



Board of Commissioners
Regular Meeting
March 4, 2025 – 6:30 PM
502 Southtown Circle, Rolesville, NC 27571

AGENDA

1. Call to Order
2. Invocation
 - 2.a. Deacon Allen Wilson of Rolesville Baptist Church
3. Pledge of Allegiance
4. Proclamation
 - 4.a. Proclamation Recognizing Wake Forest-Rolesville (NC) Alumni Chapter of Kappa Alpha Psi Fraternity, Inc.
 - 4.b. Proclamation Recognizing Women's History Month
5. Consider Approval of the Agenda
6. Public Invited to be Heard

Individuals wishing to speak during the Public Invited to be Heard proceedings are encouraged to be prepared and individuals will be limited to three (3) minutes. Written comments are welcome and should be given to the Town Clerk prior to the start of the meeting
7. Consider Approval of the Consent Agenda
 - 7.a. Minutes of January 28, 2025, Special Meeting
 - 7.b. Resolution to Amend the Personnel Policy 2025-R-03
8. Town Board Liaison Reports
 - 8.a. Commissioner Alston – Veterans
 - 8.b. Commissioner Long – Public Safety
 - 8.c. Commissioner Paul – Senior Citizens
 - 8.d. Commissioner Sneed – Planning Board
 - 8.e. Commissioner Vilga – Parks & Recreation Advisory Board
9. Communication from Town Staff
 - 9.a. Human Resources – Lisa Alston, Human Resources Director
10. Old Business

None
11. New Business

Legislative Hearing

- 11.a. TA-25-01 Residential Medium Development Standards – Meredith Gruber, Planning Director
- 11.b. TA-25-02 Tree Ordinance Purpose and Intent – Meredith Gruber, Planning Director

End of Hearings

12. Communications

- 12.a. Town Attorney
- 12.b. Town Manager
- 12.c. Town Clerk
- 12.d. Town Board

13. Closed Session Pursuant to NCGS 143-318.11(a)(3).

14. 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

KAPPA ALPHA PSI FRATERNITY, INC.

Wake Forest/Rolesville (NC) Alumni Chapter

WHEREAS, the Town of Rolesville takes pride in recognizing Wake Forest-Rolesville (NC) Alumni Chapter of Kappa Alpha Psi Fraternity, Inc., which has made the local Rolesville community. Through various programs and outreach initiatives, the fraternity has demonstrated a strong commitment to service and support, particularly in the areas of education and community welfare; and

WHEREAS, One of most impactful ways the Chapter gives back to the community through its Welcome Back Teacher Luncheon. The fraternity annually organizes and provides lunch for teachers at Rolesville High School. This gesture serves as a token of appreciation for their hard work and dedication to the students. It also creates an opportunity to foster a stronger connection between the fraternity and local educators; and

WHEREAS, Members actively engage with younger students through the Room to Read reading program, volunteering to read to Rolesville Elementary School students. They inspire a love for reading while serving as positive role models. Additionally, the Chapter donated books to the school. Through these efforts, the chapter remains dedicated to promoting education, fostering a passion for learning, and strengthening community partnerships; and

WHEREAS, At the beginning of each school year, the Chapter helps to create an exciting and positive atmosphere for welcoming students “Back to School”, providing encouragement, and helping to set a tone of optimism and community engagement. This outreach is essential in ensuring that students feel supported and excited for the academic year ahead; and

WHEREAS, Additionally, the Chapter has partnered with the Rolesville High School Care Closet, a resource that provides students with essential supplies and materials. The Chapter regularly donates needed necessities to ensure that students have the tools they need to succeed. This partnership has been invaluable in supporting students with financial challenges, and alleviating some of the burdens ensuring that no student is left behind; and

WHEREAS, The Chapter remains dedicated to serving the community through civic engagement and philanthropy. In support of voter empowerment, the Chapter actively assists with voter registration efforts at Rolesville High School, ensuring that eligible students are informed and prepared to participate in the democratic process.

