

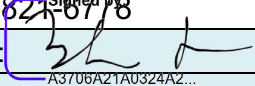


Rezoning Application and Checklist

Planning and Development Customer Service Center • One Exchange Plaza, Suite 400 | Raleigh, NC 27601 | 919-996-2500

Please complete all sections of the form and upload via the Permit and Development Portal (permitportal.raleighnc.gov). Please see page 11 for information about who may submit a rezoning application. A rezoning application will not be considered complete until all required submittal components listed on the Rezoning Checklist have been received and approved. For questions email rezoning@raleighnc.gov.

Rezoning Request			
Rezoning Type	☐ General use	☒ Conditional use	☐ Master plan
	☐ Text change to zoning conditions		
Existing zoning base district: R-4		Height:	Frontage:
Proposed zoning base district: R-10		Height:	Frontage:
			Overlay(s):
Helpful Tip: View the Zoning Map to search for the address to be rezoned, then turn on the 'Zoning' and 'Overlay' layers.			
If the property has been previously rezoned, provide the rezoning case number:			

General Information		
Date: 10/__/2025	Date amended (1):	Date amended (2):
Property address: 6309 Litchford Road, Raleigh, NC 27615		
Property PIN: 1717807399		
Deed reference (book/page): DB 019921; PG 01251		
Nearest intersection: Litchford Road and Johnsdale Road		Property size (acres): 3.79
For planned development applications only:	Total units:	Total square footage:
	Total parcels:	Total buildings:
Property owner name and address: Litchford Point LLC, 716 Mial Street, Raleigh NC 27608-1822		
Property owner email:		
Property owner phone:		
Applicant name and address: Toby Coleman (150 Fayetteville Street, Ste 2300, Raleigh, NC 27701) on behalf of Property Owner		
Applicant email: tcoleman@smithlaw.com		
Applicant phone: 919-821-0778		
Applicant signature(s): 		
Additional email(s):		

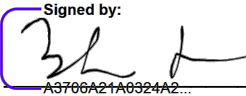
Conditional Use District Zoning Conditions		
Zoning case #:	Date submitted: 10/24/2025	OFFICE USE ONLY Rezoning case #
Existing zoning: R-4	Proposed zoning: R-10-CU	

Narrative of Zoning Conditions Offered
1. The following Principal Uses as listed in UDO Section 6.1.4 that are permitted, limited, or special uses in the R-10 District shall be prohibited: Boardinghouse. 2. The apartment building type shall be prohibited on the Property. 3. Prior to demolition or salvage of the existing house on the Property, the Property owner shall document the building in its original location through photographs (black and white, and in color) and provide a copy of the documentation to the City of Raleigh Department of PLanning, Historic Preservation unit, and the State of North Carolina Historic Preservation Office.

The property owner(s) hereby offers, consents to, and agrees to abide, if the rezoning request is approved, the conditions written above. All property owners must sign each condition page. This page may be photocopied if additional space is needed.

Signed by:

Property Owner(s) Signature:


A3706A21A0324A2...

