Town of Rose Hill

Home of the World's Largest Frying Pan

Planning Board Meeting
5:15 pm
November 10, 2025
Town of Rose Hill Conference Room
103 SE Railroad Street, Rose Hill, NC 28458

Call to Order: Michael O'Connell

Pledge of Allegiance: Michael O'Connell

Approval of Agenda

1. Call the Roll
2. Approval of Minutes: September 16, 2025
3. Review of Major Subdivision Preliminary Plat Submission for Parcel # 11-506

Minutes
Town of Rose Hill

Planning Board
Regular Meeting
5:30 p.m.
September 16, 2025
Town of Rose Conference Room
103 SE Railroad Street, Rose Hill, N.C. 28458

Call to Order:

Town Administrator Angela Smith called the meeting to order at 5:30 p.m. at the Rose Hill Town Hall. Planning Board members were Johnny Williams, Henrietta Mathis, Evelyn Tuten, Robert Davis and Michael O'Connell. Also present were Town Clerk Keren Parker, Ms. Ashli Barefoot, Developer Chasten Wallace, and Surveyor Jimmy Blanchard. There was one (1) citizen in the audience.

Approval of Agenda- A motion was made by Mr. Michael O'Connell and seconded by Mr. Johnny Williams. Motion carried unanimously.

1. Call the Roll- Town Administrator Angela Smith acknowledged that all five members were present: Chairmen Johnny Williams, Henrietta Mathis, Evelyn Tuten, Robert Davis and Michael O'Connell.

2. Approval of Minutes: July 15, 2025 – A motion was made by planning board member Henrietta Mathis, seconded by planning board member Robert Davis. The motion was passed unanimously.

3. Nominate Vice Chairperson- Town Administrator Angela Smith informed the planning board committee that they would have to nominate an individual to become vice chairperson since Mr. Steven Jones resigned. After some discussion it was the consensus of the planning board to nominate Michael O'Connell as Vice Chairperson. A motion was made by Henritta Mathis, seconded by Robert Davis. Motion carried unanimously.

4. Discussion: Proposed Subdivision sketch design- Consultant Ashli Barefoot from Insight & Development reminded the planning board that there is still an opportunity to give any input on the Comprehensive Land Use Plan. A sketch plan submission for tax parcel 11-506 (approximately 1.86 acres) was presented to the planning committee. Ms. Barefoot mentioned that both her and TA Smith have discussed the ordinance requirement to the developer, the applicant is proposing to subdivide the parcel into six (6) lots that meets the requirements for the R1 (residential one) zoning district. Ms. Barefoot stated that once the planning board has reviewed the sketch plan and has voiced any questions, a formal Major Subdivision Preliminary Plat Application will have to be submitted. Once the application has been submitted, the Planning Board will review and recommend it to be approved by the Town Council.

   Mr. Michael O'Connell asked if the houses were going to be single-family homes. Yes, Mr. Chasteen Wallace responded.

Mr. Michael O'Connell asked if the developer is going to build the houses on the lots or will the developer sale the lots and let the buyer build the home. Mr. Wallace stated that the lots will not be sold until a house is built completely.

5. Other Business – None.

6. Adjourn: The meeting adjourned at 5:43 p.m., upon motion by Mr. Michael O'Connell and seconded by Ms. Henrietta Mathis.

Respectfully submitted.

Keren Parker
Town Clerk

TOWN OF ROSE HILL
MAJOR SUBDIVISION
PRELIMINARY PLAT
Staff Report

Title: Major Subdivision Preliminary Plat Submission for Duplin County Tax Parcel ID 11-506.

Purpose: To review and consider a Major Subdivision Preliminary Plat submission.

Background: On October 17, 2025, the Town received a major subdivision preliminary plat submission from Chasten Wallace (property owner) for the subdivision of an approximately 1.86-acre tract into six (6) lots. The subject property is Duplin County Tax Parcel ID 11-506.

