

**RESOLUTION NO. 2025-\_\_\_\_\_**

**RESOLUTION RECOMMENDING THE APPOINTMENT AND THE  
REMOVAL OF REVIEW OFFICERS FOR THE TOWN OF APEX**

**WHEREAS**, Article 2 of Chapter 47 (§47-30.2 Review Officer) of the North Carolina General Statutes requires the Board of Commissioners of each county, by resolution, designate by name one or more persons experienced in mapping or land records management to be appointed as a Review Officer to certify the maps or plats presented to the Register of Deeds as complying with all statutory requirements for recording; and

**WHEREAS**, the review of statutory requirements is of a technical nature; and

**WHEREAS**, one of the services of the Town of Apex staff provides to the community is a similar technical process for subdivision plat review in order to verify compliance with the Town's development regulations; and

**WHEREAS**, it appears most efficient for the Town of Apex to avoid adding another layer of development review by providing for the certification of statutory compliance for all maps or plats to be presented to the register of deeds for recording within the context of subdivision review procedures;

**NOW THEREFORE, BE IT RESOLVED, BY THE TOWN  
COUNCIL OF THE TOWN OF APEX:**

1. That the following persons are recommended to be appointed by the Wake County Board of Commissioners to serve as Review Officers for all lands within the municipal and extraterritorial jurisdiction of the Town of Apex in order to certify each map and plat presented to the Wake County Register of Deeds for recording satisfies the statutory requirements for recording, and, that these persons shall act as Review Officers until such time as the Town Council of the Town of Apex and the Wake County Board of Commissioners removes the designation by resolution and causes said resolution to be recorded by the Wake County Registry and indexed in the Grantor Index:

<u>NAME</u>	<u>POSITION/TITLE</u>
Elise Bielen	Senior Planner
Bruce Venable	Planner II
Nick Baker	Planner II

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2. That Liz Loftin and Katherine Mayo are recommended to be removed by the Wake County Board of Commissioners as Review Officers for all lands within the municipal and extraterritorial jurisdiction of the Town of Apex as they are no longer employed by the Town of Apex.
3. That the Town Clerk is hereby authorized to submit a signed copy of this resolution to the Wake County Board of Commissioners for approval.
4. Upon approval by the Wake County Board of Commissioners, the Town Clerk shall cause a certified copy to be recorded at the Wake County Register of Deeds.

A motion was made by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_ to adopt this resolution, and upon being put to a vote was unanimously approved and duly adopted, this the 26<sup>th</sup> day of June 2025.

Attest:

\_\_\_\_\_  
Allen Coleman, CMC  
Town Clerk

\_\_\_\_\_  
Jacques K. Gilbert  
Mayor