:

Section 3. The Town Manager is hereby authorized to take all usual and legal administrative action necessary to fulfill this policy.

Approved this 3rd day of February 2026.

Ronnie I. Currin
Mayor

Christina Frazier
Town Clerk



Memorandum

To: Mayor and Town Board
Date: January 28, 2026
Re: FY25-26 Budget Amendment, Item #5c

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

1. Insurance Proceeds (from Police)

A 2024 Chevrolet Tahoe was totaled on 11/27/25. The Town's insurance company has agreed to cover the claim for the purchase of a new vehicle, reinstallation of usable equipment from the totaled vehicle, and replacement of any equipment broken in the collision. This amendment recognizes the receipt of \$66,770 in insurance proceeds to cover the cost of the replacement.

2. Insurance Proceeds (from Public Works)

The Town's insurance company has agreed to cover a claim related to damage and repairs to the garage shop door at the Public Works Facility. This amendment recognizes the receipt of \$8,190 in insurance proceeds to cover the costs of the repairs.

Recommended Action

Make a motion to approve the Ordinance to Amend the 2025-2026 Fiscal Year Budget Ordinance dated February 3, 2026.

**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 insurance proceeds related to totaled vehicle.*

Increase

Revenue

100-000-4725-0000	Insurance Proceeds	\$66,770
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Expenditure

100-310-5240-0000	Vehicles	\$66,770
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- 2. To appropriate insurance proceeds related to damage to facility.*

Increase

Revenue

100-000-4725-0000	Insurance Proceeds	\$8,190
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Expenditure

100-410-5210-0000	Maint & Repair Bldgs/Grnds	\$8,190
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This will result in a net increase of \$74,960 in both revenues and expenditures of the General Fund.

Adopted this 3rd day of February 2026

Ronnie I. Currin
Town of Rolesville Mayor

Attest: _____
Christina Ynclan
Town Clerk



Memorandum

To: Mayor and Town Board
From: Amy Stevens, Finance Director
Date: January 29, 2026
Re: Capital Project Ordinance Amendment

Proposed Amendments

Town Campus Site

The Town Board approved engaging an Owner's Representative for the Town Campus project. In addition, the preconstruction contract with Samet is due to be executed soon. The current Town Campus project budget does not contain sufficient funds for these contractual obligations which total about \$865,000. The attached Capital Project Ordinance anticipates using General Fund unassigned fund balance for these costs. Once the debt issuance for the Town Campus is complete, these costs can be reimbursed from the proceeds.

Loan Proceeds Adjustment

At the FY25-26 budget adoption, it was expected that Town Campus debt issuances would occur within the year so they were identified as the revenue source for the projects. However, a debt issuance on the buildings is not expected before June 30. As noted at budget adoption, since the debt issuance is delayed, fund balance will need to be appropriated to cover the upfront design costs for the Police and Fire buildings. This amounts to \$1,242,000 of Capital Savings fund balance in the General Fund. Once debt issuances are completed, these costs can be reimbursed through the proceeds.

Downtown Improvements

This proposed amendment appropriates \$450,000 to begin property acquisitions, including condemnation proceedings, for downtown infrastructure improvements. These future improvements include stormwater and parking facilities. The source of funds will come from the Capital Savings portion of the fund balance in the General Fund.

Fund Balance

There have been substantial transfers for capital projects from the fund balance of the General Fund this FY25-26 fiscal year. Previously, \$3.8 million was transferred to the Main Street Grant Projects Fund, and the items noted above transfer \$2.6 million to the Capital Projects Fund.

Of the \$3.8 million transferred to the Main Street LAPP project, about \$2.3 million is expected in reimbursement from CAMPO and the City of Raleigh later in 2026.

During the interim period, remaining cash reserves in the General Fund will be limited.

The chart to the right shows a detailed breakdown of how the June 30, 2025 fund balance in the General Fund is being used and how much remains.

Starting from the top, the breakdowns are color coded:

Blue = appropriations of fund balance under consideration tonight

Purple = previously approved appropriations of fund balance

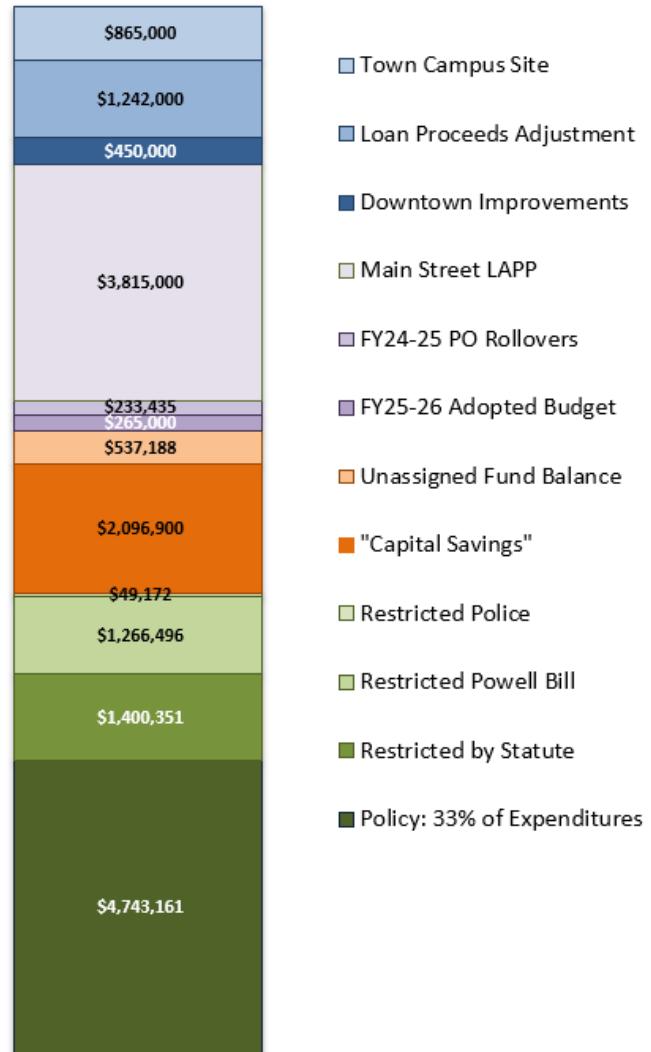
Orange = remaining unrestricted funds, including Capital Savings

Green = Restricted funds

For reference, at the beginning of the current fiscal year, there was \$5,826,623 in Unassigned Fund Balance and \$3,411,900 in Capital Savings.

GENERAL FUND - FUND BALANCE AS OF 6/30/2025

\$16,963,703



CIP Financial Model

Staff are working with Davenport Public Finance to update the Five-Year CIP Financial Model given the Town Board's current priorities. Early analysis indicates that the revenue requirement for adding the additional projects (scenario 2 from the January 13 presentation) is estimated to be up to one cent of property tax in the FY27-28 fiscal year.

Recommended Action

Make a motion to adopt the Capital Project Ordinance dated February 3, 2026

CAPITAL PROJECT ORDINANCE CAPITAL PROJECTS FUND

BE IT ORDAINED by the Board of Commissioners of the Town of Rolesville, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital projects are hereby authorized:

Section 1. Description of Projects:

TOWN CAMPUS (previously MUNICIPAL COMPLEX) *The project authorized is site acquisition, design, and preconstruction of a Town Campus site at 406 E Young Street. Amends previous capital project ordinance of June 17, 2025.*

	<u>FY20-21</u>	<u>FY22-23</u>	<u>FY23-24</u>	<u>FY24-25</u>	<u>FY25-26</u>	<u>FY25-26</u>	<u>TOTAL</u>
Revenues							
General Fund transfer	\$67,000	\$400,000	\$50,000	\$435,000		\$965,000	\$1,917,000
Loan Proceeds	<u>1,600,000</u>				\$100,000	<u>(\$100,000)</u>	<u>\$1,600,000</u>
	<u>\$1,667,000</u>					\$865,000	\$3,517,000
Appropriations							
Property Acquisition	\$1,667,000	\$200,000					\$1,867,000
Design		<u>200,000</u>	\$50,000	\$435,000	\$100,000	\$865,000	<u>\$1,650,000</u>
		<u>\$400,000</u>					\$3,517,000

POLICE STATION *The project authorized is the design and preconstruction of a Police Station at the Town Campus site at 406 E Young Street. Amends previous capital project ordinance of August 5, 2025.*

	<u>FY24-25</u>	<u>FY25-26</u>	<u>FY25-26</u>	<u>TOTAL</u>
Revenues				
General Fund transfer		\$150,000	\$970,000	\$1,120,000
Loan Proceeds		<u>\$970,000</u>	<u>(\$970,000)</u>	<u>\$0</u>
	<u>\$150,000</u>	<u>\$970,000</u>		<u>\$1,120,000</u>
Appropriations				
Design		\$150,000	\$970,000	\$1,120,000

MAIN FIRE STATION *The project authorized is the design and preconstruction of a Main Fire Station at the Town Campus site at 406 E Young Street. Amends previous capital project ordinance of June 17, 2025.*

	<u>FY24-25</u>	<u>FY25-26</u>	<u>FY25-26</u>	<u>TOTAL</u>
Revenues				
General Fund transfer		\$150,000	\$1,028,000	\$172,000
Loan Proceeds		<u>\$172,000</u>	<u>(\$172,000)</u>	<u>\$0</u>
	<u>\$150,000</u>	<u>\$1,028,000</u>		<u>\$1,350,000</u>
Appropriations				
Design		\$150,000	\$1,200,000	\$1,350,000

DOWNTOWN IMPROVEMENTS *The project authorized acquisition of land and easements associated with downtown parking and stormwater infrastructure.*

	<u>FY25-26</u>	<u>TOTAL</u>
Revenues		
General Fund transfer (capital savings)	\$450,000	\$450,000
Appropriations		
Land & Easements	\$450,000	\$450,000

Section 2. The officers of this unit are hereby directed to proceed with the capital projects within the terms of the budget contained herein.

Section 3. The Finance Officer is hereby directed to maintain within the Capital Project Fund sufficient specific detailed accounting records. The Finance Officer is directed to include an analysis of past and future costs and revenues on this capital project in the annual budget submission made to the Board.

Section 4. Copies of this capital project ordinance shall be furnished to the Town Clerk, the Budget Officer, and the Finance Officer for direction in carrying out this project.

Adopted this 3rd day of February 2026

Ronnie I. Currin
Town of Rolesville Mayor

Christina Frazier
Town Clerk



Memorandum

To: Board of Commissioners & Eric Marsh, Town Manager
From: Christy Frazier, Town Clerk
Date: 1/27/2026
Re: Consideration of Amendment to the 2026 Town Board Meeting Calendar

Purpose:

To request Board action to amend the 2026 Board of Commissioners Meeting Calendar.

Background:

On December 2, 2025, the Board of Commissioners approved the 2026 TB Meeting Calendar. A subsequent administrative review identified the need to correct the approved calendar.

Action Requested:

Staff requests that the Board amend the previously approved 2026 Board of Commissioners Meeting Calendar as presented (see attachment for review).

Town of Rolesville

PO Box 250 / Rolesville, North Carolina 27571 / RolesvilleNC.gov / 919.556.3506



2026 Town Board of Commissioners Monthly Meeting Schedule

1st and 3rd Tuesdays at 6:30 PM

(Please note this schedule/time is subject to change)

January 6, 2026	Town Board Regular Meeting – 6:00 p.m.
January 13, 2026	Town Board Work Session – 6:30 p.m.
January 20, 2026	Town Board Work Session – 6:30 p.m.
February 3, 2026	Town Board Regular Meeting – 6:30 p.m.
February 17, 2026	Town Board Budget & Work Session – 12:00 p.m.
February 17, 2026	*Town Board Work Session – *6:30 p.m.
March 3, 2026	Town Board Regular Meeting – 6:30 p.m.
March 17, 2026	Town Board Work Session – 6:30 p.m.
April 7, 2026	Town Board Regular Meeting – 6:30 p.m.
April 21, 2026	Town Board Work Session – 6:30 p.m.
May 5, 2026	Town Board Regular Meeting – 6:30 p.m.
May 19, 2026	Town Board Work Session – 6:30 p.m.
June 16, 2026	Town Board Regular & Work Session – 6:30 p.m.
July 21, 2026	Town Board Regular & Work Session – 6:30 p.m.
August 18, 2026	Town Board Regular & Work Session – 6:30 p.m.
September 8, 2026	Town Board Regular Meeting – 6:30 p.m.
*September 1, 2026	Town Board Regular Meeting – 6:30 p.m.
September 22, 2026	Town Board Work Session – 6:30 p.m.
*September 15, 2026	Town Board Work Session – 6:30 p.m.
October 8, 2026	Town Board Regular Meeting – 6:30 p.m.
October 20, 2026	Town Board Work Session – 6:30 p.m.
November 3, 2026	Town Board Regular Meeting – 6:30 p.m.
*November 5, 2026	Town Board Regular Meeting – 6:30 p.m.
November 17, 2026	Town Board Work Session – 6:30 p.m.
December 1, 2026	Town Board Regular Meeting – 6:30 p.m.



**Board of Commissioners
Regular Business Meeting**
January 6, 2026 – 6:00 PM
502 Southtown Circle, Rolesville, NC 27571

MINUTES

Present: Mayor Ronnie Currin
Mayor Pro Tem Dan Alston
Commissioner April Sneed
Commissioner Lenwood Long
Commissioner Michael Paul
Commissioner Paul Vilga
Commissioner Jenn Bernat
Interim Planning Director Michael Elabarger
Public Works Operations Coordinator Tammy Croom

Town Attorney Dave Neill
Town Manager Eric Marsh
Town Clerk Christy Ynclan Frazier
Police Richard Haynes
Interim Planning Director Michael Elen
Parks & Rec Director June Greene

1. Call to Order

Mayor Ronnie Currin called the Rolesville Board of Commissioners regular meeting to order on January 6, 2026, at 6:00 PM. He thanked everyone in attendance, noting it was a good way to start the New Year, and expressed his appreciation for their presence.

2. Pledge of Allegiance and Invocation led by Reverend Steve Davis

3. Proclamation – Dr. Martin Luther King, Jr.

The proclamation highlighted Dr. King's lifelong dedication to advancing social justice, affirming human rights, and unifying communities. It noted that in 1994, the United States Congress designated the holiday as a national day of service and encouraged Rolesville residents to volunteer during the day and beyond to continue Dr. King's legacy. The proclamation emphasized the ongoing need to embrace the principles at the heart of Dr. King's message: loving our neighbors, ending poverty, creating equitable economic opportunities, and taking nonviolent direct action against hatred, racism, and all forms of oppression. The Town joined in celebrating Dr. King as an incomparable civil rights leader and honored his life and legacy by promoting justice, peace, service, and community engagement.

5. Review of Agenda by the New Board and Addition/Changes of Items of New Business to the Agenda for Consideration

Motion made by Mayor Pro Tem Alston to approve the agenda, seconded by Commissioner Long. The motion passed unanimously.

6. Public Invited to be Heard

Charles Buchanan indicated he meant to sign up for the zoning hearing later in the meeting.

Jarvan Tucker from 313 Woodlief Farm Road in Terrell Plantation addressed the Board. He explained that he and his family had migrated to Rolesville over 11 years ago from Raleigh because of the small-town feel and the schools. However, he expressed concerns about traffic, particularly horror stories from his wife, who travels out every morning. He was especially concerned about the new Cobblestone development, which wasn't yet fully occupied, asking, "Once we have full occupancy there, what does it look like?" He questioned whether there were any plans to address traffic, especially for locals, noting that otherwise, people would have to move further out to avoid congestion.

7. Consent Agenda

- 7.a. Approval of the 2025 meeting minutes: October 30th, November 10th, November 18th, December 2nd
- 7.b. Approval of a Written Determination for an Alternative Parking Plan (APP) for 4724 Burlington Mills Road; the Board approved this matter at the Commissioners meeting during an Evidentiary Hearing on October 9, 2025.
- 7.c. Contract for Owners Representative of Town Campus Project
- 7.d. Approval of a Strategic Organizational Realignment Effective, January 12, 2026, and Amended FY26 Pay & Classification Plan

Town Manager Eric Marsh requested that item 7.c (Contract for Owners Representative) be removed from the consent agenda to discuss it at the special CIP meeting next week, in a work session setting, for more conversation and updates on progress. Commissioner Sneed noted that an amendment to the Parks and Recreation Advisory Board appointment recommendation was needed.

Motion made by Mayor Pro Tem Alston to approve the consent agenda with the removal of item 7.c to next week's meeting, seconded by Commissioner Paul. The motion passed unanimously.

8. Board Liaison Reports

Mayor Pro Tem Alston - Veterans

Mayor Pro Tem Alston reported on veterans' activities, noting they had been busy even during the holidays. On December 5th, the Navy National Defense Cadet Corps from Rolesville High participated in the seniors' network at Canaan Kingsgrove, with Captain Johnson leading over 13 cadets who had great fun. On December 13th, the Joel Fund held RECON (Resource Connections) for service members, veterans, and their families, an event held every other month focusing on healthcare, benefits, social enrichment, and education. The next event would be on February 21st at 0830 hours. The Joel Fund was also hosting a Veterans Housing Symposium on January 13th, focusing on pathways to stability, including transitional and residential programs. Veterans Bridge Home, in partnership with the Raleigh Vet Center, was inviting women veterans to a gentle wellness session on January 15th.

He also sent an email to the Veterans Park Design Committee with name ideas for the first-ever 9/11 memorial in conjunction with a veteran's memorial. Mayor Currin reminded everyone to plan for a 9/11 event this year, noting it would be their second, with the Parks Department taking a larger lead.

Commissioner Sneed - Parks and Recreation Advisory Board

Commissioner Sneed reported she had yet to have her first meeting, which would be on January 28th, but noted that the Parks and Rec Director would be on the agenda to provide updates.

Commissioner Paul - Senior Citizens

Commissioner Paul reported meeting with the town manager and director of Parks and Rec the next day to discuss expansion of senior programs for citizens, keeping with previous discussions about a senior center without walls. He looked forward to a productive meeting and noted Parks and Rec programs could be found on the Town website, and Senior Network programs at seniornetwork.org.

Commissioner Long - Planning Board

Commissioner Long provided a brief update, noting they had some vacancies and that they had a very long, extensive meeting on December 15th. He specifically called out Atticus Woods as something that would come before the board and that they needed to discuss.

Commissioner Bernat - Public Safety

Commissioner Bernat, as the newest board member, thanked everyone for coming out and wished them a Happy New Year. She noted that the public safety departments hadn't yet held their joint meetings. The new fire chief will start on Monday. She spoke with the police chief, who said there were no significant updates yet, just a new process being put into place for new hires and future police officers. Mayor Currin interjected about EMS services, expressing disappointment that service had gone downhill over the last two years, with 4-5 citizen complaints about long response times. He shared that at a park event, a young lady experienced something at Main Street Park, and it took EMS a long time to arrive. He felt they were at the mercy of Wake County funding and believed they had better service when East Wake EMS was in place. He criticized Wake County for not adequately funding EMS or screening calls, placing a greater burden on the fire department. Town Manager Marsh explained that Wake County EMS was framing the changes as call prioritization based on incident analysis. They delayed implementation after feedback from fire chiefs and first responders. Marsh opposed some changes and noted that they would engage with mayors' and commissioners' associations early in the year. The discussion continued with commissioners expressing concerns about the lack of transparency and the need for better engagement on this critical public safety issue.

9. Staff Report

Parks and Recreation - June Greene, Parks and Recreation Director

June Greene provided an update on the Farm project. They held their initial kickoff with ADW on October 29th and the first design workshop on November 25th, using a card-based activity to lay out different park elements. The next meeting was

scheduled for January 15th to continue refining the concept. On the funding side, the town applied for a Wake County hospitality tax funding grant on November 6th, partnering with NCFC to build 5 soccer fields with lights and irrigation. The total project cost for soccer fields was \$7.6 million, with the grant covering \$3.8 million, NCFC committing \$960,000, leaving the town's portion at approximately \$2.85 million. They were also working with the Raleigh Red Oaks collegiate baseball team, which wanted to make Rolesville its home field.

Discussion ensued about the number of acres needed for soccer fields, with Mayor Currin noting 5 fields could require 60-150 acres. Town Manager Marsh clarified that not all would be full-size fields. The board discussed revenue potential, with Marsh explaining the initial goal wasn't to make money but to build infrastructure, with revenue coming later. Commissioner Bernat asked about partnerships with other sports groups and funding sources. Greene confirmed they were always looking at grant opportunities, such as PARTF and Land and Water Conservation Fund grants. The discussion covered the master planning process, potential for agricultural education components, and how these facilities would support tourism and economic development goals.

Public Works - Tammy Croom, Public Works Operations Coordinator

Tammy Croom reported that two individuals would begin CDL school at Vance Granville Community College the next day and continue through March 10th. Holiday tree collection had begun with Christmas trees being picked up at the curb. The new 2026 solid waste calendar was available on the website at [rolesvillenc.gov/departments/public works/solid waste](http://rolesvillenc.gov/departments/public%20works/solid%20waste), with color-coded days indicating different collection days. She clarified Christmas tree pickup would be on regular yard waste days, noting they would be short-staffed during CDL training but would get to all pickups during the scheduled week.

