



Board of Adjustment Meeting
June 9, 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
David Neill, Town Attorney
Stephen Wensman, Planning Director
Michael Elabarger, Assistant Planning Director
Sharon Hope, Administrative Support Specialist

ABSENT: No Board members were absent

1. **CALL TO ORDER**

Chairperson, Melissa Elliott, called the meeting to order at 12:01 p.m.

2. **APPROVAL OF THE MAY 12, 2026, MEETING MINUTES**

Chair Melissa Elliott called for a Motion for approval of the May 12, 2026, Minutes.

Vice Chair, Jeffrey Wuchich, made a Motion to approve, and Board Member, Tracy Goss, seconded. All members voted "Aye", and the Motion was passed (5-0).

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

Chair Elliott called this case, and Stephen Wensman, Planning Director, presented the property located at 5317 Twin Meadows Lane, a developed parcel with a single-family home built in 2000 owned by Don Schaeffer. This development was approved under Wake County subdivision authority before the Town of Rolesville ETJ extension. The zoning is residential low which permits 20,000 sf lots. A cul-de-sac private drive extends across the entire property. The Owner wishes to re-subdivide this property. The cul-de-sac is under separate ownership.

The Town of Rolesville LDO requires all lots to have at least twenty (20) feet of frontage or street frontage as dictated by the district, which is 100' for a residential low lot. The LDO also states that all streets must meet the standards of a paved street. (No

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subdivisions on a private street, subdivisions must be on a public street per the LDO.) This road is not built to town standards.

The applicant wishes to subdivide the 10.94 acre property to create one new lot abutting a private street (Twin Meadows Lane). The LDO permits the subdivision of this property into two lots, but each lot must abut a private road or provide lot frontage of at least 100' on a public (not private) street. The variance is requested to permit the creation of a subdivided lot onto a private street, which conflicts with LDO Section 9.2.1.A.1.

This property has already been developed and is a lot similar to the lots around it. There are larger lots that were approved by Wake County at the time of creation. Staff are not finding hardship that is peculiar to the property. Similarly, there are other properties that cannot be subdivided for the same reason; that they are not on a public street. Staff find the variance inconsistent with the spirit, purpose and intent of the LDO because the ordinance specifically requires subdivisions to be on public streets. There are four hardships that need to be met to approve the variance. Mr. Wensman then called for questions.

Town Attorney David Neill stated that there is a verification item that anything Town Staff refers to as a Finding is not binding upon the Board. The Board is bound by the evidence that comes in the hearing. The information provided by Staff is either factual information or history regarding how Staff arrived at this point. Those are not legal findings binding to the Board, and the Board should make their decision with regards to hardship and the other findings based on what they hear today and any evidence.

Chair Elliott then requested that the Town Attorney review the legal provisions.

Town Attorney David Neill stated that this would be the same script as presented at the previous hearing and asked if he could defer to the voir dire to assure that no information previously provided has changed and to assure there is no conflict of interest. Attorney Neill asked if any Board member had discussions with the applicant or any other aggrieved party in this matter and if any Board member is aware of any relationship that has arisen since the Board last provided a statement in open session that could create either a conflict of interest or the appearance of a conflict of interest that may be a matter of impropriety. Hearing none, Attorney Neill asked the parties if there were any objections to the participation of any of the Board members here today. Attorney Mike Perry stated that there is no objection. Attorney Neill noted Attorney Perry's statement and asked Chair Elliott to note that the matters submitted by staff are admitted to the Record.

Chair Elliott asked the Clerk to administer oaths to the witnesses. The Clerk administered oaths to witness Curk Lane, witness Don Schaeffer, and Planning Director Stephen Wensman.

Chair Elliott opened the Evidentiary Hearing at 12:02 p.m. by calling for the Opening Statement. Attorney Mike Perry of Wake Forest introduced himself to the Board as representing Donald and Susan Schaeffer, applicants. The applicants live on Twin Meadows Lane and now spend most of their time at a property at the coast. The Schaeffers would like to deed five of their 10 acres to their son and deed the remaining 5 acres, which has a house on it, to their disabled daughter. They do not wish to build a subdivision or anything unusual. This will require a variance, and Mr. Perry will present two witnesses.

