

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: NEW BUSINESS

Meeting Date: September 9, 2025

Item Details

Presenter(s): Allen Coleman, Town Clerk

Department(s): Town Clerk's Office

Requested Motion

- A) Possible motion to appoint one (1) corporate limit resident, over the age of eighteen (18), to serve on the Board of Adjustment (BOA) for the Town of Apex.
- B) Possible motion to recommend to the Wake County Board of Commissioners one (1) Extraterritorial Jurisdiction (ETJ) resident, over the age of eighteen (18) to serve on the Board of Adjustment for the Town of Apex.

Approval Recommended?

Yes

Item Details

This item was continued from the June 24, 2025 Town Council meeting.

A total of five (5) applications were received for appointment consideration and they are (in alphabetical order by last name):

- **Ambrose, Perry** - Corporate Limits Resident - Eligible for Voting Over 18 Representative Position
- **Angel, Casey** - Corporate Limits Resident - Eligible for Voting Over 18 Representative Position
- **Carmac, Robert** - Extraterritorial Jurisdiction (ETJ) Resident - Eligible for Voting Over 18 Representative Position (*Reappointment*)
- **Taylor, Tracy** - Corporate Limits Resident - Eligible for Voting Over 18 Representative Position (*Reappointment*)
- **Yule, Kristy** - Corporate Limits Resident - Eligible for Voting Over 18 Representative 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.

The following members have terms that expired December 31, 2024 and are considered in a "hold-over" status until their appointment is confirmed or a replacement is named.

- Carmac, Robert (Extraterritorial Jurisdiction (ETJ) Resident) - Expired December 31, 2024
- Taylor, Tracy (Corporate Limits Resident) - Expired December 31, 2024

All of the above-mentioned names have requested to be considered for reappointment and are eligible to serve on the Town's Board of Adjustment (BOA).

Attachments

- NB8-A1: Summary of Applicants - ALL Boards
- NB8-A2: Applicants for the Board of Adjustment (BOA)