10. Old Business

CONTINUED LEGISLATIVE HEARING

Continued Legislative Hearing for Rezoning Map Amendment Application REZ-25-05, Scarboro Village and Voluntary Annexation Petition ANX-25-03, 200 School Street

Michael Elabarger, Interim Planning Director, presented the continuation of hearings opened on November 6th. The applicant had made revisions addressing commercial use restrictions, right-of-way dedication, and public comments. The subject properties totaled 13.15 acres and were currently zoned for residential low-density. The applicant requested general commercial conditional zoning for the portion nearest Main Street and residential high-density conditional zoning for the remainder, proposing 63 townhomes and commercial frontage. Previous case history included the denial of Scarborough Apartments (240 units) nine months ago.

Worth Mills with Long Leaf Law Partners presented on behalf of the applicant, highlighting progress since November, including discussions with the Town's contractor, CLH Design, and the engineering firm CADMEN, to ensure proper

grading and alignment with the Town's campus site. He emphasized that the project represented downtown infill development aligned with the 2050 comprehensive plan's downtown residential designation. The applicant addressed the mayor's previous concern about four single-family homes to the southwest by proposing to dedicate the right-of-way for potential future annexation. They also provided a list of prohibited commercial uses, including retail sales and services (community), shopping centers, vehicle services, and vape/tobacco stores.

William Greene of 753 Strathwood Way spoke in opposition, citing concerns about out-of-control growth mirroring that in Wake Forest, disappointment that nearby townhomes are becoming rentals, and serious infrastructure impacts. He worried that increased traffic would make it harder to access new businesses in Cobblestone and potentially block access during construction.

Charles Buchanan of Wall Creek subdivision spoke against the rezoning, noting Rolesville had grown from 1,000 to 12,000 people since 2004 while relying on the same two-lane roads. He questioned whether the town was planning comprehensively for traffic from all approved developments, stating that developers see Rolesville as an investment opportunity but don't have to live with the traffic and infrastructure issues afterward.

Extensive board discussion followed, focusing on traffic concerns. Mayor Pro Tem Alston questioned whether residential high density was appropriate, given existing traffic problems. Commissioner Bernat explored options to modify the connector street, possibly making emergency access only or directing residential traffic to exit via Young Street. The board discussed the need for a traffic impact analysis, with the applicant's representative noting the previous iteration with 240 apartments had triggered a TIA. Town Manager Marsh explained that the municipal complex TIA had included this development and discussed the potential for signals at Young Street. Attorney Dave Neill clarified that this decision establishes the board's authority to modify the community transportation plan.

Motion made by Commissioner Sneed to continue the legislative hearing to January 20th to hear from the town's traffic engineer, Matt Peach of Stantec, seconded by Commissioner Bernat. The motion passed unanimously.

END OF HEARING

Mayor Currin called a recess at 8:18 PM and reconvened at 8:28 PM.

12. New Business

Advisory Board Appointment Recommendations

Board of Adjustment – 3-yr Terms - Mayor Pro Tem Alston

Mayor Pro Tem Alston reported they had three applicants, but Mr. Goss's term didn't end until later, leaving two actual applicants for two vacancies: Melissa Elliott and Jeff Wuchich. Mayor Currin noted the Board of Adjustment doesn't meet often (didn't meet at all in 2025) but has more decision-making power than the Planning Board, handling variances, special use permits, and appeals. Attorney Neill explained that

they handle cases where the ordinance creates an injustice due to lot shape, topography, or other factors beyond the applicant's control. The terms will end 12/31/2028

Motion made by Mayor Pro Tem Alston to approve Melissa Elliott and Jeff Wuchich to the Board of Adjustments, seconded by Commissioner Sneed. The motion passed unanimously.

Planning Board – 3-yr Terms - Commissioner Long

Commissioner Long reported nine applicants for three in-town vacancies, including one incumbent member and seven new candidates. The terms will end 12/31/2028

Motion made by Commissioner Long to recommend Brian Kennedy, Mindy Barham, and Tisha Baker Lowe (incumbent), seconded by Commissioner Paul. The motion passed unanimously.

Parks & Recreation Advisory Board – 3-yr Terms - Commissioner Sneed

Commissioner Sneed reported two in-town applicants applied, one incumbent and one new applicant. One interview was conducted. The terms will end 12/31/28

Motion made by Commissioner Sneed to recommend Ryan Paul and Judith Siwy (incumbent), seconded by Commissioner Bernat. The motion passed unanimously.

Tree Board – 2-yr Terms (subcommittee) - Commissioner Sneed

Commissioner Sneed reported two applications for two ETJ vacancies. Staff conducted interviews, and the Parks and Recreation Board recommended both applicants. The terms will end 12/31/2027

Motion made by Commissioner Sneed to approve Angela Von Canon and Brandy Schultz, seconded by Commissioner Bernat. The motion passed unanimously.

LEGISLATIVE HEARINGS

Legislative Hearing for TA-25-08, Land Development Ordinance Section 5.1, Hospital Use

Michael Elabarger, Interim Planning Director, presented an applicant-initiated text amendment brought by WakeMed Group to modify the LDO to eliminate the special use permit process when a hospital use is approved through conditional rezoning. This would allow the Board of Commissioners to make one decision rather than requiring a subsequent evidentiary hearing. The planning board unanimously recommended approval. Mayor Pro Tem Alston asked about mental health facilities near schools. Attorney Neill explained that this allows the board to consider all concerns without restraints at the rezoning level but noted the board must now do the work to address impacts that would otherwise be addressed in a quasi-judicial setting.

Motion made by Commissioner Long to approve TA-25-08 LDO text amendments for hospital use as consistent with the comprehensive plan, seconded by Mayor Pro Tem Alston. The motion passed unanimously.

Motion made by Commissioner Long to adopt the statement of consistency and reasonableness, as TA-25-08 is consistent with Rolesville's comprehensive plan and supports economic development, seconded by Mayor Pro Tem Alston. The motion passed unanimously.

Legislative Hearing for TA-25-12, Land Development Ordinance Section 3.4.1. Use of Development Agreements

Michael Elabarger, Interim Planning Director, presented a staff-initiated amendment to add the Town Center (TC) zoning district to previously approved changes, allowing development agreements to modify development standards. This was a technical cleanup for consistency across all three mixed-use districts. The change would enable applicants to request lower standards (like reduced setbacks) in exchange for other benefits to the town. Attorney Neill explained that development agreements were initially developed for large projects to lock in rules but have since evolved into negotiation tools.

Motion made by Commissioner Long to approve TA-25-12 as consistent with the comprehensive plan, seconded by Commissioner Paul. The motion passed unanimously.

Motion made by Commissioner Long to adopt the statement of consistency and reasonableness supporting economic development and land use focus areas, seconded by Commissioner Paul. The motion passed unanimously.

END OF HEARINGS

13. Communications

Town Attorney

Attorney Dave Neill clarified that boards never have to vote solely on the basis of comprehensive plan consistency. He emphasized the importance of explaining decisions, noting that the comprehensive plan can be amended and the board is the only entity that can change town policies. He cautioned that reasonableness must be based on legitimate legislative reasons and suggested future workshops on consistency statements. Mayor Currin requested examples to help the board, especially Commissioner Bernat, as the newest member, understand reasonableness standards.

Town Manager

Eric Marsh provided multiple updates. During the holiday, AT&T and Brightspeed began fiber installations after 2 years of waiting, prompting complaints about cut cables and yard damage. The town met with AT&T to address communication and restoration issues. Three department head vacancies were filled: Fire Chief Jason Dyche from Garner, starting January 12th; Planning Director Steven Weissman from Smithfield; and HR Director Shonda Wright from Wake Forest. The National Guard was conducting a free cybersecurity assessment all week, which would be paired with a \$35,000 state grant plus a \$15,000 town match for cybersecurity improvements. Marsh announced he received a Gov Business Review award as one of the nation's top 10 town managers, crediting the team and board's clear vision.

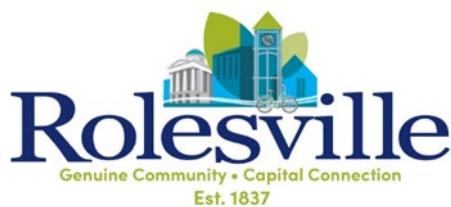
Discussion followed about fiber installation issues, with commissioners reporting damage to yards and underground structures. Marsh noted restoration should occur 1-2 days after work, with sod replaced where appropriate and seeding/straw elsewhere. Mayor Currin asked about the HR transition, and Marsh explained that Jenny would continue as a consultant on 6 special projects for about 4 months. Organizational changes effective January 19th would shift reporting relationships, with community services (parks, public works, planning, economic development, communications) reporting to the assistant town manager, while Marsh retained administrative services, public safety, and engineering. Town Hall would no longer close 12-2 PM, implementing an open-door policy.

Town Board

Mayor Currin requested that future workshops include examples of consistency versus inconsistency in zoning decisions to help the board make better-informed decisions.

14. Adjourn

Mayor Currin adjourned without opposition at 9:45 PM.



Board of Commissioners

Work Session

January 13, 2026

6:30 PM

MINUTES

Present: Mayor Ronnie Currin	Town Attorney Dave Neill
Mayor Pro Tem Dan Alston	Town Manager Eric Marsh
Commissioner April Sneed	Town Clerk Christy Ynclan Frazier
Commissioner Lenwood Long	Police David Simmons
Commissioner Michael Paul	Finance Director Amy Stevens
Parks & Rec Director June Greene	
Commissioner Jenn Bernat	Capital Project Manager Medhat Baselious
Facilities Maintenance Supervisor Eddie Henderson	

Call to Order

The Mayor called the Rolesville Board of Commissioners work session to order at 6:30 PM on January 13, 2026. He welcomed everyone in attendance, noting that a few people were present in person and thanking those watching online. The Mayor mentioned they were starting slightly late due to the swearing in of the new fire chief, acknowledging this as a significant milestone - Rolesville's first fire chief had just been sworn in. He expressed his desire to conclude the meeting by 9:00 PM, with 9:30 PM as the absolute latest, having already discussed timing with some of the presenters.

Consideration of Agenda

The Mayor directed attention to the agenda, noting that four items were listed with a possible closed session. He asked the Town Attorney, Dave Neill, whether a closed session would still be needed. The Town Attorney explained that they would first have an open session discussion of a capital improvements matter, and, depending on the board's conversation, he would then determine whether to recommend a closed session for certain aspects of that discussion.

Mayor Currin then asked that the agenda be considered as written, without a closed session. Commissioner Long made a motion to approve the agenda as

presented. The motion received a second from Commissioner Paul. All voted in favor with no opposition.

Consideration of Approval for the Town Campus Owner's Representative

Amy Stevens, Finance Director & Jessica Killian of Turner, Townsend & Heery

The Mayor introduced the next item, noting that it was the only voting item in the work session requiring board action, consideration, and approval for the town campus owner representative. He indicated that Finance Director Amy Stevens would kick off the presentation, possibly with Jessica tag-teaming on the topic.

Before Amy Stevens could begin, Town Manager Eric Marsh interjected, mentioning a conversation with Commissioner Sneed about Toastmasters that had prompted him to take the opportunity to introduce two new staff members. He first called forward Jason Deitch, the newly sworn-in fire chief, emphasizing the excitement about having him on board and inviting him to introduce himself to those watching both in person and at home.

Fire Chief Jason Deitch stepped forward and introduced himself with humor, stating, "Thank you for having me. Yeah, let me introduce myself. So the name is Jason Deutsch. I'm 42 years old. I'm a cancer. I like long walks on the beach." After the lighthearted opening, he expressed that it was "a true honor to be your fire chief." He shared his fire service journey, which began as a junior member on the north side of the department, and then, in 2005, when he joined the Garner fire department. He detailed his work through all ranks, from firefighter to assistant chief, until this position became available. Deitch expressed genuine excitement about the role, noting that many of the experiences Garner went through were either happening in Rolesville or about to happen, making him particularly well-suited for the position. He mentioned being a resident of Wake Forest right on the line and concluded by saying he looked forward to meeting and working with everyone, emphasizing his love for the fire department and his excitement about being there.

Eric Marsh then introduced the second new addition to the team - Stephen Wensman, the new planning director. Marsh made a playful reference to his name, joking, "WEN even though all we're going to do is win, win, win, no matter what, with him as our planning director." He noted they had been patiently waiting for Wensman after a rigorous 7-month search process, emphasizing the importance of planning matters, which "sit at the forefront of a lot of your minds and a lot of our community's mind" and are among the things that touch the community most through development.

Stephen Wensman introduced himself, explaining he came from the town of Smithfield, where he had served as Planning Director for 8 years. Before that, he had lived in the Twin Cities, "in the winter there," and served as planning director for the city of Lake Elmo, which he described as a first-ring suburb experiencing growth similar to Rolesville's. He noted that Smithfield had also experienced similar growth patterns, making him well-versed in managing such situations. He expressed hope that his experience would enable him to contribute meaningfully to the town.

Eric Marsh concluded the introductions by noting that the following week, their HR director would complete their fully staffed executive leadership team, with no remaining vacancies at the department level. He expressed excitement about this milestone before returning to the agenda.

Amy Stevens then began her presentation about the owner representative for the town campus project. She reminded the board that this conversation had started in November regarding the town campus project - the site, including the police station and main fire station. The discussion focused on engaging an owner representative to serve as the project manager for this large, complex project, bringing expertise in vertical capital projects.

Stevens explained that the town had chosen to use the construction manager-at-risk method, which differs from the usual design-bid-build approach. She described it as taking more time on the front end to get the design right, but allowing construction to proceed faster once it begins. This method, she explained, is "like a three-legged stool" with three components: the contractor (Samet, selected), the architect (ADW Architects), and the owner (the town).

Following an open and competitive RFP process that received about 10 responses, Stevens reported that the town staff team was recommending Turner and Townsend Heery to serve as the owner's representative. She highlighted that this is a national firm with local presence in Raleigh, and they had demonstrated experience with multiple public projects in North Carolina, particularly public safety facilities - an important consideration given the police and fire buildings in this project. Additionally, they demonstrated a strong approach to communication with staff, the board (as the ultimate owner), and the public.

Jessica Killian from Turner and Townsend Heery then took the floor, expressing excitement about being present on the night of the fire chief's introduction. She provided background on her company, explaining that it had been doing project management work in North Carolina for over 30 years, focusing exclusively on public-sector project management. The company works with cities, K-12 schools, and other public clients both in North Carolina and nationally. They have 10 project managers in the Raleigh area, 18 in North Carolina, and about 450 nationwide, all focused on public projects, including public safety complexes.

Killian introduced herself personally, sharing that she has a bachelor's degree in architectural engineering and a master's in construction management. She mentioned connecting with Eric as "buddy engineers" and explained she had been doing project management for over 20 years, with over 10 years in the public sector. She expressed her passion for moving projects forward and getting things done, acknowledging that while projects can feel like they're taking forever, there's a process behind it that's important to follow while maintaining communication and answering questions.

She also introduced her colleague, Chuck Bostick, who would focus more on the site infrastructure portion, given its rapid progress and significant impact on both their project and Wake County. Bostick has an environmental science degree, nearly 25 years of project management experience, and a particular interest in site infrastructure projects.

Killian outlined their approach to project management as a team effort, positioning themselves as advocates for city staff, the board, the fire department, and the police department. She emphasized the importance of ensuring that what's important to these stakeholders is heard, listened to, and remembered throughout the design process. She stressed their focus on staying within budget and meeting schedules, acknowledging that this project is part of a larger financial plan and phased development.

"Transparency," Killian stated, "is really, really critical to us." She encouraged direct communication regarding any questions, emphasizing the importance of keeping both the governing body and community informed about this significant financial investment. She touched on collaboration, noting they're already working with Samet and ADW on another fire station for Durham, which helps with understanding deliverables and design expectations. Regarding stakeholder engagement, she reiterated the importance of ensuring that questions are answered and that voices are heard. On accountability, she emphasized budget and schedule adherence, noting they have a timeline for when funds must be spent and that they are accountable to the needs of those who will use these 50+-year facilities. She concluded by positioning themselves as partners and advocate, expressing excitement about their selection and their immediate engagement with the project to avoid delays.

Commissioner Lenwood Long asked about recently completed projects that they could visit to learn about their work. Killian responded that most of their projects are currently ongoing, including work with Guilford County Schools, the City of Durham, the Triangle YMCA, and various other projects, and offered to facilitate visits if needed.

Commissioner Dan Alston inquired about the frequency of reports to the board regarding timely information and schedule adherence. Killian deferred to the board and staff's preferences, suggesting monthly reports as optimal, since more frequent updates wouldn't show significant change. Eric Marsh clarified that they would follow the same cadence established with the Main Street project: updates at every business meeting, with work session presentations for action items or change orders as needed. He noted the town campus project has advantages, including being set back from the road, avoiding traffic disruptions, and avoiding the urgent issues that had characterized the Main Street updates.

The Mayor then posed what he called a "comment, kind of a question, comment-type thing" about accountability, specifically regarding budget and schedule. While acknowledging the need for regular reports, he made a specific request: "I would like as soon as you guys can, once we approve tonight and you know, you're on board, is to give us dates, dates when the police department can move in their building, well it's July 1 of 2028 or September the fifth of 2026." He wanted specific move-in dates for both the police and fire departments, emphasizing, "I want the dates that you think that we can move them in...Move them out of the building and into the new building." Killian acknowledged this request, noting the distinction between contractor completion and actual occupancy, which includes furniture moving, equipment installation, and building training for both departments.

Commissioner Michael Paul sought clarification about their role as project manager, confirming they would ensure contractors do their jobs without breaks in forward

movement, thereby saving money to help offset the cost of hiring them. Killian confirmed this understanding, explaining that local governments often bring in owners' representatives because it's their whole job to ensure project completion while allowing staff to focus on their regular duties. She emphasized the project's complexity and the value of having a third party manage details and ensure all parties are reminded of decisions and deadlines.

The Mayor expanded on Commissioner Paul's point for the benefit of those watching, asking about their engagement with obstacles, including the City of Raleigh, Duke Energy, and other entities that could hinder the project. Killian affirmed they would fully engage with all such obstacles, noting that while the architect focuses on design obstacles and the contractor on construction challenges, their role is to coordinate everything, including furniture and other elements outside specific scopes. She specifically mentioned the need to engage Duke Energy early regarding underground power, which will take time and money. She acknowledged the City of Raleigh as "its own thing" requiring proactive planning. She emphasized the importance of ordering equipment early due to long lead times and their role in identifying and solving problems to maintain project goals.

The Mayor pressed further: "So it doesn't sound like you pass the buck." Killian responded firmly: "No, no, absolutely not, yeah. And again, that's why you're hiring us: we are accountable for what is happening on the project, you know. If we've got bad news, we'll bring it to you, talk about it, and figure out a solution. But that's, if we have to have hard conversations with the architect, with the contractor, with other folks, that's our job, that's what we do."

Commissioner April Sneed offered her understanding of an owner's representative, saying, "They said it's like you have a seat at every single table and they're the expert at that table for your organization." Killian confirmed this characterization, adding, "And if I don't know the answer, I'll find it."

Amy Stevens then clarified that the contract in the packet was an earlier version, with legal counsel still working through remaining issues, though the contract was substantially unchanged. She explained the motion would authorize the manager to sign, subject to the town attorney's final review.

The Mayor called for action. Commissioner April Sneed made a motion to authorize the town manager to execute a contract with Turner and Townsend Heery for owner's representative services for the town center project, subject to the town attorney's review. Commissioner Lenwood Long seconded the motion, and the vote was passed unanimously.

[Capital Improvement Project Updates – Eric Marsh, Town Manager and Staff](#)

Eric Marsh introduced the capital improvement project updates, explaining that before diving into the CIP portfolio, they would provide rapid-fire updates on active CIP projects from a 40,000-foot view. He noted that Medhat would provide updates on general town CIP projects, including Main Street, followed by Parks and Recreation updates on the farm and recreation-specific infrastructure. He mentioned that the written version of these updates had been provided in a memo to the board and added to the agenda packet for public access.

Medhat Baselious, Capital Project Manager, began his updates with the town campus project. He confirmed they now had Turner as the owner representative,

ADW as the architect, and Summit as the construction management at risk. For site development, he reported that he was almost in the final stage of design and cost estimate, with site work expected to start in April. The police department was in the last stage of development, design, and cost estimate. The fire station was similarly positioned, with development design almost ready and negotiations ongoing for the cost estimate. He reiterated the expected April start for site work, noting Turner's help might adjust timing.

For the Main Street project, Medhat reported working directly with Duke Energy and Wake Electric. Landscape work was estimated to start in the spring due to cold weather, and final paving was scheduled for March 2026.

The Granite Falls Boulevard resurfacing project was almost complete, with only minor items, such as manhole covers and road edges, remaining to be finalized.

June Green, Parks & Recreation Director, then provided updates on Parks and Recreation projects. For Farm 1B (the event center), they were in the design phase, with ADW helping develop the farm's master plan.

Regarding the Hud Main Street Park enhancement, Green reported receiving environmental reviews with a couple more items to check off. They were reacquiring bids for the project to follow the town's best-practice purchasing policies, reaching out to vendors for three bids to start enhancement projects, hopefully by spring.