Printed Name: _____

Rezoning Application Addendum #1	
Comprehensive Plan Analysis	OFFICE USE ONLY Rezoning case #
The applicant is asked to analyze the impact of the rezoning request and its consistency with the Comprehensive Plan. The applicant is also asked to explain how the rezoning request is reasonable and in the public interest.	
Statement of Consistency	
Provide brief statements regarding whether the rezoning request is consistent with the future land use designation, the urban form map, and any applicable policies contained within the 2030 Comprehensive Plan.	
1. The proposed zoning designation of Residential-10-Conditional Use (R-10-CU) is consistent with the future land use designations of Low-Scale Residential. This designation envisions a variety of housing types, including single family homes, duplexes, triplexes, fourplexes, small apartment buildings, and townhomes. The R-10-CU designation allows for greater density and smaller minimum lot sizes. Furthermore, it enables the development of diverse housing types at a height and scale similar to other zoning districts in the area. 2. The proposed rezoning is consistent with the following Comprehensive Plan policies: LU 1.2 (Future Land Use Map and Zoning Consistency); LU 1.3 (Conditional Use District Consistency); LU 2.2 (Compact Development); LU 2.6 (Zoning and Infrastructure Impacts); LU 4.19 (Missing Middle Housing); LU 5.1 (Reinforcing the Urban Pattern); LU 8.1 (Housing Variety); LU 8.3 (Conserving, Enhancing, and Revitalizing Neighborhoods); LU 8.5 (Neighborhood-scale Housing); LU 8.17 (Zoning for Housing Opportunity and Choice); and H 1.8 (Zoning for Housing).	
Public Benefits	
Provide brief statements explaining how the rezoning request is reasonable and in the public interest.	
The request would expand housing options and increase the unit amount that could be built on the site. This will increase the City's overall housing supply, which should help to stabilize future housing prices. The request would expand housing options near an existing commercial center, school, and park.	

Rezoning Application Addendum #2	
Impact on Historic Resources	OFFICE USE ONLY Rezoning case #
The applicant is asked to analyze the impact of the rezoning request on historic resources. For the purposes of this section, a historic resource is defined as any site, structure, sign, or other feature of the property to be rezoned that is listed in the National Register of Historic Places or designated by the City of Raleigh as a landmark or contributing to a Historic Overlay District.	
Inventory of Historic Resources	
List in the space below all historic resources located on the property to be rezoned. For each resource, indicate how the proposed zoning would impact the resource.	
The existing home on the Property was identified in a 1994 County Survey as one of the last 1920s structures in this area. The structure is not currently designated as a historic structure.	
Proposed Mitigation	
Provide brief statements describing actions that will be taken to mitigate all negative impacts listed above.	
This proposed rezoning includes a zoning condition that provides that if the existing home is demolished for development purposes, the structure shall be documented.	

Rezoning Checklist (Submittal Requirements)					
To be completed by Applicant			To be completed by staff		
General Requirements – General Use or Conditional Use Rezoning	Yes	N/A	Yes	No	N/A
1. I have referenced this Rezoning Checklist and by using this as a guide, it will ensure that I receive a complete and thorough first review by the City of Raleigh	☒	☐	☐	☐	☐
2. Pre-application conference.	☒	☐	☐	☐	☐
3. Neighborhood meeting notice and report	☒	☐	☐	☐	☐
4. Rezoning application review fee (see Fee Guide for rates).	☐	☐	☐	☐	☐
5. Completed application submitted through Permit and Development Portal	☒	☐	☐	☐	☐
6. Completed Comprehensive Plan consistency analysis	☒	☐	☐	☐	☐
7. Completed response to the urban design guidelines	☐	☐	☐	☐	☐
8. Two sets of stamped envelopes addressed to all property owners and tenants of the rezoning site(s) and within 500 feet of area to be rezoned.	☒	☐	☐	☐	☐
9. Trip generation study	☐	☒	☐	☐	☐
10. Traffic impact analysis	☐	☒	☐	☐	☐
For properties requesting a Conditional Use District:					
11. Completed zoning conditions, signed by property owner(s).	☒	☐	☐	☐	☐
If applicable, see page 11:					
12. Proof of Power of Attorney	☐	☐	☐	☐	☐
For properties requesting a Planned Development or Campus District:					
13. Master plan (see Master Plan submittal requirements).	☐	☐	☐	☐	☐
For properties requesting a text change to zoning conditions:					
14. Redline copy of zoning conditions with proposed changes.	☐	☐	☐	☐	☐
15. Proposed conditions signed by property owner(s).	☐	☐	☐	☐	☐

