



**Agenda  
Regular Meeting  
Board of Adjustment  
Tuesday, June 9, 2026  
12:00 PM**

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| <b>Item</b> | <b>Topic</b>  |
|-------------|---|
| 1.          | Call to Order   |
| 2.          | Approval of May 12, 2026 Meeting Minutes                  |
| 3.          | ZVA-26-0001 / 5317 Twin Meadows Lane - Continuation       |
| 4.          | ZVA-26-0002 / 211 Wagon Branch Road - To Be Re-advertised |
| 5.          | Discuss Artificial Intelligence (AI) Town Policy          |
| 6.          | Discuss/Adopt BOA Bylaws                                  |
| 7.          | Discuss Future Training Opportunities                     |
| 8.          | Updates   |
| 9.          | Adjournment   |



Board of Adjustment Meeting  
May 12, 2026 - 12:00 PM  
502 Southtown Circle, Rolesville, NC 27571

## MINUTES

**PRESENT:** Melissa Elliott, 2026 Chair  
Jeffrey Wuchich, 2026 Vice-Chair  
Marc Camosci, Board Member  
Daniel Fox, Board Member  
Tracy Goss, Board Member  
Dan Alston, Commissioner Liaison  
David Neill, Town Attorney  
Michael Elabarger, Assistant Planning Director  
Tanner Hayslette, Planner I  
Sharon Hope, Administrative Support Specialist

**ABSENT:** No Board members were absent

1. **CALL TO ORDER**

Chairperson, Melissa Elliott, called the meeting to order at 12:00 p.m.

2. **APPROVAL OF MINUTES OF THE FEBRUARY 10, 2026, MEETING MINUTES**

Chairperson Melissa Elliott called for a Motion for approval of the February 10, 2026, Minutes.

**Board Member Tracy Goss made a Motion to approve, and Board Member, Daniel Fox, seconded. All members voted “Aye”, and the Motion was passed (5-0).**

3. **ZVA-26-0001 / 5317 TWIN MEADOWS LANE**

Chairperson Elliott requested the Town Attorney to review the legal provisions for ZVA-26-0001. Town Attorney Neill completed the script for evidentiary hearings for the record and the voir dire, the section ensuring that there are no conflicts of interest that could prejudice the case thereby ensuring that every petitioner gets a fair hearing.

Board Member Tracy Goss stated that he attempted a site visit; however the address was questionable according to the map.

Mike Perry, Attorney for the Petitioner, stated that he had no objection to participation of any member of the Board.

Town Attorney Neill indicated that this is a Statutory Variance case, and the successful Petitioner would carry 4 out of 5 votes (a super majority). Attorney Neill provided guidelines for the issuance of a Variance for each Board member as well as the Petitioner's attorney.

Chairperson Melissa Elliott requested the Clerk to administer Oaths to the witnesses. The Clerk administered oaths to Don Schaeffer, Petitioner, and Stephen Wensman, Town of Rolesville Planning Director.

Mike Perry, Attorney for the Petitioners, Donald and Susan Schaeffer, stated that the Surveyor, Curk Lane, was absent. If Mr. Lane appears, Attorney Perry will call Mr. Lane as a witness, and Mr. Lane will need to be sworn in. Town Attorney Neill stated that if Mr. Lane is a key witness that Attorney Perry could ask for a continuance. Attorney Perry requested and was granted a five minute recess from Chairperson Melissa Elliott so that he could discuss a continuance with his client. The recess began at 12:12 p.m. Attorney Perry reappeared at 12:14 p.m. to request more time to contact Surveyor Curk Lane. Upon the suggestion of Town Attorney Neill, Chairperson Elliott granted a 10 minute recess which started at 12:14 p.m.

Chairperson Melissa Elliott called the Board to order at 12:20. Petitioner's Attorney, Mike Perry, requested 1 continuance in this case as the witness is not available for at least 45 minutes. Board member Tracy Goss asked if there is a survey discrepancy. Town Attorney Neill stated that it doesn't matter; the case will be made by the Petitioner. Town Attorney Neill further stated that the Petitioner's attorney has requested either a 45 minute recess to allow the witness time to appear or a continuance of the case to the next regularly scheduled meeting.

