



TOWN OF APEX PLANNING BOARD MEETING MINUTES

Meeting Date: December 11, 2023

The Planning Board held their regular meeting on December 11, 2023 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, Sarah Soh, Tim Royal (ETJ Member), Keith Braswell, Jeff Hastings (Historical Society Member), Ryan Akers (Wake County Member), Alyssa Byrd and Daniel Khodaparast. Members absent were Vice-Chair Tina Sherman and Member Steven Rhodes.

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

ITEMS OF INFORMATION

Planning Director Khin shared that the Town Clerk's office is working on reappointments so even if a member's term is up, the member will continue to serve until such time they are notified of any changes. We expect to see the current members at the January meeting. The Clerk's office will get in touch with members through their Town email.

PUBLIC FORUM

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

CONSENT

Item #1 – Minutes from the November 13, 2023 regular meeting. Chair Skinner called for a motion. Member Soh motioned to recommend approval. Member Byrd seconded. Motion carried with a unanimous vote.

NEW BUSINESS

Item #1

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

- Amendments to Sec. 12.2 *Terms Defined* in order to expand the boundaries of the Downtown Festival District.
- Amendments to Sec. 7.5.4.E *Public Access Requirements* in order to remove standards related to the required number of points of access for new residential developments in order to rely solely on Appendix D of the North Carolina International Fire Code.
- Amendments to Sec. 6.1.11.G *Uses Permitted Within Riparian Buffer* in order to clarify that screened porches are allowed to encroach into a riparian buffer in the same manner as sheds and gazebos based on interpretation from the North Carolina Department of Environmental Quality.

Planning staff recommends approval of the proposed UDO amendments.

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

Member Royal motioned to adjourn. Member Braswell seconded. Motion carried with a unanimous vote. There being no further business, the meeting adjourned at 4:44 p.m. The foregoing minutes are approved this the 8th day of January, 2024.



Reginald Skinner
Chair



Jeri Pederson
Lead Planning Technician