Pursuant to Chapter 153 – Subdivision Regulations of the Town's Code of Ordinances, a subdivider shall submit to the Planning Board a sketch design plan of the proposed subdivision. At this meeting, the subdivider shall discuss his or her thoughts and ideas pertaining to the new subdivision and also become familiar with the regulations affecting the land to be subdivided. Included with the sketch design plan shall be a sketch vicinity plan which shows the subdivision in relation to the surrounding area. This procedure does not require a formal application or fee.

The applicant submitted a preliminary plat sketch plan to the Planning Board for review and comment at their September 16, 2025 meeting.

Following the sketch plan review, a subdivider may submit a formal Major Subdivision Preliminary Plat application for staff review. Following staff review, preliminary plats are forwarded to the Planning Board for review and recommendation to Town Council. Town Council makes the final decision for preliminary plats.

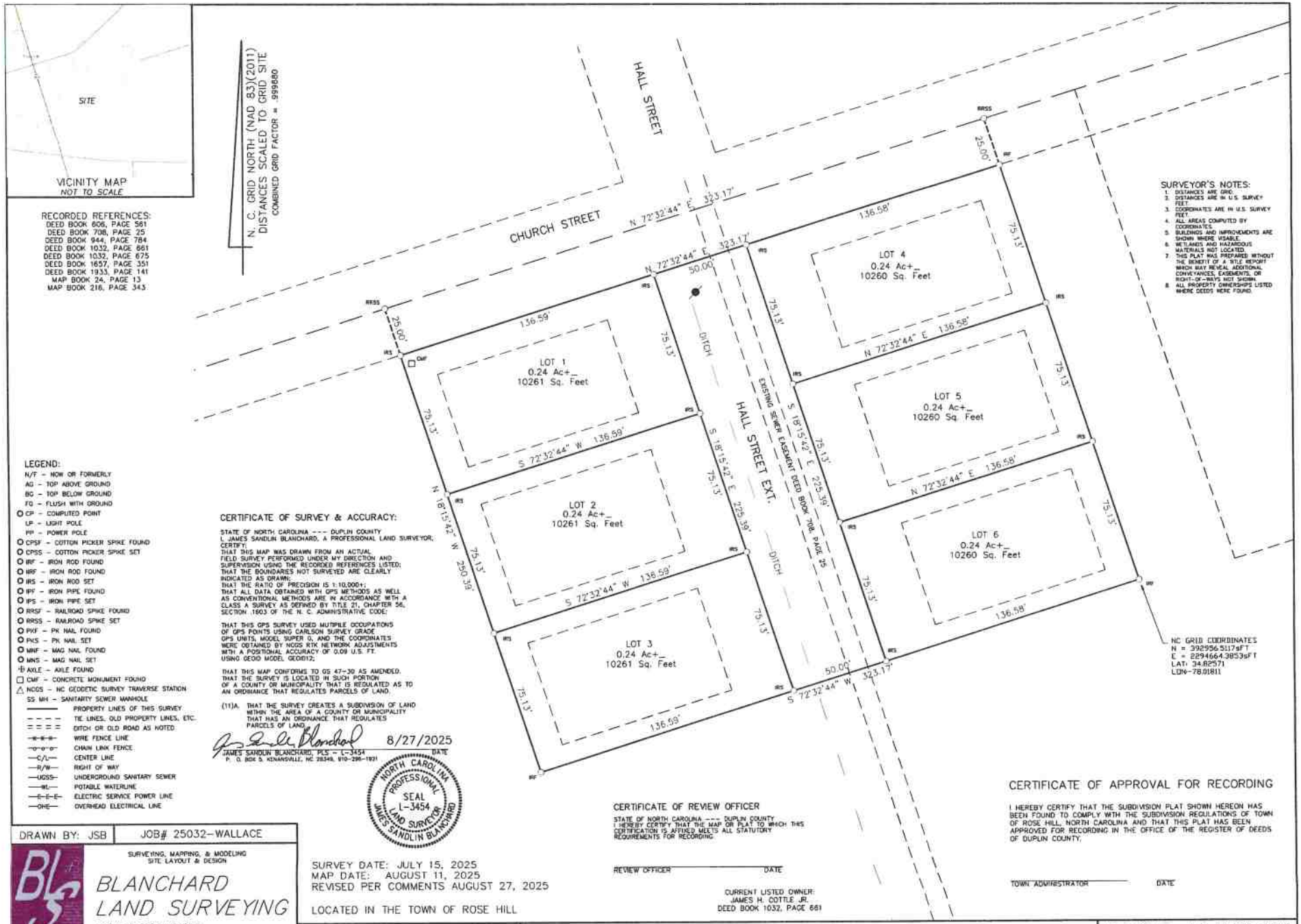
The Board may discuss and recommend inclusion of specific design elements into the subdivision, but the formal application shall be approved if the minimum requirements of the ordinance are met.

