# **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

		110_0111119	1100			
Rezoning	General u	use Condition	al use 🔲 Mas	ster plan	OFFICE USE ONLY Rezoning case #	
Туре	Text ch	ange to zoning con				
Existing zoning base d	strict: WC R-30	Height:	Frontage:		Overlay(s):	
Proposed zoning base	district: R-10	Height: n/a	Frontage: n/a		Overlay(s): n/a	
<b>Helpful Tip</b> : 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	n previously rea	zoned, provide the r	ezoning case numb	er: n/a		
		General In	formation			
Date: 10/22/2025		Date amended (1)	:	Date ame	e amended (2):	
Property address: See	list on third page					
Property PIN: See list or	n third page					
Deed reference (book/p	page): See list o	n second page				
Nearest intersection: L	Nearest intersection: Lillie Liles Rd and Jones Ridge Trail					
For planned developme	ent	Total units:		Total squ	uare footage:	
applications only:		Total parcels:		Total buildings:		
Property owner name and address: Margie W Jones, 4617 Watkins Road, Raleigh 27616						
Property owner email:						
Property owner phone:						
Applicant name and address: Ben Williams, 6404 Falls of Neuse Road, Raleigh 27615						
Applicant email: bwilliams@priestcraven.com						
Applicant phone: 919-781-0369hed by:						
Applicant signature(s): Margie W. Jones						
Additional email(s): cjones@fandrdev.cbm, mbirch@longleaflp.com						

# **Rezoning Application and Checklist**



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Rezoning Request

		rezoning	ricquest			
Rezoning	General (	use Condition	al use	Master plan	OFFICE USE ONLY Rezoning case #	
Туре	Text ch	ange to zoning con				
Existing zoning base d	istrict: WC R-30	Height:	Frontag	ge:	Overlay(s):	
Proposed zoning base	district: R-10	Height: n/a	Frontag	ge: n/a	Overlay(s): n/a	
<b>Helpful Tip</b> : View the Zoning Map to search for the address to be rezoned, then turn on the 'Zoning' and 'Overlay' layers.						
If the property has bee	n previously rea	zoned, provide the r	rezoning case	number: n/a		
		General In	formation			
Date: 10/22/2025		Date amended (1)	:	Date am	Date amended (2):	
Property address: See	list on third page					
Property PIN: See list or	n third page					
Deed reference (book/page): See list on second page						
Nearest intersection: L	illie Liles Rd and	Jones Ridge Trail	Property siz	e (acres):27.86		
For planned developme	ent	Total units:		Total squ	uare footage:	
applications only:		Total parcels:		Total bui	Total buildings:	
Property owner name and address: Herbert & Vickie Coleman, 4205 Aquarius Lane, Wake Forest, 27587						
Property owner email:						
Property owner phone:						
Applicant name and address: Ben Williams, 6404 Falls of Neuse Road, Raleigh 27615						
Applicant email: bwilliams@priestcraven.com						
Applicant phone: 919-781,0300cusigned by:						
Applicant signature(s): Ault Jega						
Additional email(s): cjo	nes@faharaev.cc	m, mbirch@longleaflp	.com			

# **Rezoning Application and Checklist**



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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	General use Conditional use Master plan		er plan	OFFICE USE ONLY Rezoning case #								
Туре			Text cha	change to zoning conditions								
Existing zoning base of	lis	tric	t: WC R-30	Heiç	ght:			Froi	ntag	je:		Overlay(s):
Proposed zoning base district: R-10 Height: n/a Frontage: n/a Overlay(s):						Overlay(s): n/a						
<b>Helpful Tip</b> : View the Zoning Map to search for the address to be rezoned, then turn on the 'Zoning' and 'Overlay' layers.												
If the property has bee	n	pre	eviously rez	oned	, pro	vide the I	rezon	ing c	ase	numbe	er: n/a	
	_											
					G	eneral In	form	atio	n			
Date: 10/22/2025				Date	ame	ended (1)	:			[	Date amended (2):	
Property address: See	lis	st or	n third page									
Property PIN: See list of	n ¹	third	d page									
Deed reference (book/page): See list on second page												
Nearest intersection: L	_illi	ie Li	iles Rd and J	ones F	Ridge	Trail	Prop	erty	size	e (acres	s):27.86	
For planned developm	ıer	nt		Total	l unit	ts:				-	Total squ	uare footage:
applications only:				Total parcels:			-	Total buildings:				
Property owner name	ar	nd a	address: He	erbert	& Vi	ickie Cole	man,	4205	5 Aqı	uarius L	ane, Wal	ke Forest, 27587
Property owner email:												
Property owner phone:												
Applicant name and address: Ben Williams, 6404 Falls of Neuse Road, Raleigh 27615												
Applicant email: bwilliams@priestcraven.com												
Applicant phone: 919-781-030@igned by:												
Applicant signature(s):												
Additional email(s): cjo	ρne			n, mbi	irch@	longleaflp	.com					

