



**Planning Board Meeting**  
**May 27, 2025**  
**7:00 p.m.**

**AGENDA**

A. Call to Order

1. Pledge of Allegiance
2. Invocation
3. Recognition of Service Presentation
4. Approval of February 24, 2025 Planning Board Meeting Minutes

B. Regular Agenda

1. TA-25-04 – Land Development Ordinance (LDO) Text Amendment to Section 5.1.4.V.4.e. Vehicle, Minor Service Use Standard Regarding Service Bays

C. Communications

1. Planning Department Report
2. Town Attorney's Report
3. Other Business
4. Adjournment



**Planning Board Meeting**  
**February 24, 2025 - 7:00 PM**  
**502 Southtown Circle, Rolesville, NC 27571**

**MINUTES**

**PRESENT:** Mike Moss, Chair  
Derek Versteegen, Board Member  
Tisha Lowe, Board Member  
Frank Pearce, Board Member  
Erin Catlett, Deputy Town Attorney  
Meredith Gruber, Planning Director  
Tanner Hayslette, Planner I

Donnie Lawrence, Vice-Chair  
Jim Schwartz, Board Member  
Amanada Chrysovergis, Board Member  
April Sneed, Mayor Pro Tempore/Liaison  
Steven Pearson, Assistant Town Manager  
Michele Raby, Planner II

**A. CALL TO ORDER**

Chair Moss called the meeting to order at 7:00 p.m.

**A.1. PLEDGE OF ALLEGIANCE**

The Board collectively recited the Pledge of Allegiance.

**A.2. INVOCATION**

Chair Moss delivered the invocation.

**A.3. Approval of January 27, 2024, meeting minutes.**

**Moved by Board Member Pearce and Seconded by Vice-Chair Lawrence. The motion to approve the minutes of January 27, 2024, was carried with a unanimous vote, (7 voted aye).**

**B. REGULAR AGENDA**

**B.1. TA-25-03 – Government Facilities Text Amendments**

Ms. Gruber described the proposed Land Development Ordinance Text Amendment that would combine the three separate uses, government office, public safety facility, and public facility, into one use titled government facility and allow for the use of government facilities within all zoning districts.

The Board collectively discussed the setback requirements within various zoning districts.

**Moved by Board Member Schwartz and Seconded by Board Member Versteegen. The motion to recommend Approval was carried by a unanimous vote (7-0).**

**C. COMMUNICATIONS**

**C.1. Planning Director's Report**

Ms. Gruber updated the Board on the status of the Comprehensive Plan update and expressed interest in the Planning Board reviewing the draft plan.

**C.2. Town Attorney's Report**

Ms. Catlett reviewed the revised set of bylaws with the Board and discussed providing training and an onboarding packet for new members.

**C.3. Other Business**

Ms. Gruber introduced the new Assistant Town Manager, Steven Pearson, to the Planning Board.

**C.4. Adjournment**

**Vice-Chair Lawrence made a motion to adjourn and Seconded by Board Member Pearce. The motion was carried by a unanimous vote (7-0). The meeting was adjourned at 7:18 p.m.**

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**Mike Moss, Planning Board Chair**

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**Tanner Hayslette, Planner I**

# Memo

**To:** Planning Board  
**From:** Michael Elabarger, Assistant Planning Director & Meredith Gruber, Planning Director  
**Date:** May 19, 2025  
**Re:** TA-25-04 Land Development Ordinance (LDO) Text Amendment to Section 5.1.4.V.4.e. Vehicle, Minor Service Use Standard Regarding Service Bays

## Background

Land Development Ordinance (LDO) Text Amendment Application TA-25-04 was submitted by Patrick Byker of Morningstar Law Group. The application proposes changing Section 5.1.4.V.4.e. Vehicle, Minor Service Use Standards item “e” to allow three service bays facing the public right-of-way and unlimited service bays facing elsewhere. The applicant notes the nearby jurisdictions of Raleigh, Wake Forest, and Knightdale do not place number limitations on vehicle service bays.

## Proposed Text Amendment

The proposed new text is shown in blue and underlined and deletions are shown in ~~red strikethrough~~.

### 5.1.4. Commercial Principal Uses

#### V. Vehicle Minor Service

e. No more than three (3) service bays facing the public right-of-way shall be permitted. ~~-, and unlimited service bays facing the side or rear yard are permitted.~~

## Staff Analysis and Recommendation

Major objectives from the 2017 Comprehensive Plan include:

- Walkability;
- Greater variety of services, shopping experiences, and restaurants in Rolesville;
- More parks and active recreation;
- Retention of “small-town” feel reflecting a population that comes together to socialize.

Major recommendations from the 2017 Comprehensive Plan include:

- Create a close-knit system of secondary streets.
- Create a diversity of new houses but ensure high quality and limited locations for multifamily units.
- Create more capacity in the local parks and active recreation programs.
- Celebrate Downtown.

Keeping the appearance of three vehicle service bays may help maintain Rolesville's "small-town" feel. Staff recommends approval of TA-25-04 Land Development Ordinance (LDO) Text Amendment to Section 5.1.4.V.4.e. Vehicle, Minor Service Use Standard Regarding Service Bays.

### **Proposed Motion**

Motion to recommend (*approval or denial*) of TA-25-04 because it is (*consistent or inconsistent*) with the Comprehensive Plan.

### **Attachment**

Text Amendment Application TA-25-04 from Patrick Byker, Morningstar Law Group



Case No. \_\_\_\_\_

Date \_\_\_\_\_

## Text Amendment Application

### Contact Information

Name Patrick BykerAddress 700 W. Main StreetCity/State/Zip Durham, NC 27701Phone 919-590-0384Email pbyker@morningstarlawgroup.com

### Amendment Information

*This petition is to amend the Unified Development Ordinance Section(s)* 5.1.4.V.4*to allow* Three (3) service bays facing the public right-of-way and unlimited service bays facing the yard, side and/or yard, rear, as UDO Section 11.7.

as a

☒ permitted use☐ conditional use☐ special usein the General Commercialzoning district.

