

APPROVED MEETING MINUTES

TOWN OF APEX PLANNING BOARD MEETING MINUTES MONDAY, OCTOBER 13, 2025 4:30 P.M.

The Apex Planning Board met on Monday, October 13, 2025, at 4:30 PM in the Council Chambers at Apex Town Hall, located at 73 Hunter Street in Apex, North Carolina.

This meeting was open to the public. Members of the public were able to attend this meeting in-person or watch online via the livestream on the Town's YouTube Channel. The recording of this meeting can be viewed here: <https://www.youtube.com/watch?v=TZyYGrLo2Qk>.

[ATTENDANCE]

Board Members

Tim Royal, Chair (ETJ Member)
Keith Braswell, Vice-Chair
Steven Rhodes
Sarah Soh
Alyssa Byrd
Daniel Khodaparast
Preston Mitchell
Jeff Hastings (Wake County Representative)
Mary Petersen, Apex Historical Society Representative

Town Staff

Planning Director Dianne Khin
Assistant Planning Director Amanda Bunce
Senior Planner-Long Range Transit Katie Schwing
Planner II Bruce Venable
All other staff members will be identified appropriately below

[COMMENCEMENT]

Chair Royal called the meeting to order at 4:30p.m. Vice Chair Braswell offered an Invocation and led the Pledge of Allegiance.

[ITEMS OF INFORMATION]

Peak Plan 2055 Public Forum items and locations.

Diane Khin, Planning Director said that Peak Plan 2055 will be October 22nd at Hope Community Church & October 23rd at Town Hall from 4:30 p.m. to 6:30 p.m. each night.

[SLIDE 1]

Items of Information

Public Forum #1

Pick either evening to attend:

- Wednesday, October 22nd
Drop in from 4:30 PM - 6:30 PM
at Hope Community Church
(2080 E Williams Street)
- Thursday, October 23rd
Drop in from 4:30 PM - 6:30 PM
at Apex Town Hall (73 Hunter
Street)

PEAK PLAN 2055
Our Plan. Our Peak. Our Future.

What's your dream for Apex?
This question is at the heart of Peak Plan 2055. Together, we can imagine what kind of community we want to be, and build the roadmap to get there.

Let's dream big—together!
Your feedback will directly inform the Town's vision for growth, including: land use, transportation, conservation, housing, economic development, and more.

Contact: Sharon Cox, Long Range Planning Manager
919.281.3200 | sharon.cox@apexnc.org

Share Your Dreams
Public Forum 1 (choose either event)
October 22, 2025 | 4:30 PM - 6:30 PM (drop-in anytime)
Hope Community Church, 2080 East Williams Street

Learn More & Get Involved

APEX NORTH CAROLINA

Katie Schwing, Senior Long-Range Planner-Transit wanted to give the Planning Board members notification that she was bringing forward a presentation to Town Council on October 28, 2025. She will present proposed changes to the Apex Transit Plan Map for regional routes operated by Go Triangle and Go Cary, for which the Town Council does not have authority to change the service of. Those not subject to a public hearing will be in a presentation to Town Council.

[SLIDE 1]

Items of Information

**Apex Transit Plan Map Updates:
Regional Routing/Administrative Changes**

- The Apex Transit Plan Map displays regional routes in addition to local routes.
- Staff intend to present regional route amendments at the October 28, 2025 Town Council Meeting:
 - GoTriangle Route 305 (existing and future routing changes)
 - GoTriangle Route 311 (future routing changes)
 - GoCary ACX (remove)
 - GoCary Rt 9 (add)

APEX NORTH CAROLINA

[SLIDE 2]



[PUBLIC COMMENT]

Chair Royal opened the floor for anyone to speak on non-agenda items. No one came forward and Public Comment was closed.

[CONSENT]

Chair Royal presented the minutes from September 8, 2025 meeting and asked if there was a motion.

A **motion** was made by **Member Byrd** and seconded by **Member Hastings** to approve the meeting minutes from the September 8, 2025, regular meeting.

VOTE: UNANIMOUS (9-0)

PH1 - ITEM NO. 1 Transportation Plan Amendments-Transit Plan Map

Katie Schwing, Senior Planner- Long Range Transit, Public hearing and possible motion regarding amendments to the Transit Plan Map Amendment of the Apex Transportation Plan related to recent acceptance of the Apex Transit Prioritization Plan. Planning Staff recommends approval of the changes.