	Address	Owner	PIN	Deed Acres	Survey Acres	Mailing Address 1	Mailing Address 2	Deed Book	Deed Page
1	3900 JONES RIDGE TRL	JONES, MARGIE W	1748735122	1.00	1.03	4617 WATKINS RD	RALEIGH NC 27616-8508	12-E	2938
2	4024 JONES RIDGE TRL	JONES, MARGIE W	1748837795	0.69	0.69	4617 WATKINS RD	RALEIGH NC 27616-8508	12-E	2938
3	4020 JONES RIDGE TRL	JONES, MARGIE W	1748835688	0.72	0.72	4617 WATKINS RD	RALEIGH NC 27616-8508	12-E	2938
4	4016 JONES RIDGE TRL	JONES, MARGIE W	1748834664	0.69	0.69	4617 WATKINS RD	RALEIGH NC 27616-8508	12-E	2938
5	4017 JONES RIDGE TRL	JONES, MARGIE W	1748835809	0.69	0.70	4617 WATKINS RD	RALEIGH NC 27616-8508	12-E	2938
6	4008 JONES RIDGE TRL	JONES, MARGIE W	1748831598	0.69	0.70	4617 WATKINS RD	RALEIGH NC 27616-8508	12-E	2938
7	4000 JONES RIDGE TRL	JONES, MARGIE W	1748738570	1.04	1.05	4617 WATKINS RD	RALEIGH NC 27616-8508	12-E	2938
8	4013 JONES RIDGE TRL	JONES, MARGIE W	1748832896	0.69	0.69	4617 WATKINS RD	RALEIGH NC 27616-8508	12-E	2938
9	0 JONES RIDGE TRL	JONES, MARGIE W	1748737308	11.12	11.08	4617 WATKINS RD	RALEIGH NC 27616-8508	12-E	2938
10	4025 JONES RIDGE TRL	JONES, MARGIE W	1748838809	0.69	0.69	4617 WATKINS RD	RALEIGH NC 27616-8508	12-E	2938
11	4004 JONES RIDGE TRL	JONES, MARGIE W	1748830555	0.70	0.70	4617 WATKINS RD	RALEIGH NC 27616-8508	12-E	2938
12	4012 JONES RIDGE TRL	JONES, MARGIE W	1748833538	0.69	0.70	4617 WATKINS RD	RALEIGH NC 27616-8508	12-E	2938
13	3904 JONES RIDGE TRL	JONES, MARGIE W	1748737179	0.69	0.69	4617 WATKINS RD	RALEIGH NC 27616-8508	12-E	2938
14	4205 AQUARIUS LN	COLEMAN, HERBERT	1748831394	5.52	5.64	4205 AQUARIUS LN	WAKE FOREST NC 27587-5228	18067	2045
15	JONES RIDGE TRL RIGHT-	OF-WAY	N/A	NOT LISTED	2.12				
			TOTAL	25.62*	27.86				

<sup>\*</sup> Does not inloude the private right-of-way of Jones Ridge Trail

Conditional Use District Zoning Conditions				
Zoning case #:	Date submitted:	OFFICE USE ONLY Rezoning case #		
Existing zoning: WC R-30	Proposed zoning: R-10-CU			

Narrative of Zoning Conditions Offered
1. Residential development shall not exceed 190 principal dwelling units.
2. An Apartment building type may not include dwelling units that are separated by a horizontal party wall, meaning that dwelling units in the same building must be separated by a vertical party wall. This shall not prohibit a dwelling unit from having multiple stories.

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.

Property Owner(s) Signature: Margie W. Jones

A9EDD19B198A4BA...