NOW THEREFORE, Ronnie Currin, Mayor of Rolesville, with the Board of Commissioners, do recognize that **KAPPA ALPHA PSI FRATERNITY, INC. Wake Forest/Rolesville (NC) Alumni Chapter**, as a driving force for positive change in our community and encourage all citizens to celebrate their contributions.

In witness whereof, I set my hand and cause the seal of the Town of Rolesville to be affixed this 4th day of March 2025.

Ronnie I. Currin, Mayor

ATTEST:

Christina Ynclan, Town Clerk



Proclamation of the Town of Rolesville

Designating the Month of March as “Women’s History Month”

WHEREAS, American women of every race, class, and ethnic background have made historic contributions to the growth and strength of our Nation in countless recorded and unrecorded ways; and

WHEREAS, American women have played and continue to play critical economic, cultural, and social role in every sphere of the life of the Nation by constituting a significant portion of the labor force working inside and outside of the home; and

WHEREAS, American women have played a unique role throughout the history of the Nation by providing the majority of the volunteer labor force of the Nation; and

WHEREAS, American women of every race, class, and ethnic background served as early leaders in the forefront of every major progressive social change movement; and

WHEREAS, American women have served our country courageously in the military; and

WHEREAS, American women have been leaders, not only in securing their own rights of suffrage and equal opportunity, but also in the abolitionist movement, the emancipation movement, the industrial labor movement, the civil rights movement, and other movements, especially the peace movement, which create a more fair and just society for all; and

WHEREAS, despite these contributions, the role of American women in history has been consistently overlooked and undervalued, in the literature, teaching and study of American history;

NOW THEREFORE, be it resolved that the Rolesville Board of Commissioners, designates March as “Women’s History Month, calling upon the people of the Rolesville to observe **March as Women’s History Month**.

Adopted this 4th day of March 2025.

Ronnie I. Currin, Mayor

ATTEST:

Christina Ynclan, Town Clerk



Board of Commissioners
Special Meeting Work
Session
January 28, 2025
6:30 p.m.

Present: Mayor Ronnie Currin
Mayor Pro Tem April Sneed
Commissioner Dan Alston
Commissioner Michael Paul
~~Commissioner Paul Vilga~~

Town Attorney Dave Neill
Town Manager Eric Marsh
Town Clerk Christina Ynclan
Finance Director Amy Stevens

MINUTES

1. [Call to Order](#)

Mayor Currin called the meeting to order at 6:31 p.m.

2. [Consideration of Agenda](#)

Motion to remove the closed-session section from the Consent Agenda by Commissioner Long, second by Commissioner Paul and carried by unanimous vote.

3. [Consent Items of Agenda](#)

3.a Consent 2025 Advisory Board Schedules

3.b Consent of Lowest Bid Contract on The Mill Bridge Nature Park Improvement Project – Parks & Recreation Director June Green

Motion to approve the consent items on the agenda by Commissioner Alston, and second by Commissioner Paul and carried by unanimous vote.

4. Review of Wake County Satellite Site - Finance Director Amy Stevens

- Finance Director Amy Stevens presented a comprehensive review of the Tax Payment Satellite Site in Wake County. The Town Hall currently accepts payments for both Town and City of Raleigh Water & Sewer bills, as well as Wake County Property Taxes. Over the past decade, there has been a significant decline in in-person tax payments at municipal sites, with Rolesville experiencing a 66% decrease in this service over the past ten years. Rolesville taxpayers account for approximately 12% of the users of this service.
- Wake County has requested that all municipal sites contribute to the cost of a \$1 million liability insurance policy in order to continue offering in-person tax payment services. In addition to in-person payments, Wake County provides several other payment methods, including by mail, online through checking account drafts, credit/debit cards, and online bank bill-pay. With multiple payment locations available, the nearest in-person payment site to Rolesville is located 6.5 miles away.
- Based on the data presented to the Board, the staff recommend closing the Rolesville satellite site and notifying Wake County of the closure by June 30, 2025.
- Commissioner Paul inquired about whether Wake County provides a commission fee for this service from the Town of Rolesville. The commission amount was a total of \$58 for December
- Mayor Currin made a comment with concerns about the demographics of the people that come in to pay their Wake County taxes as their only form of payment and the inconvenience. He wanted to make there is enough information for getting the message out to the community concerning the new options to help alleviate the transition.
- Finance Director Amy Stevens, response to the concerns addressed by the Board was the goal to take advantage of all communications to the community through Wake County's social media and implementation of the tax bill and website notifications as well as the town of Rolesville providing all forms of notification communications.

