

1 **TOWN OF APEX**
2 **APEX PUBLIC ART COMMITTEE MONTHLY MEETING**
3 **MONDAY, MARCH 17, 2025**
4 **6:00 P.M.**
5

6 The Apex Public Art Committee Meeting met on Monday, March 17, at 6:00 PM in the
7 Council Chambers at Apex Town Hall, located at 73 Hunter Street in Apex, North Carolina.
8

9 This meeting was open to the public. Members of the public were able to attend this meeting
10 in-person or watch online via the livestream on the Town's YouTube Channel. The recording
11 of this meeting can be viewed here: [Apex Public Art Committee 03.17.25 YouTube Part 1](#)
12 [Apex Public Art Committee 03.17.2025 YouTube Part 2](#)
13

14
15 **[ATTENDANCE]**
16

17 Board Members

18 Tom Colwell, Chair
19 Ewan Pritchard, Committee Member (absent)
20 Brad Erickson, Committee Member
21 Bethany Bryant, Committee Member
22 Sean Durham, Vice Chair (absent)
23 Susan Kirley, Committee Member
24 Lafayette Trawick, Committee Member (absent)
25

26 Town Staff

27 Taylor Wray, Cultural Center Manager
28

29 **[CALL TO ORDER]**
30

31 **Chair Colwell** called the meeting to order at **6:01 p.m.**
32

33 **[APPROVAL OF MINUTES]**
34

35 A **motion** was made by **Member Bryant** and seconded by **Member Erickson**, to
36 approve January 27, 2025, meeting minutes with amendment that Brad Erickson was present.
37

38 **VOTE: UNANIMOUS (4-0)** with Sean Durham, Ewan Pritchard and Lafayette Trawick absent

39 **Chair Colwell** said that there was not a meeting for February 24, 2025.

40 A **motion** was made by **Member Erickson** and seconded by **Member Kirley**, to
41 approve that the February 24, 2025, meeting was cancelled.

1
2 **VOTE: UNANIMOUS (4-0)** with Sean Durham, Ewan Pritchard and Lafayette Trawick absent

3
4 **[TOWN LIAISON REPORT]**

5 **Mrs. Wray**, Cultural Center Manager, did not have anything to report at this time and
6 said that she would have more in Old Business.

7
8 **Chair Colwell** moved to the Chairperson’s Report with there being no Town Liaison Report.

9
10 **[CHAIRPERSON’S REPORT]**

11
12 No report.

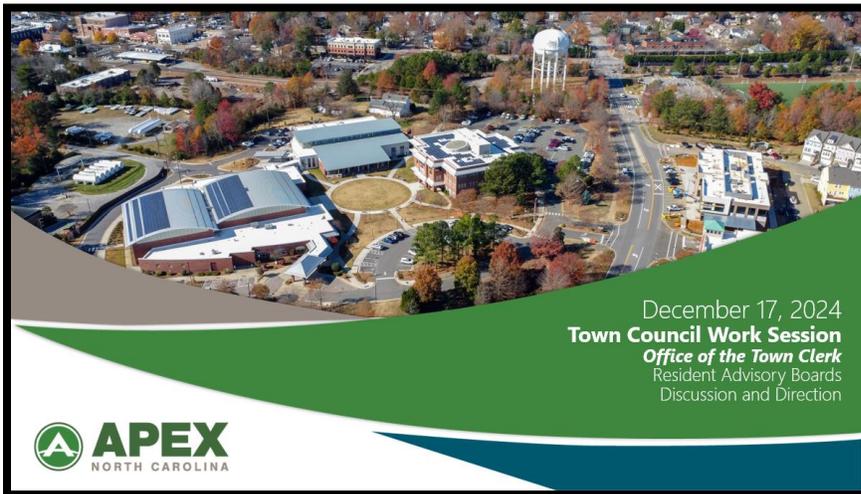
13
14 **[PUBLIC COMMENT]**

15
16 **Chair Colwell** closed Public Comment with no one signed up to speak and none
17 present.

18
19 **[NEW BUSINESS]**

20 **Ashley Gentry**, Deputy Town Clerk gave a Resident Advisory Board Process Update
21 from December 24, 2024. The Town of Apex has nine (9) Advisory Boards and these boards
22 are to ensure that all organizations and/or communities, whether Statutorily vs Town
23 Established are operating effectively and are aligned with the best practices.
24 Per the School of Governments at UNC-CH, they recommend a regulatory review of municipal
25 boards, commissions, and committees on a regular basis to make sure they align with the
26 Town’s strategic goals and they fulfill their intended purpose.