[SLIDE 1]

Public Hearing #1

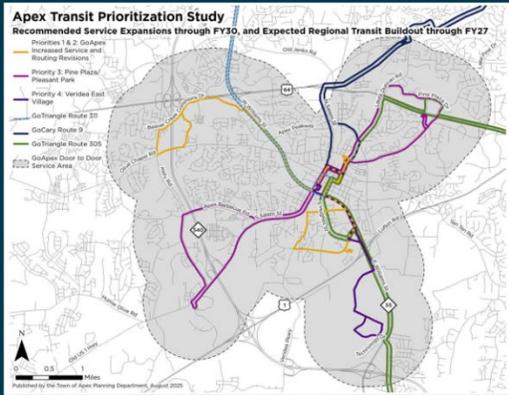
Amendments to the Transit Plan Map of the Transportation Plan



[SLIDE 2]

Summary of Proposed Amendments

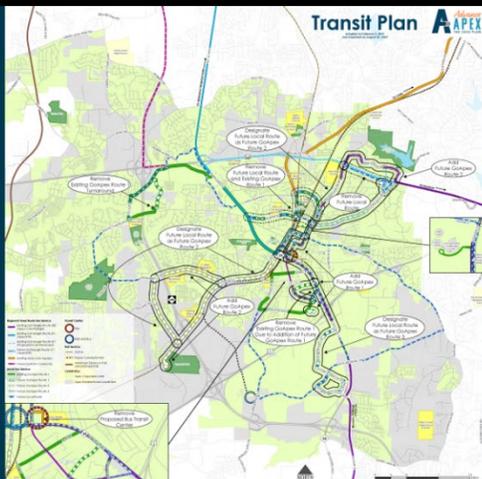
- Amend the Transit Plan Map of the Town's Transportation Plan in order to reflect recommendations in the *Apex Transit Prioritization Study*
- Note: the lines are conceptual in nature and are subject to further amendment



Apex Transit Prioritization Study: Fixed Route Recommendations

[SLIDE 3]

Clarified Map



[SLIDE 4]

ATPS Fixed Route Recommendation #2:
Revise the existing GoApex Route 1 routing

Add additional "Future GoApex Route 1" lines:

- along parts of Hughes St, Chatham St, and Mason St near Downtown
- along parts of Perry Rd, S Hughes St near Stone Glen
- along parts of Broadstone Wy, and Walmart turnaround

[SLIDE 5]

ATPS Fixed Route Recommendation #2:
Revise the existing GoApex Route 1 routing

Remove "Existing GoApex Route 1" and "Future Local Route" along parts of Laura Duncan Rd, Apex Peakwy, N Salem St, and Hunter St, north of Downtown

Clarified map highlights Remove "Existing GoApex Route 1" along Olive Chapel Professional Park turnaround

[SLIDE 6]

ATPS Fixed Route Recommendation #3:
Implement a new fixed route following the Pine Plaza/Pleasant Park routing concept

Add "Future GoApex Route 2" lines along parts of Laura Duncan Rd, Pine Plaza Dr, Old Raleigh Rd, Shepherds Vineyard Dr, and library turnaround northeast of Downtown

Remove "Future Local Route" from US-64 area

[SLIDE 7]

ATPS Fixed Route Recommendation #3
Implement a new fixed route following the Pine Plaza/Pleasant Park routing concept

Add "Future GoApex Route 2" lines along parts of S Salem St, Old US 1, Pleasant Plains Rd, Pleasant Park turnaround, Kelly Rd, Apex Barbecue Rd southwest of Downtown

Clarified map displays routing through downtown

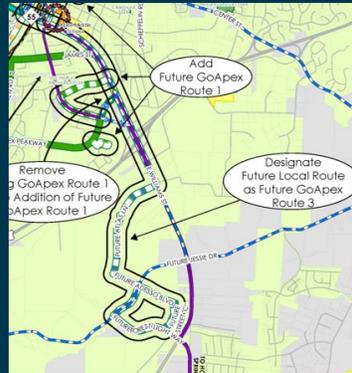


[SLIDE 8]

ATPS Fixed Route Recommendation #4:
Implement a new fixed route to serve the Veridea East Village area

Add "Future GoApex Route 3" lines along parts of E Williams St, Future Atlas Ln, Adesso Blvd, Jessie Dr, Forest Light Wy, and "Veridea East Village street "C"

Clarified map displays routing through to Salem St, and labels relevant future roadways in Veridea East Village



[SLIDE 9]

ATPS Other (Non-Fixed Route) Recommendation #1:
Support Phase 1 of the proposed downtown mobility hub

Removes Proposed Bus Transit Center near E Williams St at Hughes St



[SLIDE 10]



[SLIDE 11]

Request for Planning Board

- Recommend Town Council approve the proposed amendments to the Transit Plan Map.