5. Rolesville Fire Department Unification Agreement – Town Manager Eric Marsh & Town Attorney Dave Neill

- Town Manager Eric Marsh, in collaboration with the Fire Department, Finance Department, Human Resource Department and Town Attorney Dave Neill, has worked on finalizing the Definitive Unification Agreement and overseeing the transition of new employees in the coming months. This process also includes future planning and a proposed new name for the Rolesville Fire Department.
- During the meeting, Commissioner Paul recused himself from discussions on this topic while Attorney Neill provided updates. The key discussions surrounding the unification and joint resolution have been ongoing since May 2021, with significant progress leading to a finalized draft agreement. As of May 2024, all critical terms of the agreement have been settled.
- Under the finalized agreement, the real estate located at 4124 Burlington Mill Road will remain under the ownership of the Rolesville Rural Fire Department. However, a fire truck from the site will be retained by the town for museum purposes. The final agreement will also outline the necessary transition steps, ensuring a smooth implementation process.
- The closing schedule has been set, with signing and finalization expected on June 30th, and the official transition of the Rolesville Fire Department to the town occurring on July 1st.
- Additionally, financial allocations remain a key component of the agreement, with certain funds pending a finalized arrangement with Wake County. Plans for breaking ground on the new Municipal Complex Site are scheduled for the fall of 2025. This site development includes both the Fire & Police Departments breaking ground, date to be determined.
- There Rolesville Fire Department will continue to have volunteer firefighters as non-benefited employees with the Town of Rolesville. The Town will follow the IRS guidelines and regulations regarding any financial responsibility.
- Town Attorney Dave Neill recommended that the Board of Commissioners move forward to approve the Rolesville Fire Consolidation Agreement to be held during the next Regular Meeting on February 4, 2025.
- The Fire Department's Attorney Michael Paul stated that everything is moving along well, and they are almost to the finish line, and we don't

foresee any problems and intend to meet on February 4, 2025.

6. Communications

- Town Manager Eric Marsh mentions that he will be attending the North Carolina City County Managers' seminar the following week. Assistant Town Manager Steven Pearson will also be attending the seminar. The topics will pertain to learning and networking. The seminar is being held in Winston Salem, NC.
- The grand opening of Pixels Bar + Arcade, located at Cobblestone Village, 110 Bluestone Crossing Road, took place on Saturday, February 1, 2025. Town Manager Eric Marsh wanted to encourage the community to go out and support their local businesses.
- Currently there are no Main Street Project updates at the time, but he emphasized the residents subscribe to the Rolesville News Blast for all the latest updates.
- There was a recent Executive Order that froze the COPS Grant, but we foresee that it would reopen soon. The Police Department did submit the most recent COPS reimbursement before the grant freeze took place.
- There may be a temporary pause with any additional reimbursements for other grants.
- Mayor Ronnie Currin made a final statement by mentioning the Mayor's Show featuring Black History Month. The guests on the show will include Jonesville Community residents and New Bethel Baptist Church members. This will be a production show instead of a typical podcast. It takes place on the second Thursday of the month. East Wake TV, Matt Sullivan and Rolesville Communication Specialist, Kandice Scarberry will be assisting in the production of The Mayor's Show.

~~Closed Session~~ (item removed from the agenda as per the Board's approval)

7. Adjourn

There being no further business before the board, Mayor Currin made a motion to adjourn the meeting at 7:39 p.m.



