Board of Commissioners
Regular Business Agenda
Tuesday, July 21, 2026, 6:30 PM
502 Southtown Circle, Rolesville, NC 275712

MINUTES

PRESENT:

Michael Paul, Dan Alston, Ronnie Currin, April Sneed, Jenn Bernat, Lenwood Long

1. CALL TO ORDER

The Mayor called the Town of Rolesville Board of Commissioners Work Session to order on Tuesday, July 21, 2026, at 6:30 PM. The Mayor welcomed those in attendance and those watching online.

2. INVOCATION AND PLEDGE OF ALLEGIANCE

a. Jason Byler, Pastor of Lighthouse Baptist Church

Pastor Jason Byler of Lighthouse Baptist Church delivered the invocation. The Pledge of Allegiance followed.

3. PRESENTATIONS

a. Resolution Honoring Herbert Spencer Holding, III

Mayor Currin read Resolution 2026-R-14 honoring the life and legacy of Herbert Spencer Holding III, a lifelong Rolesville resident who served in law enforcement, including as Police Chief, and on the Rolesville Fire Department Board, where he contributed to the Town's Fire Service Unification Initiative. Family representative Ellen Holding accepted the resolution. Town Manager Eric Marsh shared personal remarks about Mr. Holding's mentorship and his pivotal role in bridging relationships during the fire unification process. Board members offered condolences and praised Mr. Holding's decades of public service. The resolution was entered into the official records of the Town.

4. APPROVAL OF AGENDA

Motion to approve the agenda as presented was made by Mayor Pro Tem Alston and seconded by Commissioner Paul. The motion carried unanimously.

5. PUBLIC COMMENTS

Individuals wishing to speak during the Public Comment proceedings are encouraged to be prepared, and individuals will be limited to three (3) minutes. Written comments are welcome and should be given to the Town Clerk before the start of the meeting.

Two residents and two business owners addressed the Board:
Steven Thomas and Dr. Jennifer Hummel, co-owners of Rolesville Veterinary Hospital at 300 Batten Road, noted that changes to the Main Street corridor have created access challenges for their practice. They expressed interest in acquiring a portion of the adjacent town-owned property slated for Habitat for Humanity development to expand parking and, in the future, potentially build.

Jaden Walker, a resident of 521 Big Willow Way, asked how much it costs to maintain Rolesville's local government and what the sources of revenue are. Mayor Currin directed him to the publicly available FY2026–27 budget on the Town's website, noting that property (ad valorem) taxes constitute the largest revenue source and that over 50% of expenditures go toward public safety.

Aisha Barnes, a Wake Forest resident served by Rolesville, proposed that an adult recreation area be incorporated into the planned park on North Main Street/US-401.

6. CONSENT AGENDA

All items on the Consent Agenda are considered routine, to be enacted by one motion without discussion. If a Board Member requests discussion of an item, the item will be removed from the Consent Agenda and considered separately.

Commissioner Lenwood Long requested clarification on the Lease Agreement for 216–220 Southtown Circle before proceeding. Town Manager Marsh confirmed the lease is for a suite adjacent to the Police Department at a monthly rate of approximately $4,300, inclusive of Common Area Maintenance (CAM) charges, with a credit of approximately $22,000 applied toward the tenant upfit. The term is three years with an option to extend. The space will co-locate the Engineering and Planning Department, which has already been funded in the current budget. Commissioner Long was satisfied, and the item was not pulled.

A motion to approve all items on the Consent Agenda was made by Commissioner Long and seconded by Commissioner Bernat. The motion carried unanimously.

a. FY26-27 Budget Amendment

b. Adoption of Minutes June 16, 2026

c. Lease Agreement for 216-220 Southtown Circle

d. ANX-26-0001 - 825 Averette Road - Call for Legislative Hearing

e. ANX-26-0002 - WakeMed Lot 2 - Call for Legislative Hearing

f. Amendment to FY26-27 Schedule of Fees

7. BOARD LIAISON REPORTS

Commissioner Michael Paul (Senior Citizens Liaison) reported that residents of The Grande senior facility continue to experience unresolved maintenance issues under new hedge-fund ownership, with Fitch Eric as the property manager. He noted that the Senior Center Without Walls is growing steadily under Parks and Recreation Director June Green and new hire Quincy Williams. Upcoming events include the Golden Years Expo on August 19th at Rolesville Baptist Church (10 AM–1 PM) and the Senior Network's 3rd Annual Charity Golf Tournament on September 10th.

