



**Agenda**  
**Parks & Recreation Advisory Board**  
**June 24, 2020**  
**7:00 PM**

**Please note due to capacity and COVID-19 social distancing restrictions, this meeting is being made available for viewing via Zoom. <https://us02web.zoom.us/j/89833903832>**

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| <b><i>Item</i></b> | <b><i>Agenda Topic</i></b> |
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| 1. | Call to order and welcome.                                                                                                                                                |
| 2. | Approve the minutes of May 27, 2020 Parks & Recreation Advisory Board meeting                                                                                             |
| 3. | Old Business                                                                                                                                                              |
| 4. | New Business <ul style="list-style-type: none"><li>a. OSAG Greenway Recommendations</li><li>b. 2020 Advisory Board Goals</li></ul>                                        |
| 5. | Reports from Parks & Recreation Director <ul style="list-style-type: none"><li>a. Facilities update</li><li>b. Program updates</li><li>c. Special Event updates</li></ul> |
| 6. | Committee Report <ul style="list-style-type: none"><li>a. OSAG Committee</li></ul>                                                                                        |
| 7. | Other Business                                                                                                                                                            |
| 8. | Adjourn                                                                                                                                                                   |

**Rolesville Parks and Recreation Advisory Board Meeting**  
**Unapproved Minutes**  
**May 27, 2020**

**1. CALL TO ORDER – CHAIR**

At 7:04 p.m., May 27, 2020, Terry Ratliff, Chair, called the meeting to order. \*Note that no meetings were held for the months of March and April, due to Covid-19 pandemic precautions.

The agenda for this meeting was distributed along with the Unapproved Minutes of our February 26, 2020 meeting, as recorded by Rhiannon Gschwend.

Attending tonight's meeting were JG Ferguson, Parks and Recreation Director; Paul Vilga, Town Board; members Terry Ratliff, Chair; Kevin Mazur, Vice Chair; Nathan Babcock; Mary Ka Powers; Derek Versteegen; and Rhiannon Gschwend, Secretary.

**2. APPROVAL OF MINUTES**

The minutes for the February 26, 2020 meeting were approved unanimously, as submitted.

**3. OLD BUSINESS**

JG had no old business to report.

**4. NEW BUSINESS**

*a. Farm Master Plan*

- Rachel Cotter from McAdams attended the meeting via Zoom to give us an update on the pro forma. McAdams has reviewed documents and wants to help us develop strategies to maintain long term revenue generation and assist with implementation of a plan to maintain the park site. They recommend the following to move forward:
- Programming: Develop rates for resident and non-resident facility use;
- Staffing: 8 total employees are suggested to operate the park, in addition to part-time and contracted employees (essential for cleaning, HVAC maintenance, etc.). Parks and Rec has 3 FTE staff positions and will need 5 FTE in addition to these.
- Pro forma: McAdams believes we can see anywhere from 59% to 62% increasing cost recovery over a projected six-year span, equivalent to roughly \$700K, based on estimates of annual operational costs of \$1.2 to \$1.4 million.
- Master plan can be edited as we begin moving forward with programming; adventure courses and zip lines are a good idea. Themed birthday parties

and weddings are also revenue generators. Rachel says athletics will offer the biggest return, especially baseball, soccer, walk/run events, and the Event Center. The Greenway system will bring people to the site.

- Derek clarified with Rachel that the pro forma relates only to Phase 1 of the project plan and asked if that could be emphasized in the document. She said that page 5 included a statement to this regard.
- Terry asked about revenue generation from the ball fields, inquiring if the estimates currently projected were on the conservative side; Rachel says they look accurate. JG says we bring in \$60K annually now.
- Terry asked about naming rights for the park and JG says the PARAB can develop a policy on this.
- Derek inquired about building closer to the pond site; Rachel says it's a buffer zone and a protected area and we cannot develop near it. (See map p5-2).
- At the recommendation of JG, a motion was made and seconded to push final adoption of the site master plan and archaeological study to the 6/16 scheduled Board meeting for voting and approval by the PARAB.

*b. Greenway Wayfinding*

- The PARAB formed a subcommittee to examine greenways and how we connect to Wake Forest (and eventually Raleigh). JG says they are making progress and an important next step is to create a standard for designs. We need this written standard or plan so that future home developers have a blueprint when they come to town to build homes or businesses – they can use our specs for signage.
- JG says there is a grant opportunity to help with this issue, and HHHunt has offered to help with wayfinding, but the PARAB needs to develop a standard by July 1.

*c. Park Sign Standards*

- JG offered a conceptual model of Rolesville signage included with tonight's meeting agenda, and Board members discussed the design, font, pole and background colors, etc. Paul and Terry offered that the white font is a better contrast to the blue and green colors and there was consensus among Board members.
- Discussion ensued about the street banners, including those for Main St Park and the Mill Bridge sign (handout p9). JG says it would cost about \$2K to do double-sided banners.
- Mary Ka was concerned that we'd have to replace the banners every couple of years due to weathering/fading; Derek suggested pricing aluminum or other material (vinyl, acrylic, etc.).
- Paul recommended rotating the signs every 3 months so that they aren't up year-round. Mary Ka offered the idea that signs include a design element representational/specific to each park. JG says these are all good ideas but whatever is chosen should be standardized for the whole town and park system – the same colors, style and font for ball field rules, wayfinding, sponsorship, farm site, etc.