Memorandum

To: Mayor and Town Board
From: Lisa Alston
Date: February 26, 2025
Re: Revision of the Town of Rolesville's Personnel Policy: Article III, Section 12, Article IV, Section 4, and Article VII, Section 7

Background

The Town of Rolesville and the Rolesville Rural Fire Department are in the final stages of unification that will make the Fire Department a department within the Town purview. The Rolesville Rural Fire Department currently functions as a private entity. As such, some of their personnel policies differ from those of the Town. After careful review of the Fire Department's policies and comparing them to the Town's current policies, we have identified an opportunity to incorporate one particular policy into our current benefit portfolio that will bring the Town's policy in line with what other municipalities and local governments are doing.

Article VII, Section 7 Vacation Leave: Accrual Rate describes the rate of vacation accrual for full-time Town employees. Currently full-time employees accrue vacation leave at a rate of twelve (12) days per year until they have been employed for five (5) years. After 5 years of employment, the accrual rate changes to fifteen (15) days per year. The accrual rate increases for many other municipalities after two (2) years of employment. This revision would constitute an effective recruitment and retention tool as we seek to position ourselves as an employer of choice within this area.

Additional revisions are to Article III, Section 12 Overtime Pay Provisions and to Article IV, Section 4 Probationary Period. These revisions incorporate language to include Fire Department personnel within said policies.

Your consideration of the abovementioned policies will aid staff in fostering a smooth transition for Fire Department staff into a Town department.

Future Amendments

It has been seven years since the last comprehensive updates to the Personnel Policy. There are several other items we anticipate bringing to the Town Board as we work through the budget process.

Recommended Action

Make a motion to approve Resolution 2021-R-10 Amending the Personnel Policy

Attachments:

- Resolution Amending the Personnel Policy 2025-R-03

**RESOLUTION AMENDING THE PERSONNEL POLICY
FOR THE ADDITION OF FIRE PERSONNEL**

BE IT RESOLVED by the Board of Commissioners of the Town of Rolesville that the Personnel Policy adopted on May 1, 2018 be amended as follows:

Effective Date: July 1, 2025

Approved by Board of Commissioners: March 4, 2025

1. *Revise Article III Section 12*

Section 12. Overtime Pay Provisions

Employees of the Town can be requested and may be required to work in excess of their regularly scheduled hours as necessitated by the needs of the Town and determined by the department head. Overtime must be approved in advance by the department head or Town Manager.

To the extent that local government jurisdictions are so required, the Town will comply with the Fair Labor Standards Act (FLSA). The Town Manager shall determine which jobs are "non-exempt" and are therefore subject to the Act in areas such as hours of work and work periods, rates of overtime compensation, and other provisions.

Non-exempt employees will be compensated in either time or pay at a straight time rate for hours up to the FLSA established limit for their position (usually 40 hours in a 7 day period; ~~and 171~~ hours for police personnel in a 28 day cycle; and 212 hours for fire personnel in a 28 days cycle). Hours worked beyond the FLSA established limit will be compensated in either time or pay at the appropriate overtime rate. In determining eligibility for overtime in a work period, only hours actually worked shall be considered; in no event will vacation, sick leave, or holidays be included in the computation of hours worked for FLSA purposes.

Compensatory leave requires approval by the Town Manager when creating a balance that exceeds 100 hours. Whenever practicable, departments will schedule time off on an hour-for-hour basis within the applicable work period for non-exempt employees, instead of paying overtime. When time off within the work period cannot be granted, overtime worked will be paid in accordance with the FLSA. Accumulated compensatory leave must be used before the use of sick or vacation leave.

In emergency situations, where employees are required to work long and continuous hours, the Town Manager may approve compensation at time and one half for those hours worked and/or grant time off with pay for rest and recuperation to ensure safe working conditions.

Employees in positions determined to be exempt from the FLSA (as Executive, Administrative, or Professional staff) will not receive pay for hours worked in excess of their normal work periods.

2. *Revise Article IV Section 4*

Section 4. Probationary Period

An employee appointed or promoted to a permanent position shall serve a probationary period.

