



**Planning Board Meeting**  
February 26, 2024 - 7:00 PM  
502 Southtown Circle, Rolesville, NC 27571

**MINUTES**

**PRESENT:** Mike Moss, Chair  
Derek Versteegen, Board Member  
Tisha Lowe, Board Member  
April Sneed, Mayor Pro Tempore/Liaison  
Meredith Gruber, Planning Director  
Michele Raby, PB Clerk/Planner II

Donnie Lawrence, Vice-Chair  
Jim Schwartz, Board Member  
Erol Ozan, Board Member  
Erin Catlett, Deputy Town Attorney  
Mike Elabarger, Senior Planner

**ABSENT:** Steve Hill, Board Member

**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. SWEARING-IN CEREMONIES**

- Erol Ozan
- Donnie Lawrence
- Jim Schwartz

**A.4. ELECTION OF CHAIR AND VICE-CHAIR- 2024 CALENDAR YEAR**

Board Member Jim Schwartz nominated Mike Moss as Chair and Board Member Tisha Lowe seconded; Board Member Jim Schwartz nominated Donnie Lawrence for Vice-Chair and Board Member Derek Versteegen seconded. The motions to approve Mike Moss as Chair and Donnie Lawrence as Vice-Chair passed unanimously.

**A.5. APPROVAL of December 18, 2023, Planning Board meeting minutes.**

Moved by Board Member Versteegen and Seconded by Board Member Schwartz. The motion to approve the minutes of December 18, 2023, was carried with a unanimous vote, 5 voted aye, 0 voted nay (5 voted, 1 absent, 1 vacant; Mr. Erol Ozan was not eligible to vote on a meeting he did not attend).

**B. REGULAR AGENDA**

**B.1. Welcome to 2024**

Planning Director Gruber welcomed the Board to a new year.

**a. Introductions of Board Members and Staff**

Ms. Gruber introduced April Sneed-Mayor Pro Tempore/ Planning Board Liaison, and Mr. Erol Ozan, Planning Board Member filling the vacant seat (Mr. Davion Cross).

- b. **Overview of Planning Board Responsibilities**  
Ms. Gruber reviewed with the board an overview of possible duties as per the State statutes and Rolesville's Land Development Ordinance (LDO). Chair Moss asked for a brief description of the Development Review Process from Application to Certificate of Occupancy. Board Member Lowe asked for a flow chart.

**B.2. Affordable Housing Plan Update**

Ms. Gruber discussed the Housing Stakeholder meetings occurring today and tomorrow with TPMA, a consultant hired by the Town to guide the housing affordability discussions within the community and then prepare an Affordable Housing Plan. Ms. Gruber invited everyone to take a Housing survey that can be found on the town's website and in emailed News Blasts.

**B.3. Upcoming Land Development Ordinance Text Amendments**

Ms. Gruber reviewed a few of the upcoming amendments for revisions to the LDO and discussed creating a regular review schedule for the future Text Amendment to be considered.

**C. COMMUNICATIONS**

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

**a. Previous Planning Board Recommendations**

- REZ-23-06, 4124 Burlington Mills (RRFD) rezoning request was approved on February 6, 2024.
- MA-22-08 & ANX-22-05, Harris Creek Farm, was scheduled on the February 6, 2024, Town Board Agenda but, the applicant asked for a continuance to revise the rezoning request.
- ANX-23-01, Woodlief Assemblage was continued from February 6, 2024, to March 5, 2024; REZ-23-02 will also be presented on March 5, 2024.

**b. Other**

Ms. Gruber discussed future training and asked the Board collectively if there were any topics they would like to review. Development Review process and Board duties clarification was requested.

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

Deputy Town Attorney Catlett noted she had none at this time.

**C.3. Other Business**

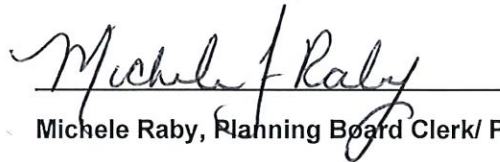
None currently.

**C.4. Adjournment**

Vice Chair Lawrence made a motion to adjourn and Seconded by Board Member Lowe. The motion was carried by a unanimous (6-0, 1 absent being Board Member Hill) vote. The meeting was adjourned at 7:58 p.m.



Mike Moss, Planning Board Chair



Michele Raby, Planning Board Clerk/ Planner II