*d. Budget Update*

- JG reported that Covid-19 has taken a toll on the budget, but we've been fortunate because our residential property tax is the largest source of our revenue generation. We had to cancel spring athletics and some (non-virtual) programming for summer, so the Recreation budget is lean and will likely take a hit next fiscal year.
- The Greenway Plan RFP is currently in development. The Parks and Rec Superintendent position was in the staff budget but did not make it in the final presented posting due to budget constraints.
- As an adjunct to the budget discussion, JG reiterated the volume of kids involved in our athletics programs is about 1600 kids/yr. With respect to the Master Plan, we are 3 positions behind as is (we now have 1 FTE person), and the pro forma requires 5 more at a minimum, for a total of 6 or 7. Recreation is currently behind the curve on hiring these folks due to budget constraints.
- The Town has made available \$500K in capital for land acquisition for future park land, as slated in the Comprehensive Plan. Rolesville has lots of new housing developments, and land for parks will be required.
- Design of the Frazier Farm site with McAdams requires \$180K (30% design) is proposed in the FY2020-21 budget.
- Terry asked when the annual budget is approved; JG says the next public hearing is next week and it could be adopted then but must be by June 30. Fiscal Year begins July 1.
- JG reminded members that we're only on Phase 1 currently, and most of the cost of development and implementation will be infrastructure.

*e. 2020 Advisory Board Goals*

- JG would like to see the PARAB become very engaged in some of the decision-making processes impacting Parks and Rec. He suggested that this bullet point can be dropped from the agenda in the future if we can develop a list of priority items and follow through with action steps.
- Mary Ka thought it wise to use our experience during Covid-19 to prepare for future emergencies or crises of a similar nature; she thought the PARAB could play an active role in developing related SOP's for Parks and Rec.
- Derek mentioned the need for PARAB to be proactive rather than reactive, modeling behavioral change by encouraging proper hand hygiene and putting out hand sanitizing stations or outdoor washing areas for athletics and programming attendees.
- Rhiannon agreed that while this was important for public health, it would be hard to ensure 'collective' compliance and might be outside the scope or mission of the PARAB. She was concerned with who would be required to maintain these resources, as the stations themselves would have to be replenished and sanitized, etc.

- JG says those standards will be in place for registrants in summer programs. Town Hall is working on the programming side, and Paul agreed that creating a 'baseline' of good hygiene during the ongoing pandemic would be important for the health of our programs.

## **5. REPORTS FROM THE PARKS & RECREATION DIRECTOR**

### *a. Facilities Update*

- JG expressed his gratitude for the Public Works Dept, who have been very busy sanitizing playgrounds, performing grounds maintenance and mulching playgrounds with 12" mulch to ensure compliance. They have begun pouring concrete at Field C and near shelter C, they brought in seed and topsoil to revitalize bare spots.
- Wake County cut Rolesville a check to pay for new fencing.
- Town Hall has been remodeled to create a more secure space and added a new conference room.
- Patching on Mill Bridge Nature Park continues, and on the Heritage East Greenway, some boards have been replaced on bridges.
- JG reports we will be installing wind screens at ball fields.
- Derek said we need a sponsorship pamphlet for athletics and programming and JG referred him to the online version.
- JG says we were on pace to have \$220K in revenue this FY but due to Covid-19 we did not make it.

### *b. Programs Update*

- Fall registration is at 475 participants; sports virtual programming will be pushed (online race/walks, etc.). Virtual 5K run ends this week and 3 courses were laid out for participants to choose from in Town parks.

### *c. Special Events*

- 4<sup>th</sup> of July fireworks event is tentative; JG says Town will decide if we need to cancel in the next couple of weeks. A drive-by or stay-in-your-car option were discussed.
- Paul stated the importance of the fireworks display as a Rolesville (and American) tradition and felt it was important to hold the event if possible.
- JG reports registration for fall festival has been delayed.

## **6. COMMITTEE REPORTS**

### *a. OSAG*

- Derek says the subcommittee will make the draft document available for the June meeting (in advance of the scheduled meeting date).

## **7. ADJOURNMENT**

Hearing no objections or further discussion, the meeting was adjourned by the Chair at 9:00 p.m.

# Town of Rolesville

## Open Space and Greenway Committee

### February 2020 Recommendations

This document summarizes the general consensus the members came at this month's meeting as it pertains to revisions/amendments to the existing Open Space and Greenway Master Plan in specific regard to the planned public greenway trail system.

The images herein depict a combination of the overall plan as it exists on records and changes, addition, or deletions to said plan. Additionally, the committee members have identified eight (8) areas of particular concern that we feel should be given the highest prioritization and be specifically addressed in the town's Transportation Master Plan that was recently commissioned.

All members of the committee are happy to discuss these findings in any capacity and welcome any feedback – questions, comments or concerns.

The following legend can be used to help understand what the colors of the trails and regions represent.

#### **Yellow**

Existing trails that are currently open for public use. These trails are a combination of the Town of Rolesville, Wake Forest, and the Neuse River greenway trail systems.

#### **Green**

Recently approved or currently in development.

#### **Brown**

OSAG vision of ideal connectivity.

#### **Peach**

A representation of the location of greenway trails as defined in the adopted Comprehensive Master Plan of 2017.