Certificate Of Completion

Envelope Id: 6AFF8D78-E8E1-442E-892C-F812FE199301
 Subject: Complete with Docusign: 6309 Litchford--Rezoning Application.pdf
 Source Envelope:
 Document Pages: 11
 Certificate Pages: 5
 AutoNav: Enabled
 Envelopeld Stamping: Enabled
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed
 Envelope Originator:
 Jennifer Wilson
 PO Box 2611
 Raleigh, NC 27602
 jwilson@smithlaw.com
 IP Address: 170.85.56.173

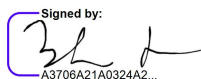
Record Tracking

Status: Original
 10/30/2025 12:05:22 PM
 Holder: Jennifer Wilson
 jwilson@smithlaw.com
 Location: DocuSign

Signer Events

Blair Tharrington
 btharr@att.net
 Security Level: Email, Account Authentication
 (None)

Signature

Signed by:

 A3706A21A0324A2...

Signature Adoption: Drawn on Device
 Using IP Address:
 2600:1700:830:52a0:8443:3b6a:c501:6f5c

Timestamp

Sent: 10/30/2025 12:09:44 PM
 Viewed: 10/30/2025 5:42:03 PM
 Signed: 10/30/2025 5:43:52 PM

Electronic Record and Signature Disclosure:

Accepted: 10/30/2025 5:42:03 PM
 ID: edda1408-6277-47df-b151-88329e86ac2e

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Toby Coleman
 tcoleman@smithlaw.com
 Security Level: Email, Account Authentication
 (None)

COPIED

Sent: 10/30/2025 5:43:53 PM

Electronic Record and Signature Disclosure:

Accepted: 10/3/2025 2:22:31 PM
 ID: e5176e33-cc7a-4d5e-abdd-3603a1957bb5

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent	Hashed/Encrypted	10/30/2025 12:09:44 PM
Certified Delivered	Security Checked	10/30/2025 5:42:03 PM
Signing Complete	Security Checked	10/30/2025 5:43:52 PM
Completed	Security Checked	10/30/2025 5:43:53 PM

Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

SUMMARY OF ISSUES

A neighborhood meeting was held on 10/14/2025 (date) to discuss a potential rezoning located at 6309 Litchford Road (property address). The neighborhood meeting was held at Millbrook Exchange Community Center, 1905 Spring Forest Road, Raleigh, NC 27615 (location). There were approximately 23 (number) neighbors in attendance. The general issues discussed were:

Summary of Issues:

Density of potential development.
Location of site entrances.
Concern that development of site would create a through access through the property between Litchford Road and Johnsdale Road.
Amount of traffic on Johnsdale Road from Millbrook High School.
Neighborhood perceives need for stop light at intersection of Litchford Road and Johnsdale Road.
Concern that townhomes and apartment residents are "different type of person" than residents of existing single family homes.
Concern about pedestrian safety on Johnsdale Road.
Consistency of proposed rezoning with surrounding properties.

SUMMARY OF ISSUES

A neighborhood meeting was held on 10/14/2025 (date) to discuss a potential rezoning located at 6309 Litchford Road (property address). The neighborhood meeting was held at Millbrook Exchange Community Center, 1905 Spring Forest Road, Raleigh, NC 27615 (location). There were approximately 23 (number) neighbors in attendance. The general issues discussed were:

Summary of Issues:

Some neighbors experienced yard flooding after development of apartments to south.
Concern about stormwater.
Some neighbors expressed opposition to apartments on the property.
Concern about how development on property will impact property values.

[illegible]

[illegible]

**SMITH, ANDERSON, BLOUNT,
DORSETT, MITCHELL & JERNIGAN, L.L.P.**

OFFICES
150 Fayetteville Street, Suite 2300
Raleigh, North Carolina 27601

TOBY R. COLEMAN
DIRECT DIAL: (919) 821-6778
E-Mail: tcoleman@smithlaw.com

LAWYERS

October 3, 2025

MAILING ADDRESS
P.O. Box 2611
Raleigh, North Carolina
27602-2611

TELEPHONE: (919) 821-1220
FACSIMILE: (919) 821-6800

Re: Notice of neighborhood meeting to discuss a proposed rezoning of 6309 Litchford Road
(PIN: 1717807399)

Dear Neighbors:

We write to invite you to a Neighborhood Meeting to discuss a proposed rezoning of 6309 Litchford Road, Raleigh, North Carolina (PIN: 1717807399) (the "Property").