Employees shall serve a six month probationary period, except that emergency personnel such as sworn police ~~and fire~~ personnel and department heads shall serve a twelve month probationary period. During the probationary period, supervisors shall monitor an employee's performance and communicate with the employee concerning performance progress. Employees serving twelve-month probation shall have a probationary review at the end of six months as well as before the end of twelve months.

Before the end of the probationary period, the supervisor shall conduct a performance evaluation conference with the employee and discuss accomplishments, strengths, and needed improvements. A summary of this discussion should be documented in the employee's personnel file. The supervisor shall recommend in writing whether the probationary period should be completed, extended, or the employee transferred, demoted, or dismissed. Probationary periods may be extended for a maximum of six additional months.

Disciplinary action, including demotion and dismissal, may be taken at any time during the probationary period of a new hire without following the steps outlined in this policy. A promoted employee who does not successfully complete the probationary period may be transferred or demoted to a position in which the employee shows promise of success. If no such position is available, the employee shall be dismissed. Promoted and demoted employees who are on probation retain all other rights and benefits such as the right to use of the grievance procedures.

3. *Revise Article VII Section 7*

Section 7. Vacation Leave: Accrual Rate

Each full and part-time employee of the Town shall earn vacation leave at the following schedule, prorated by the average number of hours in the workweek:

Years of Service	Days Accrued Per Year
0 - 4	12
5 - 9	15
<u>0 - 2</u>	<u>12</u>
<u>3 - 9</u>	<u>15</u>
10 - 14	18
15 - 19	20
20 plus	24

Approved this 4th day of March 2025.

Ronnie I. Currin
Mayor

Christina M. Ynclan
Town Clerk

Memo

To: Mayor Currin and Town Board of Commissioners
From: Meredith Gruber, Planning Director
Date: February 17, 2025
Re: TA-25-01 Land Development Ordinance (LDO) Text Amendments to Residential Medium Development Standards

Background

Over the last year, there have been numerous discussions about housing, residential dimensional standards, and what may or may not work in the Rolesville community. Land Development Ordinance (LDO) text amendment TA-25-01 will likely be the first in a series of proposed amendments to residential zoning districts.

Proposed Text Amendment

TA-25-01 adds variety in lot sizes for Residential Medium cluster development. The proposed new text is shown in blue and underlined and deletions are shown in ~~red strikethrough~~.

3.1.2. RM Development Standards

STANDARDS		RM Requirements <u>15,000 SF Lot</u>	RM Cluster 8,000 SF Lot	<u>RM Cluster</u> 7,000 SF Lot	<u>RM Cluster</u> 6,000 SF Lot
Building Height		Max: 35'	Max: 35'	<u>Max: 35'</u>	<u>Max: 35'</u>
Density		Max: 3 Dwelling Units Per Net Acre	Max: 5 Dwelling Units Per Acre	<u>Max: 5 Dwelling Units Per Acre</u>	<u>Max: 5 Dwelling Units Per Acre</u>
Building Setbacks (Min)	Front	30'	20'	<u>20'</u>	<u>20'</u>
	Side	12'	8'	<u>8'</u>	<u>5'</u>
	Rear	25'	20'	<u>20'</u>	<u>20'</u>
	Corner	17'	12'	<u>8'</u>	<u>8'</u>
Lot	Width (Min)	85'	50'70'	<u>60'</u>	<u>50'</u>
	Coverage	N/A	N/A		
	Area (Min)	15,000 SF	8,000 SF	<u>7,000 SF</u>	<u>6000 SF</u>
Special Standards		<u>In a cluster development, no more than thirty-five percent (35 %) of lots may be smaller than 7,000 SF and at least thirty-five percent (35%) of lots must be 8,000 SF or larger.</u>			

Planning Board Recommendation

At the Planning Board meeting on January 27, 2025, board members discussed establishing maximum percentages for each lot size, parking issues in areas where a subdivision includes 6,000 SF lots, and stormwater runoff.

The Planning Board unanimously recommended approval of TA-25-01 with the condition of no more than thirty-five percent of the development can include 6,000 SF lots, and the remaining lots must be equally split between 7,000 and 8,000 SF lots. The Special Standards section of the table above was edited to reflect the Planning Board's recommendation.

