



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

MINUTES

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

1. CALL TO ORDER

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

a. PLEDGE OF ALLEGIANCE

The Board collectively recited the Pledge of Allegiance.

b. INVOCATION

Chair Moss delivered the invocation.

c. APPROVAL OF June 22, 2026, MEETING MINUTES

Moved by Board Member Pearce and Seconded by Vice Chair Lawrence. Motion to approve the minutes of the June 22, 2026, meeting was carried with a 7-0 vote, 7 voted aye (Moss, Lawrence, Pearce, Barham, Schwartz, Lowe, Kennedy), 0 voted nay.

2. REGULAR AGENDA

a. Main Street Project Update – Scott Miles, Town Engineer

Scott Miles gave the Board an update for the Main Street Project stating that the Main Street Project is coming to a close in September or October with a few small punch list items remaining including NCDOT and City of Raleigh reimbursements. Mr. Miles answered questions from the Board first stating that decisions concerning this project were made in 2018 or 2019, and he focused on the Statement of Purpose for his answers regarding decisions that were made. Vice Chair Lawrence

asked if there are discussions regarding the lack of turn lanes onto Rogers Road and North Main Street due to bicycle lanes. Mr. Miles stated that there are no discussions since those decisions were made at the beginning of the project, and the focus for the project was to make Main Street multi-modal stating that the number of crosswalks increased from 3 to 12. However, perhaps people didn't know what the sacrifice would be to include bike lanes as the Town could not acquire any new right of way, and that could have been better explained. The creation of 401 drove traffic away from Main Street, and this design element is trying to attract pedestrians and bicycle traffic to downtown.

Chair Moss asked if the standing water areas were part of the punch list. Mr. Miles stated that we are in negotiations with DOT about these areas. Chair Moss also asked for the expected dates for the pedestrian streetlights to be turned on. Mr. Miles stated that the lights are supposed to be on now but are not functioning properly, and that is a punch list item. Ms. Miles talked to the Police Department about safety issues at pedestrian crosswalks. Chair Moss also referred to the streetlights on the sidewalks. To clarify, Mr. Miles stated that everything on the plan has been installed, and if any streetlights aren't on, he will make sure that is on the punch list.

Board Member Kennedy asked if the sidewalk on the 7-Eleven side will be continued. Mr. Miles stated that the belief is that when that area develops that the sidewalks will be the responsibility of the developer of those properties.

Board of Commissioners Liaison Long asked if there will be further costs, and if we will be staying within budget for the Main Street project, and Mr. Miles confirmed that we will be within budget.

Board Member Schwartz asked if the traffic light timing has been adjusted due to the change in traffic patterns. Mr. Miles responded that although there has been one small adjustment at Young and Main that NCDOT wants to wait until project completion to start making more changes and wants school to be back in session to observe more changes in traffic patterns. Mr. Miles also stated that he is making sure that under-pavements loops are functioning correctly at traffic lights.

Chair Moss called for more questions and hearing none, called for Mr. Wensman to discuss the next Agenda item.

b. TA-26-0006 & REZ-26-0004 Downtown Overlay District

Mr. Wensman discussed the Downtown Overlay District by showing the Board a Purpose Statement, which sets the direction for the Ordinance. Mr. Wensman next presented a slide which shows the overlay area and discussed Section 4.3, a new section for the LDO, which includes Introductory Provisions, Permitted and Special Uses in Downtown Overlay, Prohibited Uses, and Design Standards. The ordinance addresses building orientation, parking, perimeter buffers, street buffers, setbacks, drive-throughs and vegetation preservation. Mr. Wensman introduced the topic of mailboxes. The postmaster approved prohibition of new mailboxes on the street; any new development would need to cluster their mailboxes. This topic needs to be amended in the Ordinance if approved. Chair Moss called for questions.

Board Member Lowe asked for clarification regarding drive-throughs and Mr. Wensman explained that drive-throughs would be prohibited around the defined walkable core; around Main and Young Streets. Elsewhere drive-throughs could exist around the sides and backs of buildings. There will be no drive-through between the sidewalk and the building. Drive-throughs will be restricted but not impossible.

Chair Moss questioned if existing drive-throughs will be non-compliant with this ordinance. Mr. Wensman confirmed that there will be legal non-compliant drive-throughs existing until business cessation. Should development recur, drive-throughs will need to conform. There is a down-zoning provision in State Legislation, and if any provisions of this ordinance conflict with it will not be applicable.