APEX
NORTH CAROLINA

[SLIDE 12]

Questions/Comments?

APEX
NORTH CAROLINA

Ms. Schwing opened for questions.

Chair Royal asked if any of the changes were made by counts of people and where they are being picked up, actual use or what is perceived how things will be in the future.

Ms. Schwing said that the Apex Transit prioritization study had a large influence.

Member Mitchell asked if riders could transfer outside the system where routes come together.

Ms. Schwing said Go Apex is a free service and anyone can get on or off at any routes intersect.

Member Mitchell asked if the routes have signs to let people know that they can transfer out in the system.

Ms. Schwing said that there aren't too many shared stops but there are signs from each, Go Cary and Go Triangle that each have signs posted. She said there is no language at this time about transferring but there is an assumption that they can board either bus that they choose to.

Member Hastings suggested that the bus going to Pleasant Park go through the playground up and around the splash pad to the parking lot instead of turning around at the entrance so that those that are active in the playground or soccer and it's 4/10th of a mile. He said this may increase ridership.

Ms. Schwing said that they had looked at that during the study but there was concern about the time it would take to go farther into the park and they are trying to stay on the hour schedule.

Member Mitchell asked if this would remain free or was this left over Covid funds.

Ms. Schwing said that Go Apex is envisioned as a free service provided the grants and funding remain.

A **motion** was made by **Member Hastings** and seconded by **Member Mitchell** to approve the amendments to the Transit Plan Map of the Apex Transportation Plan.

VOTE: UNANIMOUS (9-0)

Staff noted that the Public Hearing had not been opened. Chair Royal opened the public hearing and closed the public hearing as no one came forward. The motion and vote remained unchanged.

[NEW BUSINESS]

NB1 - ITEM NO. 1 - Unified Development Ordinance Amendments

Bruce Venable, Planner II presented several amendments to the Unified Development Ordinance (UDO).

[SLIDE 1]

New Business #1

Possible motion regarding various amendments to the Unified Development Ordinance (UDO)



[SLIDE 2]

Amendment #1
Requested by Transportation & Infrastructure Development Staff

1) **Amendments to Secs. 7.4 Dedication of ROW; 7.4.2 Dedication of ROW, No Deprivation of Land; 7.5.1 Required Improvements, Generally and Exemptions; 7.5.4 Required Improvements, Streets; and 13.16 Transportation, Developer Agreements in order to update and clarify road frontage widening requirements and add certain exemptions for new development.**

7.4 Dedication of ROW

When a street or highway corridor identified in *Advance Apex: The 2045 Transportation Plan* established and adopted pursuant to NCGS 136-66.2, is located on **or immediately adjacent to** land subject to subdivision, site plan, or other development plan, the landowner shall dedicate the right-of-way for the street or highway to the Town if:

...

7.4.2 No Deprivation of Land
The dedication of right-of-way does not result in the denial of a reasonable use **is not greater than 35%** of the original tract of land.



[SLIDE 3]

Amendment #1
Requested by Transportation & Infrastructure Development Staff

7.5.1 Required Improvements, Generally and Exemptions

A) *Generally*
The developer of any **site or** subdivision within the Town or the Town's extraterritorial jurisdiction shall be responsible for the proper installation of improvements as set forth in the following sections and as set forth in the Town of Apex Standard Specifications and Standard Details. No final plat for subdivision shall be approved until required improvements have been installed or their installation guaranteed as provided herein in those areas shown on the plat.

B) *Exemptions*
A site plan or subdivision plan that does not propose a subdivision of an existing parcel into more than four (4) lots, has an anticipated number of vehicular trips less than 150 per day, and a total of less than 10,000 square feet of proposed non-residential buildings is exempt from public road frontage improvements and new location public road construction that would otherwise be required based on the *Advance Apex: The 2045 Transportation Plan* and typical road sections specified in the Town of Apex Standard Specifications and Construction Details. This exemption does not exempt the installation of improvements required for the safe ingress and egress of vehicles and emergency services accessing the site, including, but not limited to, installation of a paved driveway apron, necessary driveway relocation, and other roadway markings and signage associated with the driveway location. Buildings shall not be permitted in areas that are planned for future roadway construction and expansion. Right-of-way dedication is recommended for planned public roadways where practical to promote future connectivity to adjacent properties and future improvement projects.