Mayor Pro Tem Dan Alston (Veterans Liaison) reported on the Town's July 4th semi-quincentennial celebration at Redford Park Place, the ribbon cutting for The Joel Fund's new facility at 115 W. Young Street, and the first-ever Veterans Connection Luncheon in collaboration with VFW Post 9133. He highlighted the inaugural posting of colors by the Rolesville High School Navy National Defense Cadet Corps at the Class of 2026 graduation. He also noted an upcoming July 30th virtual meeting of the Veterans Memorial Committee to discuss designs for a trifecta memorial that incorporates a piece of the Twin Towers, a veteran's memorial, and a tribute to George Taylor.

Commissioner April Sneed (Parks & Recreation Liaison) reported that the July 4th event drew lower attendance than prior years, attributed to a heat advisory. She announced that July is Parks and Recreation Month. She described the annual Trail Art Exhibition this year featuring artist Megan Sabba's seashell bird sculptures displayed along greenways at Main Street Park and Mill Bridge Nature Park.

Commissioner Long (Planning Board Liaison) noted that upcoming agenda items include the WakeMed Emergency Department rezoning request, involving a change from residential low to commercial high. He stated that WakeMed has indicated that 95% of EMS arrivals occur without sirens and only 5–10 ambulance trips per day are expected. He also welcomed new Planning Board attorney Kimberly Sullivan, who has replaced the previous assistant town attorney in that role.

Commissioner Jenn Bernat (Public Safety Liaison) reported on the June 24th quarterly safety meeting, which focused heavily on logistics for the July 4th celebration. She commended Police and Fire personnel for managing the event without major incidents and noted there are currently 7 vacancies in the Police Department and 4 open positions in Fire. She also recognized the successful completion of Camp KIDDS in July.

8. STAFF REPORT

a. FYI Report (informational only)
Staff reports were provided in writing in the agenda package, in accordance with the Board's summer schedule of one meeting per month.
b. Finance Department Update (paper report only)
The Finance Department update was provided only as a paper report; no oral presentation was made.

a. FYI Report (informational only)

b. Finance Department Update (paper report only)

9. BUSINESS

Mical McFarland, Economic and Development Manager, introduced Patricia Burch, the CEO of Habitat for Humanity of Greater Raleigh. A presentation was provided as part of the update. The draft site plan was discussed with the board.

a. Habitat for Humanity of Greater Raleigh Update— Patricia Burch, CEO

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Patricia Burch, CEO of Habitat for Humanity of Greater Raleigh (formerly Habitat for Humanity Wake County), provided an update on the Burlington Mills Road affordable housing project on the 6.5-acre town-owned parcel behind Town Hall. Key points included:

- Environmental due diligence, soil borings, and preliminary surveying are substantially complete. Rock was found on site but is not expected to impede construction significantly.
- The proposed unit count has increased from 20 to 29 townhomes (single-family attached, for-sale units) at a density of 4.5 units per acre, based on more thorough engineering analysis.
- The site is currently zoned commercial and will require rezoning to residential.
- Habitat is in early conversations with the Town's Planning Director regarding buffering adjustments that could potentially accommodate additional parking for Rolesville Veterinary Hospital without reducing the unit count.
- The project remains in the MOU stage. Once the pro forma is finalized and pre-construction meetings with Town staff are complete, rezoning — to be led by the Town — would follow.
- Ms. Burch estimated that rezoning and entitlement approval could be achieved by year-end, with horizontal construction beginning within 3–5 months thereafter and vertical construction starting approximately 12 months from now.
- The Town's financial contribution is limited to the donation of the land; no

additional funding is being requested currently.

- Town Attorney David J. Neill advised that any surplus portion of the property not required for the affordable housing project would need to be disposed of at market value through the statutory surplus property process; it could not be dedicated directly to the veterinary clinic, though the clinic would likely be the most interested buyer.