**Vice Chairperson Jeffrey Wuchich made a Motion for a Continuance and Board Member, Marc Camosci, seconded. Chairperson Melissa Elliott stated that the hearing would be continued to the June 9, 2026, Board of Adjustment hearing.**

#### 4. **UPDATES**

Planning Director Stephen Wensman stated that at our next meeting there will be a request for approval of the Bylaws, approval of the Town or Rolesville AI policy with signature required by Board members, and another case similar to the one today.

Town Attorney Neill stated that items in the package provided to Board members by the petitioner is not evidence to be relied upon until the Petitioner verifies the package at the hearing.

5. **ADJOURNMENT**

**Melissa Elliott, Chair, adjourned the meeting at 12:30.**

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**Melissa Elliott**  
**Board of Adjustment Chair**

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**Sharon S. Hope**  
**Administrative Support Specialist**

# Memo

**To:** Board of Adjustment  
**From:** Planning Department Staff  
**Date:** Meeting Held May 12, 2026; ***Continued to June 9, 2026***  
**Re:** ZVA-26-0001 – 5317 Twin Meadows

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## **Application**

Applicant: True Line Surveying  
Property Owners: Schaeffer, Donald Paul and Schaeffer, Susan T.  
Property Address: 5317 Twin Meadows Lane  
PIN: 1759339601  
Zoning: Residential Low (RL)  
Acreage: 10.94  
Total Lots: 1

## **Background**

The subject property is zoned Residential Low (RL); adjacent properties are also zoned RL.

LDO Section 9.2.1.A.1. states all subdivision lots shall abut, at least twenty (20) feet in width, on a public street and have street frontage width that is dictated by the zoning district. The RL zoning district requires a minimum one-hundred-foot (100') lot width.

LDO Section 9.2.1.B. defines Rolesville's street design standards, and all streets must meet these standards, including but not limited to, right-of-way width, pavement width, and geometric characteristics.

## **Request**

The applicant is requesting a Variance to LDO Section 9.2.1.A.1. to subdivide the subject property and create a new lot abutting a private street.

## **Review Standards**

As per LDO Appendix A Section 3.3. and North Carolina General Statutes Chapter 160D-705 (d), Variances, when unnecessary hardships would result from carrying out the strict letter of a zoning regulation, the Board of Adjustment shall vary any of the provisions of the zoning regulation upon a showing of all the following:

1. Unnecessary hardship would result from the strict application of the regulation. It is not necessary to demonstrate that, in the absence of the variance, no reasonable use can be made of the property.
2. The hardship results from conditions that are peculiar to the property, such as location, size, or topography. Hardships resulting from personal circumstances, as well as

hardships resulting from conditions that are common to the neighborhood or the general public, may not be the basis for granting a variance. A variance may be granted when necessary and appropriate to make a reasonable accommodation under the Federal Fair Housing Act for a person with a disability.

3. The hardship did not result from actions taken by the applicant or the property owner. The act of purchasing property with knowledge that circumstances exist that may justify the granting of a variance is not a self-created hardship.
4. The requested variance is consistent with the spirit, purpose, and intent of the regulation, such that public safety is secured and substantial justice is achieved.

Note: No change in permitted uses may be authorized by a variance. Appropriate conditions may be imposed on any variance, provided that the conditions are reasonably related to the variance.

### **Potential Motions**

- *Motion for approval:* Involving case ZVA-26-0001, I make a motion to Approve the Variance request as presented...
- *Motion for approval:* Involving case ZVA-26-0001, I make a motion to Approve the Variance request with modifications in consideration of information presented at the evidentiary hearing...
- *Motion for denial:* Involving case ZVA-26-0001, I make a motion to Deny the Variance request because...

### **Attachments**

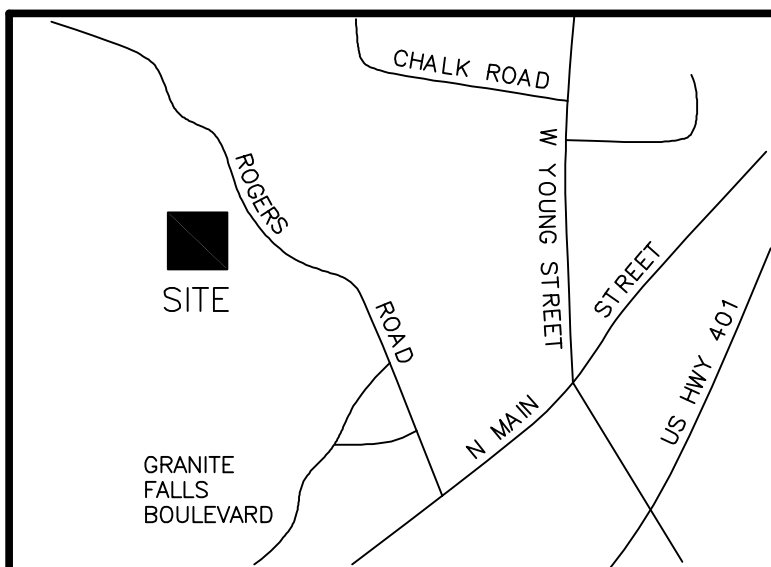
1. Shaeffer Twin Meadows Plat
2. Statement of Justification