Staff Recommendation

Staff recommends the approval of TA-25-01 to offer some variety in lot sizes in Residential Medium Cluster Development.

Consistency and Reasonableness

Rolesville's 2017 Comprehensive Plan includes the following notes about housing applicable to TA-25-01:

- Create a diversity of new houses but ensure high quality and limited locations for multifamily units.
- There is a growing need for increased transportation capacity and options, more choices for parks and recreation, and a wider diversity of housing types to accommodate everyone from newlyweds to empty-nesters.
- Providing more affordable or middle-income housing is another challenge for the Town of Rolesville to face.

Allowing different lot sizes in the Residential Medium zoning district will contribute to diversity in housing types and may contribute to the provision of lots and home sizes for middle-income buyers. TA-25-01, Residential Medium Development Standards, is consistent with the Comprehensive Plan and is therefore reasonable.

Proposed Motions

- Motion to (*approve or deny*) TA-25-01, Residential Medium Development Standards

If TA-25-01 is approved:

- Motion to adopt a statement of consistency and reasonableness because TA-25-01 is consistent with Rolesville's Comprehensive Plan and is therefore reasonable

Or

- Motion to continue TA-25-01, Residential Medium Development Standards, to a future Town Board meeting (provide date certain)

Attachment

Ordinance 2025-O-04

**PROPOSAL TO AMEND
THE LAND DEVELOPMENT ORDINANCE,
TOWN OF ROLESVILLE, NORTH CAROLINA
Case Number TA-25-01 Residential Medium Development Standards
Ordinance # 2025-O-04**

WHEREAS, the Town of Rolesville seeks to amend the Land Development Ordinance Section 3.1.2. Residential Medium Development Standards.

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 3.1.2. Residential Medium Development Standards be amended to read as follows:

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

3.1.2. RM Development Standards

STANDARDS		RM Requirements <u>15,000 SF Lot</u>	RM Cluster 8,000 SF Lot	<u>RM Cluster</u> 7,000 SF Lot	<u>RM Cluster</u> 6,000 SF Lot
Building Height		Max: 35’	Max: 35’	<u>Max: 35’</u>	<u>Max: 35’</u>
Density		Max: 3 Dwelling Units Per Net Acre	Max: 5 Dwelling Units Per Acre	<u>Max: 5 Dwelling Units Per Acre</u>	<u>Max: 5 Dwelling Units Per Acre</u>
Building Setbacks (Min)	Front	30’	20’	<u>20’</u>	<u>20’</u>
	Side	12’	8’	<u>8’</u>	<u>5’</u>
	Rear	25’	20’	<u>20’</u>	<u>20’</u>
	Corner	17’	12’	<u>8’</u>	<u>8’</u>

Lot	Width (Min)	85'	50' 70'	<u>60'</u>	<u>50'</u>
	Coverage	N/A	N/A		
	Area (Min)	15,000 SF	8,000 SF	<u>7,000 SF</u>	<u>6000 SF</u>
Special Standards		<u>In a cluster development, no more than thirty-five percent (35 %) of lots may be smaller than 7,000 SF and at least thirty-five percent (35%) of lots must be 8,000 SF or larger.</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 4th day of March 2025 by the Town of Rolesville Board of Commissioners.

Ronnie I. Currin
Town of Rolesville Mayor

CERTIFICATION

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

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

(seal)

Christina Ynclan
Town Clerk

Memo

To: Mayor Currin and Town Board of Commissioners
From: Meredith Gruber, Planning Director
Date: February 17, 2025
Re: TA-25-02 Land Development Ordinance (LDO) Text Amendment for Tree Ordinance Purpose and Intent

Background

Land Development Ordinance (LDO) Text Amendment TA-24-03 was approved by the Town Board of Commissioners on January 7, 2025:

6.2.5. Tree Ordinance

6.2.5.1. Purpose and Intent

It is the purpose of this ordinance to encourage well planned, coordinated tree planting improvements for the Town of Rolesville, North Carolina to promote and protect the public health, safety, appearance, and general welfare of the town and its residents by providing for the regulation of the planting, maintenance, and removal of trees, shrubs, and other plants on town owned property, town street rights of way, town easements, and town greenway easements.