Financial Impact & Community Benefit: The Town's sole financial contribution is the donation of the 6.5-acre parcel; no appropriation of Town funds is required at this stage. The project will deliver 29 for-sale affordable townhomes, expanding the housing stock for the workforce and low- to moderate-income households. An MOU-To-Definitive Agreement transition is the immediate next step that will formalize obligations for both parties. As the project advances, a portion of the parcel that may not be needed for housing could be sold at market value through the statutory surplus process, generating revenue for the Town.

b. Rolesville Chamber of Commerce Report and Request for Funding— Malcolm Allen, Executive Director

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Malcolm Allen, Executive Director of the Rolesville Chamber of Commerce, presented a report on the Chamber's progress over the past year and requested continued financial partnership with the Town via a Memorandum of Understanding (MOU) for FY2026–27.

Allen reported that since taking leadership approximately 10 months ago, the Chamber has achieved a valid 501(c)(6) status, moved from operating in the red to operating in the black, achieved a $40,000 revenue increase, grown membership by 33% to over 150 paying members, and built a stronger working relationship with the Town. The Barbecue & Bands event grew from 20 vendors to over 150 vendors with 6,700 attendees.

Looking ahead, the Chamber plans to relaunch the welcome wagon program, youth leadership program, Launch Rolesville entrepreneurship program, and Healthy Rolesville initiative, and to add an ambassador program and a quarterly lunch-and-learn series targeting both retail and professional service businesses.

Commissioner Paul expressed concern that the Chamber has historically focused more on self-promotion and events than on directly supporting its broad membership base of existing businesses, noting that member turnover has resulted from this. Allen acknowledged this criticism, using the analogy of putting on one's own oxygen mask first, and agreed that the Chamber must now pivot to more direct business support. Commissioner Long requested that future MOU deliverables explicitly identify the number of Rolesville businesses assisted, the number of new chamber members within Town limits, a business retention visit plan, and metrics on technology advancement. Commissioner Bernat requested that historical and proposed financial statements be provided. Town Attorney Neill confirmed that

while 501(c)(6) organizations are not legally required to make financials public, the proposed MOU does include a statutory requirement for quarterly financial reports to be delivered to the Town. Allen committed to providing financial statements within 30–45 days, pending the appointment of a new treasurer.
The Board noted that the apparent 21.5% increase in the MOU funding amount is largely attributable to the Town transferring the youth leadership program — which had been run internally — back to the Chamber and reallocating approximately $5,000 from existing program expenditures. Town Manager Marsh confirmed that the youth leadership program was brought in-house the prior year solely to ensure continuity of the program during the delay in executing the executive director's contract, and is now being returned to the Chamber.
The draft MOU was presented for review. Town Attorney Neill clarified that proper procedure calls for the Chamber's Board of Directors to execute the MOU first, after which it will return to the Board of Commissioners for formal approval — anticipated at the August meeting.
Financial Impact & Community Benefit: The proposed MOU represents a recurring annual investment in economic development and community programming, with the actual increase in new Town dollars modestly $2,000 — above the prior year, as the remainder reflects the reallocation of the youth leadership program budget. The Town's contribution is disbursed on a milestone- or reimbursement-based basis and is tracked by the Economic Development Director. In exchange, residents benefit from community events (including the Barbecue & Bands festival, which drew 6,700 attendees), youth entrepreneurship programming, business support services, and economic activity that generates local sales and ad valorem tax revenue. In the future, quarterly financial reporting to the Town will serve as the primary accountability mechanism.

10. LEGISLATIVE HEARING

Recess from 8:04 pm until 8:10 pm.

Michael Elabarger, Assistant Planning Director, provided the backdrop for the rezoning.