Chair Moss noted the Ordinance states a front corner setback should not exceed 20' with no minimum stated, and the building could go right up to and possibly encroach on the right-of-way. Mr. Moss suggests a minimum of 3-5' and a maximum of 20'. Vice-Chair Lawrence noted that a utility easement would help with that problem. Mr. Moss requests this additional minimum be added to the Ordinance and Mr. Wensman agreed. Chair Moss called for questions, and hearing none, called for a Motion.

Moved by Board Member Schwartz and Seconded by Board Member Kennedy. Motion to recommend approval of TA-26-0006 – Downtown Overlay District, to the Town Board of Commissioners, because it is consistent with the Comprehensive Plan with conditions of:

- **A change of the setbacks to a minimum of 3-5' after discussion with the Commissioners and a maximum of 20',**
- **Addition of Mailbox requirement not being on the street.**

The Motion was carried by a 7-0 vote, 7 voted aye (Moss, Pearce, Barham, Lawrence, Schwartz, Lowe, Kennedy), and 0 voted nay.

c. TA-26-0007 Review and Decision-Making Bodies

Mr. Wensman stated that the purpose of TA-26-0007 is to correct technical errors related to powers and duties of the Board of Commissioners, Planning Board, and Board of Adjustment in LDO Section 2 Review and Decision-Making Bodies and in Appendix A – LDO Handbook. Approval of TA-26-0007 will create consistency and clarity. Mr. Wensman shared a slide of a table that shows which processes the different Boards hear, and he pointed out inconsistencies in the LDO. Board Member Kennedy asked if it is within the purview of the Planning Board to make changes to this document. Mr. Wensman explained that this was not a change of process, rather this is a correction of errors in the LDO that will match the process to how Boards accomplish the business. Deputy Town Attorney Southerland concurred that it is within the Planning Board's purview to make this recommendation. Chair Moss called for questions, and hearing none, called for a Motion.

Moved by Board Member Lowe and Seconded by Board Member Schwartz. Motion to recommend approval of TA-26-0007 – Review and Decision-Making Bodies, to the Town Board of Commissioners, because it is consistent with the Comprehensive Plan. The Motion was carried by a 7-0 vote, 7 voted aye (Moss, Pearce, Barham, Lawrence, Schwartz, Lowe, Kennedy), and 0 voted nay.

d. TA-26-0009 Minor Subdivision Lot Frontage Exception

Mr. Wensman stated that there were a number of amendments lately to the Minor Subdivision Ordinance to create Minor Subdivisions without public street frontage. Currently, the Land Development Ordinance (LDO) Section 9.2.1.A.1. requires all subdivision lots shall abut, at least twenty (20) feet in width, on a public street; there may be some instances where an exception is reasonable. Working with the Town Attorney, we have some suggested language for the Board to consider that will define a reasonable Minor Subdivision lot frontage exception.

3. Exception to Lot Frontage Requirements. Resulting lots of a Minor Subdivision shall be deemed conforming for development despite a public street frontage deficiency as required by Section 9.2.1.A.1. where all the following are true:

- a. Any private means of ingress or egress for a resulting lot is:
 - i. situated entirely within the bounds of the tract or parcel to be divided;
 - ii. has been constructed to public street standards; or
 - iii. is subject to a private maintenance agreement providing for the perpetual maintenance of the street and the regulation of vehicular speeds along the same. In the event a subdivider elects option iii, the Town shall be a named beneficiary of the maintenance agreement, and no amendment to the maintenance agreement shall be effective without the approval of the same by the Town, and
- b. The private means of ingress or egress situated within the tract or parcel to be divided is not less than fifty (50) feet from any lot adjoining the bounds of the Minor Subdivision.
- c. The resulting lot fronting on a private means of ingress or egress is not more than five hundred (500) feet from an intersection with a publicly maintained street or highway at its closest point of frontage.

This will allow a subdivision that is self-contained with no private street at the edge of the subdivision to impact adjacent properties; the private street will have a limited length of 500 feet from an intersection. This will create a minor subdivision without street frontage.