For Farm 1A (the entrance), the driveway and parking lot were completed. They were working with DOT to get an easement to remove DOT fencing and install their own fencing along the front.

The Millbridge Amphitheater project was complete, with the town awaiting reimbursement from the state after submitting all invoices and billing for the grant.

For the Sanford Creek playground, they were working with a vendor selection process. The school had provided two vendors, but they needed a third to meet purchasing policy requirements. They expected to start fixing the playground in the next couple of months, including installing matting.

The Granite Acres Greenway project was still waiting on easement acquisition and litigation resolution related to their grant before knowing how to proceed.

Eddie Henderson, Parks Superintendent, who is now in public works, provided the final update on the town hall HVAC renovation. He explained the building's older HVAC units were being replaced as needed, with 6 of 9 total units already replaced and 3 remaining to be monitored and replaced when necessary.

Commissioner Sneed asked two clarifying questions. First, she requested examples of enhancements to Main Street Park. June Green and Eddie Henderson explained these would include Wi-Fi, cameras, painting the gazebo, rebuilding the shelter, restructuring the parking lot, and installing rubberized surfacing for the playground behind the bathrooms.

Her second question concerned Sanford Creek Park, noting it's Wake County School property and asking why the town was replacing equipment there. June Green explained that under their joint-use agreement with Wake County Schools, the town must purchase equipment upfront and then receive a 50% reimbursement.

Commissioner Paul clarified that this arrangement allows the town to use the ball fields and other facilities.

The Mayor asked about complaints about inadequate fencing that prevents kids from crawling under and reaching the road. Eddie Henderson confirmed the fencing had been replaced last year, addressing those complaints. June Green added that they had also cut branches and trees that were compromising the fence's integrity.

[Five-Year Capital Improvement Plan Financial Update – Davenport Financial Advisors](#)

Amy Stevens introduced the five-year capital improvement plan financial model update, joking that after the "appetizer" of project updates and "soup" course, they were now getting to "the entree" - "the steak and potatoes of the night."

She reminded the board that the last update was shared in March, almost a year ago, and that these updates have been ongoing annually since then. The March 2025 model had focused primarily on the town campus and farm activation projects, as highlighted in the red figure on her presentation. That model had been limited to those projects, had maximized available revenues, including fund balance above the minimum policy requirement, and had been based on assumptions of continued growth built into the revenue projections.

Stevens recalled that a year ago, they were examining the main fire station and had to adjust the number to right-size it, ensuring they could proceed without additional revenue resources. She emphasized that things change year to year - revenue situations change, expenditures change, and they're still working to finalize figures on town campus projects. She noted there were different faces at the table, including someone new, and that board members may have changed thoughts or priorities based on public feedback or community observations.

The goals for the conversation, Stevens clarified, were not to reach resolutions that night but to begin a conversation for the next few months. The objectives were to reaffirm that the CIP reflects board priorities and to prepare for debt issuances as they proceed with town campus projects (site, police station, fire station) currently in design, serving as a final check-in before debt issuance activities.

Stevens then introduced Mitch Brigulio from Davenport Public Finance to provide the model update. Mitch began by acknowledging the Mayor's 9:30 PM deadline, joking that it was only 7:20 PM. He encouraged interactive discussion and questions throughout rather than waiting until the end.

Mitch explained they were preparing for town campus financing, with actions expected in the spring before the fiscal year-end. He began with an overview of funding requirements for CIP, particularly the upcoming town campus financings. Using relatable analogies, he compared the process to buying a home or car - first understanding if you can get a loan based on your credit score. Similarly, municipalities need credit ratings instead of credit scores.

He explained that national credit rating agencies (Moody's, Standard and Poor's, Fitch) issue ratings for specific types of financings. While the town had previously gone directly to banks without needing national ratings, banks use similar evaluation criteria to those of these agencies. Mitch outlined that they would examine peer

comparisons at the highest credit ratings: triple-A, double-A, and single-A, both nationally and in North Carolina. He noted North Carolina communities, particularly in Wake County, are generally strongly rated, boding well for Rolesville's access to credit markets at attractive rates.

Reviewing the town's financial performance over the last five years, Mitch highlighted the importance of maintaining a structurally balanced budget in which annual revenues cover expenses, enabling fund balance growth or maintenance. The graphs showed Rolesville had successfully maintained this balance, with revenues (gold line) covering expenses (green bars) and allowing transfers (gray bars) for capital projects. The town had done "a very nice job" setting aside dollars in fund balance largely for capital funding.

Discussing financial policies, Mitch noted the town's existing general fund balance policy maintains unassigned fund balance at 33% of general fund expenditures - essentially enough to operate for a third of a year if revenue stopped. The policy limits the use of funds to 33% or less to one-time purposes, not ongoing expenses, thereby protecting the structural budget balance. Funds over 33% are transferred to the capital reserve, ensuring they're spent on one-time purposes. Following this policy has allowed the establishment of capital reserve funds, which are helpful for upcoming projects.

The peer comparison showed Rolesville's fund balance policy at the top of the graph in gold, with fiscal year 2025 and 2024 results showing improvement. The town compared favorably with national medians for AAA, AA, and A-rated municipalities, as well as with North Carolina peers. Even if utilizing funds down to the 33% policy level, the town would still compare favorably with medians and fall within the middle range of North Carolina cities and towns.

The Mayor interjected with historical context, explaining that at one time the town had very little money and would spend it all, and that it received letters from the Local Government Commission (LGC) about an insufficient fund balance. He noted they adopted the 33% policy and dedicated capital savings pennies without tax increases. Amy Stevens added that the treasurer's office had changed their benchmarking methods over the years, now using expenditure peer groups rather than population groups, and had broadened their financial indicators of concern beyond just fund balance.

Mitch then reviewed the property tax base overview, noting that Rolesville's tax base is a "rapidly growing tax base." Over the last 10 years, excluding revaluation years, the town grew at an annual rate of almost 9% (8.9%). For planning purposes, they assumed 8% growth for fiscal years 2027-2030, dropping to 6% for fiscal years 2031-2033, then reverting to 3% CPI growth thereafter. He emphasized this acknowledged rapid growth in the near term while using conservative longer-term projections.

The Mayor clarified: "You're planning up to '33, but we evaluate every year, and if it doesn't look like it's right next year, then that change, we change it, we redo it every year." Mitch confirmed annual evaluation, noting things change and evolve, requiring factoring in and measuring impacts.

Regarding outstanding debt, Mitch categorized all current debt as tax-supported from the general fund. He broke it into categories: town government/general fund debt

paid from capital savings (\$5.8 million), debt paid from parks and rec impact fees (restricted for park projects), and debt from street impact fees (none currently outstanding). Total outstanding debt was about \$6.5 million and was to be paid off by fiscal year 2043.

For debt ratios and capacity, Mitch examined the 10-year payout ratio - the percentage of debt repaid over the first 10 years. Currently at 72%, this exceeded the recommended minimum policy of 50%, showing responsible debt management. The second ratio, debt-to-assessed value, was 0.25% against a proposed policy limit of 2.5%, indicating significant debt capacity. The final ratio, debt service to expenditures, is currently 5.7%, but would come under pressure with new debt.

The Mayor asked about comparisons with larger cities like Raleigh, prompting discussion of how larger cities typically maintain lower percentages because of the raw dollar amounts. Amy Stevens explained it had become typical for municipalities to establish various capital funds, though Rolesville's ability to do so at its development stage was somewhat unique.

Mitch then detailed revenue sources for capital projects. The town had carved out several dedicated sources: general fund budgeted debt service (\$705,000 annually), 9.6 pennies dedicated to the capital savings fund (generating revenue that grows with the tax base), park impact fees (\$500,000 annually, conservatively assumed), and street impact fees. Additional revenues included fund balance transfers over 33%, Main Street LAPP reimbursement (\$2.3 million anticipated), reimbursement of preliminary town campus costs, and Wake County's 30% cost share for fire station debt service.

Commissioner Michael Paul asked if the Wake County contribution was fixed for the project's life. Mitch confirmed the assumption was 30% of annual payments through final debt maturity, though it still needed to be finalized with Wake County.

The debt affordability analysis showed that, utilizing all available revenues, the town could afford the projects in Scenario 1 (town campus and Farm 1B), totaling \$69.5 million. This estimate represented the higher end of potential costs, including design alternatives, inflation, and construction cost increases. The model also included \$890,000 in annual operating cost allocations for when facilities come online.

Scenario 2 added Granite Falls Boulevard improvements, downtown parking, land purchases, and the Veterans Memorial - projects assumed to be cash-funded, as debt capacity would be maximized under Scenario 1.

During a detailed review of the financial projections, Commissioner Paul expressed concern about assuming 8% growth, noting sensitivity around revaluations and whether the town could "stomach" such growth. Mitch clarified that the 8% represented natural growth (new construction), not revaluation of existing properties, and matched historical performance.

The Mayor emphasized that the plan showed no tax increase was required for these projects, noting that dedicated pennies over the years have become increasingly valuable. He noted that while fund balance would decrease, the town historically had no capital program until recently. Mitch confirmed this approach wasn't unique, but Rolesville's ability to prepare at their development stage was somewhat unusual.

The projections showed debt service increasing from about \$1 million currently to north of \$7.5 million annually, creating a declining payment structure over 20 years with level principal payments. Key assumptions included 5% interest rates (conservative given current market rates of 4-4.5%) and maintaining the 50% payout ratio.

When the Mayor asked about dates for police and fire department occupancy, this had already been addressed earlier with Jessica Killian. The discussion covered various factors that could improve or worsen projections, including interest rates, tax base growth, impact fees, and project costs.

Commissioner Paul noted they were "getting pretty close to draining the surplus," going from almost \$13 million to \$329,000. The Mayor responded that, while concerned, the capital fund would continue providing funding for improvements with \$50 million available by 2052 - something the town never had before.

Mitch characterized the plan as maximizing revenues but acknowledged it was "tight." He emphasized the need for annual monitoring, noting that if growth doesn't materialize as projected or interest rates rise, additional revenues would be needed. Conversely, better-than-expected growth would improve the situation.

The Mayor asked Mitch directly: "Do you describe it as being healthy?" and "Do you describe our plans as realistic and not too risky?" Mitch responded affirmatively, praising the town's financial management and thoughtful preparation over several years. He noted they could have waited to address funding, but instead had already set aside dollars. He characterized the approach as striking "a nice balance" between not over-committing on the front end while setting aside what's needed based on reasonable assumptions, then revisiting annually as results come in.

The Mayor concluded by thanking Mitch and Davenport for their long partnership (8-10 years), noting, "we wouldn't be here today talking about these. I mean, this is a lot of money. For this small town to spend. We wouldn't be here without your help." Mitch reciprocated, saying it had been a pleasure working with the board over the years.

Amy Stevens then continued with visual representations of the financial model. She showed how Scenario 1 focused on immediate projects (campus and Farm 1B), maximizing available revenues and assuming receipt of the \$2.3 million LAPP reimbursement. Using bar charts, she illustrated fund balance components over five years, including general fund unavailable (33% policy minimum), Powell Bill funds (restricted for resurfacing), capital savings, and excess over 33%.

She emphasized a crucial mindset change: the town had historically maintained a large excess (green area on charts) for unexpected capital needs, but the current model programs all available funding. She showed how \$4 million had already been appropriated this fiscal year for various purposes, including Main Street project transfers. By year's end, only a \$300,000 "tiny green sliver" would remain as excess.

Stevens stressed, "The financial model is using all of this funding. It's programming the capital savings. It's programming what's left in the green. And so all of it's being used for something in this 5-year plan." This meant future new items would require something else to be removed.

Scenario 2 added additional projects in blue, requiring additional revenues except for Granite Falls Boulevard, which could use available street fees. Stevens reiterated these were conversation starters, not resolutions, aimed at ensuring the CIP reflects board priorities and preparing for debt issuances for projects already in design.

Eric Marsh provided context for the blue items (Veterans Memorial, Granite Falls Boulevard, downtown parking, land purchases), noting these had been discussed individually with board members. He clarified that Veterans Memorial had received board action on a plan, while others remained discussion items without formal action. Commissioner Alston confirmed that, legally, they still had "runway" on non-approved items - they weren't delaying something not yet started.

Stevens concluded by noting Davenport could run different scenarios if the board wanted to explore different project placements or timing.

Financial Policy Updates – Amy Stevens, Finance Director

Amy Stevens introduced two policies for review: the overarching financial policy and the town's purchasing policy. She noted that this would be brief, as they had already been at the meeting for two hours.

Starting with the financial policy, last reviewed in 2016, Stevens explained that it had served the town well, with few suggested changes, and that the policy remained substantially the same. Two additions were proposed to prepare for the upcoming debt issuance. Since only the Mayor had been seated when the policy was last adopted, she would highlight the major components without reading it in its entirety. The policies would be presented for adoption at the February meeting.

The Budgetary Policy section states that the town will comply with state law. Stevens had cleaned up redundant language that merely restated the law. It clarifies that one-time revenues will be used for one-time purposes, citing ARPA funds as an example, noting that the board had discussed using the one-time cash infusion for one-time purposes rather than operations. The policy requires regular reporting to the board, at a minimum, quarterly. However, Stevens noted she had returned to providing monthly financial reports - a streamlined one-page front and back format she felt was important for the board and public.

The Fund Balance Policy section proposed no significant changes, maintaining the 33% minimum general fund expenditures. Stevens briefly touched on the importance of fund balance for emergencies and cash flow, noting that most revenue arrives in November and December.

The Mayor provided historical context about previously receiving LGC letters about insufficient fund balance when the town "really had not very much money and we would spend all of it." He confirmed they adopted the policy without tax increases by dedicating pennies annually. Stevens added that the treasurer's office had updated their benchmarking methods and broadened financial indicators beyond just fund balance.

The Capital Improvement Policy had one significant change: increasing the threshold to \$100,000 or more with a useful life of 5+ years. Stevens explained that when she arrived, the capital budget included items like police cars and snowflake lights, now rolled into operating budgets. The town had grown to focus on "ABCD of capital:

asphalt, bricks, concrete, and dirt," with the Fire Department addition adding "F" for Fire Apparatus - million-dollar equipment requiring planning.

The Debt Policy included significant additions. While maintaining existing provisions (no debt for operating expenses, financing matches useful life), it added the debt ratios Mitch had discussed: a 10-year payout minimum of 50%, a debt-to-assessed-value maximum of 2.5%, and a future debt service-to-expenditures range of 15-20%.

The new Cash Management and Investment Policy wasn't changing practices; it was putting current procedures in writing, as recommended by the North Carolina Government Finance Officers Association. It emphasizes safety and liquidity over yield, avoiding risky investments. It specifies deposits in official depositories (banks) or the Capital Management Trust, with regular reporting at least quarterly (though provided monthly).

For the Purchasing Policy, Stevens didn't include the full, lengthy, technical document that restates state and federal law. The major change clarifies contract approval. Current policy contains broad, non-specific delegation to the town manager, though recent managers haven't fully utilized this broad authority, bringing large contracts to the board.

The proposed language clarifies that the Town Board approves contracts of \$250,000 or more, legal services (as they hire the town attorney), and formal bidding (required by state law anyway). The town manager is explicitly authorized to sign contracts under \$250,000, with delegation to department heads for contracts under \$2,500 and certain software renewals.

The Mayor asked how the \$250,000 threshold compares to peers. Stevens said it varied - some at \$100,000, others at \$500,000, with some much higher, as seen in recent news. She felt \$250,000 was reasonable and middle-ground. The Mayor clarified these were budgeted items with amounts already approved, and the manager was awarding contracts by signature. He emphasized that this should cover small emergency repairs, such as AC units, without board approval, which Stevens confirmed the policy would allow.

Eric Marsh added that formal bidding would capture almost all significant contracts, typically covering items such as HVAC replacements or vehicle purchases that are already budgeted. Town Attorney Neill explained that the legal concern was that the previous policy could be read as delegating everything to the manager unless state law required board action, making this clarification important.

Commissioner Long noted that, given recent developments around spending, having specific numbers would eliminate unnecessary questioning. Stevens agreed, noting they'd discussed this for months - not necessarily in reaction to recent events but with appropriate timing. The attorney added that managers typically brought significant items to the board as good management practice, even when they had authority.

Commissioner Sneed asked about federal thresholds in the resolution. Stevens clarified that all changes in section 2 reflected updated federal uniform guidance thresholds, acknowledging inflation.

Stevens concluded that both policies would be presented on February 3rd for consideration, encouraging board members to read them and contact the manager

with any questions. She confirmed the debt policy included the ratios Mitch discussed, which she was comfortable with based on benchmarking peer communities and ensuring they wouldn't immediately violate newly adopted policies.

Mitch added context on typical policy ranges: 10-year payout 50-60%, debt-to-assessed-value 2-3%, making their proposed limits reasonable. For debt service to expenditures, many growing communities don't address it initially, as infrastructure must be built before budgets can grow into it. The proposed approach acknowledges its importance through monitoring without setting limits that the town would immediately exceed.

Mayor Currin took a recess at 8:40 and reconvened at 8:49 p.m.

Communications

Town Manager

Eric Marsh asked whether the board wanted to discuss downtown parking, as they had in breakout groups. He provided context on the evolving downtown experience, explaining that discussions had shifted from the high-level Main Street vision project corridor to a more specific focus on establishing a thriving downtown district at the Main and Young intersection. These conversations had intensified over the last 18 months as they approached completion of the Main Street project, engaged with small businesses, partnered with the chamber for events like Mingle on Main, and considered the business ecosystem and resident experience.

Marsh explained that pursuing additional convenient parking had emerged from these discussions, considering the town's property-to-commercial tax base ratio and input from community members and small business owners about ideal parking locations. With the fire station transition creating town-owned property at the main intersection, staff had pursued examining parking additions at Main and Young.

Working with Michael in economic development and the town engineer, Bolton and Menk, they had developed a draft concept plan for expanded parking in downtown Rolesville. The plan showed over 140 proposed parking spaces, with a more detailed engineering design to specify exact layouts. The proposal involved properties where owners would partner, contribute, or the town would acquire to create downtown parking supporting increased business patronage and stimulating the economic ecosystem and live-work-play experience.

Marsh noted they had committed economic development funds to the concept, but needed board approval for further engineering design and pursuing eminent domain on one property needed for access from South Main. The flat parking lot would connect South Main and East Young, providing streamlined access to area businesses.

Regarding environmental impacts, the color-coded second document showed stormwater infrastructure considerations. Though focused on parking, the project would involve larger stormwater engineering efforts. Marsh explained that they had already conducted preliminary studies on stormwater issues in the Perry Street community. The resurfacing would make off-site improvements eligible for Powell Bill funding, addressing stormwater aspects that became eligible about two years ago.

While not immediate, the property acquisition, eminent domain, and engineering would take time and require board approval to proceed.

Commissioner Long asked about the extensive drainage improvements shown on the color-coordinated map, noting they seemed to extend across streets and around the circle. Marsh clarified that pink represented sidewalks, green the parking surface, blue stormwater capture areas, and red slopes for water flow. The drainage improvements on Perry Street have already been planned over the past two years, pending completion of the Main Street project. The dotted lines didn't necessarily indicate pipes; they could involve regrading ditches with minimal current flow. Work would be carried out properly with temporary construction easements similar to those for the William Street improvements, but less intensive.

Marsh explained that any full-width street resurfacing requires ADA compliance (such as handicap ramps on Granite Falls Boulevard) and addresses stormwater through proper street sloping and ditch lines. Some concrete pipes under streets and driveways may need to be replaced due to dirt, sediment, or crushing over time. The community had requested these improvements since his arrival, seeking stormwater solutions and paving after heavy use as a Main Street bypass. He emphasized that the planned stormwater work would supplement the parking project as a single-phased project, starting with the stormwater already planned.

Commissioner Paul asked whether the design would eliminate future parking needs for the commercial use of the fire department's property. Marsh explained this design alone wouldn't eliminate that need, but establishing a downtown district would decrease stormwater and parking requirements for redevelopment, making this a complementary next step.

The Mayor elaborated that, currently, any development at the fire department site would require building a parking lot, as would any other property development there, creating multiple independent parking lots with drainage issues. This consolidated approach would allow adjoining properties to avoid the need for individual parking and stormwater requirements in a downtown district where buildings are the only responsibility.

Commissioner Long sought clarity on the extent of the drainage improvement, confirming it would extend across the street and support both the parking lot and campus projects. Marsh reiterated that the stormwater improvements were already planned (over 2 years old). At the same time, the idea of parking was less than 6 months old. Still, their proximity made the connection beneficial, allowing them to avoid improving stormwater and then increasing flow with new parking. This would proactively address resident concerns about increased stormwater from the Main and Young development.

The Mayor added that the paving and stormwater work on Perry and Williams streets was always planned after the completion of Main Street and Granite Falls. This parking concept fits into that existing puzzle while addressing future commercial drainage needs.

Commissioner Sneed asked about potential problems similar to those on Main Street. Marsh assured her there were no major utilities in the area, making it less invasive than Main Street. They would build up rather than lower streets, patch and resurface, and engage the community about desires like sidewalks where setbacks

allow. Current intentions focused on cutting/cleaning ditches and replacing necessary concrete pipes, with specific recommendations for pipe replacement at Perry Street.

The Mayor asked about plans for board action. Attorney Neill explained board approval would allow staff to bring forward additional pieces at subsequent meetings, while deciding against it would also provide clear direction.

