

Agenda Item | **cover sheet**

for consideration by the Apex Town Council

Item Type: TOWN CLERK'S REPORT
Meeting Date: January 13, 2026

Item Details

Presenter(s): Allen Coleman, Town Clerk

Department(s): Town Clerk's Office

Requested Motion

- A. Possible motion to move William Hollenbeck from Alternate 1 to Regular Member on the Board of Adjustment effective January 13, 2026. Mr. Hollenbeck's term remains unchanged (expiring February 28, 2026).
- B. Possible motion to move Heidi Marie Sico from Alternate 2 to Alternate 1 on the Board of Adjustment effective January 13, 2026. Ms. Sico's term remains unchanged (expiring December 31, 2026).
- C. Possible motion to move Casey Angel from Alternate 3 to Alternate 2 on the Board of Adjustment effective January 13, 2026. Mr. Angel's term remains unchanged (expiring August 31, 2028).

Approval Recommended?

Yes

Item Details

Pursuant to the Town's Unified Development Ordinance, Board of Adjustment members may serve three-year terms for a maximum of three (3) terms - equally nine (9) consecutive years of service. As of December 31, 2025, Mr. Ross Stocks completed three full terms (nine years) and has reached his maximum allowable service. The Town Clerk's Office recommends the movement of Alternate Member 1, William Hollenbeck, to fill the position as a regular member (vacated by Mr. Stocks). Mr. Hollenbeck has served on the Board of Adjustment for several years and equipped to participate in quasi-judicial hearings. In addition, Alternate 2 and Alternate 3 are recommended to move up consistent with prior practice while the Clerk's Office continues recruitment for the vacant position.

The Town of Apex has two statutorily required resident advisory boards which are the Board of Adjustment (BOA) and the Planning Board. The Board of Adjustment (BOA) is charged with considering particular kinds of development issues that require special use permits or variances from the Town's Unified

Development Ordinance (UDO). More specifically, the Board of Adjustment is responsible for the following as stated in Section 2.1.3 of the Town's Unified Development Ordinance (UDO):

- a) Review and approve, approve with conditions, or deny. To review, hear, consider and approve, approve with conditions, or deny
 - Applications for Variance Permits.
 - Applications for Special Use Permits.
- b) Appeals. To review, hear, consider, and reverse or affirm, in whole or in part, or modify:
 - Written orders, decisions, interpretations, requirements, or determinations of the Planning Director or other administrative officials charged with enforcement of any other ordinance that regulates land use or development
 - Mast Subdivision Plans.
 - Construction Plans
 - Master Subdivision Final Plats.
 - Soil Erosion and Sedimentation Control Plans.
- c) Studies. To make studies of the resources, possibilities, and needs of the Town upon the authorization of the Town Council and to report its findings and recommendations with reference thereto, from time to time, to the Town Council.

The Board of Adjustment (BOA) consists of five (5) regular members and three (3) alternate members.

Attachments

- N/A