Chair Elliott called for evidence from the applicant's witnesses. Mr. Perry called Curk Lane. Attorney Perry asked Mr. Lane to state his name, occupation, education, training, and licensing requirements to be a land surveyor. Mr. Lane stated his name and his occupation as a Licensed Professional Land Surveyor. Mr. Lane earned a degree from Wake Tech in Land Surveying Technology (currently called "Geomatics"), passed the test and received his license in 1997. He has been self-employed since 1999 in the surveying field. Per Attorney Perry's request, Mr. Lane discussed his employment history and business since 1999. Mr. Lane stated that he considers his business to be community land surveyors serving the local community. His business does not survey travel, gas line, pipeline nor multiple-state work. The company is land surveying only and does not offer engineering. The company surveys boundaries, subdivisions, heir divisions, shopping centers, construction staking for convenience stores, property staking lines for fences, etc. Mr. Lane stated that he and his wife have owned the company for 27 years serving all communities they can drive to within an hour of Clayton. Additionally, the company has served the North Carolina coastal areas and Avery County in the west. Mr. Lane has surveyed many times in Wake County, North Carolina, and he stated that he is the only licensed surveyor at True Line Surveying at this time. Mr. Lane reviews rules and ordinances when advising his customers when creating survey maps as most clients are unfamiliar with the rules. Mr. Lane looks at zoning, jurisdiction, and which LDO or UDO the client falls under due to what they want to do with their property. Mr. Lane also assisted with the creation of the UDO when the Town of Archer Lodge became a town. Mr. Lane is familiar with reading and understanding rules and regulations of UDOs and with participation and navigation with Planning Staff. Attorney Perry tendered Mr. Lane as an expert in the field of survey.

Mr. Lane stated that Mr. Schaffer was referred to him from a custom homebuilding client that is in talks with Mr. Schaeffer. Attorney Perry introduced Exhibit 2 as a preliminary map that Mr. Lane prepared for Mr. Schaeffer and stated that Mr. Lane will discuss Exhibit 2. Exhibit 1 is a Survey showing the current property and was shown to the Board earlier by Staff. Attorney Neill distributed Exhibits 1 and 2 to the Board and stated that there is no reason for any concern. Exhibit 1 is a matter of public record and Exhibit 2 is part of the applicant's application. Chair Elliott admitted Exhibit 1 and Exhibit 2 into the record.

Attorney Perry asked Mr. Lane to explain what Mr. Schaeffer asked him to do regarding the 10 acres. Mr. Lane answered that Mr. Schaeffer asked him to create an additional lot with the 10 acres. Mr. Lane and Mr. Schaeffer decided to split the acreage roughly down the middle to create two similar lots. Exhibit 2 reflects this decision as a preliminary map subdivision for Mr. Schaeffer which also shows the private drive, Twin Meadows. Mr. Lane determined that Twin Meadows Lane is owned by the owner of Lot #4, currently James Carrington. Mr. Lane explained that the Schaeffers have access to the private road, which is different from an easement. Easements are created to give access to a property, (easement gives right to have access, not the right to have utilities on the road unless it is labeled as such). An easement provides access to travel across the easement; giving no ability to improve the easement. With private roads, access gives more flexibility for maintaining the road for emergency vehicles than easement. Mr. Lane has driven on Twin Meadows Lane and finds it to be an all-season road safe for emergency vehicles.

Mr. Lane talked to Rolesville Planning staff several times once he prepared the preliminary survey to see how the road can fit into the current LDO. The private road was created when the property fell under Wake County rules, and the road was created as a private road as it does not meet the standards for NCDOT to take over maintenance. The rules of thumb for these standards are that the residential street must be 800' long and have 8 livable houses with addresses on the road although there are exceptions. Twin Meadows does not meet the criteria. This is a four-lot subdivision, and originally three lots were on this road. Currently only two lots are on this road. Private roads are owned by private individuals, and all lots that attach to the road have the right to use the road as their right-of-way, not as an easement. Private road ownership is created during simultaneous conveyance either by single ownership of the road with other subdivision lot owners having road maintenance agreements or by having the property line of each subdivision lot extend to the middle of the road with a road maintenance agreement. Since there were only two lots in this case, there was never a road maintenance agreement formally recorded. A road maintenance agreement was discussed with Town of Rolesville Staff as a meaningful way to fit the spirit of the LDO rules, and Mr. James Carrington and Mr. Schaeffer created a road maintenance agreement to attach to and travel with the Deed if the lots are ever sold. The Road Maintenance Agreement was distributed to the Board Members as Exhibit 4. Mr. Lane also assisted the Schaeffers with their Statement of Justification for this variance request, and this Statement of Justification included in the application was entered into the record as Exhibit 3. Attorney Neill had no objection to the distribution.

Attorney Perry stated that there are four items the Board needs to find to approve a variance. Mr. Lane stated that he had testified at approximately 30 Variance hearings and discussed the four hardships as they related to this matter.

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
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of the property. The hardship results from conditions that are peculiar to the property, such as location, size, or topography. Mr. Lane: A road cannot be created to meet the NCDOT standard for a public road due to the 800' length and the 8 house requirements. Mr. Schaeffer cannot apply for satellite annexation; however, his neighbor (who owns the road) cannot be forcibly annexed.

