



Planning Board Meeting
April 27, 2026 - 7:00 PM
502 Southtown Circle, Rolesville, NC 27571

MINUTES

PRESENT: Mike Moss, Chair
Donnie Lawrence, Vice-Chair
Tisha Lowe, Board Member
Frank Pearce, Board Member
Brian Kennedy, Board Member
Jim Schwartz, Board Member
Mindy Barham, Board Member
Lenwood Long, Commissioner/Liaison
David Neill, Town Attorney
Stephen Wensman, Planning Director
Sharon Hope, Administrative Support Specialist

A. CALL TO ORDER

Chair Moss called the meeting to order at 6:59 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 MARCH 23, 2026, MEETING MINUTES

Moved by Board Member Pearce and Seconded by Board Member Lowe. Motion to approve the minutes of the March 23, 2026, meeting was carried with a 7-0 vote, 7 voted aye (Moss, Lawrence, Lowe, Pearce, Kennedy, Schwartz, Barham), 0 voted nay.

A.4. Town Attorney's Report (moved from Agenda Item C.2.)

The Town Attorney introduced our new Deputy Town Attorney, Timberly Southerland, who will be starting next month (May, 2026).

B. REGULAR AGENDA

B.1. Board AI Policy

Planning Director Stephen Wensman introduced the town-led initiative with a two-sheet document handed out to each Board Member. The town is recognizing Artificial Intelligence and Generative AI as an opportunity for operational efficiency to be used responsibly and safely. The Town formulated an AI policy

to protect the Town and has asked the Town staff as well as all Board members to sign it to show a willingness to comply with the policy. Attorney Neill commented that the Town is endorsing the use of AI in the conduct of the Town's business. If Board members use AI for the Town's business, those records created are public records and subject to public disclosure. Board Member Schwartz asked a clarifying question regarding the use of AI for research. Town Attorney Neill responded that general research to better understand your job is not the sort of thing that the AI policy is likely intending, rather information a Board Member receives that then goes into the decision that the Board member makes is the intent of the AI Policy. Specialized knowledge of a matter should be disclosed to the Board. Commissioner Long added a comment that the National League of Cities recommends that you can use AI for research and for a summary of agendas when you need a high level of detail. Town Attorney Neill commented that the prompt that you type in when you use AI is important for an elected official.

Hearing no other questions or comments, Chair Moss continued the meeting.

B.2. TA-26-0005 – Omnibus LDO Text Amendments

Planning Director Stephen Wensman introduced this Board item as a number of amendments throughout the Code and announced that he would present two parts of this amendment tonight.

Section 3 Zoning Districts: Within a particular district, if uses are BT, there are no required setbacks. There are enforced perimeter bufferyards (the bufferyard that is required based on the land use that is adjacent) and there are streetyards. There will always be some landscaping along the perimeter of the public right-of-way and the outer edge of the entire project. In a master planned community, the interior lot lines matter very little in terms of buffering because it is all being planned together.

The next amendment concerns parking within a perimeter buffer. Up to fifty percent of a perimeter buffer can be used for parking. Planning is working with a number of solutions to make sure the buffer is not compromised. This amendment would apply to the OP and BT Districts only.

In TA-25-0011, which was approved March 17, 2026, there were options for eliminating fences and walls in perimeter buffers in residential districts. Mr. Wensman presented a similar approach that gives a menu of options and expansion of this menu beyond the residential. This is not a finished product regarding the buffers; rather this is an area for Planning Board input. With Planning Board feedback, the Planning Department will finalize recommendations and present them to the Board of Commissioners. Three options using graphics from the Town of Wake Forest's UDO Re-Write project were shown to the Planning Board as examples. The Planning Department believes that a menu of options gives the developer more flexibility to solve a problem. There are currently four type of buffers in our Code. Rather than specifying a fence, wall and berm, options could be presented to the developer.

The next amendment concerns the Town Campus project. There is a lot within the Town Campus project without street frontage. Our Code currently calls for all subdivisions to have street frontage; however, for this Town Campus project, street frontage is unimportant as the project is conceived as a whole. This lot is on an easement behind a Public Safety building which is part of the Town Hall project, and we can allow it to be on an easement. Additionally, street frontage is unimportant because there is no advertising of a product or business and this project is not similar to a single-family dwelling where Public Safety would be concerned about driveways and addresses on the street. However, fire safety and other public access will be considered.

Taken all together, the Planning Department believes these changes support the comprehensive plan.

Chair Moss asked a question about the buffer and asked to see the slides again. Mr. Wensman reminded the Board that the examples presented are from the new code that Wake Forest is currently drafting. Chair Moss asked further questions about buffer widths and opacities which Mr. Wensman answered along with comments from Michael Elabarger. One further question from Board Member Kennedy was answered by Mr. Wensman regarding the lot on Town Campus that does not have street frontage.

Hearing no other questions, Chair Moss called for a Motion.

Moved by Vice Chair Lawrence and Seconded by Board Member Schwartz. Motion to recommend approval of TA-26-0005 – Omnibus Text Amendments, to the Town Board of Commissioners, because it is consistent with the Comprehensive Plan and was carried by a 7-0 vote, 7 voted aye (Moss, Lawrence, Lowe, Pearce, Kennedy, Schwartz, Barham), 0 voted nay.

C. COMMUNICATIONS

C.1. Planning Director's Report

Mr. Wensman stated that Planning has developed a new Developer Dashboard which is posted on the Planning page landing screen. The Dashboard shows how much and what type of development is occurring in Rolesville. The Dashboard will be updated quarterly.

C.2. Town Attorney's Report

The Town Attorney added nothing to his earlier comments introducing the new Deputy Town Attorney, Timberly Southerland.

C.3. Other Business

a. Town Commissioner Liaison's Report


Nothing currently.

b. Board Member Schwartz

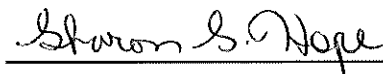
Board Member Schwartz commented about the intersection and parking spots near the Cross Fit center. The current configuration causes traffic flow congestion at the intersection. Chair Moss asked the Planning Director and the Assistant Planning Director to look into the matter with traffic engineers.

C.4. Adjournment

A motion to adjourn was made by Vice-Chair Lawrence and Seconded by Board Member Kennedy. The motion was carried by a 7-0 vote, 7 voted aye (Moss, Lawrence, Lowe, Pearce, Kennedy, Schwartz, Barham), 0 voted nay. The meeting was adjourned at 7:28 p.m.



Mike Moss
Planning Board Chair



Sharon S. Hope
Administrative Support Specialist