Printed Name: Margie W. Jones



#### **Certificate Of Completion**

Envelope Id: 1F46352B-5D08-4D06-B0A0-5F111901A60A

Subject: Complete with Docusign: Margie Jones signature pages - Rezoning Application 10.28.25.pdf

Signatures: 2

Initials: 0

Source Envelope:

Document Pages: 2 Certificate Pages: 3

AutoNav: Enabled
Envelopeld Stamping: Enabled

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Status: Completed

Envelope Originator: Cameron Jones cjones@randrdev.com IP Address: 66.57.157.178

#### **Record Tracking**

Status: Original

10/28/2025 7:25:56 AM

Holder: Cameron Jones

cjones@randrdev.com

Location: DocuSign

#### **Signer Events**

Margie W. Jones

jmjones27616@gmail.com

Security Level: Email, Account Authentication

(None)

Signature

Margie W. Jones

Using IP Address:

2600:1004:b251:8ba:0:58:55ea:f201

Signed using mobile

Signature Adoption: Pre-selected Style

2000.1004.b231.0ba.0.3

#### **Electronic Record and Signature Disclosure:**

Accepted: 10/28/2025 7:39:55 AM

ID: c25152a6-4388-4feb-ae13-7534b1aa7615

**Electronic Record and Signature Disclosure** 

Т	im	esta	mp

Sent: 10/28/2025 7:30:47 AM Viewed: 10/28/2025 7:39:55 AM Signed: 10/28/2025 8:29:06 AM

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
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent Certified Delivered Signing Complete Completed	Hashed/Encrypted Security Checked Security Checked Security Checked	10/28/2025 7:30:47 AM 10/28/2025 7:39:55 AM 10/28/2025 8:29:06 AM 10/28/2025 8:29:06 AM
Payment Events	Status	Timestamps

Conditional Use District Zoning Conditions				
Zoning case #:	Date submitted:	OFFICE USE ONLY Rezoning case #		
Existing zoning: WC R-30	Proposed zoning: R-10-CU			

<ol> <li>Residential development shall not exceed 190 principal dwelling units.</li> <li>An Apartment building type may not include dwelling units that are separated by a horizontal party wall, meaning that dwelling units in the same building must be separated by a vertical party wall. This shall not prohibit a dwelling unit from having multiple stories.</li> </ol>
2. An Apartment building type may not include dwelling units that are separated by a horizontal party wall, meaning that dwelling units in the same building must be separated by a vertical party wall. This shall not prohibit a dwelling unit from having multiple stories.

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Property Owner(s) Signature:

Printed Name: Herbert Coleman



#### **Certificate Of Completion**

Envelope Id: 85EFB9F5-89FB-4737-A680-E66472B63418

Subject: Complete with Docusign: Herb Coleman signature pages - Rezoning Application 10.28.25.pdf

Source Envelope:

Document Pages: 2 Signatures: 2 Certificate Pages: 4 Initials: 0

AutoNav: Enabled

Envelopeld Stamping: Enabled

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed

Envelope Originator: Paige Marchbanks

1611 Jones Franklin Road

Suite 101

Raleigh, NC 27606

PMarchbanks@randrdev.com IP Address: 66.57.157.178

#### **Record Tracking**

Status: Original

10/28/2025 10:47:59 AM

Holder: Paige Marchbanks

PMarchbanks@randrdev.com

Location: DocuSign

## **Signer Events**

Herbert Coleman hcoleman919@att.net

Security Level: Email, Account Authentication

(None)

#### Signature

Helet Glaa A93E6992DC2348F...

Signature Adoption: Drawn on Device

Using IP Address:

2607:fb90:5381:3f64:f9e9:e8f8:4656:8a3c

Signed using mobile

## Timestamp

Sent: 10/28/2025 10:50:58 AM Viewed: 10/28/2025 11:58:35 AM Signed: 10/28/2025 11:58:47 AM

#### **Electronic Record and Signature Disclosure:**

Accepted: 10/28/2025 11:58:35 AM

ID: 79c03e9c-7e1d-4c97-8ccc-9323671ce306

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
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent Certified Delivered Signing Complete Completed	Hashed/Encrypted Security Checked Security Checked Security Checked	10/28/2025 10:50:58 AM 10/28/2025 11:58:35 AM 10/28/2025 11:58:47 AM 10/28/2025 11:58:47 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Discl	osure	

Conditional Use District Zoning Conditions				
Zoning case #:	Date submitted:	OFFICE USE ONLY Rezoning case #		
Existing zoning: WC R-30	Proposed zoning: R-10-CU			

Narrative of Zoning Conditions Offered		
Residential development shall not exceed 190 principal dwelling units.		
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Property Owner(s) Signature:

Printed Name: Vickie Coleman



#### **Certificate Of Completion**

Envelope Id: BD284681-6A45-4D20-8908-FE342BA74C2B

Subject: Complete with Docusign: Vickie Coleman signature pages - Rezoning Application 10.28.25.pdf

Source Envelope:

Document Pages: 2 Signatures: 2 Envelope Originator: Initials: 0 Certificate Pages: 4 Paige Marchbanks

AutoNav: Enabled

Envelopeld Stamping: Enabled

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed

1611 Jones Franklin Road

Suite 101

Raleigh, NC 27606

PMarchbanks@randrdev.com IP Address: 66.57.157.178

#### **Record Tracking**

Status: Original

10/28/2025 12:29:23 PM

Holder: Paige Marchbanks

PMarchbanks@randrdev.com

Location: DocuSign

#### Signer Events

Vickie Coleman

vickiecoleman15@gmail.com

Security Level: Email, Account Authentication

(None)

#### Signature

Licho Film

Signature Adoption: Drawn on Device

Using IP Address:

2607:fb90:5381:3f64:c021:8c11:9d7b:5e26

Signed using mobile

### **Timestamp**

Sent: 10/28/2025 12:32:10 PM Viewed: 10/28/2025 7:22:16 PM Signed: 10/28/2025 7:25:59 PM

#### **Electronic Record and Signature Disclosure:**

Accepted: 10/28/2025 7:22:16 PM

ID: 734b34ed-2e4b-4fc9-ac21-7d156b62364e

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	
Witness Events	Signature	Timestamp	
Notary Events	Signature	Timestamp	
Envelope Summary Events	Status	Timestamps	
Envelope Sent Certified Delivered Signing Complete Completed	Hashed/Encrypted Security Checked Security Checked Security Checked	10/28/2025 12:32:10 PM 10/28/2025 7:22:16 PM 10/28/2025 7:25:59 PM 10/28/2025 7:25:59 PM	
Payment Events	Status	Timestamps	
Electronic Record and Signature Disclosure			

Rezoning Application Addendum #1		
Comprehensive Plan Analysis	OFFICE LISE ONLY	
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.	. The applicant is also asked	
Statement of Consistency		
Provide brief statements regarding whether the rezoning request is consister designation, the urban form map, and any applicable policies contained within		
Public Benefits		
Provide brief statements explaining how the rezoning request is reasonable a	and in the public interest.	

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Rezoning Application Addendum #2				
Impact on Historic Resources				
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.	OFFICE USE ONLY Rezoning case #			
Inventory of Historic Resources				
List in the space below all historic resources located on the property to be re how the proposed zoning would impact the resource.	zoned. For each resource, indicate			
Proposed Mitigation				
Provide brief statements describing actions that will be taken to mitigate all n	egative impacts listed above.			

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The applicant must respond to the Urban Design Guidelines contained in the 2030 Comprehensive Plan it:  a) The property to be rezoned is within a "City Growth Center" or "Mixed-Use Center", OR;					
b) '	The property to be rezoned is located along a "Main Street Urban Form Map in the 2030 Comprehensive Plan.				
	·	ck here to view the Urban Form Map.			
1	All Mixed-Use developments should generally provide retail (such as eating establishments, food stores, and banks), and other such uses as office and residential within walking distance of each other. Mixed uses should be arranged in a compact and pedestrian friendly form.				
2	Within all Mixed-Use Areas buildings that are adjacent to lower density neighborhoods should transition (height, design, distance and/or landscaping) to the lower heights or be comparable in height and massing.  Response:				
3	A mixed-use area's road network should connect directly surrounding community, providing multiple paths for move way, trips made from the surrounding residential neighbor possible without requiring travel along a major thorought Response:	vement to and through the mixed-use area. In this orhood(s) to the mixed-use area should be			
4	Streets should interconnect within a development and w end streets are generally discouraged except where top configurations offer no practical alternatives for connecti provided with development adjacent to open land to provplanned with due regard to the designated corridors should represent the street of th	ographic conditions and/or exterior lot line on or through traffic. Street stubs should be vide for future connections. Streets should be			
5	New development should be comprised of blocks of pub faces should have a length generally not exceeding 660 f block structure, they should include the same pedestrian <b>Response:</b>	eet. Where commercial driveways are used to create			
6	A primary task of all urban architecture and landscape d spaces as places of shared use. Streets should be lined provide interest especially for pedestrians. Garage entra side or rear of a property.  Response:	by buildings rather than parking lots and should			