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 reasonable accommodation under the Federal Fair Housing Act for a person with a disability. Mr. Lane: The lots were created on a private street, under Wake County jurisdiction. Rolesville later extended their ETJ overlay on the private property, and the road does not meet the town standards. Mr. Lane discussed this scenario with Kathy Williams, a planner in Wake County, to confirm that this road would meet the requirements if it was still in Wake County. Mr. Lane shared this opinion with Town of Rolesville Planning Staff, and he kept an email trail of the correspondence with Ms. Williams. Mr. Lane discussed the private road provision in Wake County's UDO stating that a private road has to be built to a standard depending on how many houses are on it, and Twin Meadows Lane meets the standard in this situation.

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. Mr. Lane: When the lot (which was in Wake County's jurisdiction at the time) was created, it followed the rules of Wake County's jurisdiction. Upon purchase, the applicant made a long-term goal to subdivide the land; however, the applicant is now in conflict with current rules of the Town of Rolesville ETJ.

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. Mr. Lane: The two new lots are very consistent with the neighboring lots in size, shape and residential use and meet all requirements in the current LDO except they are on a private road rather than a public road. Under the current LDO, the owner cannot develop his acreage any further with the restriction of being on a private road, and the owner cannot create a public road. Future use is restricted to single-family homes on 10 acres.

Attorney Perry stated that was the conclusion of questions he had for Mr. Lane. Chair Elliott called for questions for the witness. Board member Fox asked a question, and Attorney Perry stated that the next witness would be able to answer the question. Attorney Perry called Donald Schaeffer, applicant. Donald Schaeffer stated his name and address and stated that he and his wife have property at the coast where they spend most of their time. Attorney Perry asked questions of the witness to discuss the house on the 10.94 acres in which Mr. Schaeffer's disabled daughter lives. Mr. Schaeffer described his daughter and his desire to subdivide the property between his two children as having the house and five acres going to his daughter with the remaining five acres

going to his son. Mr. Schaeffer hired Mr. Lane to help him with the matter, and he participated in meetings with Mr. Lane and Town of Rolesville Planning Staff describing the relationship with Town Staff as "great" and "helpful". Mr. Schaeffer stated that the Town of Rolesville Planning Staff requested a road agreement as they thought it might help the situation. Attorney Perry referred to Exhibit 4, the Road Maintenance Agreement, and Attorney Neill distributed the unrecorded Agreement. Chair Elliott added Exhibit 4 to the record. Mr. Schaeffer stated that the Agreement was prepared by a downtown Wake Forest attorney that was not Mr. Perry. The Agreement is signed by Mr. and Mrs. Schaeffer as well as Mr. and Mrs. Carrington, Mr. Schaeffer's next-door neighbors and owners of the private road as shown in Exhibit 1. Mr. and Mrs. Carrington own ten acres at the end of the cul-de-sac (Lot 4) and were agreeable to sign the Agreement. Town of Rolesville Staff were given a copy of the Road Maintenance Agreement. Mr. Schaeffer reiterated that staff were extremely helpful in trying to resolve the problem. Mr. Schaeffer believes it will be helpful for his son to live next to his disabled daughter to help her maintain her lifestyle and upkeep the property amongst other reasons stating that this was his intent when he purchased the property 25 years ago. Mr. Schaeffer's intent is for his son to build his own house after dividing the property rather than build an addition to the current house, and he feels this plan is consistent with the neighborhood. He feels that each of his children should own their own property, and he asks the Board to approve a variance to allow one new lot abutting Twin Meadow Lane, which is a private street.

Mr. Perry concluded that was all the evidence and called for questions. Board Member Fox asked Mr. Schaeffer how the Board decision would impact him financially if the Variance is not approved. Mr. Schaeffer stated that obtaining the variance would be the best financial option as redividing the lot had been their plan since purchase. Attorney Neill stated that financial hardship of the applicant is not something the Board can use although it may be relevant to other findings. Chair Elliott asked when the property changed from the Wake County UDO to the Town of Rolesville. Mr. Wensman stated that the ETJ was expanded in 2004. Vice-Chair Wuchich asked if Mr. and Mrs. Carrington, owners of the private road, are in opposition to the Variance. Attorney Perry stated that the Carringtons are good friends with the Schaeffers and signed the Road Maintenance Agreement which is in evidence as Exhibit 4. Attorney Perry asked Planning Staff if the ETJ is involuntary and Mr. Wensman confirmed that it is involuntary.

Attorney Perry stated that he had submitted all the evidence. Attorney Neill asked if the Board had any questions for Staff and witnesses or questions about any of the documentary evidence. Chair Elliott called for any other questions for Staff, Mr. Perry, Mr. Schaeffer or Mr. Lane. Board Member Goss recommended to Staff that Emergency Vehicle staff should inspect roads to help in cases such as this as judgement is impacted by an in-person visit. Hearing no other questions, Chair Elliott asked if there was anyone present who opposed this variance case. Hearing none, Chair Elliott asked Mr. Perry to continue with his closing remarks.

