



TOWN OF APEX PLANNING BOARD MEETING MINUTES

Meeting Date: September 11, 2023

The Planning Board held their regular meeting on September 11, 2023 at 4:30 p.m. at the Apex Town Hall Campus, 73 Hunter Street, Apex North Carolina, 2nd Floor Council Chamber. Members present were, Vice-Chair Tina Sherman, Board Members, Sarah Soh, Tim Royal (ETJ Member), Keith Braswell, Jeff Hastings (Historical Society Member), Ryan Akers (Wake County Member), Steven Rhodes, Alyssa Byrd and Daniel Khodaparast. Member absent was Chair Reginald Skinner.

Vice-Chair Sherman called the meeting to order at 4:30 p.m.
Vice-Chair Sherman led a moment of silence and the Pledge of Allegiance.

ITEMS OF INFORMATION

Planning Director Khin had two items of information.

1. There will be a Special Presentation at the Town Council meeting on September 12. Town staff participated in a region-wide planning effort that was led by the DOT to prepare a possible future rail service along the S-line corridor.
2. The Town of Apex participated in a region wide planning effort led by Wake County and their consultant to analyze existing land cover and tree cover conditions with a focus on equity for vulnerable communities.

PUBLIC FORUM

Vice-Chair Sherman opened the floor for citizens to speak on non-agenda items.

Richard Colby, 1007 Winding Creek Road, shared concerns in regards to the new subdivision behind his home including concerns about the traffic created by the new community.

CONSENT

Item #1 – Minutes from the August 14, 2023 regular meeting. Vice-Chair Sherman called for a motion. Member Byrd motioned to recommend approval. Member Khodaparast seconded. Motion carried with a unanimous vote.

PUBLIC HEARING

There were no public hearing items on the agenda.

NEW BUSINESS

Item #1

Jenna Shouse, Senior Long Range Planner, presented the introduction and public input summary for the Western Big Branch Area Plan. Planner Shouse gave an overview of area included in the study. The consideration that prompted the plan is substantial development has occurred around the study area and the property owners and residents have requested involvement in future planning for this area as well as the Big Branch Pump Station.

Vice-Chair Sherman asked Planner Shouse if she felt that the attendees brought a wide representation of community voices. Planner Shouse said that she felt the Live, Work, Play mapping helped show the spectrum of attendees.

Member Akers asked what the next steps would be. Planner Shouse shared a general timeline for the next steps in the process. She said the immediate next step would be to draft vision and goals and then go to developing draft amendments to the Land Use Plan and the Transportation Plan.

Item #2

Amanda Bunce, Current Planning Manager, presented the following amendments to the Unified Development Ordinance (UDO):

Amendment #1: Requested by the Planning Committee of Town Council

Amendments to Secs. 4.2.2 *Use Table* and 4.4.5 *Supplemental Standards, Commercial Uses* in order to change the use "Tattoo parlor and body piercing" from a Special Use to a Permitted Use where it is currently allowed except for within the Small Town Character Overlay District and to remove the supplemental use standards related to signage for this use since the same standards exist in Sec. 8.7 *Signs*.

Amendment #2: Requested by Planning Staff

Amendments to Sec. 8.2.6.B *Landscape Buffers Between Uses* in order to remove greenways from the list of Class 1 uses. This change would result in no requirement for buffers along greenways.

Amendment #3: Requested by Planning Staff

Amendments to Secs. 4.4.1 *Supplemental Use Standards, Residential Uses* and 8.2.8.B *Screening, Screening methods* in order to change references to dumpster enclosure screening standards from the *Town of Apex Design and Development Manual* to the *Town of Apex Standard Specifications and Standard Details*. Amendments to 6.1.11.1 *Notification on Site Plan and Subdivision Plan and Recording of Information* in order to change a reference from the *Town of Apex Design and Development Manual* to the Site Plan Final Plat or Master Subdivision Final Plat application and to make other edits to simplify the wording of the standard.

Item #4: Requested by Planning Staff

Amendments to Sec. 2.3.8.D *Variance Permit, Standards* in order to change the word "ordinance" to "regulation" in accordance with State law.

Amendment #5: Requested by Planning Staff

Amendments to Sec. 4.4.2 *Supplemental Standards, Public and Civic Uses* in order to remove supplemental standards for the uses "Day Care Facility" and "Drop-In" or "Short-Term Child Care" in the Downtown Business (B2) zoning district as those uses are no longer permitted uses in that district.

Amendment #6: Requested by Planning Staff

Amendments to various sections of the UDO in order to reflect changes to department titles and responsibilities due to the division of the former Public Works and Transportation Department into the Public Works Department and Transportation & Infrastructure Development Department; move floodplain administrator duties to the Water Resources Department; and add Water Resources Department to the list of departments included in the Technical Review Committee.

Planning staff recommends approval of the proposed UDO amendments.

Vice-Chair Sherman called for the motion. Member Braswell motioned to recommend approval to Town Council. Member Byrd seconded. Motion carried with a unanimous vote.

Item #3

Dianne Khin, Planning Director

Request to change the date for the November 11, 2024 Planning Board meeting due to the observance of Veterans Day. Staff recommends changing the meeting date to November 4, 2024.

Member Royal motioned to approve. Member Soh seconded. Motion approved unanimously.

Member Royal motioned to adjourn. Member Soh seconded. Motion carried with a unanimous vote. There being no further business, the meeting adjourned at 5:05 p.m. The foregoing minutes are approved this the 9th day of October, 2023.



Reginald Skinner
Chair



Jeri Pederson
Lead Planning Technician