27 **[SLIDE 1]**



28

1 [SLIDE 2]

AGENDA

Resident Advisory Boards

- Who, What, When, and Why
- Administrative Policies and Governance
- Administrative Policy Recommendations
- Scope and Responsibilities – Proposed Options
- Next Steps

2
3 [SLIDE 3]

Who, What, When . . .

- The purpose of Town appointed boards is to provide expert advice, guidance, and recommendations to the elected body within the organization and community on a specific focus area or Town priority.
- Serving as an advisory board member is an opportunity to collaborate with local government officials and to help shape decisions and policies that impact our Town to ultimately make a difference.
- **Statutorily Required** vs. Town Established

- **Nine (9) Advisory Boards**
 - Bee City Committee (2020)
 - **Board of Adjustment**
 - Environmental Advisory Board (2019)
 - Housing Advisory Board (2021)
 - Parks & Recreation Advisory Commission (1987)
 - **Planning Board**
 - Public Art Committee (2017)
 - Transit Advisory Committee (2017 and 2019)
 - Tree CAP (2016)

4
5 [SLIDE 4]

Why?

IMPACT

- The School of Government (SOG) at The University of North Carolina at Chapel Hill (UNC-CH) recommends that municipal appointed boards, commissions, and committees be reviewed on a regular basis for applicability and effectiveness.
- Purpose to understand how advisory boards are currently operating and identify opportunities for improvement.

Just the beginning . . .

6

1 [SLIDE 5]

Research and Discovery Process

- Surveyed neighboring municipalities and counties
- Staff Liaison and Department Director Meetings
- Chair and Vice-Chair Meetings
- Advisory Member Handbook

Themes

- Unclear roles and responsibilities
- Measurements of Success and Reporting
- Inconsistent Practices



2
3 [SLIDE 6]



Resident Advisory Board
Administrative Policy Recommendations

4
5 [SLIDE 7] Skipped in live presentation

Resident Advisory - Administrative Policy Recommendations



- Attendance Guidance
- Stipend Clarification
- Membership
 - Corporate Limits
 - Non-Voting
 - Ex-Officio
 - Youth
 - ETJ and County Representation
- Term Lengths
- Meeting Minutes Format
- Resignations
- Required Trainings

6

1 **Mrs. Gentry** stated that all items on "slide 8" are approved by Council and any board
 2 appointments will be staggered so that the committee is not flipped all at the same time. She
 3 also mentioned that the high school board member will be in 11th or 12th grade.

4 **[SLIDE 8]**

Resident Advisory - Administrative Policy Recommendations

ATTENDANCE

- o Missing three (3) consecutive meetings; or b) Missing twenty-five percent (25%) of meetings within any twelve (12) month period.
- o Quarterly Reporting to the elected body

STIPEND

- o All resident advisory board members are eligible.
- o \$50 per meeting held and attended
- o Quarterly Payment (Contingent upon Attendance Report)

TERM LENGTHS

- o 2 year terms or 3 year terms
- o Maximum term length (6 consecutive years)

DIVERSITY

- o Endeavor to appoint members who represent the ethnic, cultural, demographic, and geographic diversity of the community.

ELIGIBILITY

- o All members must be 18-years of age or older with the exception of the "youth" representative
- o Current on Town of Apex and Wake County Taxes
- o Youth Representative (High School)

RESIGNATIONS

- o Written Statement with effective date to the Town Clerk

MEETING MINUTES

- o Town Clerk or their designee
- o Minutes Format:
 - Summary of Action Items; or
 - Thorough Meeting Minutes (similar to Town Council)

REQUIRED TRAININGS

- o Ethics and Conflicts of Interest Training Required Each Term

5
 6 **Mrs. Gentry** mentioned that the Annual Report will most likely go to Council every
 7 December.

8 **Chair Colwell** asked if there is a chance for change in the quantity of people on the
 9 board.

10 **Mrs. Gentry** said the Clerks office if open to feedback regarding this.

11 **Member Bryant** asked if the process for selecting new members will be changing.

12 **Mrs. Gentry** said that the application process will change.