Chair Moss asked if the street would have to be constructed to private street standards. Mr. Wensman clarified that if there is not a public street then there would be a private street maintenance agreement and regulation of speeds or it would say that the street does not have to meet town standards. Board Member Pearce asked if this would be within the city limits, and Mr. Wensman clarified by saying that this Ordinance does not define in-town limits or outside of town limits. Mr. Pearce asked if the road is not subject to public sewer or public water if it would not be subject to this Ordinance. Mr. Wensman confirmed that it would probably apply to well and septic sites. Chair Moss concurred that it was his opinion that most applicable areas would be outside of town limits but possibly in town limits. Mr. Moss called for questions. Hearing none, Mr. Moss called for Speakers.

Ms. Isabel Mattox of Nicholls & Crampton, P.A., 3700 Glenwood Avenue, Suite 500, Raleigh, NC 27612, representing Pastor Ron Brinson, spoke to the Board regarding a small lot outside of town limits that his family would like to subdivide. She described how this subdivision would fit within the new ordinance and would also protect the watershed in this example and supports family land preservation. A Variance request was filed earlier regarding this small subdivision with nearby property owners' support as the original subdivision request complied with all zoning requirements except the

minimum street frontage. This new language will prevent this problem in similar circumstances and will produce a lower impact development pattern. This example will provide a recorded shared private street maintenance agreement including the Town of Rolesville as a party.

Vice-Chair Lawrence asked if there are any plans to change the access to the property (ingress/egress), and if previous and new owners will maintain the road agreement without town funding. Ms. Mattox stated that access will be through Geneina Lane, which also goes to Pastor Brinson's lot to the north, and that the road will be maintained privately. Chair Moss called for other questions. Board Member Schwartz expressed concern about future repeated subdivision of properties, not particularly for this example, but for Ordinance use for other properties in this situation creating a more populated subdivision on a private street. Ms. Mattox agreed that there is nothing in this text amendment that prevents re-subdividing, but there are examples in the State code and other city codes that address this and may be a good addition to the text amendment. Board Member Schwartz asked that conditions be put in the text amendment to prevent further subdivision. Deputy Attorney Southerland noted that the Minor Subdivision includes a provision that prevents follow-up subdivision within 10 years. Board Member Pearce and Chair Moss offered comments. Board Member Schwartz stated that if we allow this text amendment into the LDO, then we need to be permissive as the Board would not be able to deny it. Ms. Mattox suggested additional language regarding further subdivision or time period be added to the text amendment. Chair Moss stated that the private road has to be an existing right-of-way, cannot be within 50' of the property line and has a maximum of 500'; all which will limit further subdivision. Additionally, the prohibitive cost of adding public sewer, water, curb and gutter will restrict the road from becoming public. Chair Moss called for other speakers.

Ron Brisson, 211 Wagon Branch Rd., Rolesville, NC briefly spoke regarding the family property he wishes to subdivide amongst family members.

Nathan Brisson, 211 Wagon Branch Rd. Rolesville, NC briefly spoke regarding the family property his father wishes to subdivide amongst family members.

Chair Moss called for other questions or comments. Hearing none, Chair Moss called for a Motion.

Moved by Vice-Chair Lowe and Seconded by Board Member Pearce. Motion to recommend approval of TA-26-0009 – Subdivision Lot Frontage Exception, to the Town Board of Commissioners, because it is consistent with the Comprehensive Plan. The Motion was carried by a 7-0 vote, 7 voted aye (Moss, Pearce, Barham, Lawrence, Schwartz, Lowe, Kennedy), and 0 voted nay.

3. COMMUNICATIONS

a. Planning Director's Report

Chair Moss called for the Planning Director's Report. Mr. Wensman stated there was no Planning Director's Report and that Bylaws should be tabled.

b. Planning Board Bylaws Update

As noted above, Bylaws are tabled.

c. Town Attorney's Report

Deputy Town Attorney Southerland had nothing to report. Additionally, the Board of Commissioners Liaison had nothing to report.

d. Other Business

There is no other business.

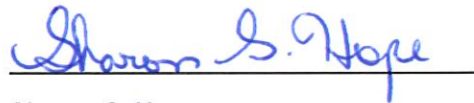
4. ADJOURN

Chair Moss called for any other business, and hearing none, he called for a Motion for Adjournment.

A motion to adjourn was made by Vice Chair Lawrence and Seconded by Board Member Pearce. The motion was carried by a 7-0 vote, 5 voted aye (Moss, Lawrence, Pearce, Barham, Schwartz, Lowe, Kennedy), 0 voted nay. The meeting was adjourned at 7:55 p.m.



Mike Moss
Planning Board Chair



Sharon S. Hope
Administrative Support Specialist