a. REZ-26-0002 - 1101 Averette Road Rezoning

a. REZ-26-0002 - 1101 Averette Road Rezoning
Assistant Planning Director Michael Elabarger presented staff findings on the request to rezone 16.5 acres at 1101 Averette Road from Residential Medium Conditional Zoning (RMCZ) to Residential High Conditional (RH-CZ) and General Commercial Conditional (GC-CZ). The Comprehensive Plan designates the area as a Mixed Residential Community, and the Planning Board unanimously recommended approval (6–0) at its May meeting. Staff also recommended approval.
The applicant, David Gorman, Principal of Lock 7 Development, presented the project alongside Emily Bosman of Garman Homes, the home builder partner. The

proposal calls for a maximum of 76 single-family attached dwelling units in a paired villa (two-unit) configuration, with no building exceeding three attached units. Anticipated pricing is mid-$400,000s to mid-$500,000s. The project also includes up to 5,000 square feet of general commercial space on approximately 1.5 acres at the front of the site, a pollinator garden, a greenway connection to existing trails in Perry Farms and Meadows at Jones Dairy, sidewalks on both sides of the internal street, and a $25,000 donation to the Town's affordable housing fund. Seventeen commercial uses otherwise permitted under the LDO were voluntarily self-restricted by the applicant. A Traffic Impact Analysis was performed by DRMP and included in the packet; the development generates an estimated 772 daily trips on weekdays.

The Board raised substantive discussion on two primary issues:

Commercial Development Certainty: Board members expressed concern, based on prior experience with similar projects, that the commercial parcel could be graded and stubbed but never developed into an actual building. Gorman acknowledged this and explained that lender financing for commercial construction requires a committed tenant, making a pre-construction commitment infeasible. He committed that the commercial parcel would be graded, cleared, and utilities stubbed to it concurrent with residential construction, and that he — as the developer, not the homebuilder — would retain ownership of the commercial parcel and develop it upon securing tenants. His firm has prior experience owning and developing retail and mixed-use properties.

Street Connectivity: The concept plan shows an internal road (Street A) running northward to the property line shared with Elizabeth Springs subdivision. Town Attorney Neill and Toby Coleman, the applicant's attorney, clarified that the LDO requires stub-outs to adjoining properties, whether undeveloped or developed, which is why the road extends to the property line. However, a 60-foot-wide flag lot of HOA-owned common area belonging to the Meadows at Jones Dairy separates this project from Elizabeth Springs, making an immediate vehicular connection functionally impossible without acquiring that parcel — which, being HOA common area, is highly unlikely. Coleman further confirmed that the development does not require a second access point given its size, so the connection is a planning-forward stub only. Nearby residents Randy Kerr (1121 Averette Road) and Sarah Owen (255 Shingle Oak Road, Elizabeth Springs) spoke in opposition during the public hearing, raising concerns about the road potentially becoming a cut-through and about the enforceability of the developer's commercial commitments. The current property owner, Pastor Andrew Kessel of Journey Church of the Nazarene, spoke in support, explaining that economic conditions make building a church on the property no longer feasible, and that the sale proceeds would allow the congregation to purchase an existing facility.

Following the close of the public hearing, the Board indicated a desire for additional conditions to be developed, particularly regarding street connectivity and how rental restrictions would be reflected in the initial HOA declaration. The Board also noted the importance of the commercial component to the Town's strategic goal of strengthening its commercial tax base.

Motion to continue REZ-26-0002 to the September 1, 2026, Board of Commissioners meeting was made by Commissioner Long and seconded by Commissioner Bernat. The motion carried 3–2.
Ayes: Commissioner Paul, Commissioner Sneed, Commissioner Bernat
Nays: Mayor Pro Tem Alston, Commissioner Long

The Board directed that, before the September 1st meeting, members would individually communicate to Town Attorney Neill their preferences regarding the street connectivity condition — specifically, whether they prefer a condition mandating a connection, prohibiting a connection, or leaving it to future development — and that Town staff would share those positions with the applicant.

11. COMMUNICATIONS

a. Eric Marsh, Town Manager

Eric Marsh, Town Manager, provided updates on the authorization to execute the purchase of property for the Main Street expansion and presented a year-in-review highlighting the Town's progress in delivering on its commitments.