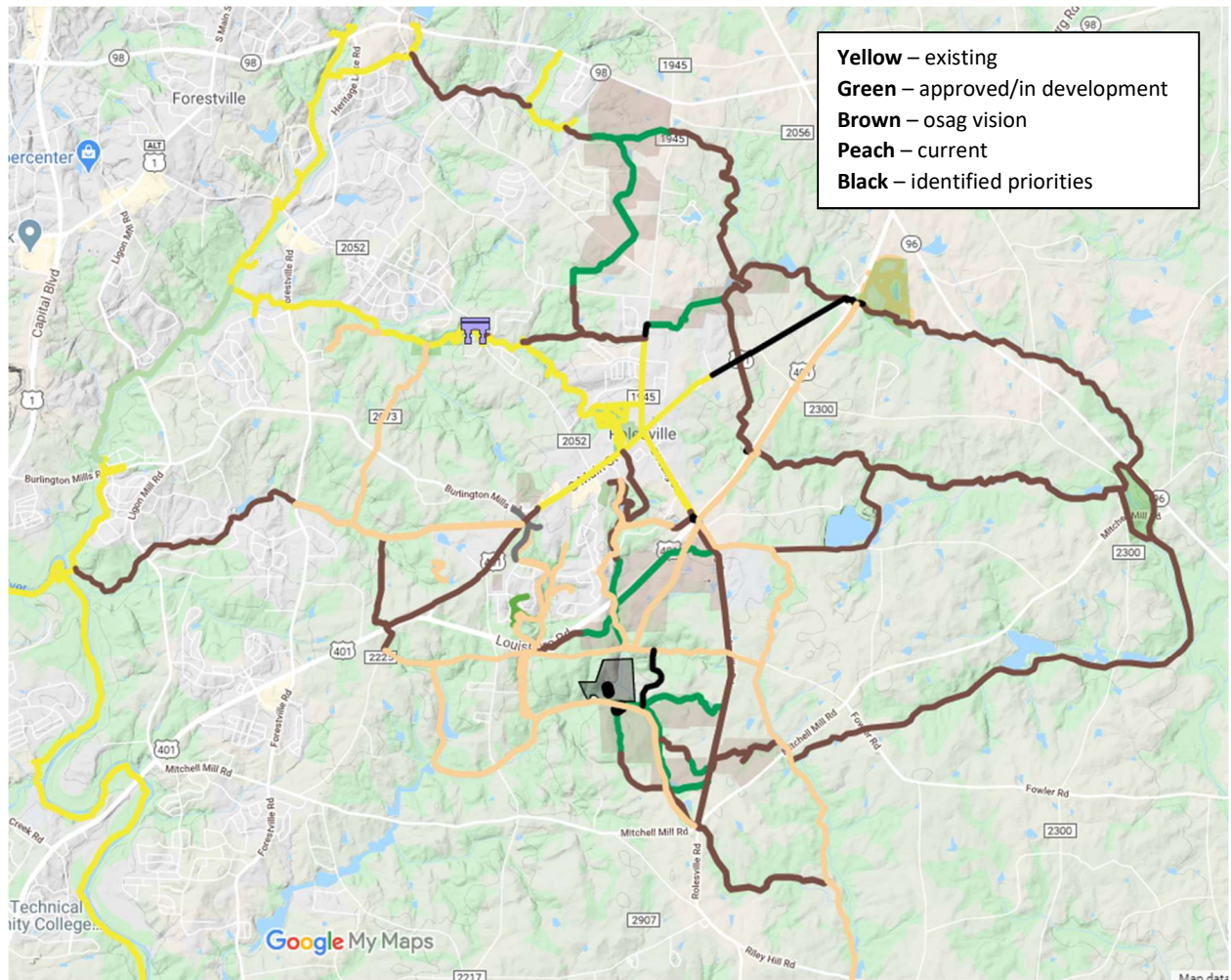
#### **Black**

The OSAG recommends an amendment to the adopted Open Space and Greenway Plan to include these priority objectives.

|                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Yellow</b> – existing<br/><b>Green</b> – approved/in development<br/><b>Brown</b> – osag vision<br/><b>Peach</b> – current<br/><b>Black</b> – identified priorities</p> |
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## General Recommendation

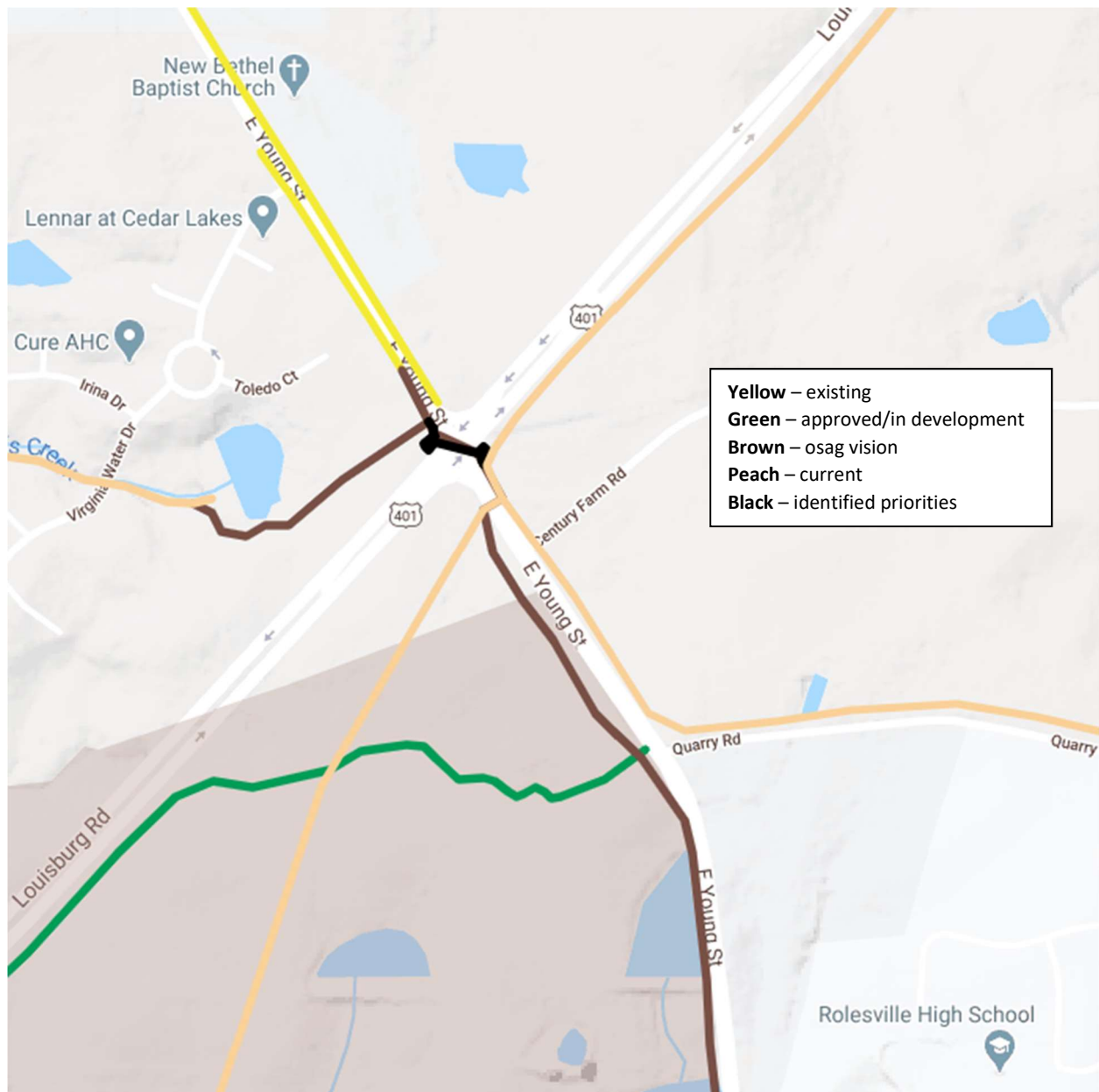
The committee recommends the town amend the current Open Space and Greenway Master Plan to include and present the changes to the overall trail system map as illustrated below. Specifically, the committee recommends accepting the changes to the current plan as shown by the brown lines marked on the map. These changes aim to provide complete connectivity to existing areas as well as other areas of interest that includes the Buffalo Creek Corridor.