The neighborhood meeting will be held on October 14, 2025 at 6:00 p.m. in the Millbrook Exchange Community Center located 1905 Spring Forest Road, Raleigh, NC 27615.

The Property is currently zoned Residential 4 (R-4) and the applicant is proposing to rezone the property Residential 10 with zoning conditions (R-10-CU). The enclosed maps show the location of the Property and the current zoning of the neighborhood.

At the Neighborhood Meeting, we will discuss the proposed rezoning, including the potential zoning conditions for the development of the Property.

Prior to submitting the application, the City of Raleigh requires that a neighborhood meeting be held for all property owners, residents, or tenants within 500 feet of the property requested for rezoning. After the meeting, we will prepare a report for the Raleigh Planning Department regarding the items discussed at the meeting.

Information about the rezoning process is available online; visit and search for "Rezoning Process." If you have further questions about the rezoning process, please contact:

Metra Sheshbaradaran
Raleigh Planning & Development
919-996-2638
metra.sheshbaradaran@raleighnc.gov

If you have any concerns or questions about this potential rezoning, please do not hesitate to contact me. I can be reached via my office phone at 919-821-6694 or via email at tcoleman@smithlaw.com.

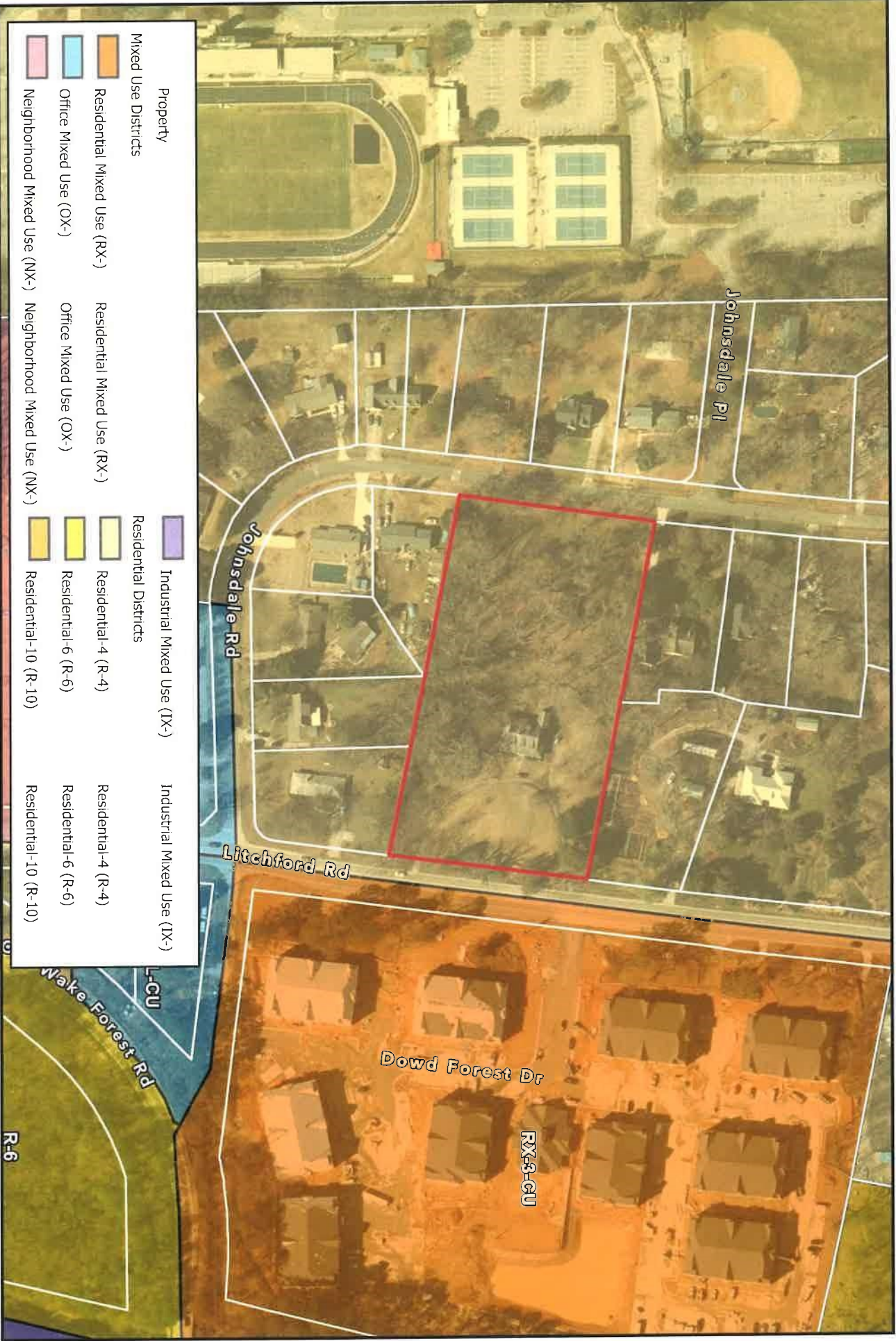
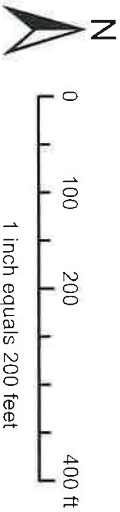
Sincerely,