[SLIDE 4]

Amendment #1
Requested by Transportation & Infrastructure Development Staff

The following exemptions apply to construction of public road frontage improvements and new location public road construction that would otherwise be required based on *Advance Apex: The 2045 Transportation Plan* and typical road sections specified in the *Town of Apex Standard Specifications and Standard Details*.

- 1) Single-family or duplex construction on an existing parcel (no subdivision).
- 2) A site plan or subdivision plan that does not propose a subdivision of an existing parcel into more than four (4) lots.
- 3) A site plan or subdivision plan that has an anticipated number of vehicular trips less than 150 per day.
- 4) A site plan with a total of less than 10,000 square feet of proposed non-residential buildings.
- 5) A site plan or subdivision plan abuts a street with controlled access and cannot obtain a driveway access to the street.
- 6) A project submitted for site plan or subdivision plan approval is subject to street frontage improvements in accordance with the *Advance Apex: The 2045 Transportation Plan* in which the total cost of the street improvements will exceed 35% of the site work costs and the proposed use or expansion does not trigger a Traffic Impact Analysis. Cost estimates shall be provided by the property owner/developer, adhering to the *NCDOT Standard Specifications for Roads and Structures*, for both the required street improvements and proposed site work costs. Cost estimates are required to be submitted to the Transportation & Infrastructure Development Director who will approve or deny the values presented to justify the exemption.



[SLIDE 5]

Amendment #1
Requested by Transportation & Infrastructure Development Staff

These exemptions do not exempt the installation of improvements required for the safe ingress and egress of vehicles and emergency services accessing the site, including, but not limited to, installation of a paved driveway apron, necessary driveway relocation, and other roadway markings and signage associated with the driveway location. Buildings shall not be permitted in areas that are planned for future roadway construction and expansion. Right-of-way dedication and permanent slope easements are still required for planned public roadways and widenings where practical to promote future connectivity to adjacent properties and future improvement projects.

C) Fee-In-Lieu Due to State and Local Improvement Plans
Where a project is adjacent to a street identified on the North Carolina Department of Transportation State Transportation Improvement Program or the Town's Capital Improvement Program and is scheduled to be under construction within three (3) years from the date of first site plan or first subdivision plan submittal, and remains scheduled within three years of construction plan approval, street improvements may not be required, based on approval of the Transportation & Infrastructure Development Director, provided that right-of-way and permanent slope easements are dedicated to accommodate the future project and a fee-in-lieu payment for the street improvements is made for the street improvements.

...



[SLIDE 6]

Amendment #1
Requested by Transportation & Infrastructure Development Staff

7.5.4 Streets
...

D) *Apex Peakway Construction Requirements*
...

4) *Order-of Construction*
New construction or frontage widening along the Apex Peakway corridor in conjunction with development is required in the same manner as all other road improvements described in Secs. 7.5.9.C.1 and 7.5.9.C.2.

Because of expected low traffic counts early in the life of the facility, two travel lanes with curb and gutter and sidewalk are to be constructed initially with grading for the remaining roadway width when adequate public right-of-way is available. First priority of construction shall be the outer two travel lanes. In constructing only the outer two lanes, the inside curb shall be constructed as median curb.



[SLIDE 7]

Amendment #1
Requested by Transportation & Infrastructure Development Staff

a) Development on Outside of Road Corridor
One-half of the right-of-way shall be dedicated and the outside two lanes and sidewalk shall be built as specified above.

b) Development on Inside of Road Corridor
When property develops on the inside of the corridor and the outer lanes have already been constructed, the remaining one-half (1/2) right-of-way shall be dedicated and an approved connection shall be made to the outer lanes. A fee in lieu shall be paid for construction of the inside lanes and multi-use path.

If the outer lanes have not been constructed and the developer has access to the property through an existing road, then the Town may consider accepting the dedication of one-half (1/2) of the right-of-way and a fee in lieu of construction. If the outer lanes have not been constructed but the only access to the property being developed is the Peakway, then the developer shall make the necessary arrangements to have the right-of-way dedicated and the outside lanes constructed and may be required to dedicate the right-of-way and pay a fee in lieu of construction of the inside lanes. In a situation where it may be possible to build the inside lanes and transition from the outside lanes to the inside lanes meeting 40 mph roadway design guidelines, then the Town may consider allowing the developer to dedicate the right-of-way and build the inside lanes instead of the outside lanes.

c) Development of Both Sides of the Road Corridor
If the owner develops property on both sides of the corridor, the full right-of-way shall be dedicated with construction of the outer two lanes, curb and gutter and sidewalk as specified above. The property owner shall also provide grading for the remaining half of the roadway.