Attorney Perry reminded the Board that the request of the Variance is just for this case and asked that the Board approve this Variance request.

Chair Elliott called for any additional comments from Staff regarding evidence presented. Attorney Neill reminded the Board that this is a Variance and required a super-majority for approval (4 of 5 for a favorable vote). Chair Elliott closed the Evidentiary Hearing at 12:52 p.m. and called for informal discussion by the Board.

The Board discussed one member's site visit and the well-presented case. The Board also discussed the year the ETJ was extended and the date the lot was created. Attorney Neill stated that the date of purchase by the applicant was not in the evidence; however, the Board felt that date was in the evidence. The Board further discussed the changes in rules introduced by the Town's ETJ extension as well as the hardship/impossibility in meeting the provisions for building an acceptable road per NCDOT standards under the ETJ extension. Additionally, the Board discussed how the spirit of the law is to protect the residents and how there is no detriment to the residents in this Variance case; the road is wide enough for the 2 or 3 lots located on it. Chair Elliott stated that if there are no other questions for informal discussion then she requests a Motion.

Vice Chairperson Jeffrey Wuchich made a Motion for approval of the Variance with the condition that the Road Maintenance Agreement be recorded and follow the property, and Dan Fox seconded. The Motion was carried by a unanimous vote, 5 voted yes (Elliott, Wuchich, Goss, Fox, Camosci). (5-0)

4. ZVA-26-0002 / 211 Wagon Branch Road – To Be Re-advertised

Chair Elliott called this case, and Mr. Wensman stated that the property was advertised incorrectly and will need to be re-advertised before being heard by the Board.

5. Discuss Artificial Intelligence (AI) Town Policy

Chair Elliott called this Agenda item, and Mr. Wensman discussed the Town's Artificial Intelligence Policy and requested the Board to review the Resolution and sign the Policy.

6. Discuss/Adopt BOA Bylaws

Chair Elliott called this Agenda item, and Mr. Wensman discussed the lack of Bylaws for the Board of Adjustment. Mr. Wensman is currently drafting the Bylaws and this matter is tabled until the next meeting.

7. Discuss Future Training Opportunities

Chair Elliott called this Agenda item, and Mr. Wensman stated that the Board is in charge of four quasi-judicial types of applications: Variances, Appeals, Special Use Permits and Vested Rights Certifications. Mr. Wensman asked the Board if they need training for any of these types of applications as this Board has not seen an Appeal or any of the other types of application other than a Variance. The Board agrees that they need training.

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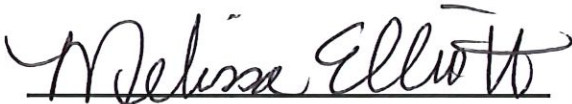
The Town of Rolesville is committed to providing accessible facilities, programs, and services for all people in compliance with the Americans with Disabilities Act. Should you need assistance, or a particular accommodation, please contact the ADA Coordinator.

Attorney Neill explained the general process for an upcoming Appeal application which will be heard at the July 14, 2026, Board of Adjustment meeting.

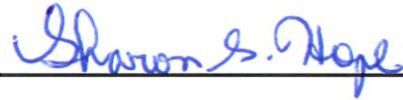
8. **Updates**

Chair Elliott called for any Updates. Mr. Wensman had no updates. Attorney Neill requested that the Board members keep notes during Board of Adjustment meetings hearings regarding items they hear and do not hear.