Commissioner Paul stated, "We need it. We do."

The Mayor confirmed this wouldn't be binding - they could "pull the plug" at a future meeting if costs were too high. Neill confirmed they needed board support before spending significant time and money on this substantial capital expenditure.

The Mayor requested that, before spending "real money," staff return to update the board to avoid anyone being blindsided. Marsh agreed to return with a phased approach and next steps, as this would take considerable time.

After a brief discussion about funding sources, with the Mayor noting this was "small potatoes" compared to their \$69 million in other projects, and Marsh explaining Powell Bill funding would cover stormwater improvements already planned, the board prepared to vote.

Commissioner Long noted the stormwater improvements would proceed regardless, with minimal cost increase to account for future parking. Marsh confirmed it would be smart to plan proactively, calling it a great step for ensuring downtown continues to thrive.

Attorney Neill requested a project name, which Marsh provided as "Rolesville Downtown Parking Improvements."

Motion by Mayor Pro Tem Alston to move forward with the plan from the town engineer for exploring the development of the Bolton and Menk Rolesville Downtown parking improvements project, seconded by Commissioner Paul, passed unanimously.

Adjourn

The Mayor noted they had missed the 9:00 PM goal but made the 9:30 PM deadline. With no opposition heard, the meeting was adjourned.



Board of Commissioners

Work Session

January 20, 2026

6:30 PM

MINUTES

Present:	Mayor Ronnie Currin	Town Attorney Dave Neill
	Mayor Pro Tem Dan Alston	Town Manager Eric Marsh
	Commissioner April Sneed	Town Clerk Christy Frazier
	Commissioner Lenwood Long	Police Captain Richard Haynes
	Commissioner Michael Paul	Stantec Consultant Matt Peach
	Commissioner Jenn Bernat	
	Assistant Planning Director Michael Elebarger	

Call to Order

Mayor Currin called the meeting to order at 6:30 PM on January 20, 2026, welcoming everyone in attendance and those watching online.

Consideration of Agenda

Mayor Currin noted that the Downtown Overlay District proposal by Sheila Sutton would be pulled from the agenda. Additionally, he requested that agenda item 3 (Consistency & Reasonableness Considerations) be moved above item 2 (Continued Hearing on REZ-25-05/ANX-25-03) because Matt Peach was running behind.

Commissioner Paul moved to approve the amended agenda.

Commissioner Long seconded the motion. The motion passed unanimously.

Downtown Overlay District Proposal

Sheila Sutton, President of Rolesville Downtown Development Association

This agenda item was approved to be moved on February 17, 2026, Work Session Meeting.

Consistency & Reasonableness Considerations for Text and Map Amendment Petitions

Dave Neill, Town Attorney, presented on the board's obligations regarding consistency and reasonableness in zoning decisions. He began by explaining that

these requirements apply only to legislative zoning decisions under Chapter 160D, in which the board acts as a policy-making body akin to a small version of the General Assembly.

Neill emphasized that all decisions must be reasonable - a fundamental requirement to avoid arbitrary and capricious challenges. He explained, "While we can decide to approve or deny something as to an issue of consistency, we certainly do not want ever to take action to approve something that we think is unreasonable. Even to say that when I say it now out loud is silly, right? We're going to do this even though it is unreasonable and we vote 5-0. That's not going to happen."

The attorney detailed what constitutes reasonableness considerations: whether circumstances have changed, making current zoning inappropriate, whether development patterns have evolved, the configuration of the site in question, impacts on neighbors and the larger community, and the relationship to neighboring zoning patterns. He stressed the importance of being able to articulate why decisions serve the public interest.

Regarding consistency, Neill clarified that not all decisions need to be consistent with the comprehensive plan and other land use plans. The requirement is that the board must consider these plans and describe how amendments are consistent or inconsistent. Unlike reasonableness, the board can make decisions that are inconsistent with plans, but must explain their reasoning.

Neill warned against simply stating that something is "consistent and reasonable" without justification. He explained, "It is insufficient to just say, I move that it's consistent and reasonable. Second and vote. That is not sufficient. It has to be more than that."

Commissioner Long sought clarification: "So what I'm hearing you say is before we make any comments about a project of any sort, make sure that we're aligning to the statement of whether it's consistent or inconsistent with our comp plan in that statement." Neill confirmed this understanding while emphasizing the need to address both consistency and reasonableness.

Commissioner Sneed asked for confirmation that while decisions must be reasonable, they don't always have to be consistent with the plan. Neill affirmed this, providing an example: "Because of A, B, and C, although our vote here today was inconsistent with our comprehensive plan, it was reasonable because of X, Y, and Z."

The Mayor added context on consistency determinations, noting that staff sometimes find projects mostly consistent, with only minor inconsistencies. Neill agreed that while the future land use map might be straightforward, the comprehensive plan's narrative requires the board to weigh various factors in making determinations.

Neill concluded by explaining that if the board regularly votes inconsistently with plans, those plans should be updated. He noted that for map amendments, inconsistent approvals automatically amend the comprehensive plan for that land, requiring staff to update the future land use map accordingly.

Continued Hearing on REZ-25-05/ANX-25-03

Michael Elabarger, Assistant Planning Director, introduced the continuation of the rezoning case REZ-25-05 Scarborough Village and associated voluntary annexation ANX-25-03 for property at 200 School Street. The hearing was continued from the previous week to allow Matt Peach from Stantec Consulting to present the traffic analysis.

Matthew Peach introduced himself as one of two traffic engineers working for the town on development cases, emphasizing, "I work for the town, not for the applicant. So, I'm here representing you all." He explained he had analyzed a prior iteration of the development in mid to late 2024 but had not fully analyzed the current proposal.

Peach presented trip generation comparisons between the prior study (240 apartments) and the current proposal (63 townhomes). He explained that townhomes generate approximately one-third as much traffic as apartments. The current proposal generates 27 trips in the AM peak hour and 34 in the PM peak hour, both below the Land Development Ordinance's threshold of 50 trips that would trigger a Traffic Impact Analysis.

Commissioner Paul questioned whether Peach had independently verified the applicant's numbers. Peach confirmed, "So we took a look at that, and we re-ran the numbers just to make sure."

Commissioner Long asked for clarification about the trip calculations, wondering how 63 homes could generate fewer than 50 trips. Peach explained these were peak-hour trips during rush hour, noting, "Not everyone drives during rush hour. Right? Some people work the night shift. Some people work partial days. So not everyone's hopping in their car right at 8 a.m."

Commissioner Sneed inquired whether commercial uses were included in the calculations. Peach clarified that the commercial was not included and noted, "I can almost guarantee you whatever they put is going to put it over the threshold." He suggested the board could require a Traffic Impact Analysis once commercial use is determined.

Peach presented findings from the prior study showing significant delays at Main Street intersections. He highlighted that the proposed Yonge Street connector could reduce delays at the South Main and Yonge intersection from Level of Service E (67.8 seconds average delay) to Level of Service D (52.4 seconds), saving approximately 15 seconds per vehicle during peak hours.

Using visual demonstrations in the presentation, Peach explained how the new connector road provides alternative routes, alleviating congestion on the existing network. He stated, "These new paths, these new roads can alleviate congestion on the existing network. And that's really kind of the benefit to that connection."

Commissioner Long asked about traffic distribution, and Peach reported that the prior analysis sent 60% of development traffic to the Yonge Street connector.

Commissioner Paul questioned whether this just moved the pressure point rather than eliminating traffic. Peach acknowledged this was correct but explained that reducing cars requires "good land use decisions," including bike and pedestrian infrastructure to provide alternatives to driving.

When asked about Parker Ridge traffic, Peach confirmed it was included in the analysis.

Commissioner Sneed inquired about recommended road improvements from the prior study. Peach clarified that NCDOT never reviewed the prior study because the project stalled, and the current proposal's lower traffic generation would likely not trigger the same improvement requirements.

Worth Mills, representing the applicant Longleaf Law Partners, stated they attended primarily to listen to the presentation and board feedback. He explained they could answer specific questions, but wanted to gather information to amend the plan potentially.

When asked about turn lanes at the new Perry Street intersection, Mills examined the concept plan and stated, "I don't think that I can confidently say that we have a dedicated left turn lane." He acknowledged this could be updated in the concept plan.

Commissioner Sneed emphasized the importance of dedicated turn lanes: "I think that would be extremely important since that's a 1 way in, 1 way out kind of thing, and that it's going to be a lot of people using that street."

Commissioner Long added that the undefined commercial piece would also dictate traffic needs, stating, "So I mean I think if we're going to do it, we need to do it with that mindset."

Mayor Pro Tem Alston asked about sidewalk connections to the greenway. Mills pointed to the 10-foot greenway path along Collector Street connecting to the Town Campus property, with enhanced sidewalks along the Main Street frontage.

Regarding pedestrian safety at the Main Street crossing, Mills confirmed there's an existing crosswalk with flashing lights near Cobblestone that pedestrians can use.

Mayor Currin suggested that if the board moved forward, the applicant should build the connector all the way to the Yonge Street connector on the town campus, not just to the property line.

Worth Mills explained that a previous condition had addressed this when Parker Ridge was expected to construct the connection. Still, his understanding was that the town had now taken responsibility for this infrastructure as part of the town campus project.

Eric Marsh, Town Manager, confirmed the town is building that connector road within the municipal campus site plan and has initiated design and cost estimates for it.

Dave Neill noted that the prior condition assumed reimbursement for transportation impacts through transportation impact fees from the larger project. Still, the current smaller project likely wouldn't generate sufficient fees to cover the cost.

Mayor Pro Tem Alston raised two questions about the donated land in the southeast corner and the commercial component's consistency with the comprehensive plan's vision for walkable, human-scale downtown design.

Mills explained the donated land wouldn't be an active open space due to environmental concerns, but would blend with the town's campus vision. Regarding commercial uses, he acknowledged ongoing discussions about refining permitted

uses and suggested addressing concerns through architectural conditions, height restrictions, square footage limits, and landscaping.

Mayor Currin clarified that the current application doesn't grant rights to develop the commercial property, which would require separate site plan approval through an administrative process.

Commissioner Sneed asked about conditions regarding no upper-story dwellings and building height limits. Mills responded that they'd been developing additional conditions since the last meeting and suggested flexibility for two-story buildings with retail and office uses. He requested an opportunity to present revised conditions at a future meeting.

Michael Elabarger confirmed that the packet contained the same conditions as on December 17th, and that any discussed revisions would need to be submitted by the applicant for board review.

After extensive discussion about the need for updated conditions addressing turn lanes, commercial use restrictions, and other concerns, the board determined they needed to see revised conditions before voting.

Mayor Pro Tem Alston moved to continue REZ-25-05 Scarborough Village to the February 17, 2026, meeting. Commissioner Long seconded the motion. The motion passed unanimously.

Mayor Currin closed the public hearing before the vote.

Closed Session

Before entering the closed session, Mayor Currin made several announcements. He noted a significant snowstorm was forecasted and that "Walk For Peace" monks would be walking through town on Sunday, January 25th, from Texas to DC. Eric Marsh explained that the monks were expected between 1:00 PM and 2:30 PM, would use the new 10-foot multiuse path along Main Street, and that the town was coordinating with law enforcement for safety. Commissioner Long clarified that 19-24 monks were participating, accompanied by 15 support vehicles.

The Mayor also announced a Watch Party on Wednesday, January 21st, at 6:00 PM at Pixels, featuring the town in an American Dream TV show episode, with Local Charm and Pixels highlighted as the businesses.

Commissioner Bernat announced Health House's grand opening and ribbon cutting on Thursday from 4:30 PM to 7:00 PM at Cobblestone, describing it as offering alternative health modalities, including red light therapy, sauna, massage, HRT, yoga, and other classes.

Commissioner Long encouraged residents to visit Bella Music at 207 North Main, which recently opened and offers voice and instrument lessons.

Mayor Pro Tem Alston announced that Marine Corps representatives from Quantico would conduct a flag-folding ceremony at Town Hall at 9:00 AM on Friday for a deceased Marine, noting the veteran community's quick 24-hour coordination of the event.

Eric Marsh distributed Business North Carolina Magazine featuring Rolesville in a Wake County article starting on page 68, with Rolesville content on pages 70 and 74. The Mayor noted that Rolesville ranked second on the 2025 safest cities list, having been first in three of the previous four or five years.

Commissioner Sneed moved that the board go into closed session to consult with the town attorney to preserve the attorney-client privilege and to instruct the public staff regarding the material terms for the acquisition of real property pursuant to Chapter 143, Sections 318.11(a)(3) and (6) of the North Carolina General Statutes. Commissioner Long seconded the motion. The motion passed unanimously.

[Open Session](#)

Upon returning from closed session, Mayor Currin announced the board had an action regarding the acquisition of real property.

Commissioner Bernat moved the adoption of the resolution before them titled "Resolution Condemnation Action for Acquisition of Real Property." Commissioner Paul seconded the motion. The motion passed unanimously.

Dave Neill clarified for the record that this concerned 107 South Main Street, Wake County PIN 1769-01-5048.

Mayor Currin explained to the public that this action related to the plan for a downtown parking lot for area businesses, supporting economic development and public parking needs.

[Adjourn](#)

With no further opposition, the meeting was adjourned.



Memorandum

To: Mayor Currin and Rolesville Town Board

From: David R. Simmons II, Chief of Police

Date: February 3, 2026

Re: Agenda Item 8 Police Department Report

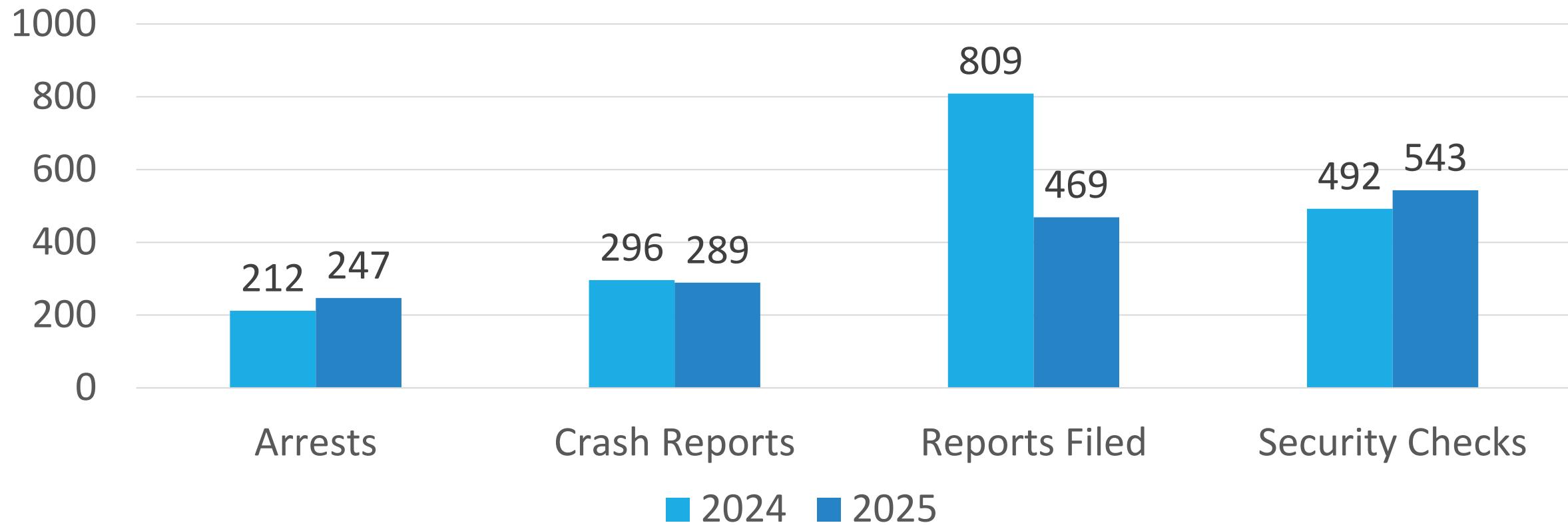
Enclosed please find the following materials:

1. PowerPoint slides comparing 2024 vs 2025 statistics.
2. Notable performers of 2025.

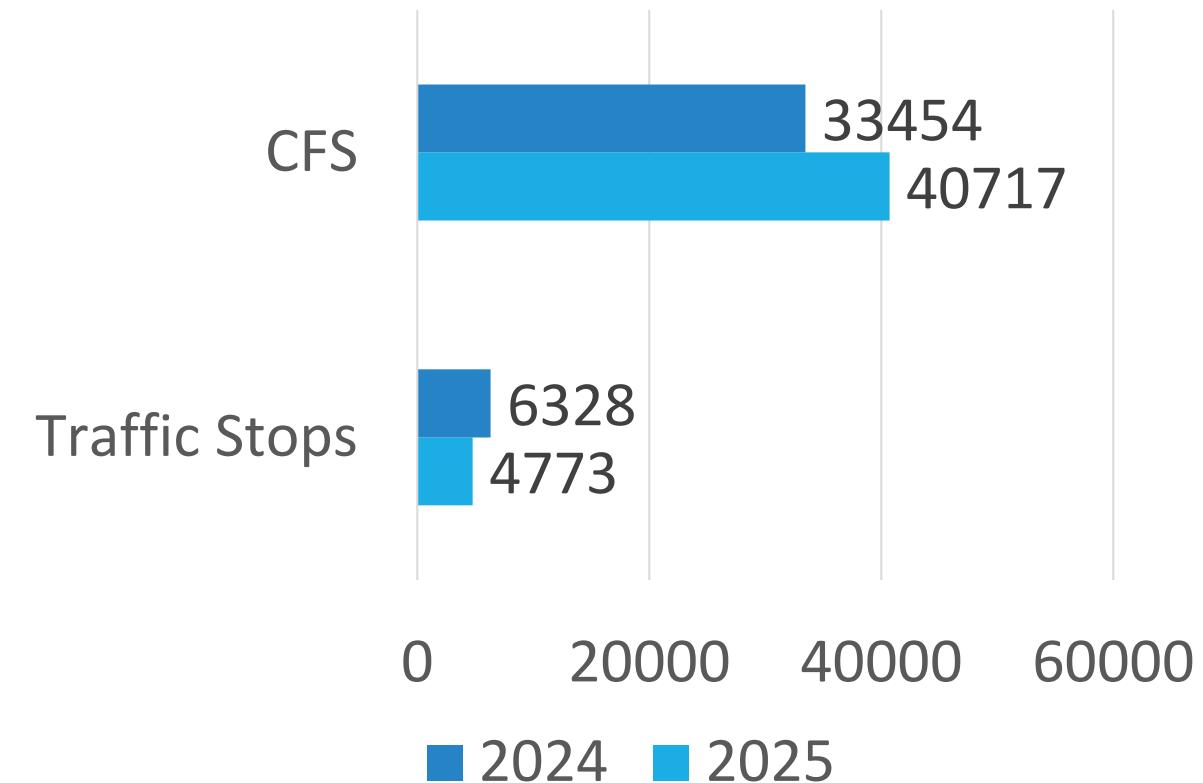
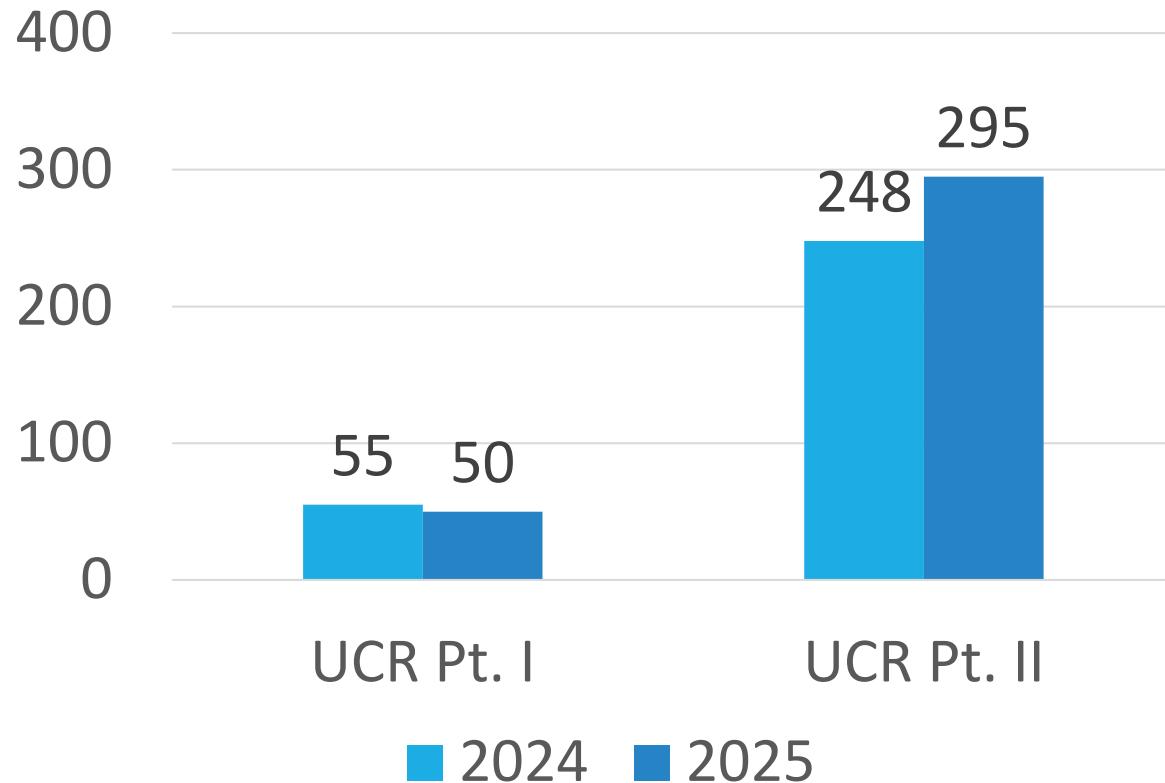
Rolesville Police Department 2025 Year-End Recap



