



TOWN OF APEX PLANNING BOARD MEETING MINUTES

Meeting Date: October 9, 2023

The Planning Board held their regular meeting on October 9, 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, Chair Reginald Skinner, Vice-Chair Tina Sherman, Board Members, Sarah Soh, Tim Royal (ETJ Member), Keith Braswell, Steven Rhodes, Alyssa Byrd and Daniel Khodaparast. Members absent were Ryan Akers (Wake County Member) Jeff Hastings (Historical Society Member).

Chair Skinner called the meeting to order at 4:30 p.m.
Chair Skinner gave the Invocation and Chair Skinner led the Pledge of Allegiance.

ITEMS OF INFORMATION

Planning Director, Dianne Khin let the board know that the website for the Western Big Branch Area Plan has been updated and can be navigated from the Town's main website www.apexnc.org.

PUBLIC FORUM

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

Elizabeth Ray Stitt, 3113 Friendship Road, wanted to set up a meeting with the Wake County Representative and the ETJ Representative on the Planning Board to share the conversations the neighbors are having with the Town of Holly Springs and Wake County Commissioner Cheryl Stallings.

Chair Skinner closed the Public Comments.

CONSENT

Item #1 – Minutes from the September 11, 2023 regular meeting. Chair Skinner called for a motion. Member Byrd motioned to recommend approval. Member Sherman seconded. Motion carried with a unanimous vote.

PUBLIC HEARING

Item #1

Katie Schwing, Senior Planner-Long Range Transit, presented a Transit Plan Amendment for GoApex Route 1 to add additional routing. Planner Schwing gave an overview of the current temporary routing and layover location then showed the expected routing once the Mason Street Municipal building is completed. The proposed amendment to add a stop directly in front of the Senior Center came about as a result of public feedback.

Member Byrd asked if the Hunter St. stop is going away. Planner Schwing showed the detail of the temporary stop on Hunter St and explained the new layover will be at the Mason Street Municipal Building. Once the Mason Street building is completed the permanent layover stop there will be used and the Hunter Street stop will go away.

Chair Skinner opened the public hearing for anyone to speak in favor or opposition of the amendments. No one came forward. Chair Skinner closed the public hearing.

Chair Skinner called for the motion. Member Braswell motioned to recommend approval. Member Soh seconded. Motion carried with a unanimous vote.

Item #2

Jenna Shouse, Long Range Planner, presented amendments to the Thoroughfare and Collector Street Plan Map of the Transportation Plan to upgrade the section of Schieffelin Road between the Peakway and US Hwy 1 from a Minor Collector to a Major Collector.

Chair Skinner opened the public hearing for anyone to speak in favor or opposition of the amendment. No one came forward. Chair Skinner closed the public hearing.

Chair Skinner called for the motion. Member Sherman motioned to recommend approval. Member Byrd seconded. Motion carried with a unanimous vote.

Item #3

Jenna Shouse, Long Range Planner, presented amendments to the Bicycle and Pedestrian System Plan Map of the Transportation Plan to add proposed bicycle lanes to certain existing and future Major Collectors. The current Major Collector standard specification can accommodate bicycle lanes without additional widening or right-of-way. Planning staff recommends approval and the plans have been vetted by Police; Parks, Recreation, & Cultural Resources, and the Transportation and Infrastructure departments.

Member Royal asked who is responsible for striping the bicycle lanes. Planner Shouse said it would be a combination with private development striping if it is an upgrade as part of a development project. For existing roads, if we have the curb and gutter in place and it is wide enough the Town could go ahead and stripe the lanes. There is not a plan in place to widen any of the roads to accommodate the bicycle lanes at this time. This is to get the plan in place so as future developments come in for review the plan has been approved.

Chair Skinner opened the public hearing for anyone to speak in favor or opposition of the amendment.

Elizabeth Ray Stitt, 3113 Friendship Road would like to take roads 11, 12 & 13 off of the list for tonight's discussion. The roads are within the Western Big Branch Area Plan and when the open houses were held, the community wanted to be involved. This item being on the agenda and quickly moving before the Planning Board and Town Council did not give the community time to review and respond.

Chair Skinner closed the public hearing.

Member Byrd asked for a clarification on when Town Council would see this. Planning Director Khin said it was advertised earlier for October 10, 2023 and the public notices were done correctly. For clarification, there is no funding for these roads. There was a discussion by multiple board members as to whether these roads could be left off the plan. Staff and Board agreed to leave locations 11, 12, & 13 for a later date.

Member Byrd made a motion to recommend approval of the amendments, with the exception of 11, 12 & 13. Member Sherman seconded. The motion passed unanimously.

NEW BUSINESS

Item #1

Amendment #1: Requested by the Apex Environmental Advisory Board and Planning Staff.

Amanda Bunce, Current Planning Manager presented a comprehensive set of amendments to UDO Sec. 8.6 *Exterior Lighting* in order to modernize lighting standards for LED lights; restrict non-cutoff light fixtures; create standards to reduce backlighting, uplighting, and glare; lower the maximum lighting allowed for bicycle parking; change wattage standards to lumens; create standards for lighting levels after business hours; and add definitions applicable to this Section. The amendments were drafted by members of the Environmental Advisory Board and staff from the Planning and Electric Utilities Departments. The proposed effective date for the amendments, if adopted, is January 1, 2024.

Planning staff recommends approval of the proposed UDO amendments.

Chair Skinner called for the motion. Member Sherman motioned to recommend approval to Town Council. Member Rhodes seconded. Motion carried with a unanimous vote.

Member Royal motioned to adjourn. Member Braswell seconded. Motion carried with a unanimous vote. There being no further business, the meeting adjourned at 5:17 p.m. The foregoing minutes are approved this the 13th day of November, 2023.



Reginald Skinner
Chair



Jeri Pederson
Lead Planning Technician