9. **Melissa Elliott, Chair, adjourned the meeting at 1:09 p.m.**



Melissa Elliott
Board of Adjustment Chair



Sharon S. Hope
Administrative Support Specialist

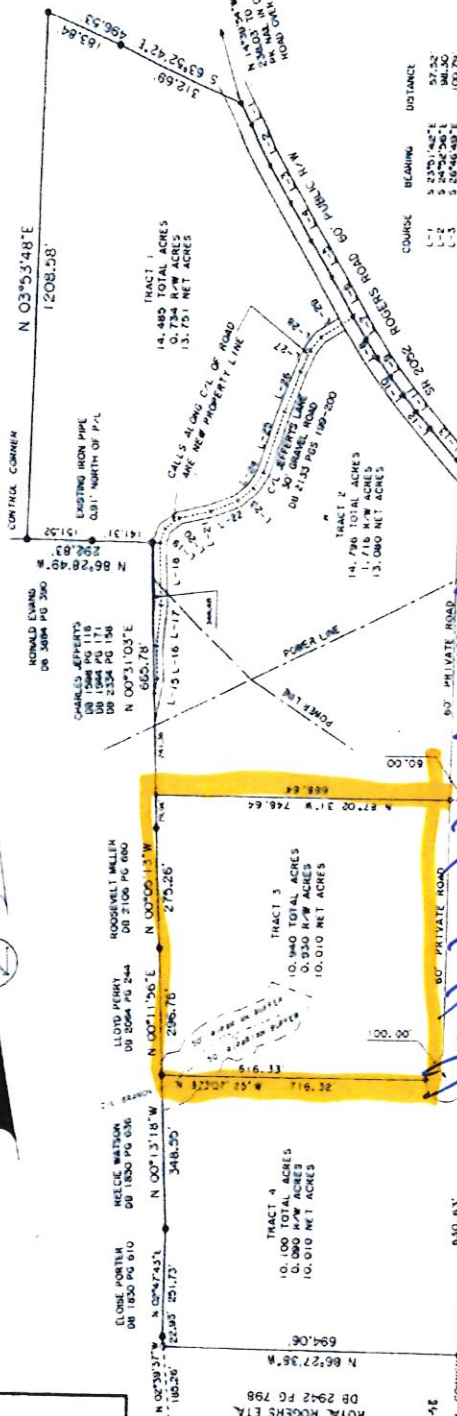
Book of Maps 1998 Pg 1406



MAGNETIC NORTH BOM 1989 PG 1117



SMITH PROPERTY DB 5862 PG 35



APPROVED: *[Signature]*
 Date: 8-1-98
 Surveyor: *[Signature]*

NOTICE: This plat was prepared in accordance with the provisions of the Subdivision Map Act, Chapter 208, North Carolina General Statutes, and the rules and regulations of the North Carolina Department of Transportation, and that it meets all statutory requirements for recording.

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PROPERTY SURVEY FOR CARLYLE WOODLIEF

WAKE FOREST TOWNSHIP
 WAKE COUNTY
 NORTH CAROLINA



REVISION	DATE
ADD RIPTANIAN BUFFER AND FLOOD HAZARD ZONES	07-31-98

COURSE	BEARING	DISTANCE
L-1	N 32°00'00"E	57.32
L-2	S 24°40'00"E	100.79
L-3	S 24°40'00"E	100.79
L-4	S 24°40'00"E	100.79
L-5	S 24°40'00"E	100.79
L-6	S 24°40'00"E	100.79
L-7	S 24°40'00"E	100.79
L-8	S 24°40'00"E	100.79
L-9	S 24°40'00"E	100.79
L-10	S 24°40'00"E	100.79
L-11	S 24°40'00"E	100.79
L-12	S 24°40'00"E	100.79
L-13	S 24°40'00"E	100.79
L-14	S 24°40'00"E	100.79
L-15	S 24°40'00"E	100.79
L-16	S 24°40'00"E	100.79
L-17	S 24°40'00"E	100.79
L-18	S 24°40'00"E	100.79
L-19	S 24°40'00"E	100.79
L-20	S 24°40'00"E	100.79
L-21	S 24°40'00"E	100.79
L-22	S 24°40'00"E	100.79
L-23	S 24°40'00"E	100.79
L-24	S 24°40'00"E	100.79
L-25	S 24°40'00"E	100.79
L-26	S 24°40'00"E	100.79
L-27	S 24°40'00"E	100.79
L-28	S 24°40'00"E	100.79
L-29	S 24°40'00"E	100.79

There shall be no filling or the erection of permanent structures in the areas of Wake County Flood Hazard Soil or F.E.M.A. zones until a Flood Study is approved by Wake County or F.E.M.A.

Before acquiring a building permit for lots marked by "X", the builder may need to obtain a Flood Hazard Permit from County Zoning Administration. The builder's engineer, architect, or surveyor must certify on any such permit that all flood record requirements are met.

LEGEND
 • EXISTING IRON PIPE
 ○ NEW IRON PIPE

FILE: C1P1222 COORDINATE FILE
 FILE: DOW1188 SCREEN FILE
 FB: 1136
 SCALE: 1"=200'
 DATE: 05-8-98

WILLIAMS - PEARCE & ASSOC., P.A.

Registered Land Surveyors P.O. Box 892, Zebulon, N.C. Phone (919)269-9605

PK 1498 PAGE 1406

255-99

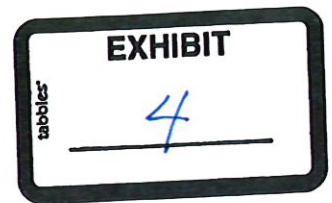


March 18, 2026

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.



NORTH CAROLINA

ROAD MAINTENANCE AGREEMENT

WAKE COUNTY

This Road Maintenance Agreement made this 1 day of January, 2026 by Donald Paul Schaeffer and wife, Susan T. Schaeffer, hereinafter referred to as Schaeffer and James F. Carrington and wife, Jennifer J P Carrington, hereinafter referred to as Carrington.

