

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: TOWN CLERK'S REPORT

Meeting Date: August 11, 2026

Item Details

Presenter(s): Allen Coleman, Town Clerk

Department(s): Town Clerk's Office

Requested Motion

- A. Motion to move Heidi Marie Sico from Alternate 1 to a Regular Member on the Town of Apex Board of Adjustment (BOA). Her term remains unchanged (January 1, 2024 - December 31, 2026).
- B. Motion to move Casey Angel from Alternate 2 to Alternate 1 on the Town of Apex Board of Adjustment (BOA). His term remains unchanged (October 14, 2025 - August 31, 2028).
- C. Motion to move Aaron Barnes from Alternate 3 to Alternate 2 on the Town of Apex Board of Adjustment (BOA). His term remains unchanged (April 1, 2026 - March 31, 2029).
- D. Motion to confirm William Gerhard as Alternate 3 on the Town of Apex Board of Adjustment (BOA). His term remains unchanged (June 1, 2026 - December 31, 2026).

Approval Recommended?

Yes

Item Details

On March 10, 2026, the Apex Town Council unanimously appointed Mr. William Gerhard to the Board of Adjustment (BOA) effective June 1, 2026 following the resignation of Mr. William Hart (Regular Member). The Town Clerk's Office has consistently moved alternate members up in the queue and not customarily placed a new member into a regular member position, unless otherwise directed by the Mayor and Town Council. The action taken on March 10 did not clearly establish Mr. Gerhard's appointment to the Alternate 3 position; therefore, this agenda item requests confirmation of that appointment and the corresponding adjustment of the remaining alternate positions.

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

- TC1-A1: March 10, 2026 Meeting Minute Excerpt