Disclaimer: The following map is a cumulative work in progress and illustrates elements that may or may not have been collectively discussed or agreed upon by the entire committee. This map is a tool to help us discuss the topics assigned.

## Area #1

With over 2,300 homes approved by the town in 2019 and most of them along the Averette Road, E. Young Street, and Rolesville Road corridor and the recent funding approved for Rolesville's Downtown Revitalization efforts we feel is imperative that the existing and new residents on the east side of the bypass be given safe and easy access to the town's downtown area. It is our recommendation the town pursue all possible means to allocate and/or secure funding for a pedestrian bridge to be installed on the north side of Rolesville Road, crossing the by-pass, to either side of E. Young Street. With appropriate architecture the bridge will not only serve as a safe, accessible means for crossing the bypass it will also connect residents to the town, make the high school more accessible, but also provide an incredible landmark for the town to boast with welcoming messaging like "Welcome to Rolesville" for southbound traffic to see and "Thank you for visiting Rolesville" for the northbound traffic to read.



## Area #2

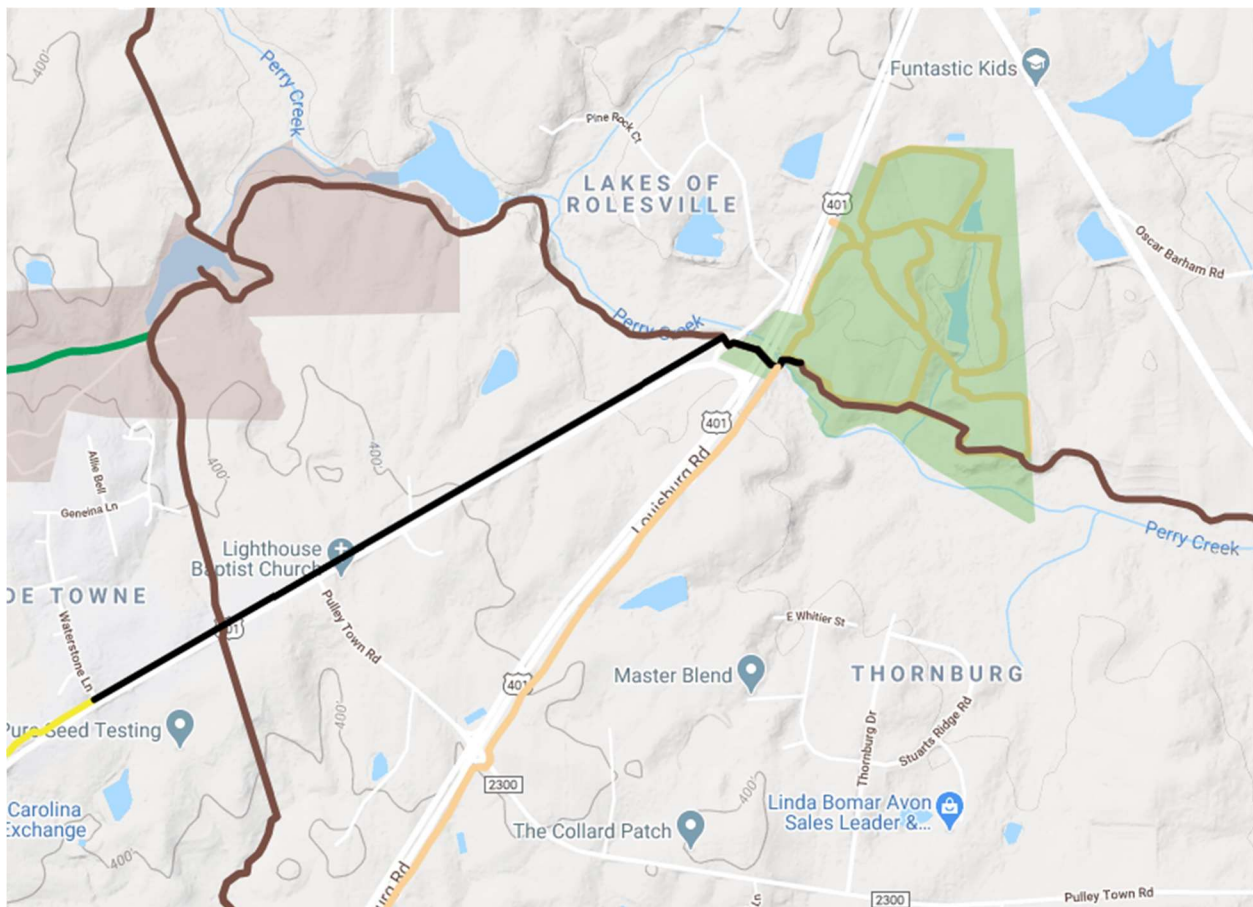
The second area the committee identified is the section of greenway that crosses Rogers Road from the Heritage Gates subdivision to Mill Bridge Nature Park. Although an uncontrolled pedestrian crosswalk currently exists, the committee feels this is another outstanding opportunity for a pedestrian bridge. With the same benefits of the discussed in Area #1, this bridge would provide a much needed safe crossing while also being another, incredibly well placed “gateway” to the town. Again with east bound traffic see “Welcome to Rolesville” and west bound traffic seeing “Thank you for Visiting” the landmark bridge would be an incredible symbol of the town and secure the future for a safe connection to the Neuse River Greenway and Mountain-to-Sea Trail networks – not to mention a much more inviting reason to visit one of the town’s most beautiful parks.