1. Schaeffer is the owner of Tracts 3A and 3B as shown on Minor Subdivision Plat for Donald Paul Schaeffer and Susan T. Schaeffer, recorded in Book of Maps 2026, Page _____ Wake County Registry. Tracts 3A and 3B are out of Wake County Tax ID #245628.
2. Carrington is owner of Tract 4 as shown on Minor Subdivision Plat for Donald Paul Schaeffer and Susan T. Schaeffer, recorded in Book of Maps 2026, Page _____ Wake County Registry. Tract 4 has Wake County Tax ID #60275
3. Maintenance of Twin Meadows Lane is to be provided by the owners of Tracts 3A, 3B and 4, equally. The owners of Tracts 3A, 3B, and 4 shall keep Twin Meadows Lane in a good, passable condition, useful for all types of vehicular and pedestrian traffic. This shall include providing gravel when needed, having the road graded when needed and providing proper drainage. All expenses in doing this shall be paid equally by the owners of Tracts 3A, 3B and 4.
4. This Road Maintenance Agreement shall be binding upon the owners of Tracts 3A, 3B and 4, their heirs, successors and assigns.

IN WITNESS WHEREOF, the undersigned have hereunto set their hand and seal the day and year set out above.

Donald Paul Schaeffer (SEAL)
Donald Paul Schaeffer

Susan T Schaeffer (SEAL)
Susan T. Schaeffer

James F. Carrington (SEAL)
James F. Carrington

Jennifer J P Carrington (SEAL)
Jennifer J P Carrington

NORTH CAROLINA

WAKE COUNTY

I, the undersigned Notary Public, do hereby certify that Donald Paul Schaeffer and Susan T. Schaeffer, personally appeared before me this day and acknowledged the due execution of the foregoing instrument

WITNESS my hand and notarial seal, this 3rd day of February 2026

NOTARY:

Gerardo Velez

Printed Name:

Gerardo Velez

My Commission expires:

4-24-2030



NORTH CAROLINA

Wake COUNTY

I, the undersigned Notary Public, do hereby certify that James F. Carrington and Jennifer J P Carrington, personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

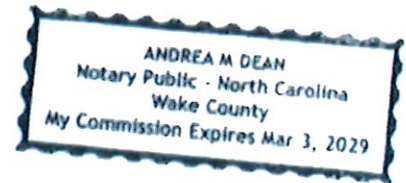
WITNESS my hand and notarial seal, this 11th day of Feb, 2026.

NOTARY:

Andrea M Dean

Printed Name: Andrea M Dean

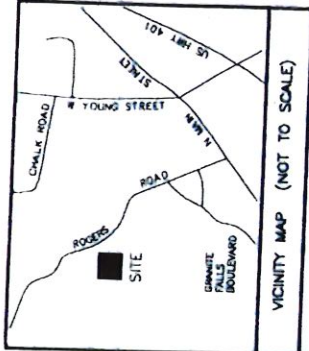
My Commission expires: 3/3/2029



CERTIFICATE OF APPROVAL FOR RECORDING

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

DATE _____
LIA, TOWN OF ROSELVILLE
ROSELVILLE, NORTH CAROLINA



VICINITY MAP (NOT TO SCALE)

PROPERTY SHOWN HEREON IS 20000 S.F. NOT LOCATED IN A FEMA DESIGNATED FLOOD ZONE. PLAT NO. 20000 S.F. 3770175000 K. EFFECTIVE DATE: 7-19-2021

DATE _____ SURVEYOR _____

THIS SURVEY:

- ☒ A. CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF THE TOWN OF ROSELVILLE, NORTH CAROLINA, THAT IS UNRECORDED AS TO A COUNTY OR MUNICIPALITY THAT REGULATE PARCELS OF LAND.
- ☐ B. IS LOCATED WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT REGULATE PARCELS OF LAND.
- ☐ C. IS ONE OF THE FOLLOWING:
 - 1) IS OF AN EXISTING PARCEL OR PARCELS OF LAND ON WHICH A NEW STREET OR HIGHWAY IS BEING CONSTRUCTED.
 - 2) IS OF AN EXISTING PARCEL OR PARCELS OF LAND ON WHICH A NEW STREET OR HIGHWAY IS BEING CONSTRUCTED.
 - 3) IS A CONTROL SURVEY.
 - 4) IS OF A PROPOSED EASEMENT FOR A PUBLIC UTILITY OR OF A PROPOSED EASEMENT FOR A PUBLIC UTILITY OR OF A PROPOSED EASEMENT FOR A PUBLIC UTILITY.
 - 5) IS OF A PROPOSED EASEMENT FOR A PUBLIC UTILITY OR OF A PROPOSED EASEMENT FOR A PUBLIC UTILITY.
- ☐ D. OF AN EXISTING PARCEL OR PARCELS OF LAND ON WHICH A NEW STREET OR HIGHWAY IS BEING CONSTRUCTED.
- ☐ E. THAT THE SURVEYOR IS SUCH AS TO PROVIDE CONTAINED IN (A) THROUGH (D) ABOVE.