Urban Design Guidelines

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	Buildings should be located close to the pedestrian-oriented street (within 25 feet of the curb), with off- street parking behind and/or beside the buildings. When a development plan is located along a high- volume corridor without on-street parking, one bay of parking separating the building frontage along the corridor is a preferred option.
7	Response:
8	If the site is located at a street intersection, the main building or main part of the building should be placed at the corner. Parking, loading or service should not be located at an intersection.  Response:
9	To ensure that urban open space is well-used, it is essential to locate and design it carefully. The space should be located where it is visible and easily accessible from public areas (building entrances, sidewalks). Take views and sun exposure into account as well.  Response:
10	New urban spaces should contain direct access from the adjacent streets. They should be open along the adjacent sidewalks and allow for multiple points of entry. They should also be visually permeable from the sidewalk, allowing passersby to see directly into the space.  Response:
11	The perimeter of urban open spaces should consist of active uses that provide pedestrian traffic for the space including retail, cafés, and restaurants and higher-density residential.  Response:
12	A properly defined urban open space is visually enclosed by the fronting of buildings to create an outdoor "room" that is comfortable to users.  Response:
13	New public spaces should provide seating opportunities.  Response:

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	Parking lots should not dominate the frontage of pedestrian-oriented streets, interrupt pedestrian routes, or negatively impact surrounding developments.
14	Response:
15	Parking lots should be located behind or in the interior of a block whenever possible. Parking lots should not occupy more than 1/3 of the frontage of the adjacent building or not more than 64 feet, whichever is less.  Response:
16	Parking structures are clearly an important and necessary element of the overall urban infrastructure but, given their utilitarian elements, can give serious negative visual effects. New structures should merit the same level of materials and finishes as that a principal building would, care in the use of basic design elements cane make a significant improvement.  Response:
17	Higher building densities and more intensive land uses should be within walking distance of transit stops, permitting public transit to become a viable alternative to the automobile.  Response:
18	Convenient, comfortable pedestrian access between the transit stop and the building entrance should be planned as part of the overall pedestrian network.  Response:
19	All development should respect natural resources as an essential component of the human environment. The most sensitive landscape areas, both environmentally and visually, are steep slopes greater than 15 percent, watercourses, and floodplains. Any development in these areas should minimize intervention and maintain the natural condition except under extreme circumstances. Where practical, these features should be conserved as open space amenities and incorporated in the overall site design.  Response:
20	It is the intent of these guidelines to build streets that are integral components of community design. Public and private streets, as well as commercial driveways that serve as primary pedestrian pathways to building entrances, should be designed as the main public spaces of the City and should be scaled for pedestrians.  Response:

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21	in commercial areas and Pedestrian Business Overlays should be a minimum of 14-18 feet wide to accommodate sidewalk uses such as vendors, merchandising and outdoor seating.  Response:
21	
22	Streets should be designed with street trees planted in a manner appropriate to their function. Commercial streets should have trees which complement the face of the buildings and which shade the sidewalk. Residential streets should provide for an appropriate canopy, which shadows both the street and sidewalk, and serves as a visual buffer between the street and the home. The typical width of the street landscape strip is 6-8 feet. This width ensures healthy street trees, precludes tree roots from breaking the sidewalk, and provides adequate pedestrian buffering. Street trees should be at least 6 1/4" caliper and should be consistent with the City's landscaping, lighting and street sight distance requirements.  Response:
23	Buildings should define the streets spatially. Proper spatial definition should be achieved with buildings or other architectural elements (including certain tree plantings) that make up the street edges aligned in a disciplined manner with an appropriate ratio of height to width.  Response:
24	The primary entrance should be both architecturally and functionally on the front facade of any building facing the primary public street. Such entrances shall be designed to convey their prominence on the fronting facade.  Response:
25	The ground level of the building should offer pedestrian interest along sidewalks. This includes windows entrances, and architectural details. Signage, awnings, and ornamentation are encouraged.  Response:
26	The sidewalks should be the principal place of pedestrian movement and casual social interaction. Designs and uses should be complementary to that function.  Response:

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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
I have referenced this <b>Rezoning Checklist</b> 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.					
Neighborhood meeting notice and report					
4. Rezoning application review fee (see Fee Guide for rates).					
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).					

