



Planning Board Meeting
February 24, 2025
7:00 p.m.

AGENDA

A. Call to Order

1. Pledge of Allegiance
2. Invocation
3. Approval of January 27, 2025 Planning Board Meeting Minutes

B. Regular Agenda

1. TA-25-03 – Government Facilities Text Amendments

C. Communications

1. Planning Director's Report
2. Town Attorney's Report
3. Other Business
4. Adjournment



Planning Board Meeting
January 27, 2025 - 7:00 PM
502 Southtown Circle, Rolesville, NC 27571

MINUTES

PRESENT: Mike Moss, Chair
Derek Versteegen, Board Member
Tisha Lowe, Board Member
Frank Pearce, Board Member
Erin Catlett, Deputy Town Attorney
Michele Raby, Planner II

Donnie Lawrence, Vice-Chair
Jim Schwartz, Board Member
Amanada Chrysovergis, Board Member
April Sneed, Mayor Pro Tempore/Liaison
Meredith Gruber, Planning Director
Tanner Hayslette, Planner I

A. CALL TO ORDER

Chair Moss called the meeting to order at 7:01 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. Swearing in of Planning Board Members Amanda Chrysovergis, Mike Moss, and Frank Pearce.

A.4. Election of Chair and Vice Chair

Board Member Pearce nominated Board Member Moss as the Chair, this motion was Seconded by Board Member Versteegen and was carried with a unanimous vote. Board Member Schwartz nominated Board Member Lawrence as the Vice-Chair, this motion was Seconded by Board Member Versteegen and carried with a unanimous vote (7-0).

A.5. Approval of November 25, 2024, meeting minutes.

Moved by Board Member Versteegen and Seconded by Board Member Pearce. The motion to approve the minutes of November 25, 2024, was carried with a unanimous vote, (7 voted aye).

B. REGULAR AGENDA

B.1. TA-25-01 – LDO Section 3.1.2. Residential Medium Development Standards

Ms. Gruber described the proposed Land Development Ordinance Text Amendment that would allow for the variety of lot dimensions within RM Cluster developments.

The Board collectively discussed establishing maximum percentages for each lot size, traffic congestion with developers only using the smallest lot size, on street parking, and stormwater runoff and drainage.

Moved by Board Member Versteegen, with the condition of no more than 35 percent of the development can consist of the 6,000 square foot lots, and the rest must be equally split between 7,000 and 8,000 square foot lots and Seconded by Vice-Chair Lawrence. The motion to recommend Approval was carried by a unanimous vote (7-0).

- B.2. TA-25-02 – LDO Section 6.2.5.1. Tree Ordinance Purpose and Intent**
Ms. Gruber described the proposed Land Development Ordinance Text Amendment that was recommended to increase the Town’s applicability to the Tree City USA Program.

Moved by Board Member Lowe and Seconded by Board Member Pearce. The motion to recommend Approval was carried by a unanimous vote (7-0).

- B.3. Discussion of Other Pending LDO Text Amendments**
Ms. Gruber discussed the list of upcoming Text Amendments including permitting Government Uses in all zoning districts, downtown signage, and perimeter buffer requirements.

C. COMMUNICATIONS

- C.1. Planning Director’s Report**
Ms. Gruber updated the Board on their last recommendation, TA-24-03, and said it was approved by the Board of Commissioners.

- C.2. Town Attorney’s Report**
Ms. Catlett reviewed the bylaws with the Board and discussed providing training and an onboarding packet for new members.

- C.3. Other Business**
Board Member Versteegen asked Ms. Gruber if there are any updates on the Historic District or Overlay District research or planning being conducted by staff.

- C.4. Adjournment**
Vice-Chair Lawrence made a motion to adjourn and Seconded by Board Member Versteegen. The motion was carried by a unanimous vote (7-0). The meeting was adjourned at 8:19 p.m.

Mike Moss, Planning Board Chair

Tanner Hayslette, Planner I

Memo

To: Planning Board
From: Meredith Gruber, Planning Director
Date: February 18, 2025
Re: TA-25-03 Land Development Ordinance (LDO) Text Amendments to Government Facilities Use, Use Standards, and Definition

Background

Planning staff identified duplicate government facility related uses in chapter 5 of the Land Development Ordinance (LDO) including Government Office, Public Facilities, and Public Safety Facility. Text amendment TA-25-03 includes proposed text to consolidate and clarify these three listed uses. In addition, at the Joint Work Session on November 19, 2024, the Town Board of Commissioners and Planning Board members voiced support for Government Facilities being allowed in all zoning districts.

Proposed Text Amendment

TA-25-03 consolidates and clarifies the principal use, Government Facilities, in the LDO. The proposed new text is shown in blue and underlined and deletions are shown in ~~red strikethrough~~.

4.2.3. Permitted and Special Uses in Watershed Overlay

- A. **Watershed Overlay:** Only the following uses are allowed in the Watershed Overlay:
 16. ~~Public~~Government Facilities

Table 5.1. Principal Uses

	RL	RM	RH	MH	GC	CH	OP	GI	BT	TC	AC	NC	
CIVIC USES													
Government Office <u>Facility</u>	P	P	P	P	P	P	P	P	P	P	P	P	5.1.3.G.
Public Facilities	=	=	=	=	P	P	P	P	P	=	=	=	=
Public Safety Facility	-	-	S	-	P	P	P	P	P	P	P	P	5.1.3.K.

5.1.3. Civic Principal Uses

G. Government Office Facility.

1. Characteristics. A building, or portion of a building, wherein government activities are performed involving ~~predominantly~~ administrative, record keeping, professional, ~~and/or~~ clerical, and public safety operations and where professional services are rendered.
2. Accessory Uses. Accessory uses may include cafeterias or cooking facilities, day care facilities, health facilities, parking, holding cells within a police station, outdoor storage yards, or other amenities ~~primarily for the use of employees in the firm or building.~~
3. Examples. Examples include government offices, court houses, public work facilities, public safety facilities, municipal government buildings, libraries.
4. Use Standard. Buildings must be set back at least one hundred feet (100') from adjacent residentially zoned property.
5. Use Standard. When Government Facilities are located on residentially zoned property and adjacent to other residentially zoned property, a minimum twenty-five foot (25') landscape buffer providing at least seventy percent (75%) opacity is required.

~~K. Public Safety Facility~~

- ~~1. Characteristics. Facilities operated by a public safety agency for the purpose of providing safety related services to the public.~~
- ~~2. Accessory Uses. Accessory uses may include parking, cooking facilities, or holding cells within a police station.~~
- ~~3. Examples. Public safety facilities including fire stations, police stations, and emergency communication broadcast facilities.~~

11.7. Definitions

~~Public Facilities: A facility housing government offices, shops, maintenance and repair centers, equipment, and outdoor storage yards.~~

Staff Recommendation

While the Comprehensive Plan does not directly address all government facilities, without these facilities, the other goals and action items in the Comprehensive Plan could not be completed.

Staff recommends approval of TA-25-03 to consolidate and clarify Government Facilities in the LDO.

Proposed Motion

Motion to recommend (*approval or denial*) of TA-25-03 because it is (*consistent or inconsistent*) with the Comprehensive Plan.