DATE _____ SURVEYOR _____

SURVEYOR'S DISCLAIMER: NO ATTEMPT WAS MADE TO LOCATE ANY UTILITIES, INCLUDING BUT NOT LIMITED TO, WATER, GAS, AND OTHER UTILITIES, OR ANY OTHER FEATURES ABOVE OR BELOW GROUND OTHER THAN THOSE SHOWN.

DATE _____ SURVEYOR _____

STATE OF NORTH CAROLINA, WAKE COUNTY
I, DONALD PAUL SCHAEFFER, DO HEREBY CERTIFY THAT THIS PLAT WAS PREPARED BY MYSELF OR UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION. I HAVE PERSONALLY EXAMINED THE PLAT AND THE INFORMATION THEREON, AND I HAVE FOUND IT TO BE TRUE AND CORRECT. I HAVE ALSO EXAMINED THE PLAT AND THE INFORMATION THEREON, AND I HAVE FOUND IT TO BE TRUE AND CORRECT. I HAVE ALSO EXAMINED THE PLAT AND THE INFORMATION THEREON, AND I HAVE FOUND IT TO BE TRUE AND CORRECT.

DATE _____ SURVEYOR _____
DATE _____ SURVEYOR _____

CERTIFICATE OF OWNERSHIP AND DEDICATION

I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREON, WHICH IS IN THE TOWN OF ROSELVILLE, NORTH CAROLINA, AND THAT I HEREBY ADAPT THIS PLAT FOR THE PURPOSE OF RECORDING AND ESTABLISH MINIMUM BUILDING SETBACK LINES AS NOTED.

DATE _____ OWNER _____
DATE _____ OWNER _____

NORTH CAROLINA, WAKE COUNTY

AND STATE HEREBY CERTIFY THAT THE DAY AND ACKNOWLEDGED THE EXECUTION OF THE FOREGOING INSTRUMENT WITHIN THE COMMISSION EXPIRED _____ DAY OF _____, 2023.

NOTARY PUBLIC

REVIEW OFFICER'S CERTIFICATE

I, _____, REVIEW OFFICER OF THE TOWN OF ROSELVILLE, WAKE COUNTY, CERTIFY THAT THIS PLAT MEETS THE REQUIREMENTS FOR RECORDING.

DATE _____ REVIEW OFFICER _____

I, CLURK T. LANE, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL GPS SURVEY. I HAVE PERSONALLY EXAMINED THE PLAT AND THE INFORMATION THEREON, AND I HAVE FOUND IT TO BE TRUE AND CORRECT. I HAVE ALSO EXAMINED THE PLAT AND THE INFORMATION THEREON, AND I HAVE FOUND IT TO BE TRUE AND CORRECT. I HAVE ALSO EXAMINED THE PLAT AND THE INFORMATION THEREON, AND I HAVE FOUND IT TO BE TRUE AND CORRECT.

- NOTES:
- 1) ALL DISTANCES SHOWN ARE HORIZONTAL GROUND DISTANCES.
 - 2) AREAS COMPUTED BY COORDINATE METHOD.
 - 3) ALL DISTANCES SHOWN ARE HORIZONTAL GROUND DISTANCES.
 - 4) NO. 5 REMAINING SPACES SET AT ALL LOT CORNERS.
 - 5) ZONING: R-1 (RESIDENTIAL SINGLE-FAMILY).
 - 6) PARENT TRACT DEED DO 11273 PG 1515.
 - 7) RECORD NO. 2021-00000-33-0001.
 - 8) DEED TO BE BY GPS.
 - 9) NO HORIZONTAL CONTROL FOUND WITHIN 2000'.
 - 10) PROPERTY IS LOCATED WITHIN THE PLANNING JURISDICTION OF THE TOWN OF ROSELVILLE, N.C.

REFERENCES:

DO 11273 PG 1515	DO 1997 PG 1183
DO 6267 PG 1621	DO 1998 PG 1408
DO 10000 PG 1240	DO 2000 PG 0000
DO 8178 PG 445	DO 2001 PG 1383
DO 10000 PG 1240	DO 2002 PG 1383
DO 18-0 PG 1181	DO 1999 PG 0808
DO 8724 PG 827	
DO 1422 PG 1776	
DO 18758 PG 1776	
DO 8809 PG 847	

MINIMUM BUILDING SETBACKS
ZONING: R-1

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

WAKE COUNTY SUBDIVISION PLAT

DONALD PAUL SCHAEFFER
AND
SUSAN T. SCHAEFFER

WAKE FOREST TOWNSHIP, WAKE COUNTY
NORTH CAROLINA
NOVEMBER 3, 2025
SHEET 1 OF 2

OWNER: DONALD PAUL SCHAEFFER
SUSAN T. SCHAEFFER
5317 TWIN MEADOWS LN
WAKE FOREST, NC 27707

TRUE LINE SURVEYING, P.C.