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Master Plan (Submittal Requirements)					
To be completed by Applicant		To be completed by staff			
General Requirements – Master Plan	Yes	N/A	Yes	No	N/A
1. I have referenced this <b>Master Plan Checklist</b> 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. Total number of units and square feet					
3. 12 sets of plans					
4. Completed application; submitted through Permit & Development Portal					
5. Vicinity Map					
6. Existing Conditions Map					
7. Street and Block Layout Plan					
8. General Layout Map/Height and Frontage Map					
9. Description of Modification to Standards, 12 sets					
10. Development Plan (location of building types)					
11. Pedestrian Circulation Plan					
12. Parking Plan					
13. Open Space Plan					
14. Tree Conservation Plan (if site is 2 acres or more)					
15. Major Utilities Plan/Utilities Service Plan					
16. Generalized Stormwater Plan					
17. Phasing Plan					
18. Three-Dimensional Model/renderings					
19. Common Signage Plan					

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## Who Can Initiate a Zoning Request?

If requesting to down-zone property, the rezoning application must be signed by all the property owners whose property is subject to the downzoning. Downzoning is defined as a zoning ordinance that affects an area of land in one of the following ways:

- 1. By decreasing the development density of the land to be less dense than was allowed under its previous usage.
- 2. By reducing the permitted uses of the land that are specified in a zoning ordinance or land development regulation to fewer uses than were allowed under its previous usage.

If requesting to rezone property to a conditional district, the rezoning application must be signed by all owners of the property to be included in the district. For purposes of the application only (not the zoning conditions), the City will accept signatures on behalf of the property owner from the following:

- 1. the property owner;
- 2. an attorney acting on behalf of the property owner with an executed power of attorney; or
- 3. a person authorized to act on behalf of the property owner with an executed owner's affidavit.

An owner's can grant power of attorney. This must be made under oath, properly notarized and, at a minimum, include the following information:

- The property owner's name and, if applicable, the property owner's title and organization name.
- The address, PIN and Deed Book/Page Number of the property.
- A statement that the person listed as the property owner is the legal owner of the property described.
- The name of the person authorized to act on behalf of the property owner as the applicant. If applicable, the authorized person's title and organization name.
- A statement that the property owner, as legal owner of the described property, hereby gives authorization and permission to the authorized person, to submit to the City of Raleigh an application to rezone the described property.
- A statement that the property owner understands and acknowledges that zoning conditions must be signed, approved and consented to by the property owner.
- The property owner's signature and the date the property owner signed the affidavit.

If requesting to rezone property to a general use district that is not a down-zoning, the rezoning application may be signed, for the purpose of initiating the request, by property owners or third-party applicants.

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# PRIEST, CRAVEN, & ASSOCIATES, INC.

#### LAND USE CONSULTANTS

September 18, 2025

Re: Neighborhood meeting discussing a potential rezoning of the following properties: 4205 Aquarius Ln, 3900 Jones Ridge Trail, 4024 Jones Ridge Trail, 4020 Jones Ridge Trail, 4016 Jones Ridge Trail, 4017 Jones Ridge Trail, 4008 Jones Ridge Trail, 4000 Jones Ridge Trail, 4013 Jones Ridge Trail, 0 Jones Ridge Trail, 4025 Jones Ridge Trail, 4004 Jones Ridge Trail, 4012 Jones Ridge Trail, 3904 Jones Ridge Trail

Dear Neighbors,

Before the submittal of any rezoning application, the City of Raleigh requires that a neighborhood meeting be held for all property owners and residents within 500 feet of the project area. The project is located north of Louisburg Road (401) at the end of Hartham Park Avenue and will have a connection to Lillie Liles Road.

You are invited to attend a neighborhood meeting to hear additional details on October 6th at 6:30 p.m. at Marsh Creek Community Center located at 3050 N. New Hope Road, Raleigh, NC 27604.

The purpose of this meeting is to discuss the potential rezoning of the properties listed above. This site is currently zoned Wake County R-30 and is proposed to be rezoned to Residential-10 (R-10), which will allow for townhomes to be constructed.

Information about the overall rezoning process is available online. Visit <a href="https://raleighnc.gov/planning/services/rezoning-process">https://raleighnc.gov/planning/services/rezoning-process</a>.

If you have further questions about the rezoning process, please contact: Metra Sheshbaradaran (metra.sheshbaradaran@raleighnc.gov), Raleigh Planning & Development (919)996-2638.

If you have any questions about this rezoning or its details, please do not hesitate to contact me at bwilliams@priestcraven.com or (919) 781-0300.

