



TOWN OF APEX PLANNING BOARD MEETING MINUTES

Meeting Date: June 13, 2022

The Planning Board held their regular meeting on June 13, 2022 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, Board Members Tina Sherman, Keith Braswell, Ryan Akers (Wake County Member), Tim Royal (ETJ Member), Sarah Soh. Members absent were Mark Steele, Jeff Hastings (Historical Society Member), Elaine Boyle, Steven Rhodes.

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

Items of Information-

Introduction of Sarah Soh, new Planning Board member.

Introduction of Tony Ibanez, new Planning Technician.

PUBLIC FORUM

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

CONSENT

Item #1 – Minutes from the May 9, 2022 regular meeting. Chair Skinner called for a motion. Member Sherman motioned to recommend approval. Member Braswell seconded. Motion carried with a unanimous vote.

PUBLIC HEARING

Item #1

Shannon Cox, Long Range Planning Manager presented a proposed amendment to the 2045 Land Use Map (LUM). The amendment would be a change to the legend of the 2045 LUM. The Planning Committee of Town Council is proposing a new land use classification that would be titled Rural Transition Residential. This classification would support one (1) dwelling unit per one (1) acre. It would fall in between Rural Density Residential that is one dwelling unit per five (5) acres and Low Density Residential which is up to three dwelling units per one (1) acre. This new classification would most likely serve as a transition between the Rural Density areas and Low Density areas and would fill a gap in the current classifications. This new classification may correspond to what developers actually intend to put on the ground instead of having to go up to a low density residential or stay at rural density residential. The other change would be a table change to indicate that the Conservation Buffer (CB), Rural Residential (RR) and Planned Unit Development (PUD) districts would be the allowable zoning districts for this new land use classification. No actual map changes are proposed at this time but Planning Board and Town Council would have an opportunity to consider any future requests to show this Rural Transition land use classification at that time.

Member Sherman asked for clarification about how the name for the Rural Transition classification was chosen. Staff explained that the Planning Committee of Town Council came up with the name during their meeting after looking at other municipalities and Wake County.

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

Member Sherman motioned to amend the Land Use Map to reflect Rural Density Residential 1 for the current one dwelling unit per five (5) acres classification and Rural Density Residential 2 for the one dwelling unit per acre in lieu of Rural Transition Residential. Member Akers seconded. Motion carried with a unanimous vote.

NEW BUSINESS

Item #1

Shelly Mayo, Senior Planner presented updates to the Town of Apex Action Plan within the Wake County Multi-Jurisdictional Hazard Mitigation Plan. State and local governments are only eligible for federal grant money if they develop and adopt FEMA-approved hazard mitigation plans. Hazard Mitigation Planning is a process to identify risks and vulnerabilities associated with natural disasters and develop long term strategies for protecting people and property from future hazard events. Planner Mayo coordinates with all the other Town departments who work on their own department's recommendations.

Chair Skinner brought it back to the board for any question or comments. No members had any questions or comments.

Member Braswell motioned to approve as presented. Member Sherman seconded. Motion carried with a unanimous vote.

Item #2

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

Requested by the Planning Committee of Town Council:

1. Amendments to Sec. 8.1.6. *Retaining Structures* in order to provide standards for retaining structures associated with walk out basements.

Requested by Planning Staff and Inspections Staff:

2. Amendment to Table 5.2.2.B.4 *Permitted Encroachments into Required Setbacks* in order to remove HVAC and mechanical units from the appurtenances section and allow them to be placed anywhere on the side yard or rear yard to be consistent with state building code provisions.

Requested by Planning Staff:

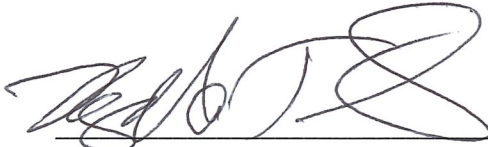
3. Amendments to Secs. 4.3.2.N *Use Classifications, Public and Civic Uses*; 4.3.5.G *Use Classifications, Retail Sales and Service* and 4.4.5.G *Supplemental Standards, Commercial Uses, Retail Sales and Service* in order to allow "pet crematory" as an accessory use in "Kennel". "Pet Services" and "Veterinary Clinic or Hospital".
4. Amendments to Sec. 4.5.6.C *Accessory Apartments* outside of the Small Town Character Overlay District to be up to 40% of the heated square footage of the principal single-family dwelling.

5. Amendment to Table 8.3-1: *Off Street Parking Schedule "A"* in order to remove "outdoor" from the use "Kennel, outdoor" in order to be consistent with the "Kennel" use listed in Article 4: *Use Regulations*.
6. Amendment to *Sec. 8.3.6 Parking Lot Design Standards* in order to specify when wheel stops are required in parking lots and to provide an exception to the standard concrete wheel stop on historic properties with gravel parking.


Planning Staff is recommending approval for all of the proposed amendments.

Chair Skinner called for a motion. Member Sherman recommends approval as written. Member Royal seconded. Motion carried with a unanimous vote.

Member Braswell motioned to adjourn. Member Sherman seconded. Motion carried with a unanimous vote. The meeting adjourned at 5:08 p.m. The foregoing minutes are approved on this 11th day of July, 2022.



Reginald Skinner
Chair



Jeri Pederson
Planning Technician