13 **[SLIDE 9]**

Resident Advisory - Administrative Policy Recommendations

ANNUAL REPORT REQUIREMENT

- o All resident advisory boards/commission/committees
- o Include:
 - What was done to make a difference;
 - Clear alignment with Town's Strategic Goal Areas
 - The proposed plans and objectives for the upcoming 12 month period;
 - What type of resources (if any) may be needed to pursue upcoming plans
 - Annual Attendance Report
- o Presented by the Chair

MEMBERSHIP

- o Clarify Corporate Limits Requirement, unless otherwise specified or required.
- o Youth Representative on Each Resident Advisory Board/Commission/Committee
- o All positions voting
- o No Town Staff shall serve as ex-officio

ANNUAL REPORT SAMPLE	
ANNUAL REPORT GUIDE	
Town of Apex/Resident Advisory Board Annual Report - Three Year	
SUMMARY OF REPORT	
Give a brief description of the report. This summarizes the type of overall guidance and direction the report will have for the upcoming period. Describe the purpose of the report, including objectives and goals. Highlight the major points of the report as part of the summary, or where additional details for highlights.	
MISSION STATEMENT	
Align and reconfirm, or amend, the town or commission's current statement of purpose. Consider the mission statement for the upcoming period.	
PRIORITIES	
o Prioritize the report in the report	
o Does the report highlight trends, or including the problem and solution	
o Includes the report the report includes, including the report	
o Includes "significant" trends for the upcoming period that are noteworthy in the report	
PROJECT ACCOMPLISHMENTS	
Provide an overview of the report	
Describe the number of projects or accomplishments. This should include, but is not limited to, data, time, financial resources, equipment/resources, challenges, responses and solutions	
PHILOSOPHY & VISION	
Provide an overview of the report and any other relevant accomplishments. Consider that your highlights should be included in the report's vision statement	
EDUCATION AND OUTREACH	
Use this section to highlight any education programs or outreach strategies that your board or commission participated in or implemented for the report year. This is a great opportunity to show any community engagement initiatives, or projects that your board or commission has in the community.	
You may use letters, tables, or other to describe the different activities, outreach events, or activities that you have participated in.	

14

1 [SLIDE 10]



2
3 [SLIDE 11]

Apex Public Art Committee (APAC)- Scope of Responsibilities

PURPOSE
 The Apex Public Art Committee (APAC) will be responsible for gathering public input through surveys, focus groups, meeting with civic groups, neighborhood groups etc., and liaising with Town Departments and other Town Committees as needed. They shall recommend projects, programs, and potential artists. They shall also evaluate submissions and advise the PRCR Advisory Commission and the Town Council on matters related to Public Art. The APAC's primary mission will be to increase community awareness and appreciation of public art.

DEPARTMENT ALIGNMENT
 • Parks, Recreation, and Cultural Res. Dept.

DETAILS
 • Advisory Format and Established 2017
 • 7 members appointed for three-year terms
 • Achievements

- Apex Sculpture Walk
- Wall Murals (Various Locations)
- Bus Stop Public Art (Various Locations)

RECOMMENDATION(S)
 A) Stand-Alone "Arts and Culture Advisory Board"
 B) Discuss Broadening the Scope of Responsibilities
 C) Add Voting Youth Representative



4
5 [SLIDE 12]

Resident Advisory – Summary of Recommendations

BEE CITY COMMITTEE
 ◦ Dissolve and responsibilities consumed by Apex Environmental Advisory Board

BOARD OF ADJUSTMENT (BOA)
 ◦ Reduce Terms to two (2) year terms
 ◦ Reduce Term Max to 3 consecutive (6 total)

ENVIRONMENTAL ADVISORY BOARD
 ◦ Reduce Terms to two (2) year terms
 ◦ Reduce Term Max to 3 consecutive (6 total)
 ◦ Add Voting Youth Representative
 ◦ Add one (1) seat for Tree CAP/Bee City Representation

HOUSING ADVISORY BOARD (HAB)
 ◦ Clarify roles and responsibilities

PARKS AND RECREATION ADVISORY
 ◦ Establish Term Limits
 ◦ Shift Cultural Arts and Public Art to new Committee
 ◦ Add Voting Youth Representative

PLANNING BOARD
 ◦ Reduce Terms to two (2) year terms
 ◦ Reduce Term Max to 3 consecutive (6 total)
 ◦ Add Voting Youth Representative
 ◦ Switch Non-Voting Historical Society Seat to Voting

ARTS AND CULTURE ADV. BOARD
 ◦ Clarify roles and responsibilities
 ◦ Add Voting Youth Representative
 ◦ Stand-alone separate from Parks and Rec.