[SLIDE 8]

Amendment #1
Requested by Transportation & Infrastructure Development Staff

Article 13 Transportation
13.16 Developer Agreements

Where a development includes **off-site improvements** to a thoroughfare shown on the approved Thoroughfare and Collector Street Plan map, by mutual consent, the Town and the Developer may enter into an agreement regarding the terms of the participation of the developer in the construction and/or financing of such road. **Frontage opposite the development may be considered an off-site improvement.** Such agreement may provide for appropriate compensation to the developer for the developer's participation in the financing and/or construction of the road. The agreement shall be in accordance with NCGS 160D Article 10 and in a form approved by the Town and shall identify:

...



[SLIDE 9]

Amendment #2
Requested by Water Resources Staff

2) **Amendments to Sec. 6.1.7 Watershed Protection Overlay Districts, High-Density Development Option in order to specify the maximum built-upon area allowed within the Jordan Lake Critical Area of the Town's water supply watershed.**

6.1.7 High-Density Development Option

...

c) **Within the Jordan Lake Critical Area (defined by NCDEQ as any land within a half-mile radius of the normal pool elevation of the lake).**

1) **Built-Upon Area**
Per NCDEQ water supply watershed rules, within the Jordan Lake Critical Area, high density development is limited to 50% built-upon area.



[SLIDE 10]

Amendment #3
Requested by Water Resources Staff

3) Amendments to Sec. 6.1.11 *Watershed Protection Overlay Districts, Riparian Buffers* in order to clarify the exclusion of residential lots within any Riparian Buffer Zone and to fix a typographical error.

6.1.11 Riparian Buffers
No new clearing, grading, or development shall take place nor shall any new building permits be issued in violation of this section. **No residential lots shall be located within any riparian buffer zone.** No exemptions shall be permitted from this section except for any use, development, or activity that has been specifically exempted by any applicable state law from local regulations of the type established by this Ordinance, or as provided in Sec. 6.1.11J *Exemption When Existing Uses are Present and Ongoing*. The following activities impacting Zone 1 and/or 2 of a riparian buffer in the Jordan Lake Watershed or in the Neuse River Basin shall be administered by the NC Department of Environmental Quality (NC DEQ): (i) activities conducted under the authority of the State, the United States, multiple jurisdictions, or local units of government, (ii) forest harvesting or (iii) agricultural activities.

...



[SLIDE 11]

Amendment #3
Requested by Water Resources Staff

G) *Uses Permitted Within the Riparian Buffer*

...

2) *Within Zone 3 of a Riparian Buffer in the Neuse River Basin and All Other Remaining Areas of Both the Primary Watershed Protection District and the Secondary Watershed Protection District*

Within all areas, other than Zones 1 and 2 ~~or~~ of the Neuse River Basin, the following land disturbing activities and uses shall be permitted within any required riparian buffer:

...



Member Hastings asked if the critical area for the watershed area is shown on the development map for Jordan Lake.

Mr. Venable said that it does not show currently but Water Resources is working with the GIS Department to provide that layer but all the critical zones are all outside of Apex's jurisdiction at this time.

[SLIDE 12]

Amendment #4
Requested by Planning Staff

4) Amendments to Sec. 8.3.11 *Off-Street Parking and Loading, Electric Vehicle Charging Spaces* to broaden the exemption for multi-family or apartment units that are restricted to households with an annual income that is not greater than 80% Area Median Income (AMI) from the electric vehicle charging space requirements of the UDO.

8.3.11 Off-Street Parking and Loading, Electric Vehicle Charging Spaces

8.3.11 Electric Vehicle Charging Spaces

Within mMulti-family or apartment projects, any dwelling unit restricted to households with an annual income that is not greater than 80% of the Area Median Income for the respectively-sized household in the Raleigh, NC MSA, as determined by the United States Department of Housing and Urban Development, are exempt from all electric vehicle charging space requirements. Such restrictions shall be demonstrated through a recorded covenant, deed restriction, or other binding affordability agreement approved by the Town. The required number of EV charging spaces for the project shall be reduced in proportion to the number of exempt units.

...