**March 18, 2026**

### **Statement of Justification**

Provide below a "Statement of Justification" (including Date) that addresses each and all of the following:

- Unnecessary hardship would result from the strict application of Land Development Ordinance Section(s) - List all separately.
  - Under the current rules the land cannot be developed in any way. We are requesting a Variance for the word "Public" to also include "Private" since this property is located on a Private road. The Private Road cannot be made Public since it does not have enough houses on it to qualify for DOT approval. Also the Private Road is located in the ETJ and not in the City Limits for Town approval.
- The hardship results from conditions that are peculiar to the property, such as location, size, or topography. Hardships resulting from personal circumstances, as well as those arising from conditions common to the neighborhood or the public, may not be the basis for granting a variance. A variance may be granted when necessary and appropriate to make reasonable accommodation under the Federal Fair Housing Act for a person with a disability.
  - The Lot and Private Road were created in Wake County Planning Jurisdiction in 1998. The land has since been added to the ETJ area which makes it subject to the Planning rules off the Town of Rolesville. The request is to create two 5 acre lots from the existing 10-acre lot. The subdivision request as submitted meets all requirements except for the frontage on a Public Road.
- The hardship did not result from actions taken by the Applicant or the Property Owner. The act of purchasing property with knowledge that circumstances exist that may justify the granting of a variance is not a self-created hardship.
  - When the lot was purchased, the lot was in the Wake County Planning Jurisdiction. The subdivision plan as submitted would be allowed in Wake County. Since the ETJ is not voluntary, the rules of UDO for Town of Rolesville that now govern will not allow for further development of this 10-acre Lot.
- The requested Variance is consistent with the spirit, purpose, and intent of the Land Development Ordinance, such that public safety is secured and substantial justice is achieved.
  - The subdivision request is to create an additional residential lot in keeping with the residential zoning and the current surroundings.



VICINITY MAP (NOT TO SCALE)

PROPERTY SHOWN HEREON \_\_\_\_\_ IS \_\_\_\_\_ IS NOT LOCATED IN A FEMA DESIGNATED FLOOD ZONE. FEMA FLOOD HAZARD PANEL NO. 3720175900 K EFFECTIVE DATE: 7-19-2022

DATE \_\_\_\_\_ SURVEYOR \_\_\_\_\_

THIS SURVEY:

- A. CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.
- B. IS LOCATED IN A PORTION OF A COUNTY OR MUNICIPALITY THAT IS UNREGULATED AS TO AN ORDINANCE THAT REGULATES PARCELS OF LAND.
- C. IS ONE OF THE FOLLOWING:
  - 1) IS OF AN EXISTING PARCEL OR PARCELS OF LAND OR ONE OR MORE EXISTING EASEMENTS AND DOES NOT CREATE A NEW STREET OR CHANGE AN EXISTING STREET.
  - 2) IS OF AN EXISTING FEATURE, SUCH AS A BUILDING OR OTHER STRUCTURE, OR NATURAL FEATURE, SUCH SUCH AS A WATERCOURSE.
  - 3) IS A CONTROL SURVEY
  - 4) IS OF A PROPOSED EASEMENT FOR A PUBLIC UTILITY AS DEFINED IN G.S. 62-3.
- D. IS OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT-ORDERED SURVEY, OR OTHER EXEMPTION OR EXCEPTION TO THE DEFINITION OF SUBDIVISION.
- E. THE INFORMATION AVAILABLE TO THE SURVEYOR IS SUCH THAT THE SURVEYOR IS UNABLE TO MAKE A DETERMINATION TO THE BEST OF THE SURVEYOR'S PROFESSIONAL ABILITY AS TO PROVISIONS CONTAINED IN (A) THROUGH (D) ABOVE.