LDO sections 6.2.5.10. through 6.2.5.13. apply to town owned property and privately owned property. This note needs to be added to Section 6.2.5.1. to clarify applicability of the Tree Ordinance.

Proposed Text Amendment

The proposed text amendment for LDO **Section 6.2.5.1. Tree Ordinance Purpose and Intent** is shown below. The proposed new text is shown in blue and underlined.

6.2.5. Tree Ordinance

6.2.5.1. Purpose and Intent

It is the purpose of this ordinance to encourage well planned, coordinated tree planting improvements for the Town of Rolesville, North Carolina to promote and protect the public health, safety, appearance, and general welfare of the town and its residents by providing for the regulation of the planting, maintenance, and removal of trees, shrubs, and other plants on town owned property, town street rights of way, town easements, and town greenway easements. Sections 6.2.5.10. through 6.2.5.13. apply to town owned and privately owned property.

Planning Board Recommendation

At the meeting on January 27, 2025, Planning Board members acknowledged the need for the text amendment correction and unanimously recommended approval of TA-25-02, Tree Ordinance Purpose and Intent.

Staff Recommendation

Staff recommends approval of TA-25-02 to clarify applicability of the Tree Ordinance.

Consistency and Reasonableness

Rolesville's 2017 Comprehensive Plan includes the following information applicable to TA-25-02:

- The Parks, Recreation, and Open Space chapter describes the vision for the Town's parks, open space, and greenways. This vision is further defined in other volumes of the Comprehensive Plan:
 - Rolesville Parks and Recreation Master Plan (2019)
 - Rolesville Bikes (2022)
 - Rolesville Greenways (2022)

The Parks, Bike, and Greenway plans demonstrate Rolesville's commitment to quality parks, open space, greenways, and more. Trees are an important component found in Rolesville's parks, open space, and along greenways. TA-25-02, Tree Ordinance Purpose and Intent, aligns with the Comprehensive Plan and is therefore reasonable.

Proposed Motion

- Motion to (*approve or deny*) TA-25-02, Tree Ordinance Purpose and Intent

If TA-25-02 is approved:

- Motion to adopt a statement of consistency and reasonableness because TA-25-02 is consistent with Rolesville's Comprehensive Plan and is therefore reasonable

Or

- Motion to continue TA-25-02, Tree Ordinance Purpose and Intent, to a future Town Board meeting (provide date certain)

Attachment

Ordinance 2025-O-05

**PROPOSAL TO AMEND
THE LAND DEVELOPMENT ORDINANCE,
TOWN OF ROLESVILLE, NORTH CAROLINA
Case Number TA-25-02 Tree Ordinance Purpose and Intent
Ordinance # 2025-O-05**

WHEREAS, the Town of Rolesville seeks to amend the Land Development Ordinance Section 6.2.5.1. Tree Ordinance Purpose and Intent.

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 6.2.5.1. Tree Ordinance Purpose and Intent be amended to read as follows:

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

6.2.5. Tree Ordinance

6.2.5.1. Purpose and Intent

It is the purpose of this ordinance to encourage well planned, coordinated tree planting improvements for the Town of Rolesville, North Carolina to promote and protect the public health, safety, appearance, and general welfare of the town and its residents by providing for the regulation of the planting, maintenance, and removal of trees, shrubs, and other plants on town owned property and town street rights of way, town easements, and town greenway easements. Sections 6.2.5.10. through 6.2.5.13. apply to town owned and privately owned property.

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 4th day of March 2025 by the Town of Rolesville Board of Commissioners.