**Yellow** – existing  
**Green** – approved/in development  
**Brown** – osag vision  
**Peach** – current  
**Black** – identified priorities

### Area #3

With the site plan for Frazier Farm and plans to develop it move forward and, again, the more than 2,300 home sites approved in 2019, the committee feels it is extremely important that access to the newest park be established early on. With existing infrastructure in place (pedestrian tunnel passing under the bypass) the committee feels the Transportation Master Plan currently being developed should include plans provide greenway access to this property by way of continuing the paved path that currently stops at the Olde Town subdivision northeast along Main Street to the before mentioned pedestrian tunnel. The committee also recommends this be done so that it is completed before the first phase of development has completed.

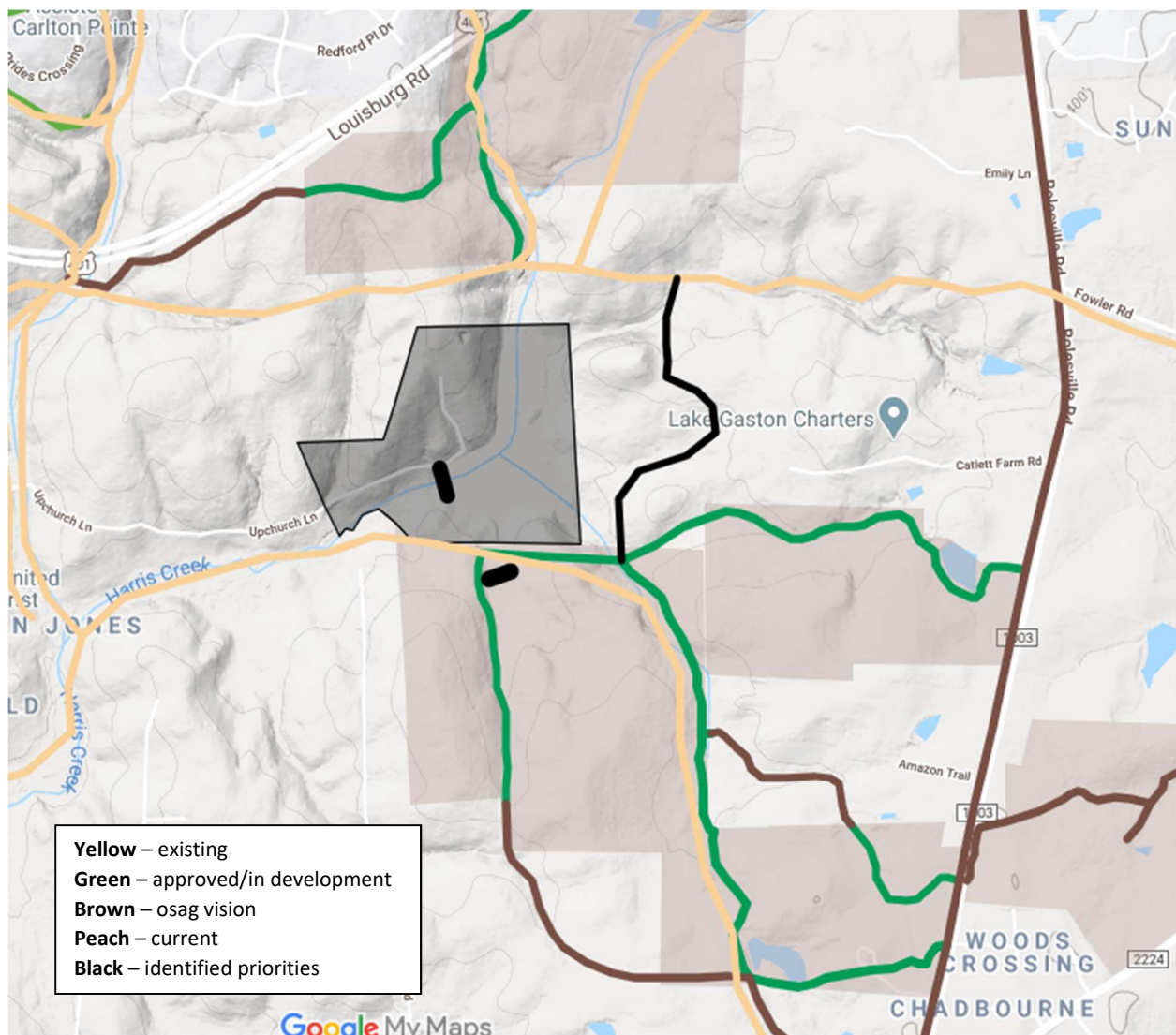


- Yellow** – existing
- Green** – approved/in development
- Brown** – osag vision
- Peach** – current
- Black** – identified priorities

#### **Area #4**

The committee dug through several documents, going back many years, to understand where the current greenway plan draws trails. When reviewing those plans, discussing what each member knows to exist today, and considering what home sites have been approved to be built in the area depicted below, the committee is suggesting to “redraw” the planned greenway as shown in black. The current plan calls for a greenway trail to either cross through a private property, a water feature, or terrain that is unreasonable to develop in this manner.