DATE \_\_\_\_\_ SURVEYOR \_\_\_\_\_

SURVEYOR'S DISCLAIMER: NO ATTEMPT WAS MADE TO LOCATE ANY CEMETERIES, WETLANDS, HAZARDOUS MATERIAL SITES, UNDERGROUND UTILITIES OR ANY OTHER FEATURES ABOVE OR BELOW GROUND OTHER THAN THOSE SHOWN.

DATE \_\_\_\_\_ SURVEYOR \_\_\_\_\_

STATE OF NORTH CAROLINA, \_\_\_\_\_ WAKE \_\_\_\_\_ COUNTY

I, CURK T. LANE, DO HEREBY CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN BOOK \_\_\_\_\_, PAGE \_\_\_\_\_, ETC.); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN BOOK \_\_\_\_\_, PAGE \_\_\_\_\_; THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10,000±; THAT THE GLOBAL POSITIONING ACCURACY (GPS) OBSERVATIONS WERE PERFORMED TO THE GEOSPATIAL POSITIONING ACCURACY STANDARDS, PART 2: STANDARDS FOR GEODETIC NETWORKS AT 1 CENTIMETER ACCURACY CLASSIFICATION (95% CONFIDENCE) USING RTK NETWORK; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. THAT THIS PLAT MEETS THE REQUIREMENT OF G.S. 47-30 SECTION F-11 A. WITNESS MY ORIGINAL SIGNATURE AND SEAL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D. 2025

SURVEYOR

L - 3990  
LICENSE NUMBER

CERTIFICATE OF APPROVAL FOR RECORDING

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE TOWN OF ROLESVILLE, NORTH CAROLINA, AND THAT THIS PLAT HAS BEEN APPROVED BY THE LDA OF THE TOWN OF ROLESVILLE FOR RECORDING IN THE OFFICE OF THE REGISTER OF DEEDS OF WAKE COUNTY.

DATE \_\_\_\_\_ LDA, TOWN OF ROLESVILLE  
ROLESVILLE, NORTH CAROLINA

CERTIFICATE OF OWNERSHIP AND DEDICATION

I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREON, WHICH IS IN THE SUBDIVISION JURISDICTION OF THE TOWN OF ROLESVILLE AND THAT I HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH MY FREE CONSENT AND ESTABLISH MINIMUM BUILDING SETBACK LINES AS NOTED.

DATE \_\_\_\_\_ OWNER \_\_\_\_\_

DATE \_\_\_\_\_ OWNER \_\_\_\_\_

NORTH CAROLINA, WAKE COUNTY

I, \_\_\_\_\_, A NOTARY PUBLIC FOR SAID COUNTY AND STATE HEREBY CERTIFY THAT \_\_\_\_\_ PERSONALLY APPEARED BEFORE ME THIS DAY AND ACKNOWLEDGED THE EXECUTION OF THE FOREGOING INSTRUMENT. WITNESS MY HAND AND SEAL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025. MY COMMISSION EXPIRES \_\_\_\_\_.

NOTARY PUBLIC

REVIEW OFFICER'S CERTIFICATE

I, \_\_\_\_\_ REVIEW OFFICER OF THE TOWN OF ROLESVILLE, WAKE COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

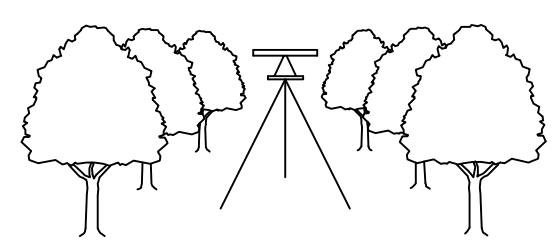
DATE \_\_\_\_\_ REVIEW OFFICER \_\_\_\_\_

I, CURK T. LANE, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL GPS SURVEY MADE UNDER MY SUPERVISION, FOR THE PURPOSE OF HORIZONTAL CONTROL IN ORDER TO TIE THIS SURVEY TO NC GRID; AND THE FOLLOWING INFORMATION WAS USED TO PERFORM THE SURVEY:  
 CLASS OF SURVEY: CLASS AA  
 POSITION ACCURACY: 0.026 FEET, ELLIPTICAL ERROR AXIS  
 TYPE OF GPS FIELD PROCEDURE: VRS SESSION 2 CONTROL POINTS  
 DATES OF SURVEY: 10-15-25  
 DATUM/EPOCH: NAD 83(2011)/EPOCH 2010.000  
 PUBLISHED/FIXED-CONTROL USED: NC GNSS CORS AND RTK  
 GEOD MODEL: NAVD 88 USING GEOID 18  
 COMBINED GRID FACTOR: 0.99988779(AVG)  
 REPORTING UNITS: US FEET