Summary: The subject property is currently undeveloped and zoned R-1, Residential District. The applicant is proposing to subdivide the parcel into 6 lots that meet the requirements for the R-1 zoning district.

The parcel is served by public water and sewer and does not contain any special flood hazard areas.

A copy of the preliminary plat has been included with this memo.

Staff Recommendation: Staff recommends that the Planning Board forward a recommendation to the Town Council to approve the Preliminary Plat.



RECORDED REFERENCES:
DEED BOOK 606, PAGE 561
DEED BOOK 708, PAGE 25
DEED BOOK 944, PAGE 784
DEED BOOK 1032, PAGE 661
DEED BOOK 1032, PAGE 675
DEED BOOK 1657, PAGE 351
DEED BOOK 1933, PAGE 141
MAP BOOK 24, PAGE 13
MAP BOOK 216, PAGE 343

SURVEYOR'S NOTES:
1. DISTANCES ARE GRID.
2. DISTANCES ARE IN U.S. SURVEY FEET.
3. COORDINATES ARE IN U.S. SURVEY FEET.
4. ALL AREAS COMPUTED BY COORDINATES.
5. BUILDINGS AND IMPROVEMENTS ARE SHOWN WHERE VISABLE.
6. WETLANDS AND HAZARDOUS MATERIALS NOT LOCATED.
7. THIS PLAT WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT WHICH MAY REVEAL ADDITIONAL CONVEYANCES, EASEMENTS, OR RIGHT-OF-WAYS NOT SHOWN.
8. ALL PROPERTY OWNERSHIPS LISTED WHERE DEEDS WERE FOUND.

LEGEND:
- N/F – NOW OR FORMERLY
- AG – TOP ABOVE GROUND
- BG – TOP BELOW GROUND
- FG – FLUSH WITH GROUND
- O CP – COMPUTED POINT
- LP – LIGHT POLE
- PP – POWER POLE
- O CPSF – COTTON PICKER SPIKE FOUND
- O CPSS – COTTON PICKER SPIKE SET
- O IRF – IRON ROD FOUND
- O IRF – IRON ROD FOUND
- O IRS – IRON ROD SET
- O IPF – IRON PIPE FOUND
- O IPS – IRON PIPE SET
- O RRSF – RAILROAD SPIKE FOUND
- O RRSS – RAILROAD SPIKE SET
- O PKF – PK NAIL FOUND
- O PKS – PK NAIL SET
- O MNF – MAG NAIL FOUND
- O MNS – MAG NAIL SET
- ⊕ AXLE – AXLE FOUND
- □ CMF – CONCRETE MONUMENT FOUND
- △ NCGS – NC GEODETIC SURVEY TRAVERSE STATION
- SS MH – SANITARY SEWER MANHOLE
- ——— PROPERTY LINES OF THIS SURVEY
- – – – – TIE LINES, OLD PROPERTY LINES, ETC.
- = = = = DITCH OR OLD ROAD AS NOTED
- -x-x-x- WIRE FENCE LINE
- -o-o-o- CHAIN LINK FENCE
- —C/L— CENTER LINE
- —R/W— RIGHT OF WAY
- —UGSS— UNDERGROUND SANITARY SEWER
- —WL— POTABLE WATERLINE
- —E-E-E— ELECTRIC SERVICE POWER LINE
- —OHE— OVERHEAD ELECTRICAL LINE