i. Authorization to Execute Agreement for Purchase of Property (204, 206, and 208 S Main Street) – Main Street Park Expansion

i. Authorization to Execute Agreement for Purchase of Property (204, 206, and 208 S Main Street) – Main Street Park Expansion
Town Manager Marsh reported that, pursuant to prior Board authorization to negotiate, the owner of three parcels adjacent to Main Street Park — formerly an industrial monuments company — has accepted the Town's offer of $965,000 for the combined purchase of 204, 206, and 208 South Main Street. The Town Manager requested authorization to execute a purchase agreement. The agreement provides a 45-day due diligence period, with $28,000 in earnest money that would be forfeited if the Town elects not to proceed, followed by a 15-day closing period. Engineers and surveyors are already engaged and prepared to complete the required survey and Phase I environmental assessment within the due diligence window. Town Attorney Neill confirmed that the seller has already signed the offer and that it requires only the Town Manager's countersignature.
Financial Impact & Community Benefit: This is a one-time capital expenditure of $965,000, funded from previously allocated Town resources discussed in closed session. The purchase would expand Main Street Park, Rolesville's primary community gathering space, providing additional frontage, recreational acreage, and long-term flexibility for park improvements including adult recreation amenities. The 45-day due diligence period and the Phase I environmental

assessment provide fiscal safeguards before the Town is committed to closing. Should significant issues arise during due diligence, the Board would be informed before closing.

A motion to authorize Town Manager Eric Marsh to execute the purchase agreement for 204, 206, and 208 South Main Street for $965,000 was made by Commissioner Paul and seconded by Commissioner Long. The motion carried unanimously.

ii. Year In Review 2025/2026 — Delivering On Our Commitments

Town Manager Marsh presented the Town's Year in Review report for FY2025–26. He highlighted that the Town delivered on its budget commitments without going over budget, received an exceptional state audit finding, and achieved several milestones, including securing $3,800,000 in tourism grant funding, advancing economic development initiatives, launching the Downtown Development Association facade program, onboarding a new Town Engineer, and completing year two of the fire department unification. Marsh credited all Town staff for maintaining tier-one financial stewardship and committed to publishing annual reports in the future to provide residents with transparency on how tax dollars are being used. The Board indicated consensus support for continuing the annual review process and directed staff to proceed with the formal evaluation report.

b. David J. Neill, Town Attorney

Town Attorney Neill also provided a legislative update on General Assembly actions in its final session before recess, including: elimination of municipal minimum off-street parking requirements (the "parking lot bill"), now signed by the Governor; limitations on regulation of home-based businesses; clarification of stormwater impervious surface rules; a new fee on building permits to fund a state building codes interpretations bureau; imposition of civil liability and mandatory attorneys' fees against municipalities for illegal land use decisions; new limitations on local government economic development expenditures; an increase in the formal public construction bidding threshold from $500,000 to $1.5 million; express statutory authorization for municipalities to regulate e-bikes (now defined in three categories); and elimination of the Historically Underutilized Business (HUB) office and associated local government HUB contracting goals. Staff was directed to bring each item back in greater detail as implementation timelines become clearer. Town Attorney Neill also advised the Board that a complaint was filed in Superior Court on this date regarding an illegal home-based business on Sandaway Lane in the Crooked Creek neighborhood. The Town is seeking a temporary restraining order and permanent injunction. He noted this is the first time in his six years as Town Attorney that legal action of this nature has been necessary, and that the Town initiated the enforcement action independently as part of its obligation to enforce its ordinances equally and with appropriate due process.

i. Preview of the Non-Discrimination ILA Amendment

Town Attorney Neill reviewed the status of the Wake County Non-Discrimination Ordinance (NDO) Interlocal Agreement, first adopted by the Town in August 2021. Rolesville is now 1 of 10 municipalities participating in the program with Wake County. The agreement — which carries no financial obligation and requires no commitment from Town staff — routes discrimination complaints through Wake County to Campbell Law School for voluntary mediation. The Town has never received a complaint under the program. Neill noted that the legal authority for the program remains untested but that five years without a legal challenge has de facto validated it. He advised the Board that extending the agreement is a policy judgment and that 2 of the original participating municipalities (Fuquay-Varina and Zebulon) have since withdrawn.

Motion to approve the second amendment to the Non-Discrimination Interlocal Agreement was made by Commissioner Long and seconded by Mayor Pro Tem Alston. The motion carried unanimously.

12. ADJOURN

The motion to adjourn was made by Commissioner Paul and seconded by Commissioner Bernat. The motion carried unanimously.
The Meeting adjourned at 10:17 PM.

TOWN OF ROLESVILLE INCORPORATED 1941 NORTH CAROLINA

Ronnie I. Currin, Mayor

Attest:

Christy Frazier, Town Clerk