[SLIDE 13]

Amendment #5
Requested by Planning Staff

5) Amendments to Sec. 4.3.5.G.3 *Use Classifications, Commercial Uses, Retail Sales and Service, Building supplies, retail* to clarify the scope of permitted retail products allowed by this use.

4.3.5 Commercial Uses

...

G) *Retail Sales and Service*

...

3) *Building supplies, retail.* An establishment primarily engaged in the retail sale of building supplies and home improvement products including, but not limited to, swimming-pools above ground pools, pool forms, spas, greenhouses, and outdoor play sets. In the B2 District, this includes traditional hardware stores not exceeding 7,000 square feet in area, but not building supplies or hardware stores in excess of 7,000 square feet.

...



[SLIDE 14]

Amendment #6
Requested by Planning Staff

6) Amendments to Sec. 4.3.6 *Use Classifications, Industrial Uses* in order to permit showrooms as an accessory use to the principal uses listed in that section.

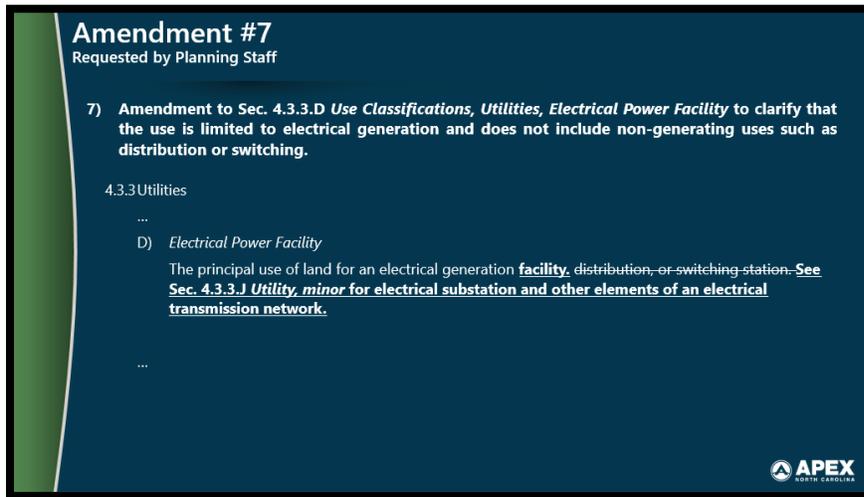
4.3.6 Industrial Uses

Industrial Uses shall be allowed to have a showroom as an accessory use provided the goods and services offered are directly related to the primary use and the showroom meets the requirements in Sec. 4.5.2 *Accessory Uses and Structures, Generally.*

...



[SLIDE 15]



Member Mitchell asked if there were LIHTC tax credit projects for workforce housing for the EV charging spaces.

Ms. Khin said that there are two active low-income housing tax credit projects and another likely to be proposed in the next two months and on average it's every three years.

Member Byrd asked how was 35% of the tract for the dedication of right-of-way is decided because this may be a challenge for smaller parcels.

Ms. Bunce said that the Director of Transportation Infrastructure Development looked at other departments and Fuquay Varina has that number in their ordinance.

Ms. Khin said that legal staff looked at this and the Nollan-Dolan Supreme Court decisions and other jurisdictions have used it and it has worked.

Chair Royal asked if there was any data on people with restricted income use of EVs.

Mr. Venable said that he doesn't have any metrics or data on that currently. He said it depended on how the market is with incentives available.

Ms. Bunce clarified the intent of this amendment for the EV requirements. She said that the LIHTC low-income housing tax credit projects would be completely exempt from EV parking requirements as long the units were at the 80% AMI or lower.

Member Mitchell said that in Raleigh MSA the area median income for a family of four is \$140,000 or \$135,000 so when people are entering into the EV market Apex wants to be able to have infrastructure for them but the infrastructure is so expensive and we don't want to create issues for the developers where the cost of infrastructure is so much that they are not providing that as an amenity.

A **motion** was made by **Member Mitchell** and seconded by **Member Braswell** to recommend approval of the amendments to the Unified Development Ordinance (UDO).

VOTE: UNANIMOUS (9-0)

APPROVED | OCTOBER 13, 2025 TOWN OF APEX PLANNING BOARD MEETING MINUTES

A **motion** was made by **Member Hastings** and seconded by **Member Soh** to adjourn the Planning Board meeting at **5:17 PM**.

VOTE: UNANIMOUS (9-0)

Tim Royal
Planning Board Chair

Jeri Pederson
Lead Planning Technician
Submitted for approval by Jeri Pederson and approved on November 10, 2025.