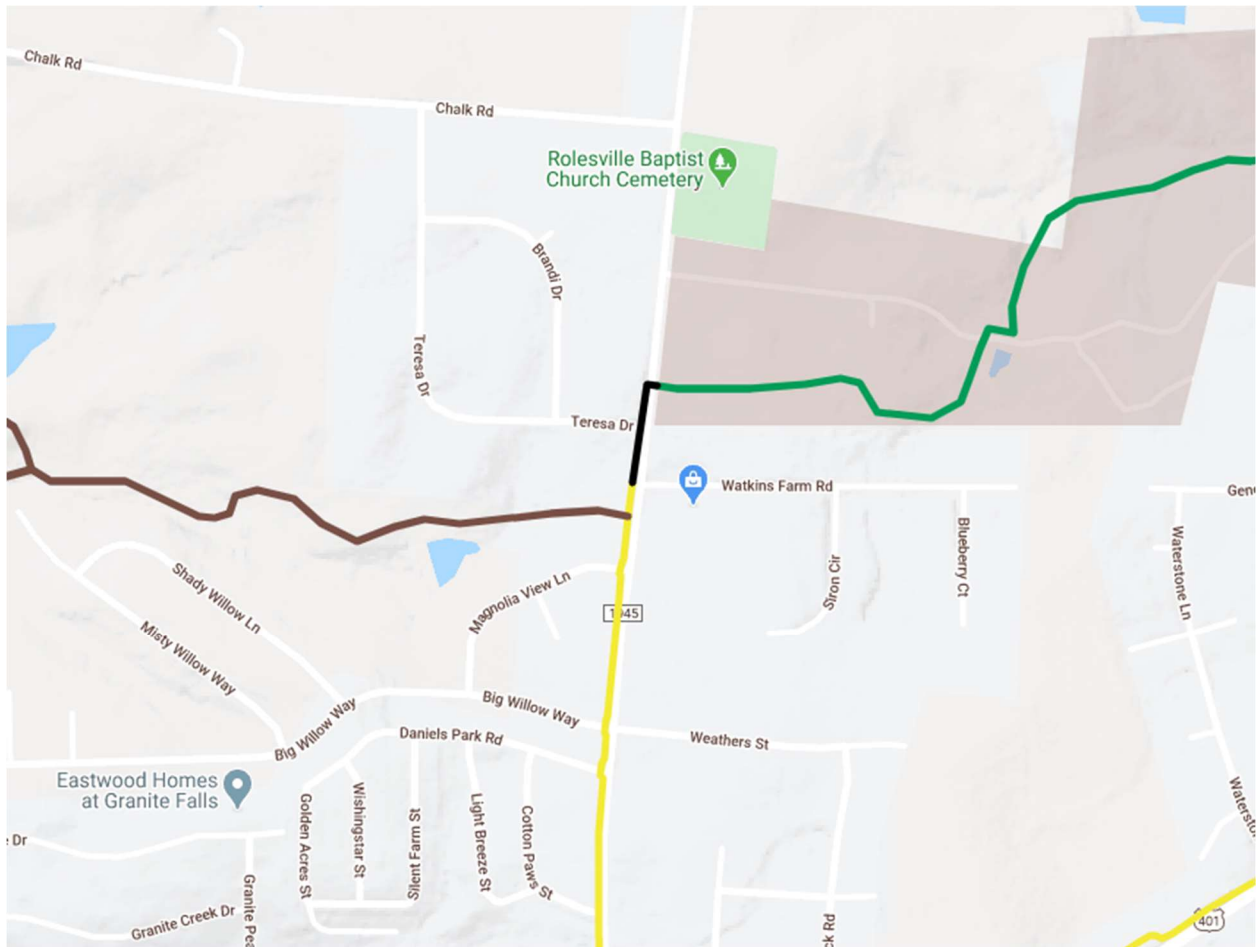
The OSAG Committee recommends moving the planned greenway line east, away from the private property, water feature, and challenging topography provides the connectivity needed for residents to access greenway trails that will connect to the downtown area including amenities like Main Street Park. This adjustment also ensure current property owners along Upchurch Lane and parties responsible for activity on the body of water are not subject to nuance trespassing and the risks and issues that come with untethered access to areas like this.



## Area #5

The Chandler's Ridge subdivision was approved for development in 2019. This property, located north of Main Street on W. Young Street (just south of Chalk Road) is currently cut off from any greenway trail system – proposed, planned, or installed. However, it is less than 500 ft from the northern most existing sidewalk. Connecting this neighborhood would also provide more convenient access to residents of Teresa and Brandi Drives.