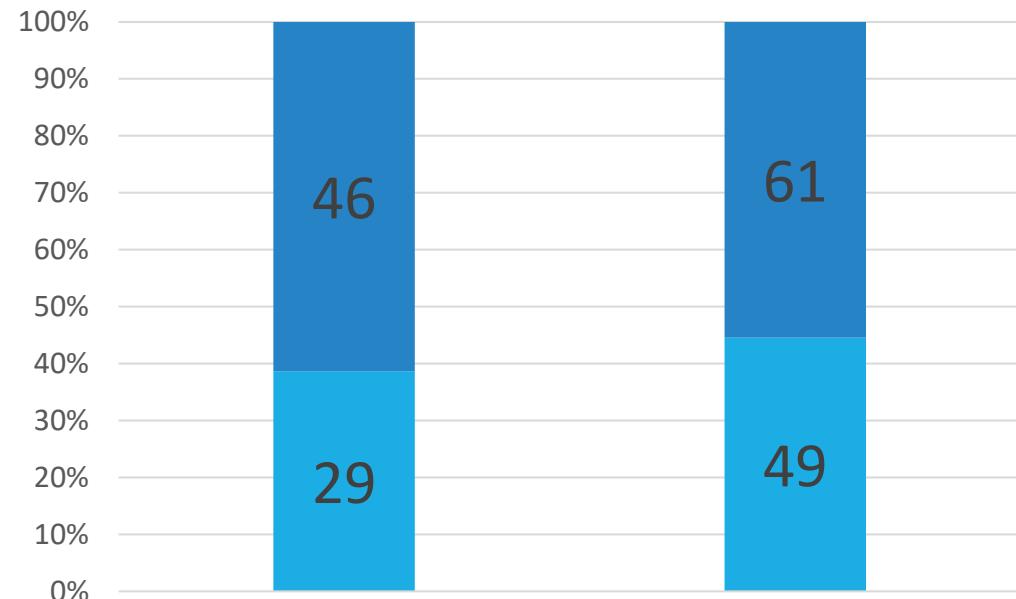
2024 vs 2025 Patrol Statistics



2024 vs 2025 Patrol Statistics

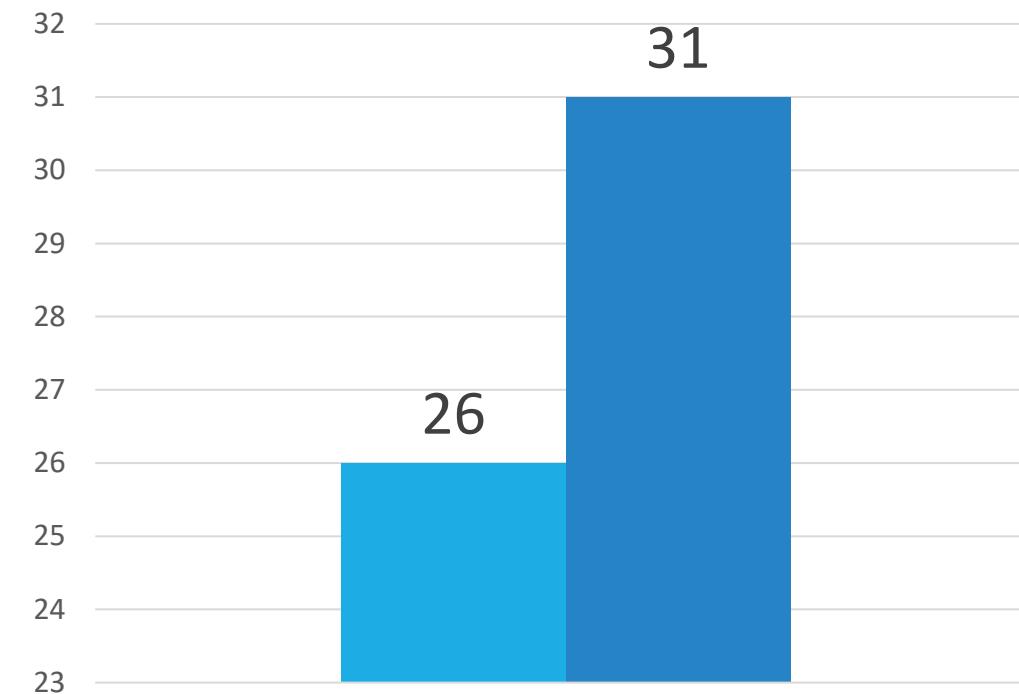


2024 vs 2025 Support Services Statistics



■ Other

■ Cleared by Arrest or Unfounded



SRO Incident Reports

■ 2024/2025

■ 2025/2026

Top Performers

PATROL

- Most drugs seized: Ofc. A. Michaud
- Most citations written: Sgt. S. Kooiker
- Most DWI arrests: Ofc. N. Lawson
- Most arrests: Ofc. N. Lawson
- Most proactive overall: Ofc. N. Lawson
- Officer of the Year: Ofc. N. Lawson

SUPPORT SERVICES

- Most cases assigned: Det. D. Bolin
- Most cases closed by arrest: Det. D. Bolin
- Most reports taken: Det. Sgt. M. Liggins tied with Ofc. C. Langston



Memorandum

To: Mayor Currin and Rolesville Town Board

From: Jason Deitch, Fire Chief

Date: February 3, 2026

Re: Fire Department Report

Enclosed please find the following materials:

- PowerPoint presentation summarizing...
 - 2025 Incident Totals
 - Breakdown of totals by call type and response area
 - FD Quarter 4 Summary

Rolesville Fire Department Town Commissioner Update





ROLESVILLE FIRE DEPARTMENT

2025 BY THE NUMBERS

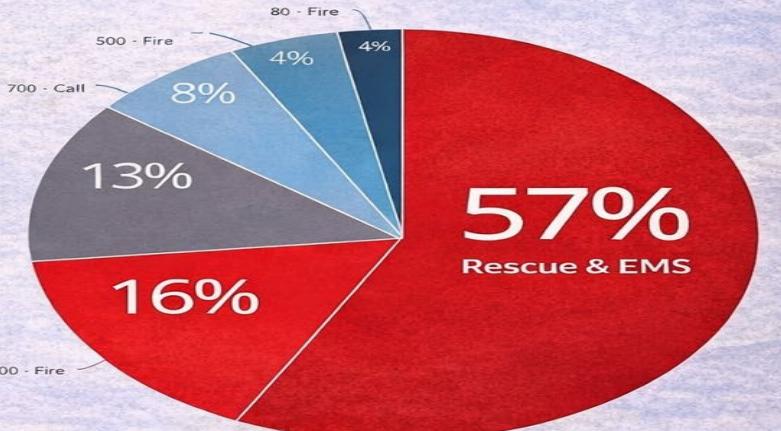
2025 was a year of growth, service, and commitment to our community. Check out our call stats for the year!

 **1,446 total calls,**
15% increase

 **December** busiest month with **175** calls

 **6,563** training hours completed

 **57%** of all calls were **Rescue & EMS**



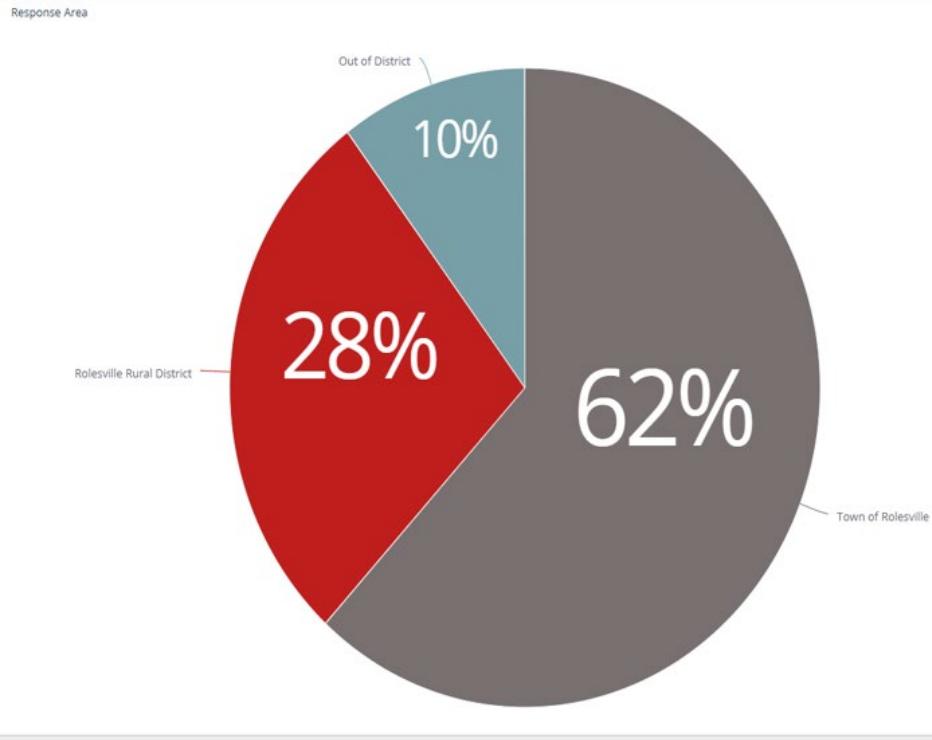
Dedicated firefighters, trained responders, and a neighbor helping neighbor—thank you for your support! 🔥🔥

#RolesvilleFire #ServiceDedicationPride
#CommunityStrong #FireEMS





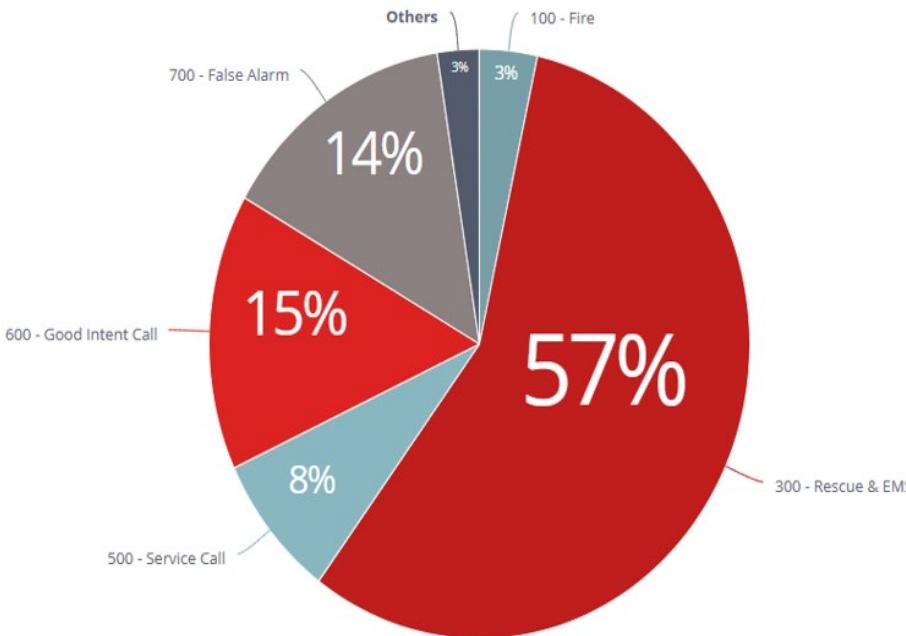
Call Locations



- **62% of incidents occurred within the Town of Rolesville**
- **28% of incidents occurred in the Rolesville Rural District**
- **10% of responses we responded mutual aid to our neighbors**



Call Types



Rescue and EMS calls (nearly 60%)- Include medical emergencies such as cardiac events, falls, vehicle crashes with injuries, and other life-threatening medical responses.

Good Intent Calls (15%) and Other (3%)- Include as service requests, odor investigations, alarm activations. Ultimately no emergency action is required.

False Alarms (14%)- Are primarily unintentional activations of alarm systems or notifications with no emergency condition present.

Fire Incidents (3%)- represent a smaller percentage of total calls, but require significant staffing, specialized training, and immediate readiness due to their high-risk and high-impact nature.

Q4 2025 Update

- **Call Volume**- Monthly calls increased from 107 to 165 following the new Main & Young intersection opening.
- **Training**- Live fire training with mutual aid partners at new town campus site.
- **Staffing**- Added four new volunteer members.
- **Community**- Active participation in key town events. National Night Out, Rolesville Christmas Parade, Fall Fun Fest and Mingle on Main
- **Operations**-
 - Specification with WC a new Brush Truck (April 2026 tentative delivery)
 - Fatal Fire on December 16, 2025, on Mitchell Mill Rd. (Wake County area). Still under investigation.



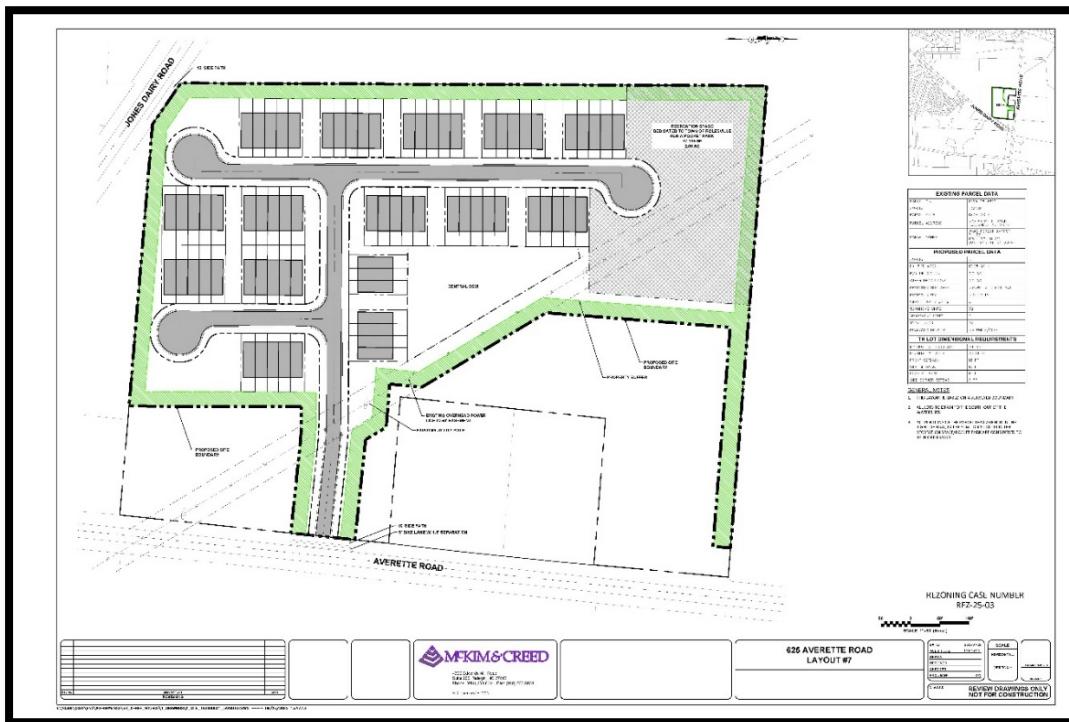


Memo

To: Mayor Currin & Town Board of Commissioners
From: Stephen Wensman, Planning Director; Michael Elabarger, Assistant Planning Director; & Meredith Gruber, Senior Planner
Date: Meeting Held February 3, 2026
Re: REZ-25-03 - 625 Averette Road

Rezoning Application & Site Data

The Town of Rolesville Planning Department received a Rezoning application in June 2025 for property located at 625 Averette Road to change the zoning from Residential & Planned Unit Development (R&PUD) to Residential High Conditional Zoning District (RH-CZ). The applicant has included a Concept Site Plan as a condition of the rezoning request with a statement that the development of the property shall be in general conformance with the plan.



625 Averette Road Concept Site Plan (North points to the right.)

Key information from the rezoning application is in the Site Data Table below:

<i>Site Data Table</i>	
Case Number and Name	REZ-25-03 – 625 Averette Road
Address(es)	625 Averette Road (portion of)
Owner	Wake Forest Baptist Church
Applicant	David Peoples, Azure Development LLC
Area	12.283 Acres
PIN(s)	1769085810 (portion of)
Current Zoning	Residential & Planned Unit Development (R&PUD)
Proposed Zoning	Residential High Conditional Zoning District (RH-CZ)
Associated Previous Case Number(s)	MA-07-07 – Averette Farms
Current Use	Vacant
Proposed Use	Single Family Attached Housing

Proposed Conditions of Approval

Following is a summary of the Applicant's Proposed Conditions of Approval:

- Subject property shall be developed in accordance with the Concept Site Plan;
- Maximum residential density shall not exceed 5.9 units per acre;
- Parkland dedication of a minimum of two (2) acres.

Applicant Justification

The Applicant provided a Justification Statement for their rezoning request; it is included as Attachment 3. The Justification Statement notes the proposed development is consistent with the Comprehensive Plan and fits well into the nearby area.

Neighborhood Meeting

The applicant held a neighborhood meeting at the Rolesville Community Center on October 15, 2025. A neighborhood meeting report is included as Attachment 6.

Comprehensive Plan

Land Use

The Rolesville 2050 Comprehensive Plan's Future Land Use Map identifies the subject property as Mixed-Residential Community. These parcels are largely single family subdivisions with limited nonresidential development at key intersections. The intent of this district is to provide unique and diverse residential opportunities and amenities through the Town while encouraging interconnectivity via multi-modal connections.

Community Transportation Plan

The Town of Rolesville's Community Transportation Plan (CTP, adopted 2021) includes recommendations for Thoroughfares, Collectors, and intersections.

Thoroughfare Recommendations

- Averette Road: 4-lane divided (narrow raised median) with curb & gutter, bike lanes, and sidewalks. Such cross-section entails an ultimate right-of-way width of 110 feet; existing Right-of-way width is 60 Feet, hence $\frac{1}{2}$ of the missing amount – 25' of 50' - would be required at the time of Preliminary Subdivision Plat.
- Jones Dairy Road: 4-lane divided (narrow raised median) with curb & gutter and sidewalks. Such cross-section entails an ultimate right-of-way width of 110 feet; existing Right-of-way width is 60 Feet, hence $\frac{1}{2}$ of the missing amount – 25' of 50' - would be required at the time of Preliminary Subdivision Plat.

Collector Recommendations

- None

Intersection Recommendations

- The nearby intersection of Jones Dairy Road and Averette Road is identified for realignment in the CTP.

Greenway and Bike Plans

As per the 2022 Greenway and Bike Plans, proposed pedestrian routes are shown in the following location:

- Bike lanes and sidepaths are required along Averette Road.
- A sidepath is required along Jones Dairy Road.

Consistency

The Applicant's rezoning request is **consistent** with the Town of Rolesville's Comprehensive Plan for the following reasons:

- Single family attached housing is consistent with the Mixed-Residential Community District.
- CTP thoroughfare requirements for Averette Road and Jones Dairy Road will be addressed at the time of Preliminary Subdivision Plat.
- Greenway and Bike Plan requirements are shown on the REZ-25-03 Concept Site Plan.

Traffic

Traffic Impact Analysis

A Traffic Impact Analysis (TIA) report was not required due to peak hour and daily trips falling below the LDO's threshold.

TIA Summary - Trip Generation Letter	Entering	Exiting	Total
AM Peak (7-9 am)	8	24	32
PM Peak (4-6 pm)	23	16	39
Weekday Daily Trips	498		

Development Review

The Technical Review Committee (TRC) reviewed two full submittals followed by two partial submittals of the Rezoning application and attachments, with nearly all comments being resolved. One noteworthy comment was about LDO Section 4.2. Watershed Overlay; most of the subject property is in the Little River Water Supply and Critical Watershed. The applicant will seek to re-grade the property out of the Watershed, which is an engineering planning and construction effort ultimately reviewed and approved by the North Carolina Department of Environmental Quality.

Planning Board Recommendation

At their October 27, 2025 meeting, the Planning Board continued REZ-25-03 – 625 Averette Road to the December 15, 2025 meeting to allow the applicant to be present to answer questions. At the December meeting, the Planning Board unanimously recommended approval of the Rezoning Application.

Staff Recommendation

Based on consistency with Rolesville's Comprehensive Plan, staff recommends approval of REZ-25-03 – 625 Averette Road. In addition, the proposed density of 5.9 units per acre is in compliance with the Residential High (RH) zoning district in the LDO; the maximum allowed density for single family attached housing is 9 units per acre.

Consistency and Reasonableness

As noted above in both the *Comprehensive Plan* and *Staff Recommendation* sections of this memo, rezoning request REZ-25-03 – 625 Averette Road is consistent with Rolesville's Comprehensive Plan and is therefore reasonable.

