

# | 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

Motion to confirm Umesh Pai as the Vice-Chair on the Board of Adjustment (BOA) for the Town of Apex effective July 1, 2026 through December 31, 2026. His Regular Member term remains unchanged (January 1, 2026 through December 31, 2028).

### Approval Recommended?

Yes

### Item Details

On June 16, 2026, the Board of Adjustment (BOA) members unanimously recommended the appointment of Mr. Umesh Pai to the position of Vice-Chair on the Board of Adjustment (BOA). Mr. Pai is the longest serving member next to the Chair. Mr. William Hart was serving as Vice-Chair until his resignation effective May 19, 2026 and Mr. Pai will replace him effective July 1, 2026. Mr. Pai's term does not change as the leadership appointments are only one-year terms.

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