Sincerely,

**Ben Williams** 

Bewillen

Senior Project Manager **Priest, Craven & Associates, Inc.** 6404 Falls of Neuse Road, Suite 201

Raleigh, NC 27615

Office: 919.781.0300 Ext. 28 <a href="mailto:bwilliams@priestcraven.com">bwilliams@priestcraven.com</a> www.priestcraven.com

PLANNERS / LANDSCAPE DESIGNERS / ENGINEERS / SURVEYORS



## **SUMMARY OF ISSUES**

A neighborhood meeting was held on	(date) to discuss a potential rezoning
located at	(property address). The
neighborhood meeting was held at	(location).
There were approximately	(number) neighbors in attendance. The general issues discussed
were:	
	Summary of Issues:

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ATTENDANCE ROSTER			
NAME	ADDRESS		

# Neighborhood Meeting - Lillie Liles, October 6, 2025, 6:30 PM

Name	Mailing Address	Email or Contact Number
Jessica Henson	3900 Jones Rölgtr	Jessica 51187 Ogmail.com
Ron Hill	4218 Aquerius LM	RINH:19 42@ 5 MEIL CO 2
HRAM MANZANO	OEP	hiran. Marzina el Gleighne.gev
Ehr 14.11	4214 Aquaren	ExicEHill 61@Yaltollcom
Yelena Tim Harward	4025 Jones Ridge Trl.	Tharward@nc.17.com
Herbert + Vickie	Haos Aquamus LN Wake Forest	vickie coleman 15 agmail. rom
Gregis Linda Eaton	1829 Welding Rd Wake Fivest NC	Geaton 540 NC. R