Proposed Motions

- Motion to (*approve or deny*) rezoning request REZ-25-03 – 625 Averette Road based on (*consistency or inconsistency*) with Rolesville's Comprehensive Plan. (*Please include examples of consistency or inconsistency.*)
- (*If approved*) Motion to adopt a Statement of Consistency and Reasonableness as REZ-25-03 is consistent with Rolesville's Comprehensive Plan—as per the Mixed Residential Future Land Use Category, the Community Transportation Plan Network, and the Bike and Greenway Plans Network—and is therefore reasonable.

Or

- Motion to continue REZ-25-03 – 625 Averette Road to a future Town Board of Commissioners' meeting (*provide date certain*).

Attachments

1	Application
2	Survey and Legal Description of Rezoning Boundary
3	Justification Statement
4	Proposed Conditions of Approval
5	Concept Site Plan
6	Neighborhood Meeting Report
7	Trip Generation Letter
8	Ordinance 2026-ORD-XX



Zoning Map (Rezoning) Application

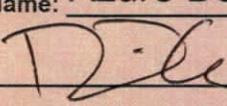
Town of Rolesville Planning Department | PO Box 250 | Rolesville, NC 27571 | 919-554-6517 | planning@rolesvillenc.gov

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

Complete one form for each parcel identification number.

APPLICATION INFORMATION:	
Site Address: 625 Averette Rd	Site Area (in acres): 16.77
Rezoning Type: <input type="checkbox"/> General <input checked="" type="checkbox"/> Conditional	Total area requested to be rezoned (in acres): 16.77
Voluntary Annexation Application Submitted: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No ANX-	Current Location: <input type="checkbox"/> County Limits <input checked="" type="checkbox"/> ETJ <input type="checkbox"/> Town Limits
Existing Zoning District: R&PUD	Proposed Zoning District(s): RH
PIN: 1769086810	Associated Previous Case(s):
Current Use(s): Vacant	Proposed Use(s): Residential Attached and Detached

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

Financially Responsible Party (*REQUIRED: Who will pay invoices related to this application?)	
Name: David Peoples	Company Name: Azure Development LLC
Title: Manager	Signature: 
Mailing Address: 4214 Batiste Rd	City/State/Zip: Raleigh/NC/27613
Phone: 336-399-2133	Email: david@azuredenvc.com

Property Owner (First name on Deed)

Name: _____

Signature: _____

Address: _____

Email: _____

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: _____ **Title/ Firm:** _____

Phone: _____

Email: _____

Applicant Name: David Peoples

Title/ Firm: Manager/Azure Development LLC

Phone: 336-399-2133

Email: david@azuredenvnc.com

Architect Name: _____

Title/ Firm: _____

Phone: _____

Email: _____

Attorney Name: _____

Title/ Firm: _____

Phone: _____

Email: _____

Engineer Name: Jon Eakins

Title/ Firm: Senior Engineer/McKim&Creed

Phone: 919-233-8091

Email: JEakins@mckimcreed.com

Owner Name: _____

Title/ Firm: _____

Phone: _____

Email: _____

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

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

Rezoning Justification Statement – Complete the attached form

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

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

Neighborhood Meeting- (Complete the attached form)

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

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

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

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

Required documents to be submitted with the Application

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

Required documents for Planning Board and/or Town Board meeting

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



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

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

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

Project/ Subdivision Name: 625 Averette
Site Address: 625 Averette Rd. Wake Forest NC, 27587
Parcel ID: 1769086810 Deed Reference: D.B. 17840, Page 738

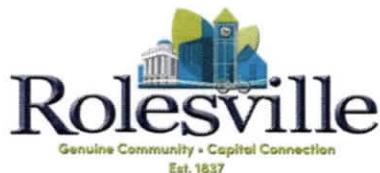
Property Owner **This field is required.**

1) Name: Wake Forest Baptist Church Signature: Michael K. Raby, Trustee, M.R.
(Type or print clearly.)
Mailing Address: 118 E. South Ave. City/State/Zip: Wake Forest, NC 27587
Phone: 919-559-5141 Email: mike@pblawfirm.com
2) Name: _____ Signature: _____
(Type or print clearly.) (spouse if applicable)
Mailing Address: _____ City/State/Zip: _____
Phone: _____ Email: _____
Company Name: _____ Title: _____

Applicant P.O.A. Agent Legal Representative
Check all that apply.

1) Name: David Peoples Signature: D.P.
(Type or print clearly)
Mailing Address: 4214 Batiste Rd City/State/Zip: Raleigh/NC/27613
Phone: 336-399-2133 Email: david@azuredenvnc.com
Company Name: Azure Development LLC Title: Manager

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**

Neighborhood Meeting Requirement Checklist:

1.
 - a). Mail the required property notification letter to all 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).

b) Mail a copy of the letter to the Town of Rolesville Planning Department, PO Box 250, Rolesville, NC 27571, to ensure compliance with LDO Appendix A- Handbook Section 2.3.D.
 2. Conduct the required meeting at a location within the Town of Rolesville.
 3. Mail or email at least ten (10) days before the Planning Board meeting a copy of the presentation, property owner with addresses notification list, list of attendees, meeting minutes, and any notes or questions from the meeting.

Property Owner Notification List Example:



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

Voluntary List of Proposed Conditions: (Please use additional pages as needed)

1. see separate doc submitted
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Property Owner (First name on Deed)

Printed Name: _____ Signature: _____
*A signature is required before submitting this list to the Town Board for approval at the Legislative Hearing.

Property Owner (Second name on Deed)

Printed Name: _____ Signature: _____
*A signature is required before submitting this list to the Town Board for approval at the Legislative Hearing.

I DECLARE THAT THIS SURVEY COMPLIES WITH THE NORTH CAROLINA STANDARDS OF PRACTICE FOR SURVEYING, (SECTION 1600) FOR CLASS A SURVEYS AND THAT THE CALCULATED RATIO OF PRECISION BEFORE ADJUSTMENTS IS 1:10,000+. FURTHERMORE, PROPERTY CORNERS SHOWN ARE PRIMARY CONTROL MONUMENTATION FOR THE RE-ESTABLISHMENT OF PROPERTY CORNERS IN THE ABSENCE OF GRID MONUMENTS AND OTHER SUBDIVISION PROPERTY CORNERS. THIS SURVEY IS NOT TO BE RECORDED WITHOUT THE WRITTEN AUTHORIZATION OF THE SURVEYOR.

PRELIMINARY FOR REVIEW PURPOSES ONLY

LEGEND:

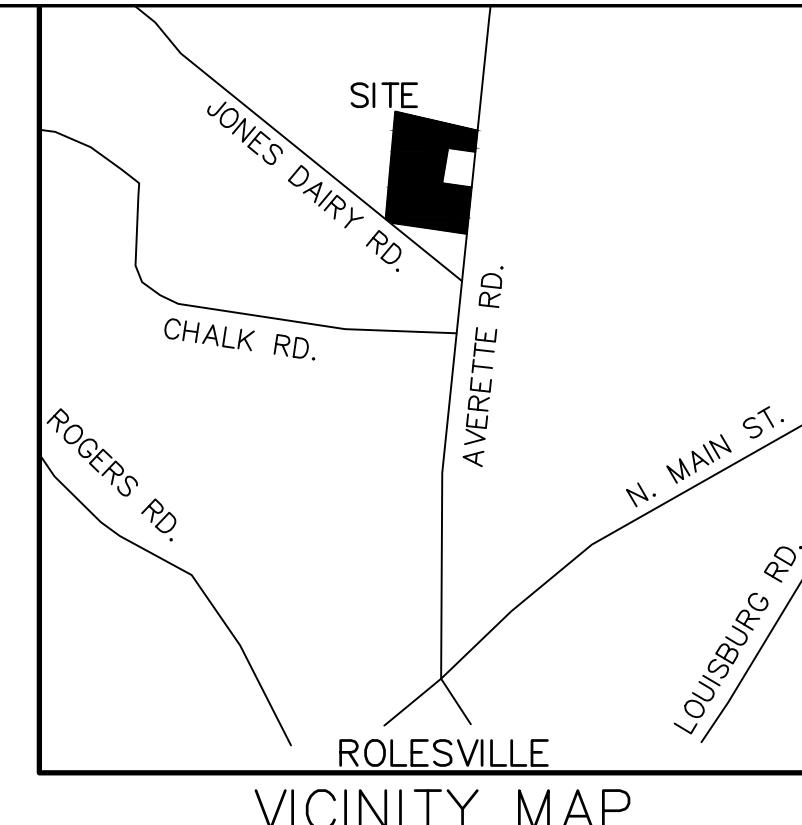
EIP - EXISTING IRON PIPE
EIB - EXISTING IRON BAR
BEP - BENT IRON PIPE
BEB - BENT IRON BAR
CM - CONCRETE MONUMENT
EPK - EXISTING PK NAIL
SPK - SET PK NAIL
NIP - NEW IRON PIPE SET
R/W - RIGHT OF WAY
CATV - CABLE TV BOX
EB - ELECTRIC BOX
TEL - TELEPHONE PEDESTAL
PP - POWER POLE
OHL - OVERHEAD LINE
LP - LIGHT POLE
WM - WATER METER
WV - WATER VALVE
CO - SEWER CLEAN-OUT
CC - CONCRETE
CB - CATCH BASIN
MH - MANHOLE
FH - FIRE HYDRANT

LINE TABLE		
LINE	BEARING	DISTANCE
L-1	N 02°30'06" W	472.75'
L-2	N 85°04'39" W	5.00'
L-3	N 85°04'39" W	162.39'
L-4	S 85°11'55" E	10.06'
L-5	N 55°23'54" W	84.84'
L-6	N 85°30'10" W	6.67'
L-7	S 05°59'03" W	156.01'
L-8	S 05°58'21" W	194.95'
L-9	S 04°29'50" W	30.00'
L-10	S 05°58'21" W	54.55'
L-11	N 87°46'45" W	69.99'

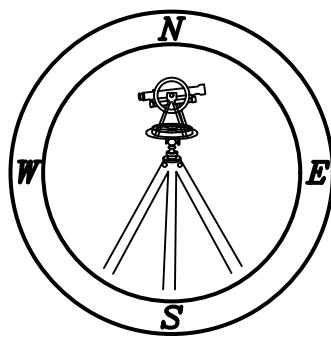
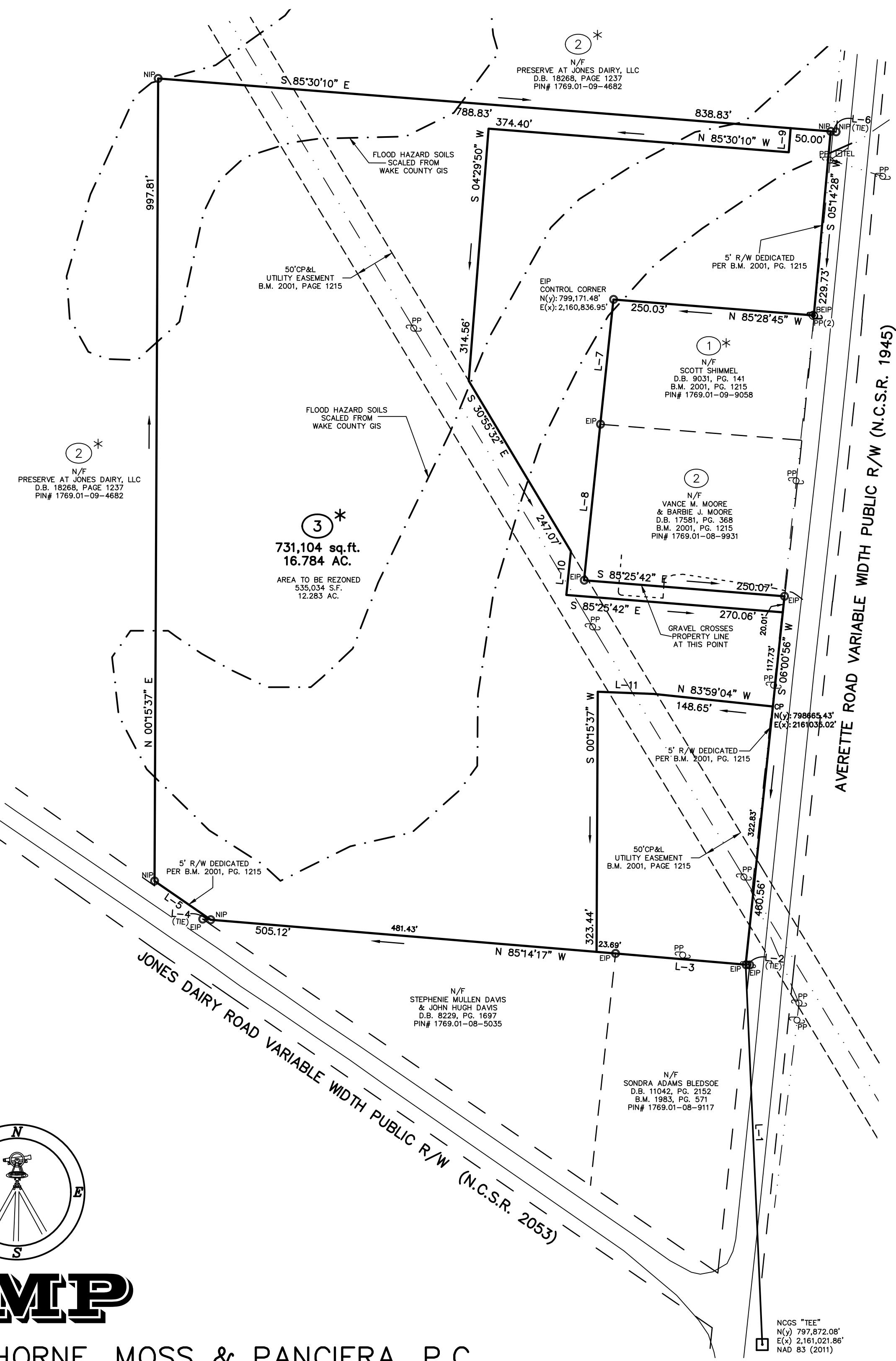
LINE TYPE LEGEND

PROPERTY LINE - LINE SURVEYED
RIGHT-OF-WAY
ADJOINING LINE - LINE NOT SURVEYED
OVERHEAD LINE
BUILDING SETBACK
EASEMENT
BUFFER
FLOOD HAZARD SOILS

ADOPTED FROM NC GRID NAD 83/2011



VICINITY MAP



ANNEXED AREA LEGAL DESCRIPTION:

BEGINNING AT A POINT ON THE WESTERN RIGHT OF WAY OF AVERETTE ROAD, SAID POINT HAVING NAD 83' (2011) NC GRID COORDINATES OF N(y):798,665.43' E(x):2,161,035.02'; THENCE, LEAVING SAID RIGHT OF WAY, N 83°59'04" W A DISTANCE OF 148.65' TO A POINT; THENCE N 87°46'45" W A DISTANCE OF 69.99' TO A POINT; THENCE S 00°15'37" W A DISTANCE OF 323.44' TO A POINT; THENCE N 85°14'17" W A DISTANCE OF 481.43' TO A NEW IRON PIPE, SAID NEW IRON PIPE BEING ON THE NORTHERN RIGHT OF WAY OF JONES DAIRY ROAD; THENCE, FOLLOWING SAID RIGHT OF WAY, N 55°23'54" W A DISTANCE OF 84.84' TO A NEW IRON PIPE; THENCE, LEAVING SAID RIGHT OF WAY, N 00°15'37" E A DISTANCE OF 997.81' TO A NEW IRON PIPE; THENCE S 85°30'10"E A DISTANCE OF 788.83' TO A POINT; THENCE S 04°29'50" W A DISTANCE OF 30.00' TO A POINT; THENCE N 85°30'10" W A DISTANCE OF 374.40' TO A POINT; THENCE S 04°29'50" W A DISTANCE OF 314.56' TO A POINT; THENCE S 30°55'32" E A DISTANCE OF 247.07' TO A POINT; THENCE S 05°58'21" W A DISTANCE OF 54.55' TO A POINT; THENCE S 85°25'42" E A DISTANCE OF 270.06' TO A POINT, SAID POINT BEING ON THE WESTERN RIGHT OF WAY OF AVERETTE ROAD; THENCE, FOLLOWING SAID RIGHT OF WAY, S 06°00'56" W A DISTANCE OF 117.73' TO A POINT; WHICH IS THE POINT OF BEGINNING, CONTAINING AN AREA OF 535,034 SQUARE FEET, 12.283 ACRES.

Statement Of Justification
625 Averette Rd.
REZ-25-03

09/11/2025

To Whom It May Concern:

We are writing to justify the rezoning submission for 625 Averette Road from R&PUD to RH under the LDO. We believe that the proposed zoning coupled with the conditions deliver a proper balance of residential homes and recreation space having an overall density of 5.9 du/acre well within a medium density range of 3-6du/acre. The neighboring developments have both attached and detached residential units and their densities exceed our proposed density. We believe the proposed zoning and sketch plan are either consistent or will be consistent with the Comprehensive Plan, Community Transportation Plan, Bicycle and Greenway Plans and Adopted Town Policy Plans after the Site Plan and Construction Drawing process are completed. To our knowledge the application doesn't conflict with any provision of the LDO or the Town Code of Ordinances. This application, we believe, does address a current issue with its R&PUD entitlements. Currently the site is zoned R&PUD with RM use and under its vested rights can only have development containing commercial elements consistent with SUP 07-05. Part of this parcel is in the Non-Critical Little River Watershed and as such no commercial development can occur. Commercial traffic and development would produce a far greater impact and level of traffic and congestion than our proposed concept. We believe that through rezoning to medium density under RH Zoning, consistent with earlier future use maps, we will bring desirable homes to the area. Under the current zoning the property undevelopable as commercial and as such needs appropriate zoning. The parcel is in an easily accessible area and ensures efficient development within the Town including public facilities and other similar considerations. As such we believe that the proposed development would result in a logical and orderly development pattern. Our proposed design isn't anticipated to have any adverse effects on water, air, noise, stormwater, wildlife, vegetation, wetlands, and the natural functioning of the environment. The proposed conditions to zoning do not jeopardize any of the statements in this Justification Letter. We believe that the conditions provided deliver the needed flexibility given the uncertainty of engineering.

Respectfully,
Azure Development LLC

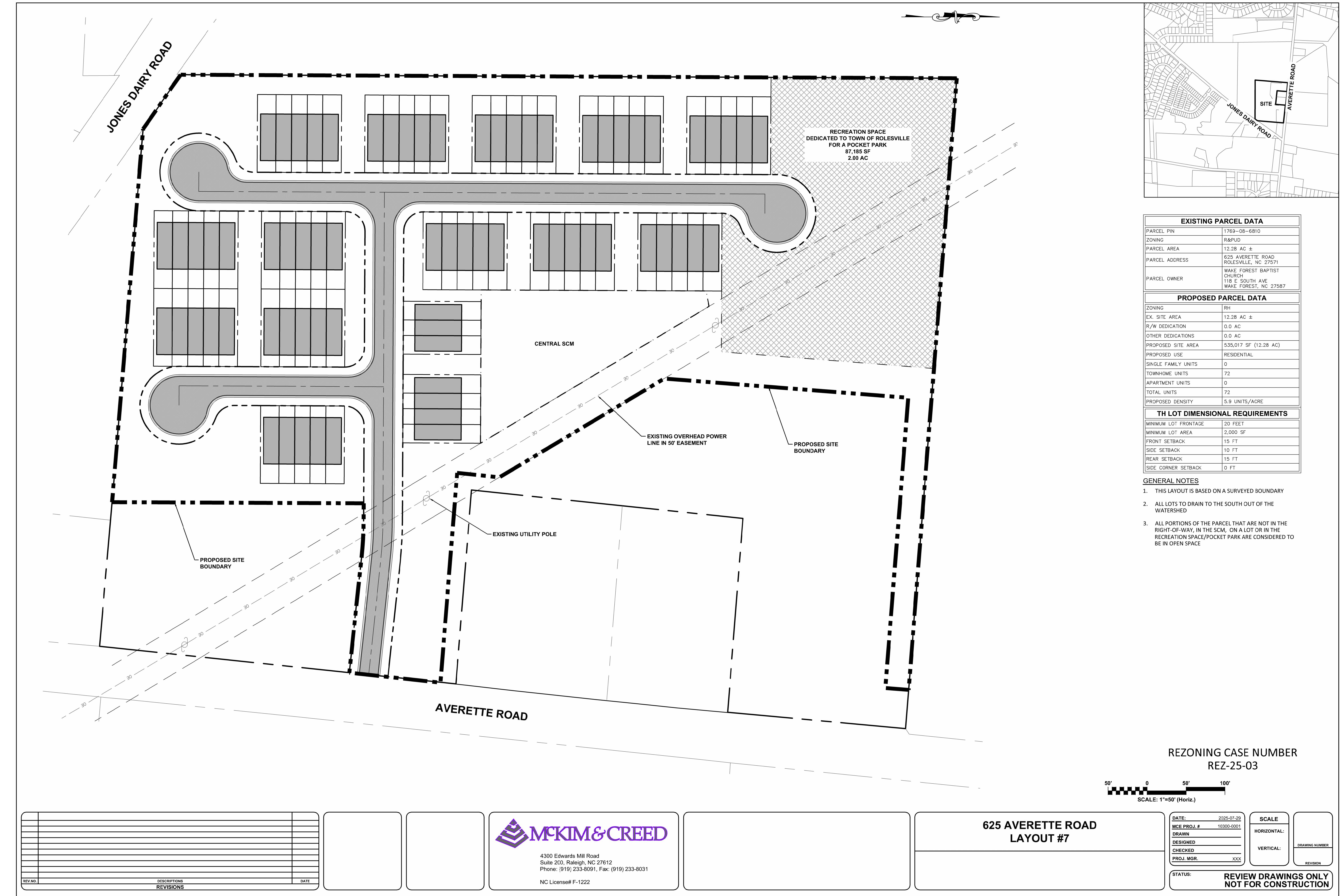
CONDITIONS TO ZONING
625 AVERETTE ROAD
REZ-25-03

09/11/2025

1. THE SUBJECT PROPERTY SHALL BE DEVELOPED GENERALLY IN ACCORDANCE WITH THE CONCEPT PLAN ATTACHED HERETO AND INCORPORATED HEREIN AS IF FULLY SET OUT. LOCATIONS SHOWN FOR COMMITTED ELEMENTS INCLUDING, BUT NOT LIMITED TO GREENWAYS, STREETS, AND OPEN AREAS SHOWN ON THE CONCEPT PLAN, MAY BE ADJUSTED TO CONFORM TO LDO REQUIREMENTS OR AS PERMITTED AS A MINOR ADJUSTMENT BY THE LAND DEVELOPMENT ADMINISTRATOR.
2. TOTAL RESIDENTIAL DENSITY SHALL NOT EXCEED 5.9 UNITS PER ACRE.
3. DEDICATED ACREAGE FOR POCKET PARK IS A MINIMUM OF TWO ACRES.