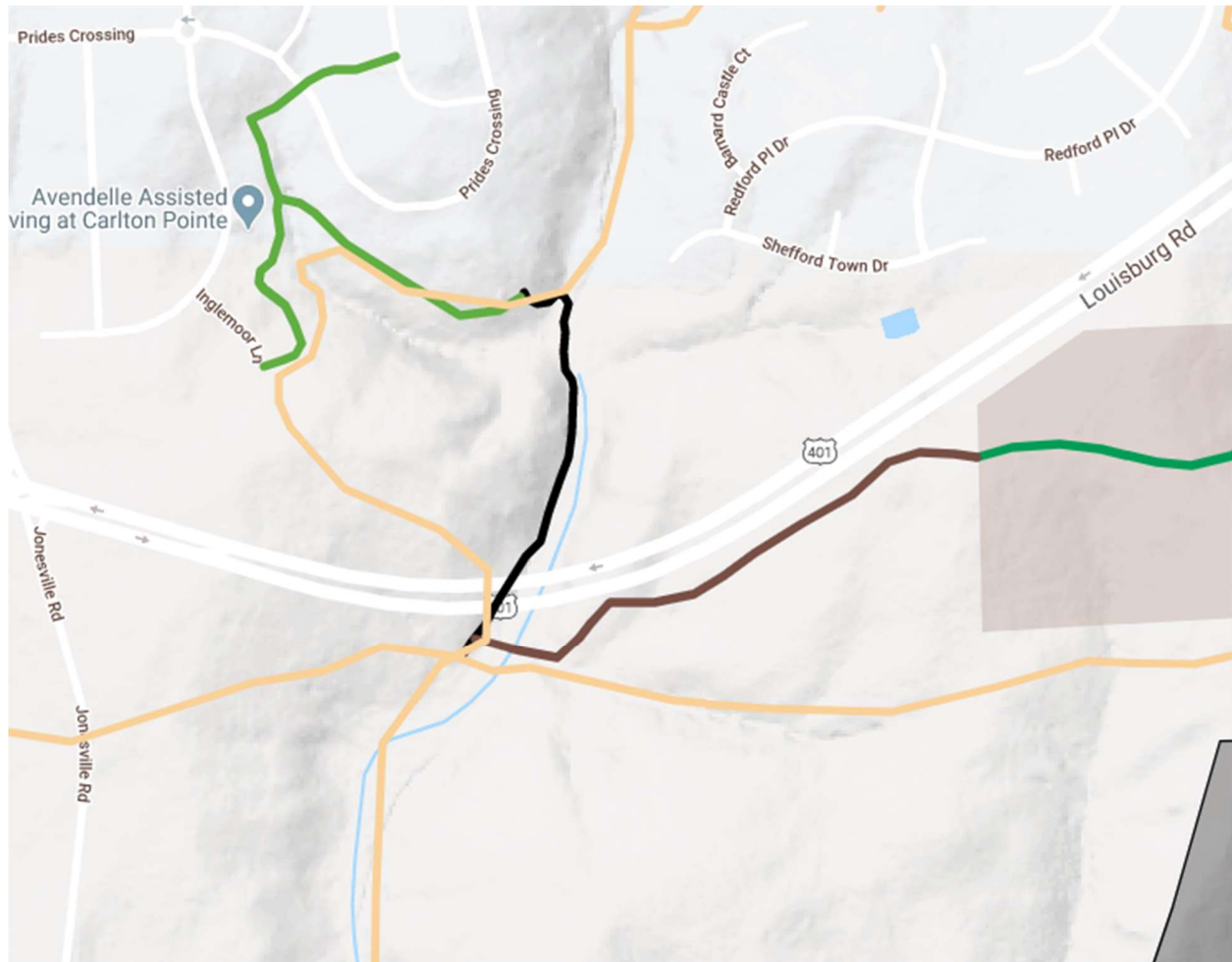
The committee recommends the town pursue extending the sidewalk on the west side of West Young Street from Watkins Farm Road to the entrance of the Chandler's Ridge subdivision.



**Yellow** – existing  
**Green** – approved/in development  
**Brown** – OSAG vision  
**Peach** – current  
**Black** – identified priorities

## **Area #6**

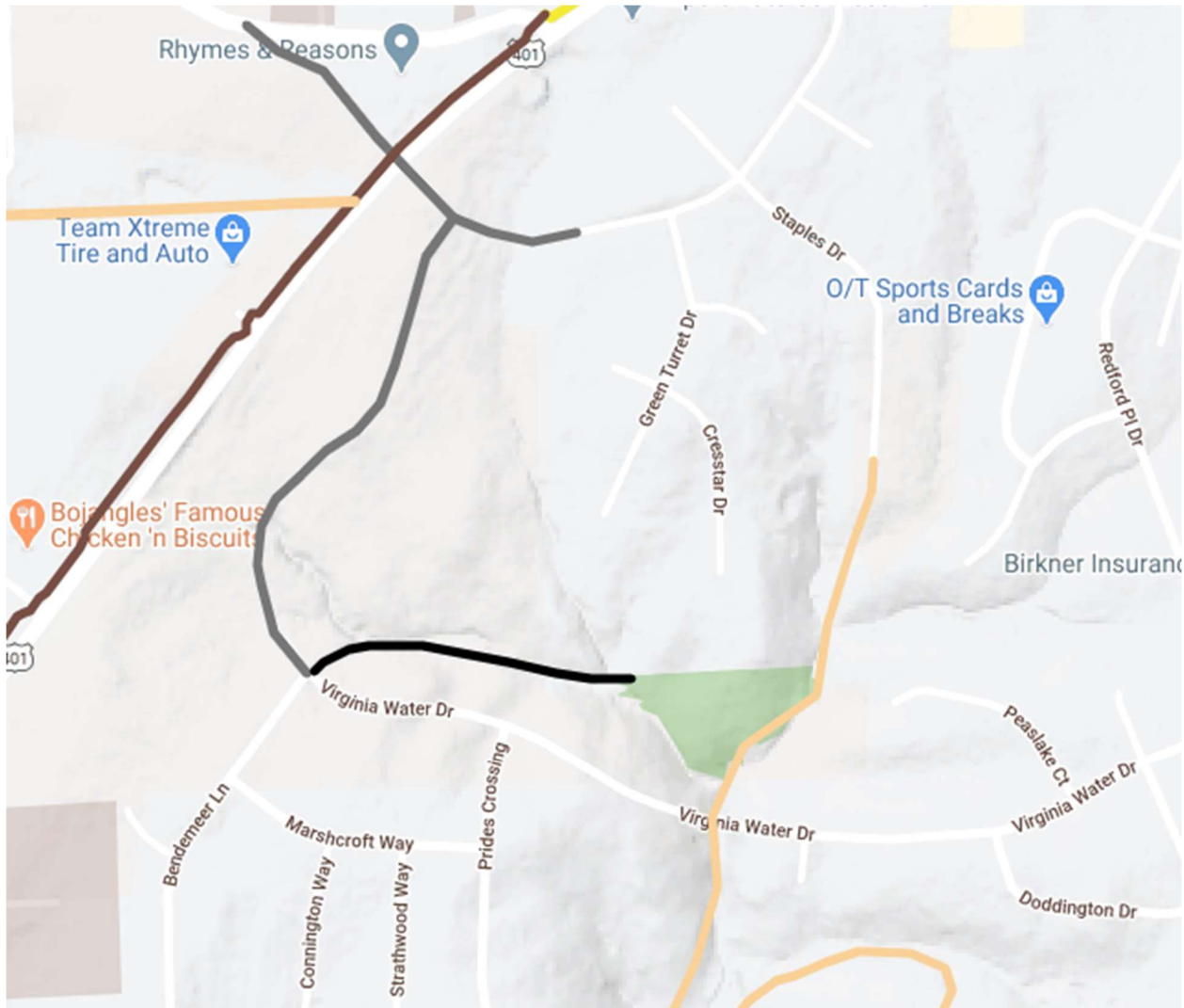
The committee recommends a modification to the adopted plan that incorporates recent modifications to the Carlton Point greenway development plans. The change represented by the black line creates a flowing continuation from a recently modified trail to the corridor south of the by-pass, making use of a pedestrian tunnel installed when the by-pass was constructed.