Owner	Mailing Addrage 1	Mailing Addrage 2	Mailing Address 3
O'NEAL, JOHNNY D	Mailing Address 1 4216 LILLIE LILES RD	Mailing Address 2 WAKE FOREST NC 27587-8106	Mailling Address 5
HOMER DANIEL FARMS LLC	2716 WAIT AVE	WAKE FOREST NC 27587-6810	
LEWIS, ASHLEY REGAN	4213 LILLIE LILES RD	WAKE FOREST NC 27587-8107	
MEDLIN, ROY A MEDLIN, LISA H	2821 WELDING RD	WAKE FOREST NC 27587-6345	
JONES, MARGIE W	4617 WATKINS RD	RALEIGH NC 27616-8508	
ARNOLD, FREDA EATON	2825 WELDING RD	WAKE FOREST NC 27587-6345	
MCCRIMMON, LINDA P	4209 GREENCASTLE CT APT C	RALEIGH NC 27604-2626	
HENDERSON, VICTOR LEE	2901 OLD CREWS RD	RALEIGH NC 27616-9583	
STURCHIO, SYBIL	4036 LILLIE LILES RD	WAKE FOREST NC 27587-8103	
HENSON, MAUDIE M	2808 WATSON WOODS LN	WAKE FOREST NC 27587-9386	
PRICE, LLOYD H PRICE, GERALD D W	4028 LILLIE LILES RD	WAKE FOREST NC 27587-8103	
ORTEGA, DARCELLE ORTEGA, SANTOS	2848 WELDING RD	WAKE FOREST NC 27587-6344	
PLEASANT, JOHN MONROE	1721 SUNDERLAND CT	RALEIGH NC 27603-9346	
MARSHALL, JEFFREY L MARSHALL, IVY Y	4041 LILLIE LILES RD	WAKE FOREST NC 27587-8104	
CHAPIN, WILLIAM THOMPSON CHAPIN, DAE T	2804 WATSON WOODS LN	WAKE FOREST NC 27587-9386	
POWELL, CURTIS	2816 WATSON WOODS LN	WAKE FOREST NC 27587-9386	
WEST, BONNY L WEST, JEROME	2833 WELDING RD	WAKE FOREST NC 27587-6345	
ROBLES, DAVID ANTONIO MORENO	2840 WELDING RD	WAKE FOREST NC 27587-6344	
LUCAS, DENISE M	4213 LILLIE LILES RD	WAKE FOREST NC 27587-8107	
LUCAS, JERRY	4213 LILLIE LILES RD	WAKE FOREST NC 27587-8107	
ALVARADO, EDUARDO A ALVARADO, NIDIA	4125 LILLIE LILES RD	WAKE FOREST NC 27587-8105	
HILL, RONALD	3309 ROXBURY DR	WAKE FOREST NC 27587-9363	
GOMEZ, ADELIA M ESPINOZA	4117 LILLIE LILES RD	WAKE FOREST NC 27587-8105	
BAUTISTA, MOISES BAUTISTA, SANDRA	2828 WELDING RD	WAKE FOREST NC 27587-6344	
TAYLOR MORRISON OF CAROLINAS INC	15501 WESTON PKWY STE 100		
COLEMAN, HERBERT	4205 AQUARIUS LN	WAKE FOREST NC 27587-5228	
MATA GARCIA, JOSE DE JESUS ALFARO, FLORENCIA RODRIGUEZ	4208 AQUARIUS LN	WAKE FOREST NC 27587-5227 WAKE FOREST NC 27587-5227	
HILL, ERIC EUGENE GUTIERREZ, ANTONIO	4214 AQUARIUS LN 4109 LILLIE LILES RD	WAKE FOREST NC 27587-8105	
CHYVE TORRES CONSTRUCTION FRAMING INC	2800 WATSON WOODS LN	WAKE FOREST NC 27587-9386	
MAURER, JOSHUA	2844 WELDING RD	WAKE FOREST NC 27587-6344	
MORRISON, STEVEN S MORRISON, LIN JING	2529 FORESTVILLE RD	WAKE FOREST NC 27587-8139	
ESCOBAR, HENRY LLORLIN ESTEB OVALLE, AMELIA NOEMY BAMAC	4137 LILLIE LILES RD	WAKE FOREST NC 27587-8105	
NORTH RALEIGH OWNER LLC	PO BOX 116	COLFAX NC 27235-0116	
KANAAN, NADA	2812 WATSON WOODS LN	WAKE FOREST NC 27587-9386	
HOLLINGSWORTH, WALTER C JR	PO BOX 61	LOUISBURG NC 27549-0061	
COSTA, BETTY HAILEY	4045 LILLIE LILES RD	WAKE FOREST NC 27587-8104	
LOWERY, JAMES M LOWERY, SHARON L	2716 ENVILLE CT	WAKE FOREST NC 27587-5253	
DELGADO, JOSE DAVID TRUSTEE	SCHICK LAW PC	4711 HOPE VALLEY RD STE 4F-526	DURHAM NC 27707-5651
D W B PROPERTIES LLC	PO BOX 324	GARNER NC 27529-0324	
"CURRENT RESIDENT OR TENANT"	4140 LILLIE LILES RD	RALEIGH, NC 27587	
"CURRENT RESIDENT OR TENANT"	4136 LILLIE LILES RD	RALEIGH, NC 27587	
"CURRENT RESIDENT OR TENANT"	9009 LOUISBURG RD	RALEIGH, NC 27587	
"CURRENT RESIDENT OR TENANT"	3900 JONES RIDGE TRL	RALEIGH, NC 27587	
"CURRENT RESIDENT OR TENANT"	4212 LILLIE LILES RD	RALEIGH, NC 27587	
"CURRENT RESIDENT OR TENANT"	2829 WELDING RD	RALEIGH, NC 27587	
"CURRENT RESIDENT OR TENANT"	4133 LILLIE LILES RD	RALEIGH, NC 27587	
"CURRENT RESIDENT OR TENANT"	0 JONES RIDGE TRL	RALEIGH, NC 27587	
"CURRENT RESIDENT OR TENANT"	4221 LILLIE LILES RD	RALEIGH, NC 27587	
"CURRENT RESIDENT OR TENANT"	4213 LILLIE LILES RD A	RALEIGH, NC 27587	
"CURRENT RESIDENT OR TENANT" "CURRENT RESIDENT OR TENANT"	8837 MALMESBURY LN 8839 MALMESBURY LN	RALEIGH, NC 27616	
"CURRENT RESIDENT OR TENANT"	4200 LILLIE LILES RD	RALEIGH, NC 27616 RALEIGH, NC 27587	
"CURRENT RESIDENT OR TENANT"	2832 WELDING RD	RALEIGH, NC 27587	
"CURRENT RESIDENT OR TENANT"	8833 MALMESBURY LN	RALEIGH, NC 27616	
"CURRENT RESIDENT OR TENANT"	2801 WATSON WOODS LN	RALEIGH, NC 27587	
"CURRENT RESIDENT OR TENANT"	2837 WELDING RD	RALEIGH, NC 27587	
"CURRENT RESIDENT OR TENANT"	8835 MALMESBURY LN	RALEIGH, NC 27616	