LEGEND

- IPF IRON PIPE FOUND
- IPS IRON PIPE SET
- ◻ CMF CONCRETE MONUMENT FOUND
- ◻ PNKF PARKER-KALON NAIL FOUND
- PNKS RAILROAD SPIKE
- RRS COTTON SPIKE FOUND
- CSF COTTON SPIKE SET
- CSS CONTROL CORNER
- CC COMPUTED POINT
- CP POWER POLE
- P/P OVERHEAD POWER LINE
- OPW RIGHT OF WAY
- R/W SQUARE FEET
- S.F. ACRE
- AC DEED BOOK
- DB PLAT BOOK
- BOM BOOK OF MAPS
- PG PAGE
- LF LINEAR FEET
- 15S LOT HAS OFFSITE SEWER
- 15SL OFFSITE SEWER LOT
- 15R RECOMBINATION LOT
- A/G ABOVE GROUND
- B/G BELOW GROUND
- 100 STREET ADDRESS
- LINES NOT SURVEYED

|               |           |
|---------------|-----------|
| SURVEYED BY:  | TL5       |
| DRAWN BY:     | MIKE      |
| CHECKED BY:   | CURK      |
| DRAWING NAME: | MINOR.DWG |
| SURVEY DATE:  | 10-15-25  |
| JOB NO.       | 5418.001  |



**TRUE LINE SURVEYING, P.C.**

205 WEST MAIN STREET  
CLAYTON, N.C. 27520  
TELEPHONE: (919) 359-0427  
FAX: (919) 359-0428  
www.truelinesurveying.com

NOTES:

- 1) ALL DISTANCES SHOWN ARE HORIZONTAL GROUND DISTANCES
- 2) AREAS COMPUTED BY COORDINATE METHOD
- 3) PROPERTY SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD
- 4) NO. 5 REBAR IRON STAKES SET AT ALL LOT CORNERS UNLESS OTHERWISE NOTED
- 5) ZONING: RL (ROLESVILLE)
- 6) PARENT TRACT DEED DB 11273 PG 1515
- 7) REID NO. 0245628
- 8) NC PIN NO 1759-33-9601
- 9) GRID TIE BY GPS
- 10) NO HORIZONTAL CONTROL FOUND WITHIN 2000' OF SURVEY
- 11) PROPERTY IS LOCATED WITHIN THE PLANNING JURISDICTION OF THE TOWN OF ROLESVILLE, N.C.

REFERENCES:

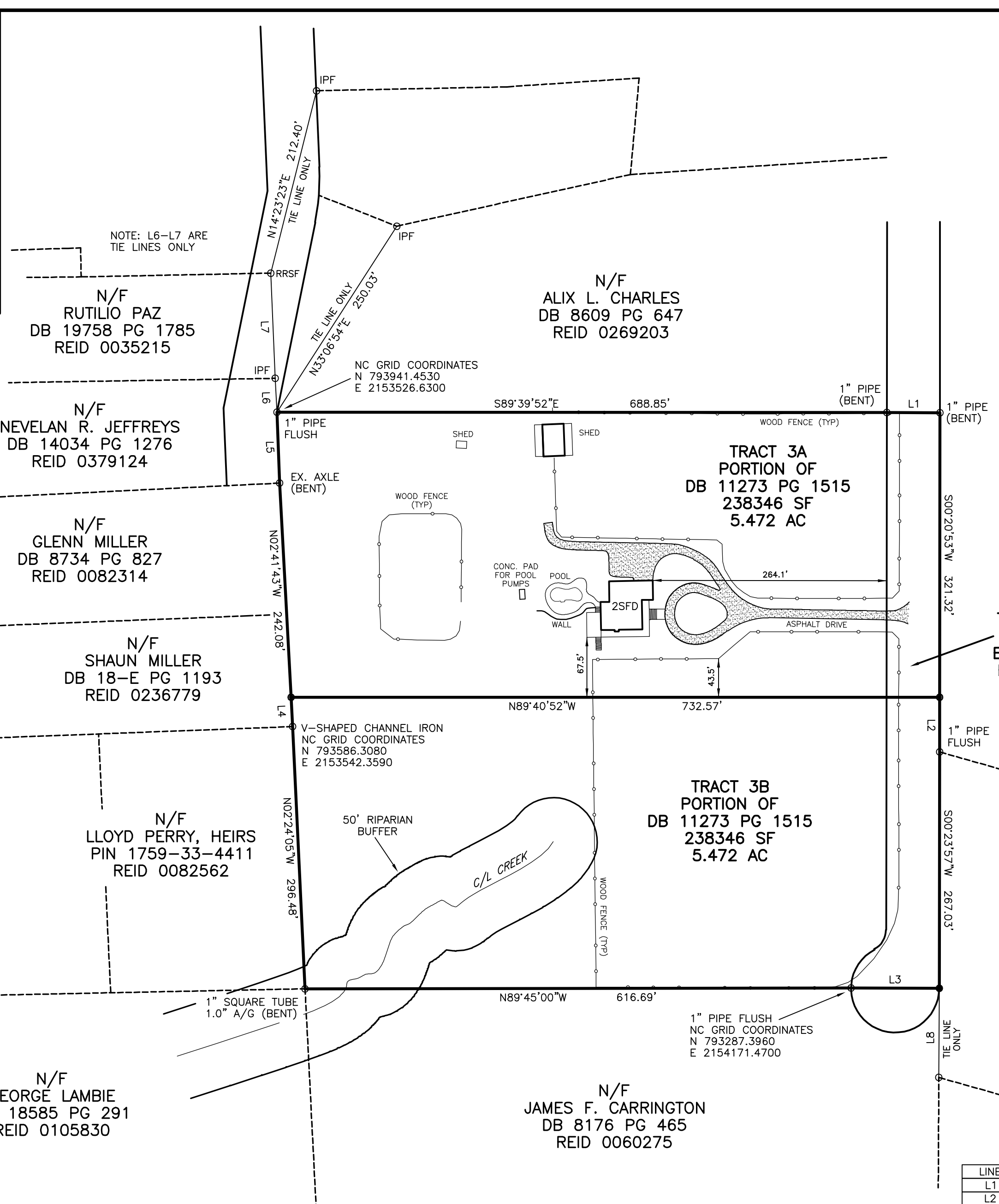
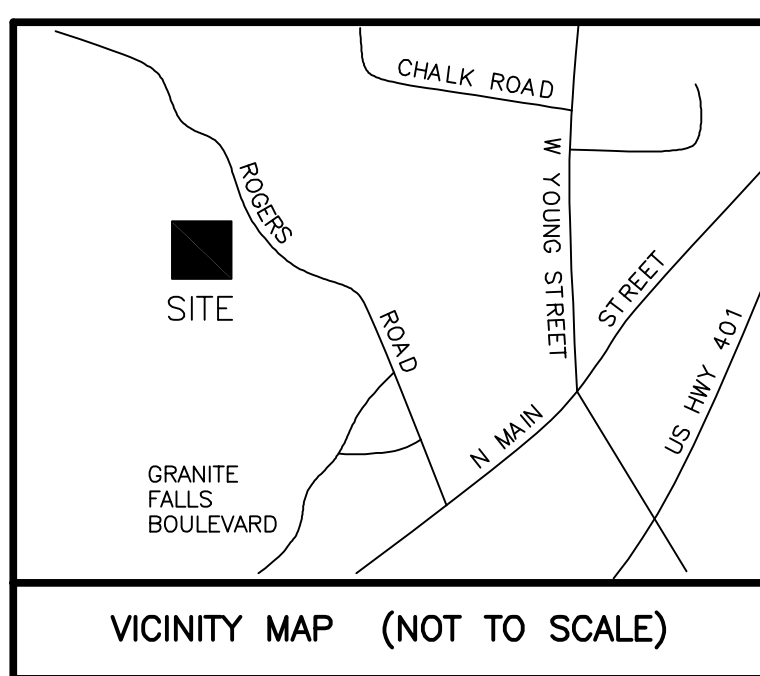
|                  |                  |
|------------------|------------------|
| DB 11273 PG 1515 | BOM 1997 PG 1195 |
| DB 8282 PG 1621  | BOM 1998 PG 1406 |
| DB 8457 PG 2018  | BOM 2002 PG 0020 |
| DB 16968 PG 1267 | BOM 2010 PG 0297 |
| DB 8176 PG 465   | BOM 2021 PG 1265 |
| DB 18585 PG 291  | BOM 1999 PG 0866 |
| DB 18-E PG 1193  |                  |
| DB 8734 PG 827   |                  |
| DB 14034 PG 1276 |                  |
| DB 19758 PG 1785 |                  |
| DB 8609 PG 647   |                  |