CERTIFICATE OF SURVEY & ACCURACY:

STATE OF NORTH CAROLINA --- DUPLIN COUNTY
I, JAMES SANDLIN BLANCHARD, A PROFESSIONAL LAND SURVEYOR, CERTIFY;
THAT THIS MAP WAS DRAWN FROM AN ACTUAL FIELD SURVEY PERFORMED UNDER MY DIRECTION AND SUPERVISION USING THE RECORDED REFERENCES LISTED;
THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN;
THAT THE RATIO OF PRECISION IS 1:10,000+;
THAT ALL DATA OBTAINED WITH GPS METHODS AS WELL AS CONVENTIONAL METHODS ARE IN ACCORDANCE WITH A CLASS A SURVEY AS DEFINED BY TITLE 21, CHAPTER 56, SECTION .1603 OF THE N. C. ADMINISTRATIVE CODE;

THAT THIS GPS SURVEY USED MUTIPILE OCCUPATIONS OF GPS POINTS USING CARLSON SURVEY GRADE GPS UNITS, MODEL SUPER G, AND THE COORDINATES WERE OBTAINED BY NCGS RTK NETWORK ADJUSTMENTS WITH A POSITIONAL ACCURACY OF 0.09 U.S. FT. USING GEOID MODEL GEOID12;

THAT THIS MAP CONFORMS TO GS 47-30 AS AMENDED.
THAT THE SURVEY IS LOCATED IN SUCH PORTION OF A COUNTY OR MUNICIPALITY THAT IS REGULATED AS TO AN ORDINANCE THAT REGULATES PARCELS OF LAND.

(11)A. THAT THE SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.

JAMES SANDLIN BLANCHARD, PLS – L-3454 DATE 8/27/2025
P. O. BOX 5, KENANSVILLE, NC 28349, 910-296-1921

NORTH CAROLINA PROFESSIONAL SEAL L-3454 LAND SURVEYOR JAMES SANDLIN BLANCHARD

NC GRID COORDINATES
N = 392956.5117sFT
E = 2294664.3853sFT
LAT: 34.82571
LON: -78.01811

CERTIFICATE OF REVIEW OFFICER

STATE OF NORTH CAROLINA --- DUPLIN COUNTY
I HEREBY CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

REVIEW OFFICER DATE

CERTIFICATE OF APPROVAL FOR RECORDING

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF TOWN OF ROSE HILL, NORTH CAROLINA AND THAT THIS PLAT HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE REGISTER OF DEEDS OF DUPLIN COUNTY.

TOWN ADMINISTRATOR DATE

CURRENT LISTED OWNER:
JAMES H. COTTLE JR.
DEED BOOK 1032, PAGE 661

SURVEY DATE: JULY 15, 2025
MAP DATE: AUGUST 11, 2025
REVISED PER COMMENTS AUGUST 27, 2025

LOCATED IN THE TOWN OF ROSE HILL

DRAWN BY: JSB | JOB# 25032-WALLACE

SURVEYING, MAPPING, & MODELING
SITE LAYOUT & DESIGN
BLANCHARD LAND SURVEYING
KNOW YOUR BOUNDARIES.
437 SARECTA ROAD
KENANSVILLE, NC 28349
JAMES SANDLIN BLANCHARD, PLS
MI ESPOSA DINA ESPANOL #919-584-0170
JIMMY'S # 910-271-3447
THE LORD IS MY SHEPARD, I SHALL NOT WANT.
email: jamessandlinblanchard@gmail.com

TOWNSHIP – ROSE HILL
COUNTY – DUPLIN
STATE OF NORTH CAROLINA

BOUNDARY & SUBDIVISION SURVEY FOR:

WALLACE CHURCH ST. SUB.

BAR SCALE – U.S. SURVEY FEET
0 30' 60' 90'
1 inch = 30ft.