MULTIMODAL TRANSPORTATION ADVISORY BOARD
 ◦ Clarify roles and responsibilities to include Bicycle and Pedestrian modes of transportation
 ◦ Add Voting Youth Representative
 ◦ Add 2 additional voting positions, remove ex-officio members

TREE CITIZEN ADVISORY PANEL (CAP)
 ◦ Dissolve and responsibilities consumed by Apex Environmental Advisory Board

6

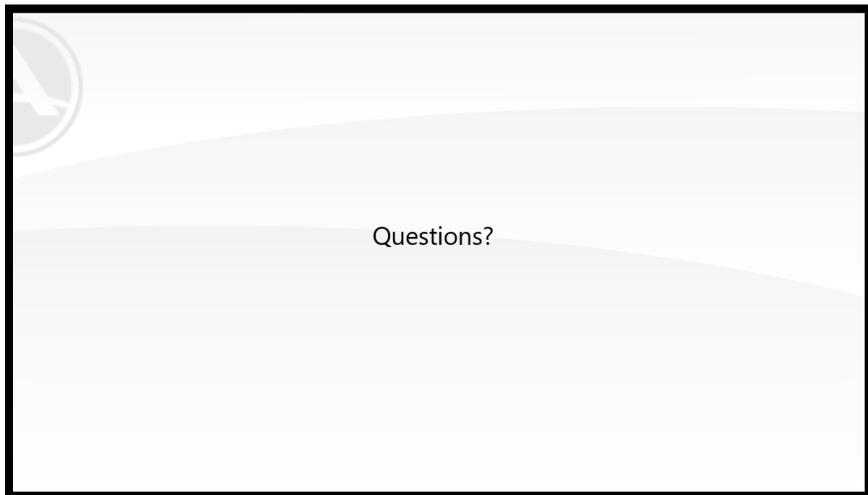
1 **[SLIDE 13]**



Next Steps

- Initiate Unified Development Ordinance (UDO) Changes and Town Code of Ordinance Changes – **March 1, 2025**
 - Current Advisory Board Terms will not be effected. Changes will take effect at the end of their current appointment.
- Meet with Staff Liaisons, Department Directors, and Applicable Chair and Vice-Chairs – **January 2025**
- Resident Advisory Board Administrative Policy – **February 2025**
- Recruiting for vacant positions – **February/March 2025**
- Quarterly Attendance Reports – **Beginning April 2025**
- Annual Report Requirement – **Due December 2025**

2
3 **[SLIDE 14]**



Questions?

4
5
6 **[OLD BUSINESS]**

7 **Mrs. Wray** gave an update on the Mural at White Oak Creek Greenway. Council
8 approved the mural design unanimously and artist, Sean Kernick, will be setting up his
9 timeline to paint before the end of April 2025.

10 **Chair Colwell** gave an update on Apex Sculpture Walk. He said it would be installed
11 April 16th and 17th.

12 **Mrs. Wray** gave an update on Salem Street Crosswalk Mural Art. She said that the
13 contract for the selected artist is in progress, and she would release the name once the
14 contract was completed. She said she would be sending out design consultation and
15 thumbnail review meetings once the contract was signed. She is planning for this to be
16 completed July 1st.

17 **Chair Colwell** said that Vice-Chair Durham was not in attendance so there was no

1 update on the Hunter Street Park Crosswalk Art.

2 **Member Kirley** gave an update on the Art Guide. She gave some of her ideas and
3 logistics that had been discussed at her meeting with Kerrin Cox. Mrs. Wray gave some of the
4 timelines for the project. She said that this was narrowed down to downtown Apex and
5 prioritizing Town assets, and they would be opening it up to non-town assets once the legal
6 process was done.

7 **Chair Colwell** gave an update on PeakFest. He asked Mrs. Wray what would need to
8 be done to provide ideas. Mrs. Wray said they would be working with Parks and Rec, and they
9 would provide representation. This will be on May 3rd.

10 **Member Bryant** asked if there were any plans for maintenance on the transit murals.

11 **Mrs. Wray** said that she would reach out to Planning to see if there was any
12 maintenance scheduled.

13 **Member Kirley** asked about The Halle projection.

14 **Mrs. Wray** said that it is going through the permitting process, and she is hoping that
15 there will be more information in the month.

16 **Chair Colwell** asked if the parking sign right at The Halle was a permanent feature or
17 just during construction.

18 **Mrs. Wray** said she would ask about that.

19

20 **[ADJOURNMENT]**

21

22 A **motion** was made by **Member Bryant** and seconded by **Member Kirley**, to
23 adjourn the meeting at **6:44 p.m.**

24

25 **VOTE: UNANIMOUS (4-0)** with Sean Durham, Ewan Pritchard and Lafayette Trawick absent

26

27

28 Tom Colwell

29 Chair

30 Lisa Varner, Transcriptionist

31

32 Submitted for consideration and approval by Cultural Arts Center Manager, Taylor Wray.

33

34 Minutes approved on 21st day of April, 2025.