



**Planning Board Meeting**  
**June 24, 2024**  
**7:00 p.m.**

**AGENDA**

A. Call to Order

1. Pledge of Allegiance
2. Invocation
3. Approval of May 28, 2024 Planning Board Meeting Minutes

B. Regular Agenda

1. **TA-24-01** Land Development Ordinance (LDO) Amendments to Table 3.1.3. Residential High Development Standards and Table 6.4.3.G. Off-Street Parking Requirements

C. Communications

1. Planning Director's Report
  - a. Previous Planning Board Recommendations
  - b. Residential Inventory Research
  - c. Other
2. Town Attorney's Report
  - a. Planning Board By-Laws Update
3. Other Business
4. Adjournment



**Planning Board Meeting**  
**May 28, 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  
Mike Elabarger, Asst. Planning Director  
Tanner Hayslette, Planner I  
Donnie Lawrence, Vice-Chair  
Erol Ozan, Board Member  
Jim Schwartz, Board Member  
Erin Catlett, Deputy Town Attorney  
Michele Raby, Planner II

**ABSENT:** Steve Hill, Board Member, Meredith Gruber, Planning Director

**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. Approval of April 22, 2024, meeting minutes.**

**Moved by Board Member Versteegen and Seconded by Vice-Chair Lawrence. The motion to approve the minutes of April 22, 2024, was carried with a unanimous vote, 6 voted aye, 0 voted nay (6 voted, 1 absent being Board Member Hill)**

**B. REGULAR AGENDA**

**B.1. REZ-24-03- Rezoning Application- PIN1758479244**

Mr. Elabarger described the proposed Map Amendment application from the General Industrial (GI) Zoning District to the General Commercial (GC) as a Conditional Zoning (CZ) Zoning District.

The Comprehensive Land Use Map shows this parcel being zoned as General Industrial, however, Planning Staff explained that the best use of this land would be facilitated by the General Commercial Zoning District.

The Board collectively asked about the usage of Town water, noise, and buffer requirements.

**Moved by Vice-Chair Lawrence and Seconded by Board Member Schwartz. The motion to recommend Approval of Rezoning Map Amendment REZ-24-03 for PIN1758479244 carried with 6 ayes-0 nays, 1 absent being Board Member Hill.**

**C. COMMUNICATIONS**

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

**a. Previous Planning Board Recommendations**

- ANX-24-01/REZ-24-02 Hills at Harris Creek was unanimously approved.

- REZ-23-07 111/113/115 W. Young Street was unanimously approved.

**b. Other**

- Mr. Elabarger updated the Board that graphics from the townhome presentation will be presented next month also that he and staff have discussed multiple ways to present the development process flowchart.

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

Deputy Town Attorney Catlett said that the by-laws are still in the process of being updated.

**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 7:15 p.m.**

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**Mike Moss, Planning Board Chair**

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**Tanner Hayslette, Planner I**

# Memo

**To:** Planning Board  
**From:** Meredith Gruber, Planning Director  
**Date:** June 24, 2024  
**Re:** TA-24-01 Land Development Ordinance (LDO) Amendments to Table 3.1.3. Residential High Development Standards and Table 6.4.3.G. Off-Street Parking Requirements

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## Background

As per LDO Handbook A, the purpose of the text amendment process includes two items:

1. The text amendment process allows for changes to be made to the text of the LDO and includes the appropriate filing fee.
2. This process may allow for the Town, BOC, or any person owning land in the Town or having a financial or other interest in land in the Town to amend the text of the LDO.

In January 2022, an application was received from Barbara Todd, American Engineering Associates, to amend the Town of Rolesville's Land Development Ordinance to allow 4,000 square foot lots for single family detached development and 1,900 square foot lots for single family attached development. Ms. Todd is also requesting that guest parking not be required for age restricted development.

## Proposed Text Amendments

The proposed text amendments for Table 3.1.3. Residential High Development Standards and Tabel 6.4.3.G. Off-Street Parking Requirements follow on the next two pages. Proposed text is shown in blue and underlined.

**Table 3.1.3. Residential High Development Standards**

STANDARDS		RESIDENTIAL HIGH (RH) REQUIREMENTS				
Building Height		Max. 35'				
Density		Max: 6 Dwelling Units Per acre (Single Family Detached) <u>Max 8: Dwelling Units Per Acres (Age Restricted)</u> Max:9 Dwelling Units Per Acre (Attached) Max:12 Dwelling Units Per Acre (Multi Family)				
		<b>Single Family Detached</b>	<u>Single Family Detached (Age Restricted)</u>	<b>Attached</b>	<u>Attached (Age Restricted)</u>	<b>Multiple Family</b>
Building Setback (Min./Max.)	Front	15'	<u>15'</u>	15'	<u>15'</u>	20'
	Side	10'	<u>10' Aggregate</u>	0' Internal 10' End Unit Min. 30' Between structures	<u>0' Internal 5' End Unit Min. 16' Between structures</u>	15'
	Rear	15'				
	Corner	15'	<u>15'</u>	15'	<u>15'</u>	20'
Lot	Width (Min)	75' (Single Family Detached) <u>40' (Single Family Detached Age Restricted)</u> 20' (Attached)				
	Coverage	N/A				
	Area (Min.)	7,500 (Single Family Detached) <u>4,000 Square Feet (Single Family Detached Age Restricted)</u> 2,000 Square Feet (Attached) <u>1,900 Square Feet (Attached Age Restricted)</u>				
Special Standards		No more than 15 gross acres may be assigned to attached or multiple family uses. This acreage limit shall be applied to the total of all attached and multifamily uses within a subdivision. Notwithstanding the foregoing, the acreage limit may be divided within and/or distributed throughout a subdivision. <u>No limitation will be assigned for age restricted developments.</u>				

**Table 6.4.3.G. Off-Street Parking Requirements**

ROLESVILLE OFF -STREET PARKING REQUIREMENTS			
PRINCIPAL USES	MINIMUM REQUIRED	MAXIMUM ALLOWED	ADDITIONAL NOTES
<b>RESIDENTIAL USES</b>			
Dwelling, Single Family, Attached	*2.0/Dwelling Unit Plus 0.25 Guest Spaces/Dwelling	No Maximum	Exclusive of garage, which shall not be included in minimum and maximum.
Dwelling, Multiple Family	1.5/Dwelling Unit Plus 0.10 Guest Spaces/Dwelling Unit	2.5/Dwelling Unit	A maximum of 10% additional guest parking of total parking count may be permitted.
Dwelling, Upperstory Unit	1.0/Dwelling Unit	2.0/Dwelling Unit	
Live-Work Unit	0.75 /Dwelling Unit	1.75/Dwelling Unit	
Residential Care (ALF, ILF, CCF)	0.25/Bed	1.0/Bed	

[\\*2.0/Dwelling units for age restricted developments](#)