**Yellow** – existing  
**Green** – approved/in development  
**Brown** – osag vision  
**Peach** – current  
**Black** – identified priorities

## Area #7

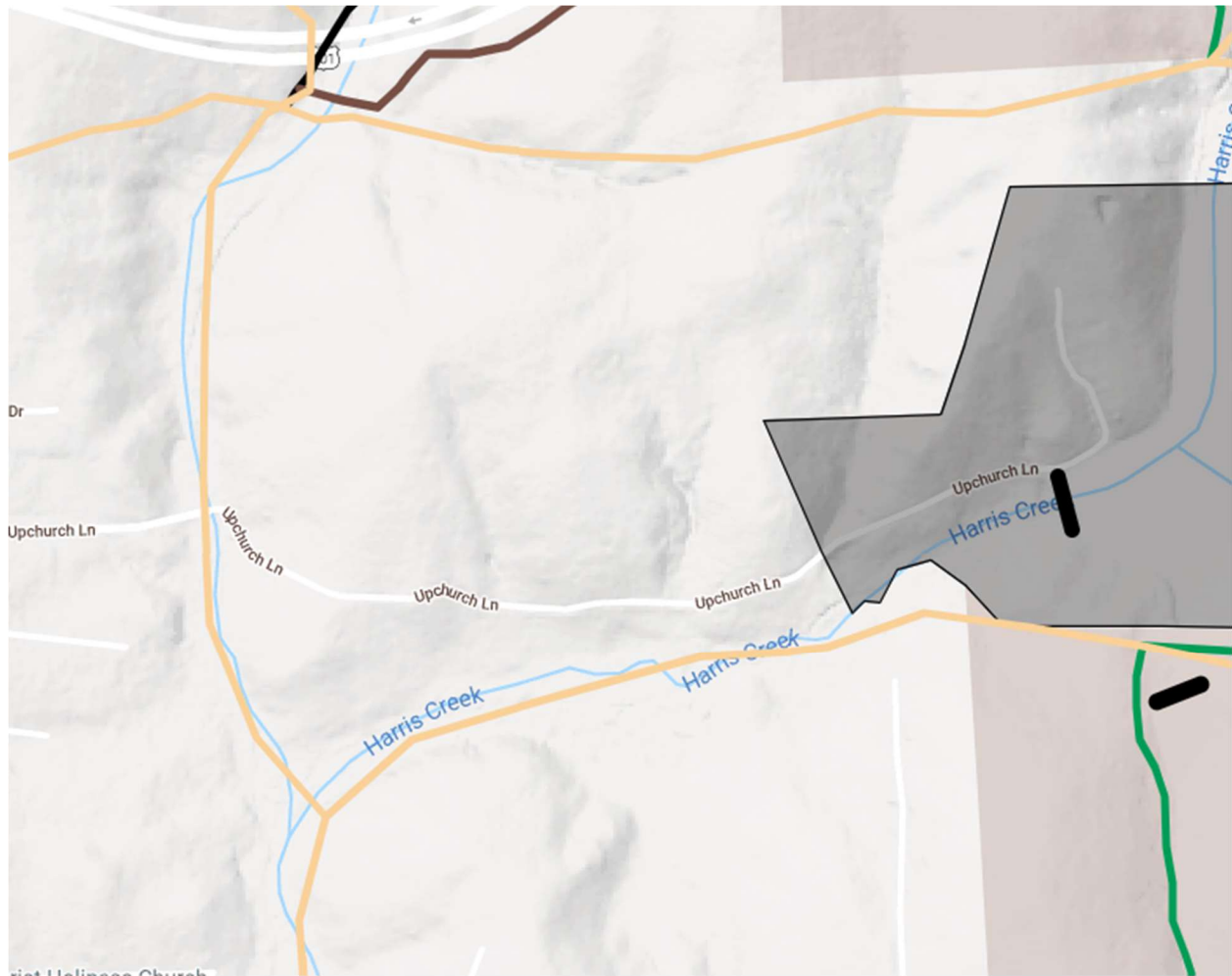
Additionally, the OSAG committee recognizes changes in the agreement between the town and the Carlton Point developer that has created need to establish new access Wall Creek Park (a.k.a. Pocket Park). The gray line represents the Burlington Mills Road realignment that recently received funding. The black line represents the recommendation from OSAG to establish connectivity to this space.



**Yellow** – existing  
**Green** – approved/in development  
**Brown** – osag vision  
**Peach** – current  
**Black** – identified priorities

## Area #8

In an area not yet developed, the committee would like to ensure previous plans to install board walks in this area is maintained and prioritized as the area experiences growth. It is the committee's recommendation that raised board walks be used throughout planned trail going east/west along Harris Creek.



**Yellow** – existing  
**Green** – approved/in development  
**Brown** – osag vision  
**Peach** – current  
**Black** – identified priorities