Ronnie I. Currin
Town of Rolesville Mayor

CERTIFICATION

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

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

(seal)

Christina Yncian
Town Clerk



TA-25-01 – Land Development Ordinance Text Amendment to Residential Medium Development Standards

STANDARDS		RM Requirements <u>15,000 SF Lot</u>	RM Cluster 8,000 SF Lot	<u>RM Cluster</u> <u>7,000 SF Lot</u>	<u>RM Cluster</u> <u>6,000 SF Lot</u>
Building Height		Max: 35'	Max: 35'	<u>Max: 35'</u>	<u>Max: 35'</u>
Density		Max: 3 Dwelling Units Per Net Acre Max: 5 Dwelling Units Per Acre (Cluster Development)	Max: 5 Dwelling Units Per Acre	<u>Max: 5 Dwelling Units Per Acre</u>	<u>Max: 5 Dwelling Units Per Acre</u>
Building Setbacks (Min)	Front	30'	20'	<u>20'</u>	<u>20'</u>
	Side	12'	8'	<u>8'</u>	<u>5'</u>
	Rear	25'	20'	<u>20'</u>	<u>20'</u>
	Corner	17'	12'	<u>8'</u>	<u>8'</u>
Lot	Width (Min)	85'	50' 70'	<u>60'</u>	<u>50'</u>
	Coverage (min/max)	N/A	N/A		
	Area (Min)	15,000 SF	8,000 SF	<u>7,000 SF</u>	<u>6000 SF</u>
Special Standards		<u>In a cluster development, no more than thirty-five percent (35 %) of lots may be smaller than 7,000 SF, and at least thirty-five percent (35%) of lots must be 8,000 SF or larger.</u>			

TA-25-01

Planning Board Recommendation

- Unanimously recommended approval of **TA-25-01** with condition of no more than 35% of the development can include 6,000 SF lots, and the remaining lots must be equally split between 7,000 and 8,000 SF lots.

Staff Recommendation

- Staff recommends approval of **TA-25-01** to off variety in lot sizes in Residential Medium Cluster Development.

Proposed Motions

- Motion to (*approve or deny*) **TA-25-01**, Residential Medium Development Standards
- *If approved*, motion to adopt a statement of consistency and reasonableness
- *Or*, motion to continue **TA-25-01** to a future Town Board meeting (provide date)



TA-25-02 – Land Development Ordinance Text Amendment to Tree Ordinance Purpose and Intent

TA-24-03

- Tree City USA is an Arbor Day Foundation Program in cooperation with USDA Forest Service and National Association of State Foresters
- As part of Rolesville's 2023 Tree City USA approval, Town staff agreed and acknowledged a text amendment was needed to clarify the Tree Ordinance is always in effect in time for the 2024 application

TA-24-03

6.2.5. Tree Ordinance

6.2.5.1. Purpose and Intent

It is the purpose of this ordinance to encourage well planned, coordinated tree planting improvements for the Town of Rolesville, North Carolina to promote and protect the public health, safety, appearance, and general welfare of the town and its residents by providing for the regulation of the planting, maintenance, and removal of trees, shrubs, and other plants on town owned property, town street rights of way, town easements, and town greenway easements.

TA-25-02

6.2.5. Tree Ordinance

6.2.5.1. Purpose and Intent

It is the purpose of this ordinance to encourage well planned, coordinated tree planting improvements for the Town of Rolesville, North Carolina to promote and protect the public health, safety, appearance, and general welfare of the town and its residents by providing for the regulation of the planting, maintenance, and removal of trees, shrubs, and other plants on town owned property, town street rights of way, town easements, and town greenway easements. Sections 6.2.5.10. through 6.2.5.13. apply to town owned and privately owned property.

TA-25-02

Planning Board Recommendation

- The Planning Board unanimously recommended approval of **TA-25-02** to correct the oversight from approval of TA-24-03.

Staff Recommendation

- Staff recommends approval of **TA-25-02** to correct the oversight from approval of TA-24-03.

Proposed Motions

- Motion to (*approve or deny*) **TA-25-02**, LDO Text Amendment to Tree Ordinance Purpose and Intent
- *If approved*, motion to adopt a statement of consistency and reasonableness
- *Or*, Motion to continue **TA-25-02** to a future Town Board Meeting (provide date)