MINIMUM BUILDING SETBACKS  
ZONING: RL

|                    |          |
|--------------------|----------|
| FRONT YARD.....    | 30 FEET  |
| SIDE YARD.....     | 12 FEET  |
| REAR YARD.....     | 25 FEET  |
| CORNER SIDE.....   | 17 FEET  |
| MIN LOT WIDTH..... | 100 FEET |
| MIN LOT SIZE.....  | 20000 SF |

STATE OF NORTH CAROLINA, WAKE COUNTY

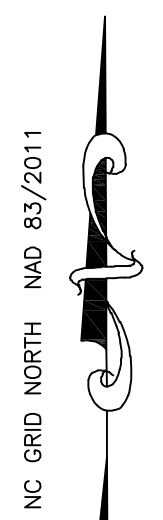
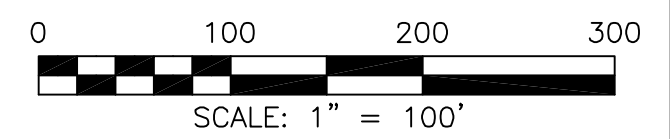
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\_\_\_\_\_  
SURVEYOR

L - 3990  
LICENSE NUMBER

| LINE | BEARING     | DISTANCE |
|------|-------------|----------|
| L1   | S89°26'16"E | 59.83'   |
| L2   | S00°20'53"W | 61.94'   |
| L3   | N89°30'56"W | 99.64'   |
| L4   | N02°41'43"W | 33.32'   |
| L5   | N01°59'16"W | 80.09'   |
| L6   | N02°21'55"W | 38.43'   |
| L7   | N02°06'42"W | 118.98'  |
| L8   | S00°36'54"W | 100.58'  |



MINOR SUBDIVISION PLAT  
FOR

**DONALD PAUL SCHAEFFER**  
AND  
**SUSAN T. SCHAEFFER**

WAKE FOREST TOWNSHIP, WAKE COUNTY  
NORTH CAROLINA  
NOVEMBER 3, 2025  
SHEET 2 OF 2

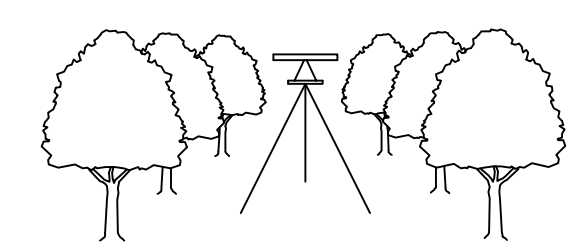
OWNER: DONALD PAUL SCHAEFFER  
SUSAN T. SCHAEFFER  
5317 TWIN MEADOWS LN  
WAKE FOREST, N.C. 27587

LEGEND

- IPF IRON PIPE FOUND
- CWF IRON PIPE SET
- CMF CONCRETE MONUMENT FOUND
- PKNF PARKER-KALON NAIL FOUND
- PKNK PARKER-KALON NAIL SET
- RRS RAILROAD SPIKE
- RRSF RAILROAD SPIKE FOUND
- CSS COTTON SPIKE SET
- CC CONTROL CORNER
- CP COMPUTED POINT
- P/P POWER POLE
- OPW OVERHEAD POWER LINE
- R/W RIGHT OF WAY
- S.F. SQUARE FEET
- AC ACRE
- DB DEED BOOK
- PLAT BOOK
- BOM BOOK OF MAPS
- PG PAGE
- LF LINEAR FEET
- 1SS OFFSITE SEWER LOT
- 1SR RECOMBINATION LOT
- A/G ABOVE GROUND
- B/G BELOW GROUND
- [TOD] STREET ADDRESS
- LINES NOT SURVEYED

|               |           |
|---------------|-----------|
| SURVEYED BY:  | TLS       |
| DRAWN BY:     | MIKE      |
| CHECKED BY:   | CURK      |
| DRAWING NAME: | MINOR.DWG |
| SURVEY DATE:  | 10-15-25  |
| JOB NO.       | 5418.001  |

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