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

SURVEYED BY	TL
DATE	11/03/2025
CHECKED BY	CLURK
DATE	11/03/2025
DATE	11/03/2025
DATE	11/03/2025

BOARD of ADJUSTMENT MEETING

SPEAKERS SIGN- IN

DATE: _____

If you would like to speak for the record **please print your name, address, and email address.**

We invite public opinion and comment, however, please refrain from asking questions at this time.

Please be respectful of everyone's time, and do not speak out until your turn is called to approach the podium.

Please **state your name and address** when you approach the podium and speak once (1 time) for a maximum of three (3) minutes.

Please limit repetitive comments.

Thank you kindly.

NAME

ADDRESS

EMAIL

Curk Lane

205 W Main St
Chilton N.C.

curk@truehinesurveying.com

Don Schaeffer

5317 Twin Meadows Ln
WAKE Forest, NC 27587

don@schaefferagency.com

**RESOLUTION ADOPTING ARTIFICIAL INTELLIGENCE GUIDELINES FOR
BOARDS AND COMMISSIONERS**

WHEREAS, the Town of Rolesville recognizes the potential of artificial intelligence (AI) and generative AI tools to improve efficiency, research, and communication for municipal operations; and

WHEREAS, the Town recognizes that the use of AI poses risks regarding data privacy, security, misinformation, and ethical considerations; and

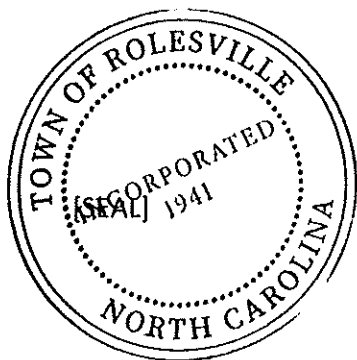
WHEREAS, it is the desire of the Board of Commissioners to ensure that all elected officials and Town-appointed advisory boards, commissions, and committees act with transparency, accountability, and in the best interest of the public; and

WHEREAS, a uniform policy is necessary to guide the responsible use of AI by all personnel acting on behalf of the Town;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Rolesville that the following Artificial Intelligence Policy for Advisory Boards and Commissions is hereby adopted.

This Policy is effective upon its adoption.

Adopted this 7th day of April 2026.



Ronnie I. Currin
Mayor

Christina Frazier
Town Clerk

Artificial Intelligence Policy for Advisory Boards and Commissions

ARTICLE 1: PURPOSE

The Town of Rolesville recognizes that Artificial Intelligence (AI) and Generative AI (GenAI) offer significant opportunities for operational efficiency. To ensure these tools are used safely and responsibly, the Town has established a formal AI Governance Policy, aligning with the North Carolina Department of Information Technology (NCDIT) standards to protect public trust and municipal data.

By adopting this framework, the Town of Rolesville positions itself as a leader in responsible innovation, empowering our workforce to reduce administrative burdens while rigorously protecting the privacy and rights of our residents.

ARTICLE 2: CORE GUIDELINES

The policy establishes strict boundaries to mitigate associated legal and ethical risks:

Human Accountability: AI is a "co-pilot" for brainstorming, not a "pilot." All outputs and sources must be verified by the user to prevent the use of fictitious or misleading information. A human must always be "in the loop".

Data Protection: Entering Town proprietary information, financial information, PII (Social Security numbers, tax IDs, or personnel records) into AI tools is strictly prohibited.

Public Record Integrity: AI-generated content is treated as public record; Officials must use Town email addresses for AI accounts to ensure all "prompts" and "outputs" are preserved per North Carolina retention laws.

ARTICLE 3: TRANSPARENCY & ETHICS

To maintain transparency with Rolesville residents, the framework mandates:

Public Disclosure: Officials must disclose the use of GenAI for significant tasks, such as ones that impact public decisions or have legal implications.

Bias Mitigation: Constant review is required to ensure AI outputs do not contain unintended bias or discriminatory material, upholding the Town's commitment to fairness.

Original Sourcing: AI cannot be cited as a source. Staff must verify and cite the *original* data source to ensure factual accuracy.

ARTICLE 4: ENFORCEMENT & ACCOUNTABILITY

Violation of these guidelines is grounds for removal of the violator from his or her advisory board position but is not grounds for vacating or otherwise calling into question or doubt any advisory or other decision that has been made.

The Town of Rolesville Board of Commissioners acknowledges and appreciates the freedom of speech rights to which all elected officials and board members are entitled. Officials and Board members acknowledge the importance of adopting these guidelines, which allows boards to effectively oversee the implementation of AI tools in public administration, ensuring they are used for legitimate, efficient purposes.

Board Member Signature and Date

Board Member Printed Name