Property Owner Authorization


Michael K. Perry, Trustee Chair, 10.6.25
Wake Forest Baptist Church Date



Azure Development

September 16th, 2025

RE: 625 Averette Rd
REZ-25-03

Dear Property Owner:

By way of this letter, the Town of Rolesville wants to officially notify you of a proposed rezoning adjacent to your property known as 625 Averette Rd. Azure Development will hold a neighborhood meeting on 15th of October 2025 from 5:30 PM to 7:30 PM at The Rolesville Community Center at 514 Southtown Circle Rolesville, NC to explain our proposal.

Azure Development will receive your comments at this meeting and then present the proposed rezoning to the Town Board of Commissioners for consideration. The Planning Board will most likely review and consider this case on a date determined by Rolesville at Rolesville Town Hall (502 Southtown Circle).

This case involves a rezoning request for:

625 Averette Rd. REZ-25-03

The Town of Rolesville encourages you to attend these meetings and submit your input. The more involved citizens are in our government, the more trusted, transparent, and efficient the municipality will be.

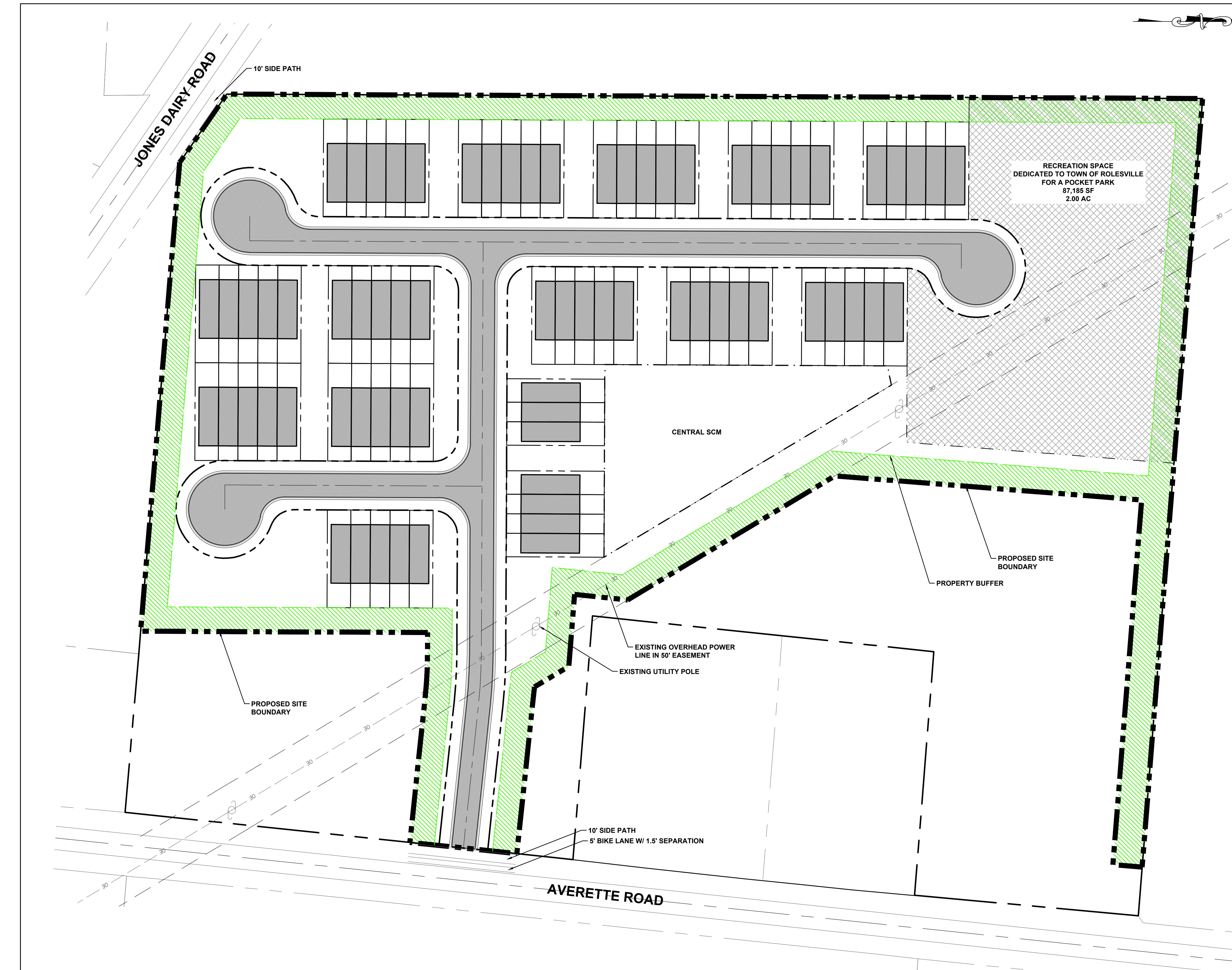
Town Board of Commissioners are the elected body that will make the final determination and decision on this proposal.

After consideration by the neighborhood meeting by the applicant, a public hearing will be held by the Town Board of Commissioners on a future date. You will receive another similar notification about the date, time, and location of this public hearing. These hearings may be administrative, legislative, or quasi-judicial (depending upon the North Carolina State Statute requirements), but you will still have the opportunity to be heard once again.

Sincerely,

Azure Development

David Peoples



EXISTING PARCEL DATA	
PARCEL PIN	1769-08-6810
ZONING	R&PUD
PARCEL AREA	12.28 AC ±
PARCEL ADDRESS	625 AVERETTE ROAD ROLESVILLE, NC 27571
PARCEL OWNER	WAKE FOREST BAPTIST CHURCH 118 E SOUTH AVE WAKE FOREST, NC 27587

PROPOSED PARCEL DATA	
ZONING	RH
EX. SITE AREA	12.28 AC ±
R/W DEDICATION	0.0 AC
OTHER DEDICATIONS	0.0 AC
PROPOSED SITE AREA	534,991 SF (12.28 AC)
PROPOSED USE	RESIDENTIAL
SINGLE FAMILY UNITS	0
TOWNHOME UNITS	72
APARTMENT UNITS	0
TOTAL UNITS	72
PROPOSED DENSITY	5.9 UNITS/ACRE

TH LOT DIMENSIONAL REQUIREMENTS	
MINIMUM LOT FRONTEAGE	20 FEET
MINIMUM LOT AREA	2,000 SF
FRONT SETBACK	15 FT
SIDE SETBACK	10 FT
REAR SETBACK	15 FT
SIDE CORNER SETBACK	0 FT

GENERAL NOTES	
1.	THIS LAYOUT IS BASED ON A SURVEYED BOUNDARY
2.	ALL LOTS TO DRAIN TO THE SOUTH OUT OF THE WATERSHED
3.	ALL PORTIONS OF THE PARCEL THAT ARE NOT IN THE RIGHT-OF-WAY, IN THE SCM, ON A LOT OR IN THE RECREATION SPACE/POCKET PARK ARE CONSIDERED TO BE IN OPEN SPACE

REZONING CASE NUMBER
REZ-25-03

50' 0 50' 100'
SCALE: 1"=50' (Horiz.)

REV. NO.	DESCRIPTIONS	DATE
REVISIONS		

--

 McKIM & CREED
4300 Edwards Mill Road Suite 200, Raleigh, NC 27612 Phone: (919) 233-8091, Fax: (919) 233-8031
NC License# F-1222

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625 AVERETTE ROAD LAYOUT #7
--

DATE: 2025-07-29 MCE PROJ. #: 10300-0001 DRAWN DESIGNED CHECKED PROJ. MGR. XXX REVISION	SCALE HORIZONTAL: VERTICAL: DRAWING NUMBER REVISION
STATUS: REVIEW DRAWINGS ONLY NOT FOR CONSTRUCTION	

625 Averette Rd. Neighborhood Meeting
Sign-In Sheet

10/15/2025

NAME	ADDRESS
John Davis	1608 Toney Davis Rd
Bess Davis	1612 Toney Davis Rd
Sondra Bledsoe	609 Averette Rd.

Address	Owner	PIN	Mailing Address 1	Mailing Address 2
529 SHORTHORN DR	PRESERVE AT JONES DAIRY LLC	1769092846	10534 ARNOLD PALMER DR	RALEIGH NC 27617-7775
701 HOLSTEIN DAIRY WAY	DR HORTON INC	1759997531	1341 HORTON CIR	ARLINGTON TX 76011-4310
1612 JONES DAIRY RD	DAVIS, STEPHENIE MULLEN DAVIS, JOHN HUGH	1769085035	1608 JONES DAIRY RD	ROLESVILLE NC 27571-8295
369 SPELT CT	CAMPBELL, JOSLN	1759987279	369 SPELT CT	ROLESVILLE NC 27571-7708
372 SPELT CT	DIETRICH, MICHAEL D DIETRICH, HALEY	1759987271	372 SPELT CT	ROLESVILLE NC 27571-7708
525 AVERETTE RD	WFINV, LLC	1769078778	4641 PARAGON PARK RD STE RALEIGH NC 27616-3407	
609 AVERETTE RD	BLEDSOE, SONDRA ADAMS	1769089117	609 AVERETTE RD	WAKE FOREST NC 27587-8203
612 RAMO GRANDE DR	MOERLEN, FRANCOIS MOERLEN, ERICA RAKOTONINDRAINY	1759998600	612 RAMO GRANDE DR	WAKE FOREST NC 27587-3051
1512 JONES DAIRY RD	TAYLOR, JOSHUA R TAYLOR, DANIELLE D	1759987489	6501 RIDGEMOUNT ST	WAKE FOREST NC 27587-3622
701 AVERETTE RD	MOORE, VANCE M MOORE, BARBIE J	1769089931	701 AVERETTE RD	WAKE FOREST NC 27587-8205
709 AVERETTE RD	MOORE'S RENTALS LLC	1769099058	701 AVERETTE RD	WAKE FOREST NC 27587-8205
712 HOLSTEIN DAIRY WAY	COACHMAN, DEBORAH A.	1759997248	712 HOLSTEIN DAIRY WAY	WAKE FOREST NC 27587-3048
810 AVERETTE RD	PEARCE, KIRBY VAUGHN PEARCE, TERRY JONES	1860106234	808 AVERETTE RD	WAKE FOREST NC 27587-8206
732 AVERETTE RD	PEARCE, KIRBY VAUGHN PEARCE, TERRY JONES	1769197611	PO BOX 160	ROLESVILLE NC 27571-0160
1624 JONES DAIRY RD	CITY OF RALEIGH	1769077986	RALEIGH CITY ATTORNEY	219 FAYETTEVILLE ST

CONDITIONS TO ZONING
625 AVERETTE ROAD
REZ-25-03

09/11/2025

1. THE SUBJECT PROPERTY SHALL BE DEVELOPED GENERALLY IN ACCORDANCE WITH THE CONCEPT PLAN ATTACHED HERETO AND INCORPORATED HEREIN AS IF FULLY SET OUT. LOCATIONS SHOWN FOR COMMITTED ELEMENTS INCLUDING, BUT NOT LIMITED TO GREENWAYS, STREETS, AND OPEN AREAS SHOWN ON THE CONCEPT PLAN, MAY BE ADJUSTED TO CONFORM TO LDO REQUIREMENTS OR AS PERMITTED AS A MINOR ADJUSTMENT BY THE LAND DEVELOPMENT ADMINISTRATOR.
2. TOTAL RESIDENTIAL DENSITY SHALL NOT EXCEED 5.9 UNITS PER ACRE.
3. DEDICATED ACREAGE FOR POCKET PARK IS A MINIMUM OF TWO ACRES.

Property Owner Authorization


Michael K. Perry, Trustee Chair, 10.6.25
Wake Forest Baptist Church Date

Neighborhood Meeting Minutes
625 Averette Rd.
REZ-25-03

10/15/2025

Start Time: 5:30PM

Attendees: See Sign-in Sheet for details

The applicant held a neighborhood meeting during a 2-hour time slot window in which three neighbors attended. Due to the small number of attendees the meeting began with handing out copies of the latest concept site plan to aid in the discussion. The applicant explained the proposed rezoning and the historical limitations of the existing zoning on the site. The neighbors were concerned about SCM design and maintenance, and most of the discussion centered around this. The pocket park was discussed as well as the community being set substantially off Averette Rd. which seemed to be well received. The applicant agreed to stay in touch with one of the neighbors regarding the progression of both the rezoning and the construction drawings.

July 29, 2025

Steve Macko
Azure Development LLC
10534 Arnold Palmer Drive
Raleigh, NC 27617
steve.macko14@gmail.com

Reference: Trip Generation Letter - Jones Dairy Road Residential

Dear Mr. Macko:

This letter provides trip generation calculations for the proposed Jones Dairy Road Residential development in Rolesville. The proposed development will include residential units with an estimated density of approximately 72 townhomes. This property is near the Preserve at Jones Dairy residential development that is currently under construction.

Average weekday daily, AM peak hour, and PM peak hour trips for the proposed residential development were calculated using the ITE *Trip Generation Manual*, 11th Edition. Refer to Table 1 for the development's trip generation.

Table 1: Trip Generation Summary

Land Use (ITE Code)	Intensity	Daily Traffic (vpd)	Weekday AM Peak Hour Trips (vph)		Weekday PM Peak Hour Trips (vph)	
			Enter	Exit	Enter	Exit
Singe Family Attached (215)	72 Units	498	8	24	23	16

The development is expected to generate 498 daily trips, 32 AM peak hour trips, and 39 PM peak hour trips on a typical weekday.

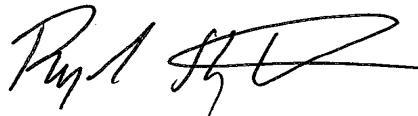
Conclusions

The Town of Rolesville's code requires a Traffic Impact Analysis (TIA) for developments generating at least 500 daily trips or 50 peak hour trips. The proposed development is expected to generate fewer than 500 daily trips and less than 50 peak hour trips and therefore does not meet the threshold for a TIA under the Town's code.

Development plans will be reviewed by Town staff and multiple departments/agencies through the Town's Technical Review Committee process. In addition, the development must obtain a driveway permit from the NCDOT to access the public road system. These review processes will evaluate detailed development plans and allow agencies to request specific information and/or transportation improvements.

Please let me know if any additional information is needed or if there are questions.

Sincerely,



Rynal Stephenson, P.E.
Chief Traffic Analysis Engineer
DRMP, Inc.



Corporate License #F-1524

TOWN OF ROLESVILLE

**ORDINANCE OF THE TOWN OF ROLESVILLE BOARD OF COMMISSIONERS
AMENDING THE OFFICIAL ZONING MAP OF THE TOWN OF ROLESVILLE
TO CHANGE THE ZONING OF APPROXIMATELY 12.283 ACRES LOCATED AT
625 AVERETTE ROAD, BEING WAKE COUNTY PIN 1769085810 (PORTION OF)
FROM RESIDENTIAL AND PLANNED UNIT DEVELOPMENT (R&PUD)
TO RESIDENTIAL HIGH CONDITIONAL ZONING DISTRICT (RH-CZ)**

**ORDINANCE ORD-2026-XX
REZ-25-06 625 AVERETTE ROAD
PIN 1769085810 (PORTION OF)**

ORDINANCE ORD-2026-XX

ORDINANCE OF THE TOWN OF ROLESVILLE BOARD OF COMMISSIONERS AMENDING THE OFFICIAL ZONING MAP OF THE TOWN OF ROLESVILLE TO CHANGE THE ZONING OF APPROXIMATELY 12.283 ACRES LOCATED AT 625 AVERETTE ROAD, BEING WAKE COUNTY PIN 1769085810 (PORTION OF) FROM RESIDENTIAL AND PLANNED UNIT DEVELOPMENT (R&PUD) TO RESIDENTIAL HIGH CONDITIONAL ZONING DISTRICT (RH-CZ)

REZ-25-03 625 AVERETTE ROAD

WHEREAS the application submitted by Wake Forest Baptist Church for the rezoning of land hereinafter described was duly filed with the Planning Department; and

WHEREAS the Planning Board reviewed the application for recommendation on October 27, 2025 and December 15, 2025, and the Board of Commissioners held a Legislative Hearing on February 3, 2026; and

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, 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 Number 1769085810 (portion of), and described in Exhibit 1, are currently located within the Town’s Corporate Limits.

Section 3: The Town of Rolesville Land Development Ordinance, including the Town of Rolesville North Carolina Official Zoning Map which is a part of said Ordinance, is hereby amended by changing the zoning classification of the “Rezoned Lands” from Residential and Planned Unit Development (R&PUD) to Residential High Conditional Zoning District (RH-CZ) as shown on Exhibit 1, subject to the conditions stated herein.

Section 4: The “Rezoned Lands” are subject to all the standards and conditions in Exhibit 2 – Conditions of Approval, which are imposed as part of this rezoning.

Section 5: The Land Development Administrator is hereby authorized and directed to cause the said Official Zoning 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 Town of Rolesville Board of Commissioners finds the Rezoning map amendment request reasonable and consistent with the 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 3rd day of February 2026.

Ronnie Currin
Mayor

ATTEST:

Christina Ynclan-Frazier
Town Clerk

Exhibit 1: Legal Description

BEGINNING AT A POINT ON THE WESTERN RIGHT OF WAY OF AVERETTE ROAD, SAID POINT HAVING NAD 83' (2011) NC GRID COORDINATES OF N(y):798,665.43' E(x):2,161,035.02'; THENCE, LEAVING SAID RIGHT OF WAY, N 83°59'04" W A DISTANCE OF 148.65' TO A POINT; THENCE N 87°46'45" W A DISTANCE OF 69.99' TO A POINT; THENCE S 00°15'37" W A DISTANCE OF 323.44' TO A POINT; THENCE N 85°14'17" W A DISTANCE OF 481.43' TO A NEW IRON PIPE, SAID NEW IRON PIPE BEING ON THE NORTHERN RIGHT OF WAY OF JONES DAIRY ROAD; THENCE, FOLLOWING SAID RIGHT OF WAY, N 55°23'54" W A DISTANCE OF 84.84' TO A NEW IRON PIPE; THENCE, LEAVING SAID RIGHT OF WAY, N 00°15'37" E A DISTANCE OF 997.81' TO A NEW IRON PIPE; THENCE S 85°30'10"E A DISTANCE OF 788.83' TO A POINT; THENCE S 04°29'50" W A DISTANCE OF 30.00' TO A POINT; THENCE N 85°30'10" W A DISTANCE OF 374.40' TO A POINT; THENCE S 04°29'50" W A DISTANCE OF 314.56' TO A POINT; THENCE S 30°55'32" E A DISTANCE OF 247.07' TO A POINT; THENCE S 05°58'21" W A DISTANCE OF 54.55' TO A POINT; THENCE S 85°25'42" E A DISTANCE OF 270.06' TO A POINT, SAID POINT BEING ON THE WESTERN RIGHT OF WAY OF AVERETTE ROAD; THENCE, FOLLOWING SAID RIGHT OF WAY, S 06°00'56" W A DISTANCE OF 117.73' TO A POINT; WHICH IS THE POINT OF BEGINNING, CONTAINING AN AREA OF 535,034 SQUARE FEET, 12.283 ACRES

Exhibit 2: Conditions of Approval

REZ-25-03: 625 Averette Road

September 11, 2025

1. The subject property shall be developed generally in accordance with the concept site plan attached hereto and incorporated herein as if fully set out. Locations shown for committed elements including, but not limited to greenways, streets, and open areas shown on the concept site plan, may be adjusted to conform to LDO requirements or as permitted as a minor adjustment by the Land Development Administrator.
2. Total residential density shall not exceed 5.9 units per acre.
3. Dedicated acreage for pocket park is a minimum of two acres.



