



**TOWN OF APEX  
PLANNING BOARD MEETING MINUTES**

Meeting Date: May 11, 2020

The Planning Board held their regular meeting remotely due to COVID-19 on May 11, 2020 at 4:30 p.m. The meeting presentation materials were posted to the Town of Apex's website and the public was provided with a call-in number and conference ID in order to speak during the public forum and public hearing portions of the meeting. Members present were, Chair Michael Marks, Vice Chair Beth Godfrey, Board Members Reginald Skinner, Mark Steele, Tina Sherman, Tommy Pate and ETJ Member Tim Royal. Member absent was Keith Braswell.

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

**PUBLIC FORUM**

Chair Marks opened the meeting for citizens to speak on non-agenda items; no one requested to speak.

**CONSENT**

Item #1 – Minutes from the March 9, 2020 regular meeting. Chair Marks called for a motion. Member Godfrey motioned to recommend approval. Member Steele seconded. Motion carried with a unanimous vote.

**PUBLIC HEARING**

Item #1

Jenna Shouse, Long Range Planner presented amendments to four routes on the Transit Plan Map of the Comprehensive Transportation Plan which include GoTriangle Route 305, GoTriangle Route 311, Future GoCary Holly Springs Express (proposed Apex-Cary Express), and Future GoApex Route 1.

No public comments were received as of May 8, 2020.

Planning and Community Development staff and the Transit Committee recommends approval of the amendments.

Some questions/comments from the Board:

- Are stops shown on the transit plan? Planner Shouse stated they are not shown because they may change in the future.
- Regarding the re-route of the 311 (Lake Pine Drive) do those riders know about the proposed changes? Jenny Green from GoTriangle stated they have been sending social media alerts and emails to riders to get the word out. As changes are made, brochures will be sent out and made available.
- Concerned with the changes without face-to-face interaction. Jenny Green stated they had public outreach in 2016 and 2018; and this is not the first time these proposed changes have been made public. They make service changes a few times a year. Route 305 will have changes

extending from Lake Pine Plaza through Apex to Holly Springs. Ridership on the 311 are about 10 riders a day which is not huge.

- Do we expect ridership to increase? Jenny Green stated yes, they are looking at restoring services currently not available. They will have public outreach in June.
- If Route 311 route is no longer there, will it require two different buses? Jenny Green stated yes, there would be a transfer, the best would be to use the Park and Ride at Compare Foods. Most of the riders at Lake Pine Drive arrive at that stop by car.
- Is the drop in ridership a result of the Corona virus? Jenny Green stated yes.
- Can you advertise on WRAL or WTVD? Jenna Shouse stated they posted information on Facebook.
- Can the town put information in the utility bills? Shannon Cox, Long Range Planning Manager stated materials in the utility bills takes two weeks to get them in.
- We are not reaching the folks who are impacted the most by these changes. Planner Cox stated she and Planner Shouse spent quite some time talking with riders at the bus stops; most of the riders are not Apex residents so materials in utility bills will not be effective. The riders are from Cary, Raleigh and Holly Springs.
- People are spending more time on social media.
- How would we notify riders the services are resuming? Jenny Green stated they will put a press release on their website and it will be sent to the news media outlets, and signs will be posted at the bus stops.
- Concerned with route moving from Lake Pine Drive to Compare Foods.
- Could the 311 be removed from consideration? Jenny Green feels the proposed route should stay.
- With communications via social media, at the bus stops and news media they are doing enough to notify riders.
- This is the best time to make a change with no ridership instead of doing it later when services are fully operational.
- Not enough data to show how many have been notified of the proposed changes.

Chair Marks stated this Board still needs to make a recommendation and called for the motion. Member Steel motioned to recommend approval of all the proposed amendments with the exception of the proposed amendment to GoTriangle Route 311. Member Sherman seconded. The motion passed with a vote of 6 to 1; Member Godfrey voted nay.

#### Item #2

Shannon Cox, Long Range Planning Manager presented consolidating multiple plan maps into one Bicycle and Pedestrian System Plan Map. There are no substantive changes to the bicycle and pedestrian network; it would consolidate current recommendations on three separate maps into one map. All greenways, streets, schools, parks bike routes are labeled. Some improvements are improved labeling; updated symbols, inclusion of future thoroughfares, collector streets and parcel lines.

Parks and Recreation Advisory Commission, Planning and Community Development staff and Parks and Recreation staff recommend approval. No public comments were received as of May 8, 2020.

Chair Marks opened and closed the public hearing. No one came forward to speak on this item. Chair Marks called for the motion. Member Skinner motioned to recommend approval to Town Council and stated this is a welcome change. Member Pate seconded. Motion carried with a unanimous vote.

NEW BUSINESS

Item #1

Amanda Bunce, Current Planning Manager presented the proposed changes to the Planning Board Rules of Procedure. Planner Bunce stated the changes clarify the meetings are to be held at Town Hall, unless there is a state of emergency and pointed out the multiple references to voting members.

Chair Marks called for the motion. Member Godfrey motioned to recommend approval to Town Council as presented. Member Steele seconded. Motion carried with a unanimous vote.

Item #2

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


1. Sec. 2.3.5.C *Special Use, Procedures* in order to remove the reference to the Planning Board in subsection 2.3.5.C.2.d.
2. Sec. 3.2 *Zoning Districts Established* in order to correct a reference to the number of zoning districts and to correct a typographical error.
3. Sec. 4.2.2 *Use Table* in order to remove the reference to Sec. 4.4.6.B.6 in the Standards column for the use "Manufacturing and processing, minor". Supplemental standards do not exist for that use.

Planning staff recommends approval of the amendments.

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

There being no further business, Member Skinner motioned to adjourn at 5:55 p.m. Member Godfrey seconded. Motion carried with a unanimous vote.

The foregoing minutes are approved this the 08 day of JUNE, 2020.

  
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Michael Marks  
Chair

  
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Bonnie J. Brock, CMC, MCCMC  
Deputy Town Clerk