### Applicant Signature

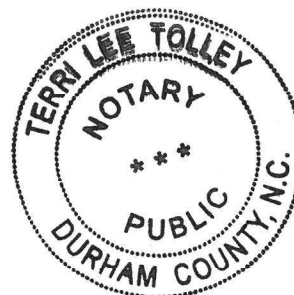
*I hereby certify that the information contained herein is true and completed. I understand that if any item is found to be otherwise after evidentiary hearing before the Town Board of Commissioners, that the action of the Board may be invalidated.*

Signature Patrick Byker Date 2/28/25

STATE OF NORTH CAROLINA

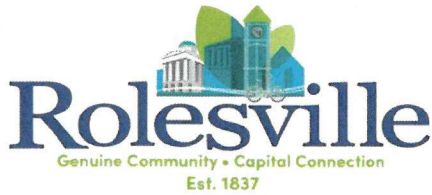
COUNTY OF Durham

*I, a Notary Public, do hereby certify that* Patrick Byker  
*personally appeared before me this day and acknowledged the due execution of the foregoing instrument. This*  
*the* 28th *day of* February *20* 25.

*My commission expires* 8/25/2028.Signature Terri Lee Tolley Seal

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**Town of Rolesville Planning****PO Box 250 / Rolesville, North Carolina 27571 / RolesvilleNC.gov / 919.554.6517**



Case No. \_\_\_\_\_

Date \_\_\_\_\_

## Text Amendment Application

### Description of Proposed Use

Vehicle, Minor Service is defined in the UDO at Section 5.1.4V 1-4. Subsection 4(e) specifically limits the use to, "No more than three (3) service bays shall be permitted. This Text Amendment would amend this subsection to state, "Three (3) service bays shall be permitted to face the public right-of-way. Service bays facing the yard, side and/or the yard, rear as defined in UDO Section 11.7, shall not be limited in number."

### Justification

UDO Section 5.1.4.V.4(e) states, "No more than three (3) service bays shall be permitted." This subsection places an economic strain on the Vehicle, Minor Service use that allows establishments to provide minor vehicle services and repair including but not limited to brake adjustments, oil changes realignments, detailing, mufflers, hoses, belts, and the like. The nearby jurisdictions of Raleigh, Wake Forest, and Knightdale do not place number limitations on service bays on Vehicle Repair and Vehicle Maintenance use categories.



or ~~signage~~ may not be displayed in any required manner.

## V. Vehicle, Minor Service

1. Characteristics. Establishments which provide minor vehicle services and repair including but not limited to brake adjustments, oil changes, realignments, detailing, mufflers, hoses, belts, and the like.
2. Accessory Uses. Accessory uses may include limited sale of parts or vehicle accessories, towing, associated office, parking, repackaging of goods for on-site sale or use.
3. Examples. Minor vehicle service establishments in which no vehicle dismantling occurs.
4. Use Standards.
  - a. No stockpiling of parts or salvaging of vehicle parts.
  - b. No storage of wrecked or unregistered vehicles may be permitted on site.
  - c. No outdoor speaker system.
  - d. All work performed shall be within an enclosed building, however bay doors may be open during hours of operation.
  - e. No more than three (3) service bays shall be permitted.
  - f. A landscape buffer in conformance with Section 6.2 shall be required along any property line abutting a residentially zoned property.
  - g. In addition to service vehicles necessary for the operation of business, only vehicles awaiting repair may be stored on site. No inoperable vehicles may be left on site for more than fifteen (15) days. In special circumstances where this provision would pose undue hardship, the Zoning Administrator may grant an extension for vehicle storage of up to fifteen (15) days.



# **Knightdale UDO**

## **M. Vehicle Services –Maintenance / Repair / Body Work.**

1. Vehicle services - maintenance, repair, and/or body work uses shall be located in the Mixed-Use Building Type as detailed in Section 6.8.
2. All vehicles, materials, or equipment shall be stored within an enclosed building, or within an outdoor storage area enclosed by an opaque fence or wall that meets the requirements of Section 7.6 and shall be restricted to the rear yard.
3. Any operation which results in the creation of noxious vibrations, odors, dust, glare, or sound is prohibited.
4. No vehicle may be kept or used for parts for other vehicles.
5. No vehicle may be stored in an unrepaired state for more than thirty (30) calendar days.

## **11. Vehicle Services, Minor Maintenance/Repair.**

- a. Vehicle service bays associated with Vehicle Services, Minor Maintenance/Repair shall be located a minimum of 100 feet from any residential uses or the GR, NCR, MUR, or TSR Districts and any parallel Conditional District to those districts.
- b. In the NB District, vehicle service bays shall be set perpendicular to the street or otherwise screened with a Type C buffer from the street right-of-way.
- c. In the NB District, use operation shall be limited to between the hours of 8 a.m. and 9 p.m.

## **D. Vehicle Repair (Major)**

Raleigh UDO

### **1. Defined**

A facility where general vehicle repair and service is conducted, including transmission, brake, muffler and tire shops, along with body and paint shops. Major vehicle repair does not include any use meeting the definition for minor vehicle repair or commercial vehicle repair.

### **2. Use Standards**

- a. The outdoor overnight storage of vehicles awaiting repair may be permitted in accordance with *Article 7.5. Outdoor Display and Storage*. Operable vehicles may be parked on-site during business hours.
- b. There shall be no dismantling of vehicles for salvage.
- c. The storage of impounded vehicles is not permitted.
- d. No outside speaker system is permitted.