

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: REGULAR MEETING
AGENDA

Meeting Date: September 22, 2026

Item Details

Presenter(s): Allen Coleman, Town Clerk

Department(s): Town Clerk's Office

Requested Motion

Discussion, consider providing additional guidance to the Town Clerk about deferring this item until October 13, 2026 with the Unified Development Ordinance (UDO) Amendment, or consider a possible motion to adopt the ordinance amending the Town Code of Ordinances to update the Resident Advisory Board appointment process for the Environmental Advisory Board, Culture and Arts Advisory Board, Multimodal Transportation Advisory Board, and Parks and Recreation Advisory Board.

Approval Recommended?

TBD

Item Details

At the direction of the Town Council, staff has prepared amendments to the Town Code of Ordinances related to the appointment process for members of the Town's Resident Advisory Boards. The proposed amendments apply to the Environmental Advisory Board, Culture and Arts Advisory Board, Multimodal Transportation Advisory Board, and Parks and Recreation Advisory Board, which are established within the Town Code. Similar amendments addressing the Planning Board and Board of Adjustment are being considered separately through amendments to the Unified Development Ordinance (UDO).

Currently, members of these Resident Advisory Boards are recommended by the Mayor and appointed by the Town Council. The proposed Town Code amendments are intended to establish a more consistent and defined appointment process across the Town's advisory boards. Consistent with the proposed UDO amendments, the changes would establish timelines for mayoral recommendations and clarify the process available to the Town Council when a recommended applicant is not appointed or when a mayoral recommendation is not received within the established timeframe. The companion UDO amendments provide for mayoral recommendations to be submitted at least 30 calendar days before the expiration of a scheduled term, or within 30 calendar days following notice of an unscheduled vacancy, and allow the

Town Council to appoint another qualified applicant without an additional mayoral recommendation under specified circumstances.

The amendments are intended to provide greater clarity and consistency in the appointment process while maintaining the existing structure and responsibilities of each Resident Advisory Board. The proposed changes do not otherwise modify the purpose, composition, qualifications, or duties of the affected boards.

The ordinance amendment would revise Chapter 2 - Administration, Article IV. Apex Environmental Advisory Board; Article V. Culture and Arts Advisory Board; Article VI. Multimodal Transportation Advisory Board; and Chapter 15 - Parks and Recreation Advisory Board to incorporate the revised appointment process.

Attachments

- RA1-A1: Ordinance Amendment - Chapter 2 - Administration, Article IV. Apex Environmental Advisory Board; Article V. Culture and Arts Advisory Board; Article VI. Multimodal Transportation Advisory Board; and Chapter 15 - Parks and Recreation Advisory Board - **pending**

