



TOWN OF APEX PLANNING BOARD MEETING MINUTES

Meeting Date: August 10, 2020

The Planning Board held their regular meeting on August 10, 2020 at 4:30 p.m. at the Apex Town Hall Campus, 73 Hunter Street, Apex North Carolina, 2nd Floor Council Chambers, Members present were, Chair Michael Marks, Vice Chair Beth Godfrey, Board Members Reginald Skinner, Mark Steele, Tina Sherman, Tim Royal (ETJ Member) and Keith Braswell. Member absent was Tommy Pate.

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

PUBLIC FORUM

Chair Marks opened the floor for citizens to speak on non-agenda items; no one came forward.

CONSENT

Item #1 – Minutes from the July 13, 2020 regular meeting. Member Marks stated the motion of denial for the 2045 Land Use Map amendment for Rezoning Case #20CZ01 Depot 499 was made by Member Steele and seconded by Member Skinner. The minutes will be revised and brought back to the Planning Board at the September 14, 2020 meeting.

SPECIAL PRESENTATION

Jenna Shouse, Long Range Planner presented updates on the Town of Apex Wayfinding Signage Program, as well as a summary of the Wayfinding Analysis Report and proposed a sign design concept. Overall the signage program was well received with Option 4.

PUBLIC HEARING

Item #1

Amanda Bunce Current Planning Manager presenting this item for Liz Loftin, Senior Planner stated in Rezoning Case #20CZ06, the applicant, Trinity Henderson, is seeking to rezone approximately ±.45 acres from High Density Residential Single Family (HDSF) to High Density Single Family-Conditional Zoning (HDSF-CZ) located at 204 & 206 Lynch Street. Planner Bunce oriented those present as to the location of the subject property, the existing surrounding uses, zoning and land use designations. Two neighborhood meetings were held on February 20, 2020 and June 30, 2020; the report on that meeting is included in the agenda packet. The purpose of this rezoning is due to the house located on 204 Lynch Street encroaches on the adjacent property. The uses proposed are accessory apartment, single family and utility, minor. The conditions proposed are a 3 foot minimum setback for the property located at 204 Lynch Street and 206 Lynch Street shall have a minimum lot width of 50 feet, a minimum setback from the eastern property of 8 feet and from the western property line shall be 4 feet. Staff recommends approval as proposed by the applicant.

Chair Marks opened and closed the public hearing no one came forward to speak in favor or opposition of the rezoning.

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

NEW BUSINESS

Item #1

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

1. Sec. 6.3.1.D *Small Town Character Overlay District, Approval Criteria* in order to eliminate the requirement for building landscaping requirements for all development and eliminate the vehicular use area screening and shading requirements for public parking lots within the Central Business District.
2. Sec. 10.3 *Nonconforming Structures* in order to correct a typographical error in Sec. 10.3.2 and to change a word in Sec. 10.3.4 in order to clarify the intent of a sentence.
3. Amendments to Sec. 14.1.3 *Parks, Recreation, and Open Space Sites; Standards for Dedication* in order to verify the usability of land proposed for dedication by requiring a Phase 1 site assessment prior to land dedication to the Town.

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

Chair Marks stated beginning with the September 14, 2020 the Planning Board will go back to virtual Teams meetings as we cannot have a hybrid meeting where only some members are present.

State law now allows public comments up to 24 hours from a called meeting. The Board cannot vote until they receive all public comments. Chair Marks asked the members if Wednesday [September 16, 2020] at 5:00 PM to vote on the public hearing items would be acceptable. Dianne Khin, Planning and Community Development Director stated the public hearings would be held over because we have to collect public comments for 24 hours after the public hearing via email, phone-in or written letter and they will be read into the record. The Board can have discussion before the vote on Wednesday. All members agreed Wednesday, September 16, 2020 at 5:00 PM would be fine. The two meetings will be classified as special meetings and noticed as such.

Member Godfrey motioned to adjourn. Member Skinner seconded. Motion carried with a unanimous vote. There being no further business the meeting adjourned at 5:15 p.m. The foregoing minutes are approved this the 14 day of September, 2020.

Michael Marks Digitally signed by Michael Marks
Date: 2020.09.16 09:28:36 -04'00'

Michael Marks
Chair


Bonnie J. Brock
Development Specialist