Toby R. Coleman

enclosures

6309 LITCHFORD RD with Zoning



Disclaimer
This map makes every effort to produce and publish the most current and accurate information possible. However, the maps are produced for information purposes, and are NOT surveys. No warranties, expressed or implied, are provided for the data therein, its use, or its interpretation.

**REZONING OF 6309 LITCHFORD ROAD
500' NEIGHBORHOOD MEETING NOTICE LIST**

Owner	Mailing Address 1	Mailing Address 2	Mailing Address 3
WAKE COUNTY BOARD OF EDUCATION	RE SERVICES DIRECTOR	1551 ROCK QUARRY RD	RALEIGH NC 27610-4145
SADLER, EVELYN D ROBINSON, JASON T	6405 JOHNSDALE RD	RALEIGH NC 27615-7512	
LAWSON, DAVID	6301 JOHNSDALE RD	RALEIGH NC 27615-7510	
WELLS, NATASHA WELLS, SETH C	6320 JOHNSDALE RD	RALEIGH NC 27615-7509	
NORWOOD, JOHN A ALVARINO NORWOOD, FRANCES W K	6401 LITCHFORD RD	RALEIGH NC 27615-7520	
PHANETHONG, KAYCHAK PHANETHONG, ASHLEY	6304 JOHNSDALE RD	RALEIGH NC 27615-7509	
LITCHFORD POINT LLC	716 MIAL ST	RALEIGH NC 27608-1822	
MABREY, WALTER R JR MABREY, DWAN B	6401 JOHNSDALE RD	RALEIGH NC 27615-7512	
GIBBS, CHARLES W GIBBS, ELLA W	6305 JOHNSDALE RD	RALEIGH NC 27615-7510	
HOLST, KARL HOLST, ELLEN C	7412 NEW FOREST LN	WAKE FOREST NC 27587-9727	
CUMMING, KIMBERLY H	2305 JOHNSDALE PL	RALEIGH NC 27615-7504	
MANASSERI, DIANE	6213 JOHNSDALE RD	RALEIGH NC 27615-7508	
HYLER, LEONARD D HYLER, SUSAN M	6208 JOHNSDALE RD	RALEIGH NC 27615-7507	
WYRICK, ROBERT A WYRICK, DANA H	6409 JOHNSDALE RD	RALEIGH NC 27615-7512	
PREISS, KIRK PREISS, DONNA	1700 HILLSBOROUGH ST	RALEIGH NC 27605-1641	
WALL, PEARL D	6301 LITCHFORD RD	RALEIGH NC 27615-7518	
HAAG & WALKER ENTERPRISES LLC	4700 THEYS RD	RALEIGH NC 27606-9678	
TULLOCK, JACKIE D TULLOCK, MARY K	6300 JOHNSDALE RD	RALEIGH NC 27615-7509	
STROM, CHASE MITCHELL STROM, ALEXIS NICOLE	6204 JOHNSDALE RD	RALEIGH NC 27615-7507	