Memo

To: Mayor Currin & Town Board of Commissioners
From: Stephen Wensman, Planning Director; Michael Elabarger, Assistant Planning Director; & Meredith Gruber, Senior Planner
Date: Meeting Held February 3, 2026
Re: TA-25-10 Land Development Ordinance (LDO) Text Amendments to LDO Table 3.1.3. to Reduce Townhome Building Separation Requirements

Background

Land Development Ordinance (LDO) Text Amendment Application TA-25-10 was submitted in Rolesville's online development portal, GovWell.com, by Dave Gorman of Lock7 Development in October 2025. The application proposes modifying LDO **Section 3.1.3. Residential High Development Standards** to reduce Townhome building separation requirements for three-unit and two-unit structures.

Proposed Text Amendment

The proposed text for TA-25-10 is shown on the next page in blue and underlined.

Table 3.1.3. RH District Dimensional Standards

STANDARDS		RESIDENTIAL HIGH (RH) REQUIREMENTS				
Building Height		Max. 35'				
Density		Max: 6 Dwelling Units Per acre (Single Family Detached) Max 8: Dwelling Units Per Acres (Age Restricted) Max:9 Dwelling Units Per Acre (Attached) Max:12 Dwelling Units Per Acre (Multi Family)				
		Single Family Detached	Single Family Detached (Age Restricted)	Attached	Attached (Age Restricted)	Multiple Family
Building Setback (Min./Max.)	Front	15'	15'	15'	15'	20'
	Side	10'	10' Aggregate	0' Internal 10' End Unit Min. 30' Between structures <u>Min. 10' Between structures of three units or less</u>	0' Internal 5' End Unit Min. 16' Between structures Min. 10' Between two unit structures	15'
	Rear	15'				
	Corner	15'	15'	15'	15'	20'
Lot	Width (Min)	75' (Single Family Detached) 40' (Single Family Detached Age Restricted) 20' (Attached)				
	Coverage	N/A				
	Area (Min.)	7,500 (Single Family Detached) 4,000 Square Feet (Single Family Detached Age Restricted) 2,000 Square Feet (Attached) 1,900 Square Feet (Attached Age Restricted)				
Special Standards <u>and Notes</u>		No more than 15 gross acres may be assigned to attached or multiple family uses. This acreage limit shall be applied to the total of all attached and multifamily uses within a subdivision. Notwithstanding the foregoing, the acreage limit may be divided within and/or distributed throughout a subdivision. There is no limitation for age restricted residential developments.				
		<u>Two or three-unit single family attached buildings adjacent to a four-unit or greater building will follow the thirty foot (30') building separation requirement.</u>				

Comprehensive Plan Consistency

The Rolesville 2050 Comprehensive Plan Focus Areas include looking at challenges and opportunities as they relate to:

- Transportation,
- Economic Development,
- Housing & Land Use, and
- Parks, Recreation, & Community Character.

The 2050 Plan identifies *Single Family Residential Dominance* as a challenge and states there is a need to promote a wider range of housing options, including mixed-use developments and townhouses, to accommodate different income levels and household types. A text amendment that adds flexibility for Townhome developments may diversify residential options (more two-unit and three-unit structures). The challenges and opportunities noted under Housing & Land Use will shape the Town's future, aiming to create a sustainable and inclusive environment for all residents.

Planning Board Recommendation

At their meeting on December 15, 2025, the Planning Board unanimously recommended approval of TA-25-10 with the addition of stating a two or three-unit building adjacent to a four-unit or greater building will follow the thirty foot (30') building separation requirement. A statement has been added as proposed text in LDO Table 3.1.3. RH District Development Standards.

Staff Recommendation

Based on consistency with the Comprehensive Plan, staff recommends approval of TA-25-10.

Proposed Motions

- Motion to (approve or deny) **TA-25-10 - LDO Text Amendments to Section 3.1.3. to Reduce Townhome Building Separation Requirements** because it is (consistent or inconsistent) with the Comprehensive Plan. (Please include examples of consistency or inconsistency.)

If TA-25-10 is approved:

- Motion to adopt a Statement of Consistency and Reasonableness as **TA-25-10** is consistent with Rolesville's Comprehensive Plan, supporting the plan's Land Use and Housing Focus Area, and is therefore reasonable

Or

- Motion to continue **TA-25-10 - LDO Text Amendments to Section 3.1.3. to Reduce Townhome Building Separation Requirements** to a future Town Board of Commissioners' meeting (Provide date certain.)

Attachments

- Text Amendment Application TA-25-10 – Applicant Submittals
- Ordinance 2026-ORD-XX

Proposed Amendment:

Amend LDO Section 3.1.3 (RH District Dimensional Standards) and related provisions to allow a minimum 10-foot building separation between structures for Attached residential buildings containing three (3) units or fewer, in place of the current 30-foot requirement applicable to larger attached buildings.

STANDARDS		RH REQUIREMENTS		
Building Height		Max: 35'		
Density		Max: 6 Dwelling Units Per Acre (Single Family Detached) Max: 9 Dwelling Units Per Acre (Attached) Max: 12 Dwelling Units Per Acre (Multifamily)		
Building Setback (Min/Max)	Single Family Detached		Attached	Multiple Family
	Front	15'	15' 0' Internal	20'
	Side	10'	10' End Unit <i>Minimum 30' between structures</i> <i>Minimum 10' between structures of 3 units or less</i>	15'
	Rear		15'	
	Corner	15'	15'	20'
	Width (Min)		75' (Single Family Detached) 20' (Attached)	
Lot	Coverage		N/A	
	Area (Min)	7,500 Square Feet (Single Family Detached) 2,000 Square Feet (Attached)		

Text Amendment Justification

Consistency with Recent Text Amendments:

The proposed amendment is consistent with recent updates to the Land Development Ordinance. Text Amendment TA-24-01, approved on August 6, 2024, established a minimum 10-foot building separation for two-unit attached age-restricted residential structures. While TA-24-01 specifically applied to age-restricted housing, the same planning principles- promoting flexibility, smaller-scale design, and efficient land use- also apply to this proposal. Extending the 10-foot separation to attached residential buildings containing three units or fewer ensures consistency across similar housing types and continues the Town's efforts to support diverse and attainable housing options.

Consistency with Comprehensive Plan 2050:

The amendment supports the Comprehensive Plan's goals of providing diverse housing types and attainable housing options. Reducing building separation for attached residential types promotes missing middle development, more affordable product and walkable neighborhoods consistent with Rolesville's growth strategy.

Conflict with Standards:

The amendment does not conflict with the Comprehensive Plan or other Town Codes. It modifies a dimensional standard that was originally designed for large (6–8 unit) townhome buildings but is unnecessarily restrictive for smaller paired-villa or two-unit formats.

Demonstrated Community Need:

Rolesville's growing population needs a variety of housing formats beyond detached single-family. Allowing reduced separation for townhomes enables product diversity while maintaining safety, compatibility and affordability.

Consistency with Intent of Zoning Districts:

The RH District is intended to accommodate attached housing while ensuring neighborhood compatibility. The proposed amendment balances this intent with efficient land use, improving feasibility for townhome buildings without reducing overall design quality.

Public Health, Safety, Welfare:

The amendment will not negatively affect health or safety. A 10-foot separation maintains building code fire safety standards while ensuring sufficient spacing for access, maintenance, and landscaping.

Current Standard (30' Building Separation)

Requires 30 feet of spacing between townhome buildings, a standard designed for large 6–8 unit townhome blocks. For smaller paired or two-unit buildings, this creates excessive gaps and reduces neighborhood efficiency.



Proposed Standard (10' Building Separation)

Allows 10 feet of spacing between townhome buildings (5' side setback per unit). This maintains safe separation and access while better fitting the scale of smaller attached homes, supporting more efficient and flexible community design.



**PROPOSAL TO AMEND
THE LAND DEVELOPMENT ORDINANCE,
TOWN OF ROLESVILLE, NORTH CAROLINA**

**Case Number TA-25-10 Land Development Ordinance (LDO) Text Amendments to
Table 3.1.3. Residential High District Dimensional Standards
Ordinance # ORD-2026-XX**

WHEREAS, the Town of Rolesville seeks to amend the Land Development Ordinance Table 3.1.3. Residential High District Dimensional Standards to allow a ten-foot (10') separation between single family attached structures of three units or less.

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

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

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

SECTION 1. That Table 3.1.3. be amended to read as follows:

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

Table 3.1.3. RH District Dimensional Standards

STANDARDS	RESIDENTIAL HIGH (RH) REQUIREMENTS
Building Height	Max. 35'
Density	Max: 6 Dwelling Units Per acre (Single Family Detached) Max 8: Dwelling Units Per Acres (Age Restricted) Max:9 Dwelling Units Per Acre (Attached) Max:12 Dwelling Units Per Acre (Multi Family)

		Single Family Detached	Single Family Detached (Age Restricted)	Attached	Attached (Age Restricted)	Multiple Family
Building Setback (Min./Max.)	Front	15'	15'	15'	15'	20'
	Side	10'	10' Aggregate	0' Internal 10' End Unit Min. 30' Between structures <u>Min. 10'</u> <u>Between structures of</u> <u>three units or less</u>	0' Internal 5' End Unit Min. 16' Between structures Min. 10' Between two unit structures	15'
	Rear			15'		
	Corner	15'	15'	15'	15'	20'
Lot	Width (Min)	75' (Single Family Detached) 40' (Single Family Detached Age Restricted) 20' (Attached)				
	Coverage	N/A				
	Area (Min.)	7,500 (Single Family Detached) 4,000 Square Feet (Single Family Detached Age Restricted) 2,000 Square Feet (Attached) 1,900 Square Feet (Attached Age Restricted)				
Special Standards <u>and Notes</u>		No more than 15 gross acres may be assigned to attached or multiple family uses. This acreage limit shall be applied to the total of all attached and multifamily uses within a subdivision. Notwithstanding the foregoing, the acreage limit may be divided within and/or distributed throughout a subdivision. There is no limitation for age restricted residential developments.				
		<u>Two or three-unit single family attached buildings adjacent to a four-unit or greater building will follow the thirty foot (30') building separation requirement.</u>				

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

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

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

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

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

Adopted this 3rd day of February 2026 by the Town of Rolesville Board of Commissioners.

Ronnie I. Currin
Town of Rolesville Mayor

CERTIFICATION

I, _____, Town Clerk for the Town of Rolesville, North Carolina, do hereby certify the foregoing to be a true copy of an ordinance duly adopted at the meeting of the Town Board of Commissioners held on this _____ day of _____, 2026.

In witness whereof, I have hereunto set my hand and caused the seal of the Town of Rolesville to be affixed this _____ day of _____, 2026.

(seal)

Christina Ynclan - Frazier
Town Clerk



Memo

To: Mayor Currin & Town Board of Commissioners
From: Stephen Wensman, Planning Director; Michael Elabarger, Assistant Planning Director; & Meredith Gruber, Senior Planner
Date: Meeting Held February 3, 2026
Re: TA-25-11 Land Development Ordinance (LDO) Text Amendments to Required Perimeter Buffers

Background

Land Development Ordinance (LDO) Text Amendment Application TA-25-11 was submitted in Rolesville's online development portal, GovWell.com, by Dave Gorman of Lock7 Development in October 2025. The application proposes modifying **Required Perimeter Buffers** to eliminate fences and walls between residential developments.

Proposed Text Amendments

The proposed text for TA-25-11 is shown in **blue and underlined**. The notes for Perimeter Buffers Type 2 and Type 3 have been added since the Planning Board meeting on December 15, 2025.

6.2.2.1.F.2. Perimeter Buffer Type 2

- a. **Where shown in Table 6.2.2.2., Perimeter Buffer Type 2L denotes landscape materials only; a fence is not required.**
- b. **Type 2L Perimeter Buffers must include at least twenty-five percent (25%) more landscape materials than Type 2 Buffers.**
- c. **Type 2L Perimeter Buffers must include at least one (1) evergreen tree per 100 linear feet, either tree or understory tree. In addition, at least thirty-five percent (35%) of the plant materials in a Perimeter Buffer shall be evergreen.**

6.2.2.1.F.3. Perimeter Buffer Type 3

- a. **Where shown in Table 6.2.2.2., Perimeter Buffer Type 3L denotes landscape materials only; a wall is not required.**
- b. **Type 3L Perimeter Buffers must include at least twenty-five percent (25%) more landscape materials than Type 3 Buffers.**
- c. **Type 3L Perimeter Buffers must include at least one (1) evergreen tree per 100 linear feet, either tree or understory tree. In addition, at least thirty-five percent (35%) of the plant materials in a Perimeter Buffer shall be evergreen.**

Table 6.2.2.2. Required Perimeter Buffer by District

Zoning District of Adjacent Property	RL	RM	RH	MH	GC	CH	OP	BT	GI
RL	1L	2L	3L	3	3	3	3	3	4
RM	2L	1L	3L	3	3	3	3	3	4
RH	3L	3L	1L	2	2	2	2	2	4
MH	3	3	2	1L	2	2	2	2	4
GC	3	3	2	2	N/A	1L	1L	1L	4
CH	3	3	2	2	1L	N/A	1L	1L	4
OP	3	3	2	2	1L	1L	N/A	3	4
BT	3	3	2	2	1L	1L	3	N/A	3
GI	4	4	4	4	4	4	4	3	N/A

Comprehensive Plan Consistency

The Rolesville 2050 Comprehensive Plan Focus Areas include looking at challenges and opportunities as they relate to:

- Transportation,
- Economic Development,
- Housing & Land Use, and
- Parks, Recreation, & Community Character.

A text amendment that allows landscaped perimeter buffers may add to improved Community Character by saving more existing vegetation, providing opportunities for design collaboration among adjacent neighborhoods, and facilitating sidewalk and greenway connectivity. The 2050 Plan notes the Opportunities for Parks, Recreation, & Community Character as promoting parks and greenway identity of Rolesville, developing policies and plans that support continued park and greenway expansion, and local and regional greenway connections. Building fences and walls between all subdivisions may go against the pedestrian connectivity that is so important to the Town of Rolesville.

Planning Board Recommendation

At their meeting on December 15, 2025, the Planning Board unanimously recommended approval of TA-25-11 with the consideration of additional plantings at a rate of twenty-five percent (25%). Landscaping notes have been added to the proposed text amendments since the Planning Board meeting.

Staff Recommendation

Based on consistency with the Comprehensive Plan, staff recommends approval of TA-25-11.

Proposed Motions

- Motion to (approve or deny) **TA-25-11 - LDO Text Amendments to Required Perimeter Buffers** because it is (consistent or inconsistent) with the Comprehensive Plan. (Please include examples of consistency or inconsistency.)

If TA-25-11 is approved:

- Motion to adopt a Statement of Consistency and Reasonableness as **TA-25-11** is consistent with Rolesville's Comprehensive Plan, supporting the plan's Parks, Recreation, & Community Character Focus Area, and is therefore reasonable

Or

- Motion to continue **TA-25-11 - LDO Text Amendments to Required Perimeter Buffers** to a future Town Board of Commissioners' meeting (Provide date certain.)

Attachments

- Text Amendment Application TA-25-11 – Applicant Submittals
- Ordinance 2026-ORD-XX

Proposed Amendment:

Amend LDO Section 6.2.2.2 (Perimeter Bufferyards) to allow a Type 1L buffer (landscape-only, no wall required) in place of a Type 3 buffer (25' depth + 6' masonry wall) when RH zoning abuts RM or RL zoning.

Table 6.2.2.2. Required Perimeter Buffer by District

Zoning District of Adjacent Property	RL	RM	RH	MH	GC	CH	OP	BT	GI
RL	1L	2	3	3	3	3	3	3	4
RM	2	1L	3	3	3	3	3	3	4
RH	1L	1L	1L	2	2	2	2	2	4
MH	3	3	2	1L	2	2	2	2	4
GC	3	3	2	2	N/A	1L	1L	1L	4
CH	3	3	2	2	1L	N/A	1L	1L	4
OP	3	3	2	2	1L	1L	N/A	3	4
BT	3	3	2	2	1L	1L	3	N/A	3
GI	4	4	4	4	4	4	4	3	N/A

Text Amendment Justification

1. Consistency with Comprehensive Plan:

The amendment supports the Plan's environmental and neighborhood design policies by encouraging vegetated buffers, which preserve natural character and reduce hardscape impacts.

2. Conflict with Standards:

The amendment does not conflict with the LDO's intent. Instead, it refines standards to better match the intensity of adjacent land uses. Applying a Type 3 buffer with a masonry wall between lower density residential uses does not encourage connectivity between adjacent neighborhoods and existing native wildlife in the area.

3. Changed Conditions:

The rigid wall requirements along residential-to-residential boundaries impose costs without improving compatibility. The existing language lacks clarity when applied to legacy zoning districts such as R&PUD, highlighting the need for further clarification.

4. Demonstrated Community Need:

The community benefits from more flexible, cost-effective buffer standards that prioritize landscaping over masonry walls, particularly where adjacent land uses are compatible. This also reduces housing costs, allowing for missing middle development and more affordable housing options within the Town of Rolesville.

5. Consistency with Intent of Zoning Districts:

The amendment ensures that buffers are proportional to the intensity difference between adjacent districts, promoting compatibility without overregulation. Landscaping remains the primary tool, in line with the RH district's residential character.

6. Public Health, Safety, Welfare:

The amendment does not negatively impact health or welfare. Vegetative buffers provide equal or better environmental and aesthetic benefits compared to masonry walls, with less stormwater runoff and heat island effect.

Current Buffer (Type 3)

A 25-foot wide buffer that includes dense plantings and a 6-foot masonry wall. This standard is intended for higher-intensity use transitions but is currently applied even between residential neighborhoods.



Proposed Buffer (Type 1L)

A landscaped buffer without a wall, relying on trees and plantings to provide screening. This approach maintains neighborhood compatibility while reducing unnecessary hardscape and cost between similar residential uses.



**PROPOSAL TO AMEND
THE LAND DEVELOPMENT ORDINANCE,
TOWN OF ROLESVILLE, NORTH CAROLINA**

**Case Number TA-25-11 Land Development Ordinance (LDO) Text Amendments to
Section 6.2.2.1.F. Perimeter Buffer Types and Table 6.2.2.2. Required Perimeter Buffer
by District
Ordinance # ORD-2026-XX**

WHEREAS, the Town of Rolesville seeks to amend the Land Development Ordinance Section 6.2.2.1.F. Perimeter Buffer Types and Table 6.2.2.2. Required Perimeter Buffer by District to allow landscape only perimeter buffers between residential subdivisions.

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

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

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

SECTION 1. That Section 6.2.2.1.F. and Table 6.2.2.2. be amended to read as follows:

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

6.2.2.1.F.2. Perimeter Buffer Type 2

- a. Where shown in Table 6.2.2.2., Perimeter Buffer Type 2L denotes landscape materials only; a fence is not required.
- b. Type 2L Perimeter Buffers must include at least twenty-five percent (25%) more landscape materials than Type 2 Buffers.

- c. Type 2L Perimeter Buffers must include at least one (1) evergreen tree per 100 linear feet, either tree or understory tree. In addition, at least thirty-five percent (35%) of the plant materials in a Perimeter Buffer shall be evergreen.

6.2.2.1.F.3. Perimeter Buffer Type 3

- a. Where shown in Table 6.2.2.2., Perimeter Buffer Type 3L denotes landscape materials only; a wall is not required.
- b. Type 3L Perimeter Buffers must include at least twenty-five percent (25%) more landscape materials than Type 3 Buffers.
- c. Type 3L Perimeter Buffers must include at least one (1) evergreen tree per 100 linear feet, either tree or understory tree. In addition, at least thirty-five percent (35%) of the plant materials in a Perimeter Buffer shall be evergreen.

Table 6.2.2.2. Required Perimeter Buffer by District

Zoning District of Adjacent Property	RL	RM	RH	MH	GC	CH	OP	BT	GI
RL	1L	<u>2L</u>	<u>3L</u>	3	3	3	3	3	4
RM	<u>2L</u>	1L	<u>3L</u>	3	3	3	3	3	4
RH	<u>3L</u>	<u>3L</u>	1L	2	2	2	2	2	4
MH	3	3	2	1L	2	2	2	2	4
GC	3	3	2	2	N/A	1L	1L	1L	4
CH	3	3	2	2	1L	N/A	1L	1L	4
OP	3	3	2	2	1L	1L	N/A	3	4
BT	3	3	2	2	1L	1L	3	N/A	3
GI	4	4	4	4	4	4	4	3	N/A

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

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

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

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

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

Adopted this 3rd day of February 2026 by the Town of Rolesville Board of Commissioners.

Ronnie I. Currin
Town of Rolesville Mayor

CERTIFICATION

I, _____, Town Clerk for the Town of Rolesville, North Carolina, do hereby certify the foregoing to be a true copy of an ordinance duly adopted at the meeting of the Town Board of Commissioners held on this _____ day of _____, 2026.

In witness whereof, I have hereunto set my hand and caused the seal of the Town of Rolesville to be affixed this _____ day of _____, 2026.

(seal)

Christina Ynclan - Frazier
Town Clerk