

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: NEW BUSINESS

Meeting Date: October 14, 2025

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 2 to Alternate 1 on the Board of Adjustment effective September 23, 2025. Mr. Hollenbeck's term remains unchanged (expiring February 28, 2025).
- B) Possible motion to move Heidi Marie Sico from Alternate 3 to Alternate 2 on the Board of Adjustment effective September 23, 2025. Ms. Sico's term remains unchanged (expiring December 31, 2026).
- C) Possible motion to appoint one (1) corporate limit resident, over the age of eighteen (18), to serve on the Board of Adjustment (BOA) as Alternate Member No. 3 for the Town of Apex for a three-year term expiring August 31, 2028.

Approval Recommended?

Mayor Jacques K. Gilbert nominates William Hollenbeck and Heidi Sico advance in their Board of Adjustment seats as stated in the motion above. Further, he recommends the appointment of Casey Angel for the Alternate No. 3 position on the Board of Adjustment (BOA).

Item Details

On September 9, 2025, the Apex Town Council made a motion to reappoint Robert Carmac (ETJ) to the Board of Adjustment and to elevate the current Alternate 1, Mr. Michael Sayers, to the vacant regular position on the Board (previously held by Dr. Tracy Taylor). At present there remains one (1) alternate vacancy.

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
- **Nelby, Brian** - Corporate Limits Resident - Eligible for Voting Over 18 Representative Position
- **Sunku, Madhu** - Corporate Limits Resident - Eligible for Voting Over 18 Representative Position

- **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.

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

Attachments

- NB1-A1: Summary of Applicants - ALL Boards
- NB1-A2: Applicants for the Board of Adjustment (BOA)