BUSH, JAMIE ANNETTE	2384 RAVENHILL DR	RALEIGH NC 27615-7531	
NORWOOD, JOHN A NORWOOD, FRANCES A	6401 LITCHFORD RD	RALEIGH NC 27615-7520	
BRONSON, PAUL G	6424 LITCHFORD RD	RALEIGH NC 27615-7519	
POWERS, STYRON N	2471 STAR APPLE WAY	SARASOTA FL 34240-1736	
WINDTREK VENTURES LLC	PO BOX 1218	MORRISVILLE NC 27560-1218	
RALEIGH ABBINGTON SQUARE LLC	LINDA C PITTS, ESQUIRE REA VENTURE	2964 PEACHTREE RD NW STE 200	ATLANTA GA 30305-2119
RUDOLPH, ROBERT F	6324 JOHNSDALE RD	RALEIGH NC 27615-7509	
WOOD, RACHAEL B DRISCOLL, BENJAMIN J	6321 JOHNSDALE RD	RALEIGH NC 27615-7510	
CARR, SIMON EDWIN DORFMAN, REBECCA ELIZABETH	6421 SW 109TH ST	PINECREST FL 33156-4057	
EGLER, ELIZABETH	6408 JOHNSDALE RD	RALEIGH NC 27615-7511	
JONES, THOMAS WESLEY	6209 LITCHFORD RD	RALEIGH NC 27615-7516	
PREISS, KIRK	1700 HILLSBOROUGH ST	RALEIGH NC 27605-1641	
PHUONG NGUYEN, THINGOC DANG, THANH HUU	6404 JOHNSDALE RD	RALEIGH NC 27615-7511	
SREIT MAG LITCHFORD OWNER LLC	1255 23RD ST NW STE 250	WASHINGTON DC 20037-1168	
KOS, PRIYA SINGH	6317 JOHNSDALE RD	RALEIGH NC 27615-7510	
"CURRENT RESIDENT OR TENANT"	6210 LITCHFORD RD	RALEIGH, NC 27615	

REZONING OF 6309 LITCHFORD ROAD
500' NEIGHBORHOOD MEETING NOTICE LIST

Owner	Mailing Address 1	Mailing Address 2	Mailing Address 3
"CURRENT RESIDENT OR TENANT"	6215 LITCHFORD RD	RALEIGH, NC 27615	
"CURRENT RESIDENT OR TENANT"	6313 JOHNSDALE RD	RALEIGH, NC 27615	
"CURRENT RESIDENT OR TENANT"	6412 JOHNSDALE RD	RALEIGH, NC 27615	
"CURRENT RESIDENT OR TENANT"	6208 LITCHFORD RD	RALEIGH, NC 27615	
"CURRENT RESIDENT OR TENANT"	6309 LITCHFORD RD	RALEIGH, NC 27615	
"CURRENT RESIDENT OR TENANT"	6309 LITCHFORD RD	RALEIGH, NC 27615	
"CURRENT RESIDENT OR TENANT"	6221 LITCHFORD FOREST LN	RALEIGH, NC 27615	
"CURRENT RESIDENT OR TENANT"	6301 DOWD FOREST DR	RALEIGH, NC 27615	